



# REQUEST FOR QUOTATION

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF 100% LOCALLY MANUFACTURED AND EMBROIDERED PERSONAL PROTECTIVE CLOTHING FOR ENGINEERING STUDENTS AT WESTERN TVET COLLEGE, CARLETONVILLE CAMPUS.**

## QUOTATION NO: WTC (CV/PPE) 24/2026

Prospective suppliers who are interested in participating in afore-mentioned quotation are invited to submit their quotes in full compliance to the requirement of this quotation document. The completed document with all attachments must, be signed, and submitted in a clearly labelled sealed envelope and deposited in the quotation box at the following address.

**RECEPTION DESK  
WESTERN TVET COLLEGE  
42 JOHNSTONE STREET  
HECTORTON  
RANDFONTEIN  
(33°55'36.27" S 18°51'22.28" E)**

Ref:(SCM)

Enquiries: email: [kjobeta@westcol.co.za](mailto:kjobeta@westcol.co.za)

|                                |  |
|--------------------------------|--|
| Quotation Number               | WTC (CV/PPE) 24/2026                                     |
| Date issued                    | 07 April 2026  |
| Quotation date                 | 15 April 2026  |
| Closing time                   | 11h00  |
| Quotation can be downloaded at | <a href="http://www.westcol.co.za">www.westcol.co.za</a> |

|                 |     |        |
|-----------------|-----|--------|
| Company Name    |     |        |
| Address         |     |        |
| Contact person  |     |        |
| Contact numbers | (w) | (cell) |
| Email address   |     |        |

## 1. BIDDING CONDITIONS

- a) All suppliers of goods and services are encouraged to register in the National Treasury's web-based Central Suppliers Database from July 1, 2016, at [www.csd.gov.za](http://www.csd.gov.za).
- b) According to National Treasury Instruction No.4 A of the 2016/2017 National Treasury Supplier Database, states must guarantee that suppliers awarded business with the State are registered on the CSD before issuing an award letter/purchase order/signed contract.
- c) Each Supplier submitting a quotation agrees to do so on the terms and conditions set out in this quotation document.
- d) A person fully authorized to commit to the terms must sign the quotation and conditions set out in this quotation. Westcol is entitled to assume that there is full authority in the signatory of the person.
- e) If an error has been made on the pricing schedule, it shall be crossed out in black ink and accompanied by initials at each and every alteration.
- f) Completed and Signed Schedule of Pricing as issued in the document failure to do so will lead to disqualification.
- g) The document must not be dismantled; page numbers must be sequential.
- h) Electronic signatures (adobe acrobat sign) and initials are not allowed.
- i) Each page to be initialized as indicated in the document failure to do will lead to disqualification.
- j) Bidders are not allowed to use correction pens (tippex). In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must can be ticked.
- k) For all documents that will need certification (and affidavits where applicable) bidders must not submit copies/ copies of certified copies.
- l) Bids from people in the service of state as defined in the Public Financial Management Act and Regulations will not be accepted.
- m) All quotation prices must be inclusive of 15% VAT for all registered VAT vendors.
- n) The validity period for this quotation is sixty (60) days.
- o) Westcol reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any quotation as it sees fit. Nothing stated in this request (whether express or implied) binds or obligates Westcol, or any other member of Westcol to accept the lowest of any price contained in quotation document or to accept any tender. Suppliers or their representatives can expect to discuss the details of their quotation during the evaluation process. Westcol reserves the right to negotiate specific terms with the preferred suppliers prior to the award of a final contract (if any).

***NB! FAILURE TO ADHERE TO THE ABOVE INSTRUCTIONS WILL RENDER THE QUOTATION INVALID AND RESULT IN DISQUALIFICATION***

- 2. FULLY COMPLETED AND SIGNED STANDARD BIDDING DOCUMENTS (COMPULSORY)**
- a) SDB 1: Invitation to bid
  - b) SDB 4: Bidder's Disclosure
  - c) SDB 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022
  - d) SDB 6.2 Declaration certificate for local production and content for designated sectors

***NB: IN AN INSTANCE WHERE INFORMATION IS NOT AVAILABLE OR APPLICABLE, DRAW A LINE ACROSS OR WRITE N/A. FAILURE TO DO SO WILL LEAD TO DISQUALIFICATION.***

**3. MANDATORY DOCUMENTS**

- a) Authority of signatory (*if not a sole proprietorship*)
- b) Central Supplier Database (*not older than a month*)
- c) Certified ID copy of director/s not older than three (3) months (***Not copy of a certified copy***)
- d) BBB-EE Certificate or Sworn affidavit (***Not copy of a certified copy***)
  - No points will be allocated if the attached sworn affidavit (BBBEE) is a copy of a certified copy or that is not certified.

**3.1 MUNICIPAL RATES AND TAX STATEMENTS OF THE DIRECTORS OR BIDDING ENTITY**

- a) Current municipal rates and taxes statements (from previous billable month) for each directors' or bidding entity address must be attached; or
- b) Valid lease agreement of the director/s or bidding entity with all critical contractual obligations
- c) If the rates and taxes account is not in the names of the director/s, or bidding entity, the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are appearing on the municipal rates and taxes statement to confirm that the director resides or operates business in their property.

**4. INSTRUCTION ON THE SUBMISSION OF QUOTATION DOCUMENTS**

- a) A quotation document must be in a sealed envelope that has on the outside the quotation number and quotation description.
- b) The quotation document must be in the quotation box before the specified closing time and date.
- c) Bidders who arrive when the quotation box is open are late.
- d) No emailed tenders will be accepted.
- e) All bids must be submitted on the official forms provided and a successful bidder will be required to fill and sign a written Contract Form (SBD 7).
- f) Late quotations documents will not be opened.



## 5. CONTACT DETAILS

| Contact Person   |  |
|------------------|--|
| Name & Surname   | Mandi de Klerk   |
| Telephone number | 011 692 4004 / 5013  |
| E-mail address   | <a href="mailto:mdeklerk@westcol.co.za">mdeklerk@westcol.co.za</a> |

## 6. SPECIFICATIONS OR TERMS OF REFERENCE

| ITEM NO | BRIEF DESCRIPTION  | QTY |
|---------|--|-----|
| 1.      | 2 Piece conti suits<br>Royal Blue 30/70 polycotton   | 250 |
| 2.      | Safety shoes:<br>NRCS Approved <ul style="list-style-type: none"> <li>• CE EN ISO 20345 Approved</li> <li>• Slip Resistant</li> <li>• Oil resistant</li> <li>• Acid-resistant</li> <li>• Steel Toecap with impact protection of 200 joules</li> <li>• Steel Midsole</li> <li>• Shock Absorption</li> <li>• Genuine Split Buffalo Leather Upper</li> <li>• Lightweight and flexible dual-density PU sole</li> <li>• Removable comfort Inner sole</li> <li>• Heat Resistant to 90 Celsius</li> </ul> | 250 |
| 3.      | White lab coats  | 150 |
| 4.      | <b>Safety goggles</b><br>Industrial safety glasses with side shields and impact-rated lenses   | 250 |
| 5.      | <b>Safety glasses</b><br>Polycarbonate mono lens, black nylon frame and adjustable temples. Scratch resistant lens, anti-fog   | 150 |

### Embroidery

|  |  |
|--|--|
| <p><b>DHET Logo (right breast)</b></p>  <p>higher education<br/>&amp; training<br/>Department:<br/>Higher Education and Training<br/>REPUBLIC OF SOUTH AFRICA</p> | <p><b>WESTCOL Logo (left breast)</b></p>  <p><b>westcol</b><br/>Technical and Vocational Education and Training College</p> |
|--|--|

Sizes will be communicated with the awarded supplier.

## 7. Points for specific goals

All quotations received will be evaluated on an 80/20-point scoring basis. The 80 points will be for Price, 20 points for specific goals to promote transformation and economic development in accordance with the table below:



Preferential Procurement Policy Framework Act

- 80 Points for Price
- 20 Points for specific goals

| <b>The specific goals allocated points in terms of this quotation</b> | <b>Number of points allocated (80/20 system)</b> |
|---|--|
| Price   | 80   |
| Local Based: West Rand District                                       | 05   |
| Youth owned enterprise  | 05   |
| Race: Black Owned   | 05   |
| People with Disability (attach proof)                                 | 05   |



## 8. PRICING SCHEDULE

| PRICING SCHEDULE   |  |                  |            |               |   |  |  |             |            |             |  |
|--|--|------------------|------------|---------------|---|--|--|-------------|------------|-------------|--|
| NO.  | DESCRIPTION  | FABRIC OFFERED   | COLOUR     | SIZES         | DO THE GARMENT OFFERED COMPLY WITH THE SPECIFICATION. (STATE YES OR NO. IF NO, DESCRIBE DEVIATION | TO WHAT SABS STANDARD DO THE GARMENTS OFFERED COMPLY WITH? | NAME OF MANUFACTURER AND COUNTRY. IF MANUFACTURED IN RSA, NAME OF PROVINCE MUST BE STATED. | DESCRIPTION |            |             | MAXIMUM PERIOD OF DELIVERY REQUIRED TO EFFECT DELIVERY AFTER RECEIPT OF OFFICIAL ORDER/ EXCHANGE |
|  | UNIFORM IN ACCORDANCE WITH THE SPECIFICATION FURNISHED HERewith AND COMPLYING IN ALL RESPECTS WITH THE REQUIREMENTS OF THE COUNCIL'S SPECIFICATION |                  |            |               |   |  |  | QTY         | UNIT PRICE | TOTAL PRICE |  |
| 1.   | Two (2) Piece Conti suits  | 30/70 polycotton | Royal Blue | Various sizes |   |  |  | 250         |            |             |  |
| 2.   | Safety boots   |                  | Black      | Various Size  |   |  |  | 250         |            |             |  |
| 3.   | White lab coats  |                  | White      | Various Size  |   |  |  | 150         |            |             |  |
| 4.   | Safety goggles   |                  |            |               |   |  |  | 250         |            |             |  |
| 5.   | Safety glasses   |                  |            |               |   |  |  | 150         |            |             |  |
| 15% VAT: R _____   |  |                  |            |               |   |  |  |             |            |             |  |
| GRAND TOTAL: R _____   |  |                  |            |               |   |  |  |             |            |             |  |
| Signature of person duly authorized to sign a quotation: _____ |  |                  |            |               |   | Date: _____  |  |             |            |             |  |

**PART A**

**INVITATION TO QUOTATION**

**SBD 1**

| YOU ARE HEREBY INVITED TO QUOTATION FOR REQUIREMENTS OF WESTOL TVET COLLEGE                       |   |               |                      |               |              |
|---|---|---------------|----------------------|---------------|--------------|
| QUOTATION NUMBER:   | <b>WTC (CV/PPE)<br/>24/2026</b>   | CLOSING DATE: | <b>15 APRIL 2026</b> | CLOSING TIME: | <b>11:00</b> |
| DESCRIPTION   | <b>APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF 100% LOCALLY MANUFACTURED AND EMBROIDERED PERSONAL PROTECTIVE CLOTHING FOR ENGINEERING STUDENTS AT WESTERN TVET COLLEGE, CARLETONVILLE CAMPUS.</b> |               |                      |               |              |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b> |   |               |                      |               |              |

QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTATION BOX SITUATED AT (STREET ADDRESS)

| <b>WESTERN TVET COLLEGE</b>   |                                    |                                     |        |   |  |
|---|------------------------------------|-------------------------------------|--------|---|--|
| <b>42 JOHNSTONE STREET, 1760</b>  |                                    |                                     |        |   |  |
| <b>HECTORTON, HOMELAKE</b>  |                                    |                                     |        |   |  |
| <b>RANDFONTEIN</b>  |                                    |                                     |        |   |  |
| <b>1760</b>   |                                    |                                     |        |   |  |
| 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   |                                    |                                     |        |   |  |
| TAX COMPLIANCE STATUS   | TCS PIN:                           |                                     | OR     | CSD No:   |  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]  | Yes<br><input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                    |                                     |        |   |  |



|   |   |  |   |
|---|---|--|---|
| <p><b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p> | <p><input type="checkbox"/>Yes                      <input type="checkbox"/>No<br/>[IF YES ENCLOSE PROOF]</p> | <p><b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p> | <p><input type="checkbox"/>Yes    <input type="checkbox"/>No<br/>[IF YES, ANSWER PART B:3 ]</p> |
| <p><b>TOTAL NUMBER OF ITEMS OFFERED</b></p>   | <p><b>TOTAL QUOTATION PRICE</b></p>   |  |   |
| <p><b>SIGNATURE OF BIDDER</b></p>   | <p>.....</p>  |  | <p><b>DATE</b></p>  |
| <p><b>CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED</b></p>   |   |  |   |
| <p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>   |   | <p><b>TECHNICAL CLARIFICATION QUERIES MAY BE DIRECTED TO:</b></p>                      |   |
| <p>DEPARTMENT/<br/>DIVISION</p>   | <p>Supply Chain Management Unit</p>   | <p>CONTACT PERSON</p>  | <p>Mandi De Klerk</p>   |
| <p>CONTACT PERSON</p>   | <p>Kefilwe Jobeta</p>   | <p>TELEPHONE NUMBER</p>  | <p>011 692 4004 / 5013</p>  |
| <p>TELEPHONE NUMBER</p>   | <p>011 692 4004 /1080</p>   | <p>FACSIMILE NUMBER</p>  | <p>011 692 3404</p>   |
| <p>FACSIMILE NUMBER</p>   | <p>011 692 3404</p>   | <p>E-MAIL ADDRESS</p>  | <p><a href="mailto:mdeklerk@westcol.co.za">mdeklerk@westcol.co.za</a></p>   |
| <p>E-MAIL ADDRESS</p>   | <p><a href="mailto:kjobeta@westcol.co.za">kjobeta@westcol.co.za</a></p>                                       |  |   |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|   |
|---|
| <b>1. QUOTATION SUBMISSION:</b>   |
| <p>1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE QUOTATION DOCUMENT.</p> <p>1.3 THIS QUOTATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT(GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>   |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>                                    |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |
| <p>3.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.6 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>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.</b></p> |

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## SBD4

### 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 Quotation Defaulters and /or the List of Restricted Suppliers, that person will automatically be disqualified from the quotation process.

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest<sup>1</sup> 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 institution |
|-----------|-----------------|---------------------|
|           |                 |                     |
|           |                 |                     |
|           |                 |                     |
|           |                 |                     |
|           |                 |                     |
|           |                 |                     |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

.....

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**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise

2.3.1 If so, furnish particulars:

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

**3. DECLARATION**

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying quotation 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 consortium<sup>2</sup> 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 quotation and conditions or delivery particulars of the products or services to which this quotation invitation relates.
- 3.5 The terms of the accompanying quotation 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 quotation opening or of the awarding of the 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 quotation 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.



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.

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

I ACCEPT THAT THE STATE MAY REJECT THE QUOTATION 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

.....  
Bidding entity

## SBD6.1

### 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 QUOTATION 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 The applicable preference point system for this quotation is the 80/20 preference point system.

1.3 Points for this quotation (even in the case of a quotation for income-generating contracts) shall be awarded for:

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

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

|   | Points |
|---|--------|
| Price                                     | 80     |
| Specific Goals                            | 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 quotation to claim points for specific goals with the quotation will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to request a tenderer, either before a quotation 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 tenders, 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 quotation invitation, and includes all applicable taxes.

- (d) “quotation 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 income-generating 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).
- (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- (g) “consortium or joint venture” means an association of person for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- (h) “contact” means the agreement that results from the acceptance of a quotation by an organ of state.
- (i) “EME” means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, the execution of the contract;
- (k) “functionality” means the measurement according to predetermined norms, as set out in the quotation documents, of a service or commodity that is designed to be practical and useful, working or operating, considering, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.
- (l) “non-firm prices” means all prices other than “firm” prices; (m) “person” includes a juristic person.
- (n) “QSE” means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (o) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of the quotation invitations, and includes all applicable taxes and excise duties.
- (p) “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
- (q) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007.
- (r) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

#### 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**

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \quad \text{Where}$$

Ps = Points scored for price of quotation under consideration

Pt = Price of quotation under consideration

Pmin = Price of lowest 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 quotation 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 quotation documents, stipulate in the case of:

- (a) an invitation for quotation for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable quotation 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 quotation 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 quotation and points claimed are indicated in the table below.**

**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 (90/10 system) (To be completed by the tenderer) | Number of points allocated (80/20 system) (To be completed by the tenderer) | Number of points claimed. (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|--|---|
| Price   | X   | 80  | X  |   |
| Local Based: West Rand District                             | X   | 05  | X  |   |

|                                       |   |    |   |  |
|---------------------------------------|---|----|---|--|
| Youth owned enterprise                | X | 05 | X |  |
| Race: Black Owned                     | X | 05 | X |  |
| People with Disability (attach proof) | X | 05 | X |  |

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

- 5.1 Name of company/firm.....
- 5.2 VAT registration number.....
- 5.3 Company registration number.....
- 5.4 TYPE OF COMPANY/ FIRM
  - Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
  - [TICK APPLICABLE BOX]

**DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

**5.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

**5.7 MUNICIPAL INFORMATION**

**Municipality where business is situated**.....

**Registered Account Number:** .....

**Stand Number**.....

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

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

- i) The information provided is true and correct.

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have – disqualify the person from the bidding process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

## 6. Previous experience

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

| Description | Value (R, Vat excluded) | Year(s) executed | Reference |              |        |
|-------------|-------------------------|------------------|-----------|--------------|--------|
|             |                         |                  | Name      | Organization | Tel no |
|             |                         |                  |           |              |        |
|             |                         |                  |           |              |        |
|             |                         |                  |           |              |        |
|             |                         |                  |           |              |        |
|             |                         |                  |           |              |        |

## 7. Staffing Profile

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

| Name | Position in your organization | Qualifications | Experience |
|------|-------------------------------|----------------|------------|
|      |                               |                |            |
|      |                               |                |            |
|      |                               |                |            |
|      |                               |                |            |
|      |                               |                |            |

## 8. Infrastructure and resources available to execute this contract

### 8.1 Physical facilities

| Description | Address | Area (m <sup>2</sup> ) |
|-------------|---------|------------------------|
|             |         |                        |
|             |         |                        |
|             |         |                        |
|             |         |                        |
|             |         |                        |

### 8.2 Plant and equipment

| Description: Plant and equipment owned (or to be rented) | Number of units |
|--|-----------------|
|  |                 |
|  |                 |
|  |                 |
|  |                 |
|  |                 |



**8.3 List of shareholders by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.**

| Name | Date/Position Occupied in Enterprise | ID Number (please attach certified copies of ID's) | Date RSA Citizenship obtained. | HDI | Women | Disabled | Youth (person not older than 35 years of age) | % of business/ enterprise owned |
|------|--------------------------------------|--|--------------------------------|-----|-------|----------|---|---------------------------------|
|      |                                      |  |                                |     |       |          |   |                                 |
|      |                                      |  |                                |     |       |          |   |                                 |
|      |                                      |  |                                |     |       |          |   |                                 |
|      |                                      |  |                                |     |       |          |   |                                 |
|      |                                      |  |                                |     |       |          |   |                                 |
|      |                                      |  |                                |     |       |          |   |                                 |



**8.4 List of shareholders by Name, percentage (%) of business/enterprise owned, residential address.**

| Full Name | Identity (ID) number (Please find attached certified copies of ID's) | % of business / enterprise owned | Residential Address |
|-----------|--|----------------------------------|---------------------|
|           |  |                                  |                     |
|           |  |                                  |                     |
|           |  |                                  |                     |
|           |  |                                  |                     |
|           |  |                                  |                     |
|           |  |                                  |                     |



## AUTHORITY FOR SIGNATORY

Please note that sole proprietors or “one person business” are not required to submit an official and duly signed authority of signatory.

Signatories for close corporations and companies shall confirm their authority by sign on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

### An example for a company is shown below:

Printed on company letterhead:

“By resolution of the board of directors passed on \_\_\_\_\_20\_\_\_\_\_

Mr. \_\_\_\_\_ has been duly

authorized to sign all documents in connection with the quotation for

Tender \_\_\_\_\_ No \_\_\_\_\_ and any Contract, which may

arise there from on behalf of \_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY \_\_\_\_\_

IN HIS CAPACITY AS \_\_\_\_\_ CAPACITY AS \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

AS WITNESSES: 1 \_\_\_\_\_

2 \_\_\_\_\_

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

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



purchaser may, in addition to any other remedy it may have –

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

**SIGNATURE(S) OF TENDERER(S)** .....

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## SBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids 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, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, 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, 2011 (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 bids local production and content is of critical importance, such bids must be advertised with the specific bidding 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 bids referred to in paragraph 1.2 above, a two-stage bidding 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 bid 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 bid 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 bid 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](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder 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. **“bid”** includes written price quotations, advertised competitive bids or proposals.
- 2.2. **“Bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid 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 bid 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 bid 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 bid is/are as follows:

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold.</u> |
|--|--------------------------------------|
| <b>CLOTHING</b>                                | <b>100%</b>                          |
| <b>SAFETY BOOTS</b>                            |                                      |



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 bid 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 bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://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: Bidders 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 bid, 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 BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
 .....

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 bidder.

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>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder 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 bidder 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 bid comply with the minimum local content requirements as specified in the bid, 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:

|  |   |
|--|---|
| Bid 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 bid 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 bid 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:** \_\_\_\_\_

## ANNEXURE C

### 3.1. GUIDELINES FOR COMPLETING ANNEXURE C:

#### LOCAL CONTENT DECLARATION – SUMMARY SCHEDULE

*Note: The paragraph numbers correspond to the numbers in Annexure C.*

#### C1. Tender Number

Supply the tender number that is specified on the specific tender documentation.

#### C2. Tender description

Supply the tender description that is specified on the specific tender documentation.

#### C3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

#### C4. Tender Authority

Supply the name of the tender authority.

#### C5. Tendering Entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd).

#### C6. Tender Exchange Rate

Provide the exchange rate used for this tender, as per Municipal Bidding Document (MBD)

6.2

#### C7. Specified local content %

Provide the specified minimum local content requirement for the tender (i.e. 90%), as per Municipal Bidding Document (MDB) 6.2.



**C8. Tender item number**

Provide the tender item number(s) of the products that have a local content requirement as per the tender specification.

**C9. List of items**

Provide a list of the item(s) corresponding with the tender item number.  
This may be a short description or a brand name.

**CALCULATION OF LOCAL CONTENT**

**C10. Tender price**

Provide the unit tender price of each item excluding VAT.

**C11. Exempted imported content.**

Provide the ZAR value of the exempted imported content for each item, if applicable. These value(s) must correspond with the value(s) of column D16 on Annexure D.

**C12. Tender value net of exempted imported content.**

Provide the net tender value of the item, if applicable, by deducting the exempted imported content (C11) from the tender price (C10).

**C13. Imported value.**

Provide the ZAR value of the items' imported content.

**C14. Local value**

Provide the local value of the item by deducting the Imported value (C13) from the net tender value (C12).

**C15. Local content percentage (per item)**

Provide the local content percentage of the item(s) by dividing the local value (C14) by the net tender value (C12) as per the local content formula in SATS 1286.

**TENDER SUMMARY**

**C16. Tender quantity**

Provide the tender quantity for each item number as per the tender specification.

**C17. Total tender value**

Provide the total tender value by multiplying the tender quantity (C16) by the tender price (C10).

**C18. Total exempted imported content**

Provide the total exempted imported content by multiplying the tender quantity (C16) by the exempted imported content (C11). These values must correspond with the values of column D18 on Annexure D.

**C19. Total imported content**

Provide the total imported content of each item by multiplying the tender quantity (C16) by the imported value (C13).

**C20. Total tender value**

Total tender value is the sum of the values in column C17.



**C21. Total exempted imported content**

Total exempted imported content is the sum of the values in column C18. This value must correspond with the value of D19 on Annexure D.

**C22. Total tender value net of exempted imported content.**

The total tender value net of exempt imported content is the total tender value (C20) less the total exempted imported content (C21).

**C23. Total imported content**

Total imported content is the sum of the values in column C19. This value must correspond with the value of D53 on Annexure D.

**C24. Total local content**

Total local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.

**C25. Average local content percentage of tender**

The average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).



## ANNEXURE D

### 4.1. GUIDELINES FOR COMPLETING ANNEXURE D:

**“IMPORTED CONTENT DECLARATION – SUPPORTING SCHEDULE TO ANNEXURE C”** *Note: The paragraph numbers correspond to the numbers in Annexure D.*

**D1. Tender number**

Supply the tender number that is specified on the specific tender documentation.

**D2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

**D3. Designated products**

Supply the details of the products that are designated in terms of this tender (i.e. buses).

**D4. Tender authority**

Supply the name of the tender authority.

**D5. Tendering entity name**

Provide the tendering entity name (i.e. Unibody Bus Builders (Pty) Ltd).

**D6. Tender exchange rate**

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

### TABLE A. EXEMPTED IMPORTED CONTENT

**D7. Tender item number**

Provide the tender item number(s) of the product(s) that have imported content.

**D8. Description of imported content**

Provide a list of the exempted imported product(s), if any, as specified in the tender.

**D9. Local supplier**

Provide the name of the local supplier(s) supplying the imported product(s).

**D10. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the exempted imported product(s).

**D11. Imported value as per commercial invoice.**

Provide the foreign currency value of the exempted imported product(s) disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

**D12. Tender exchange rate**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D13. Local value of imports**

Convert the value of the exempted imported content as per commercial invoice (D11) into the ZAR value by using the tender exchange rate (D12) disclosed in the tender documentation.

**D14. Freight costs to port of entry**

Provide the freight costs to the South African Port of the exempted imported item.

**D15. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the exempted imported product(s) as stipulated in the SATS 1286:2011.

**D16. Total landed costs excl VAT**

Provide the total landed costs (excluding VAT) for each item imported by adding the corresponding item values in columns D13, D14 and D15. These values must be transferred to column C11 on Annexure C.

**D17. Tender quantity**

Provide the tender quantity of the exempted imported products as per the tender specification.

**D18. Exempted imported value**

Provide the imported value for each of the exempted imported product(s) by multiplying the total landed cost (excl. VAT) (D16) by the tender quantity (D17). The values in column D18 must correspond with the values of column C18 of Annexure C.

**D19. Total exempted imported value**

The total exempted imported value is the sum of the values in column D18. This total must correspond with the value of C21 on Annexure C.

**TABLE B. IMPORTED DIRECTLY BY TENDERER**

**D20. Tender item numbers**

Provide the tender item number(s) of the product(s) that have imported content.

**D21. Description of imported content:**

Provide a list of the product(s) imported directly by tender as specified in the tender documentation.

**D22. Unit of measure**

Provide the unit of measure for the product(s) imported directly by the tenderer.

**D23. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the imported product(s).

**D24. Imported value as per commercial Invoice.**

Provide the foreign currency value of the product(s) imported directly by tenderer disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

**D25. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D26. Local value of imports**

Convert the value of the product(s) imported directly by the tenderer as per commercial invoice (D24) into the ZAR value by using the tender exchange rate (D25) disclosed in the tender documentation.

**D27. Freight costs to port of entry**

Provide the freight costs to the South African Port of the product(s) imported directly by the tenderer.

**D28. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the product(s) imported directly by the tenderer as stipulated in the SATS 1286:2011.

**D29. Total landed costs excl VAT**

Provide the total landed costs (excluding VAT) for each item imported directly by the tenderer by adding the corresponding item values in columns D26, D27 and D28.

**D30. Tender quantity**

Provide the tender quantity of the product(s) imported directly by the tenderer as per the tender specification.

**D31. Total imported value**

Provide the total imported value for each of the product(s) imported directly by the tenderer by multiplying the total landed cost (excl. VAT) (D29) by the tender quantity (D30).

**D32. Total imported value by tenderer**

The total value of imports by the tenderer is the sum of the values in column D31.

**TABLE C. IMPORTED BY THIRD PARTY AND SUPPLIED TO THE TENDERER**

**D33. Description of imported content**

Provide a list of the product(s) imported by the third party and supplied to the tenderer as specified in the tender documentation.

**D34. Unit of measure**

Provide the unit of measure for the product(s) imported by the third party and supplied to tenderer as disclosed in the commercial invoice.

**D35. Local supplier**

Provide the name of the local supplier(s) supplying the imported product(s).

**D36. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the imported products.

**D37. Imported value as per commercial invoice.**

Provide the foreign currency value of the product(s) imported by the third party and supplied to the tenderer disclosed in the commercial invoice accepted by SARS.

**D38. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D39. Local value of imports**

Convert the value of the product(s) imported by the third party as per commercial invoice (D37) into the ZAR value by using the tender exchange rate (D38) disclosed in the tender documentation.

**D40. Freight costs to port of entry**

Provide the freight costs to the South African Port of the product(s) imported by third party and supplied to the tenderer.

**D41. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the product(s) imported by third party and supplied to the tenderer as stipulated in the SATS 1286:2011.

**D42. Total landed costs excluding VAT.**

Provide the total landed costs (excluding VAT) for each product imported by third party and supplied to the tenderer by adding the corresponding item values in columns D39, D40 and D41.

**D43. Quantity imported.**

Provide the quantity of each product(s) imported by third party and supplied to the tenderer for the tender.

**D44. Total imported value**

Provide the total imported value of the product(s) imported by third party and supplied to the tenderer by multiplying the total landed cost (D42) by the quantity imported (D43).

**D45. Total imported value by third party**

The total imported value from the third party is the sum of the values in column D44. **TABLE D. OTHER FOREIGN CURRENCY PAYMENTS**

**D46. Type of payment**

Provide the type of foreign currency payment. (i.e. royalty payment for use of patent, annual licence fee, etc).

**D47. Local supplier making the payment.**

Provide the name of the local supplier making the payment.

**D48. Overseas beneficiary**

Provide the name of the overseas beneficiary.

**D49. Foreign currency value paid.**

Provide the value of the listed payment(s) in their foreign currency.

**D50. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D51. Local value of payments**

Provide the local value of each payment by multiplying the foreign currency value paid (D49) by the tender rate of exchange (D50).

**D52. Total of foreign currency payments declared by tenderer and/or third party.**

The total of foreign currency payments declared by tenderer and/or a third party is the sum of the values in column D51.

**D53. Total of imported content and foreign currency payment**

The total imported content and foreign currency payment is the sum of the values in column D32, D45 and D52. This value must correspond with the value of C23 on Annexure C.

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**Annex D**

**Imported Content Declaration - Supporting Schedule to Annex C**

|                        |  |  |
|------------------------|--|--|
| Tender No.             |  | Note: VAT to be excluded from all calculations |
| Tender description:    |  |  |
| Designated Products:   |  |  |
| Tender Authority:      |  |  |
| Tendering Entity name: |  |  |
| Tender Exchange Rate:  | Pula <input type="text"/> EU <input type="text"/> GBP <input type="text"/> |  |

| A. Exempted imported content |                                 |                |                   | Calculation of imported content                  |                      |                        |                                |   |                                   | Summary  |                         |
|------------------------------|---------------------------------|----------------|-------------------|--|----------------------|------------------------|--------------------------------|---|-----------------------------------|--|-------------------------|
| Tender item no's             | Description of imported content | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Exchange Rate | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT        | Tender Qty                                     | Exempted imported value |
| (D7)                         | (D8)                            | (D9)           | (D10)             | (D11)  | (D12)                | (D13)                  | (D14)                          | (D15)                                       | (D16)                             | (D17)  | (D18)                   |
|                              |                                 |                |                   |  |                      |                        |                                |   |                                   |  |                         |
|                              |                                 |                |                   |  |                      |                        |                                |   | (D19) Total exempt imported value |  |                         |
|                              |                                 |                |                   |  |                      |                        |                                |   |                                   | This total must correspond with Annex C - C 21 |                         |

| B. Imported directly by the Tenderer |                                 |                 |                   | Calculation of imported content                  |                         |                        |                                |   |  | Summary    |                      |
|--------------------------------------|---------------------------------|-----------------|-------------------|--|-------------------------|------------------------|--------------------------------|---|--|------------|----------------------|
| Tender item no's                     | Description of imported content | Unit of measure | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Rate of Exchange | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT             | Tender Qty | Total imported value |
| (D20)                                | (D21)                           | (D22)           | (D23)             | (D24)  | (D25)                   | (D26)                  | (D27)                          | (D28)                                       | (D29)                                  | (D30)      | (D31)                |
|                                      |                                 |                 |                   |  |                         |                        |                                |   |  |            |                      |
|                                      |                                 |                 |                   |  |                         |                        |                                |   | (D32) Total imported value by tenderer |            | R 0                  |

| C. Imported by a 3rd party and supplied to the Tenderer |                 |                |                   | Calculation of imported content                  |                         |                        |                                |   |   | Summary           |                      |
|---|-----------------|----------------|-------------------|--|-------------------------|------------------------|--------------------------------|---|---|-------------------|----------------------|
| Description of imported content                         | Unit of measure | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Rate of Exchange | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT              | Quantity imported | Total imported value |
| (D33)   | (D34)           | (D35)          | (D36)             | (D37)  | (D38)                   | (D39)                  | (D40)                          | (D41)                                       | (D42)                                   | (D43)             | (D44)                |
|   |                 |                |                   |  |                         |                        |                                |   |   |                   |                      |
|   |                 |                |                   |  |                         |                        |                                |   | (D45) Total imported value by 3rd party |                   |                      |

| D. Other foreign currency payments |                                   |                      | Calculation of foreign currency payments |                         | Summary of payments  |  |
|------------------------------------|-----------------------------------|----------------------|--|-------------------------|--|--|
| Type of payment                    | Local supplier making the payment | Overseas beneficiary | Foreign currency value paid              | Tender Rate of Exchange | Local value of payments  |  |
| (D46)                              | (D47)                             | (D48)                | (D49)                                    | (D50)                   | (D51)  |  |
|                                    |                                   |                      |  |                         |  |  |
|                                    |                                   |                      |  |                         | (D52) Total of foreign currency payments declared by tenderer and/or 3rd party |  |

Signature of tenderer from Annex B: \_\_\_\_\_

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

Date: \_\_\_\_\_

This total must correspond with Annex C - C 23

## ANNEXURE E

### 5.1. GUIDELINES TO COMPLETING ANNEXURE E:

#### “LOCAL CONTENT DECLARATION- SUPPORTING SCHEDULE TO ANNEXURE C”

*The paragraph numbers correspond to the numbers in Annexure E E1.*      **Tender number**

Supply the tender number that is specified on the specific tender documentation.

#### **E2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

#### **E3. Designated products**

Supply the details of the products that are designated in terms of this tender (for example, buses/canned vegetables).

#### **E4. Tender authority**

Supply the name of the tender authority.

#### **E5. Tendering entity name**

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd) Ltd).

### LOCAL GOODS, SERVICES AND WORKS

#### **E6. Description of items purchased.**

Provide a description of the items purchased locally in the space provided.

#### **E7. Local supplier**

Provide the name of the local supplier that corresponds to the item listed in column E6.

#### **E8. Value**

Provide the total value of the item purchased in column E6.

#### **E9. Total local products (Goods, Services and Works)**

Total local products (goods, services and works) is the sum of the values in E8.

#### **E10. Manpower costs:**

Provide the total of all the labour costs accruing only to the tenderer (i.e. not the suppliers to tenderer).

#### **E11. Factory overheads:**

Provide the total of all the factory overheads including rental, depreciation and amortization for local and imported capital goods, utility costs and consumables. (Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up. Consumables can also be defined as the components of an end product that are used up or permanently altered in the process of manufacturing, such as basic chemicals.)

#### **E12. Administration overheads and mark-up:**

Provide the total of all the administration overheads, including marketing, insurance, financing, interest and mark-up costs.

