



**KWAZULU-NATAL PROVINCE**

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

## **DEPARTMENT OF HUMAN SETTLEMENTS**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS  
TO RENDER LAND SURVEYING SERVICES FOR THE KZN  
DEPARTMENT OF HUMAN SETTLEMENTS FOR A  
PERIOD OF 3 YEARS, ON A ROTATIONAL BASIS AS AND  
WHEN THE NEED ARISES**

**ZNB75/2020/21HSE**

**KWAZULU-NATAL BID FORMS**

**CHECKLIST**

	SECTIONS COMPLETED	YES	NO
SECTION A	INVITATION TO BID Completed and signed		
PART B	TERMS AND CONDITIONS FOR BIDDING Please read and adhere to all instructions, submit valid Tax Clearance Certificate or a Tax Status Compliance PIN.		
SECTION B	TAX CLEARANCE CERTIFICATE REQUIREMENTS		
SECTION C	SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS Please read and adhere to all instructions		
SECTION D	BIDDER'S DISCLOSURE Completed and signed. In addition to other areas, detailed info in question 3 must be provided		
SECTION E	OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE Completed and signed		
SECTION F	PRICING SCHEDULE Completed and signed		
SECTION G	REGISTRATION ON CENTRAL SUPPLIERS DATABASE (CSD) Service provider is registered with Central Suppliers Database in their NEW Suppliers Database .... database number provided. All service providers as well as all parties to JV, Trust, Consortium are registered with the above database and database number provided		
SECTION H	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE IS CORRECT AND UP TO DATE Confirmation completed and signed		
SECTION I	AUTHORITY TO SIGN A BID Complete the relevant paragraph and provide the documents required e.g.: - <u>COMPANIES</u> : Attach an original or certified copy of resolution by board of directors, personally signed by the chairperson, authorizing the person who signs this bid to do so. <u>PARTNERSHIP</u> : Attach Agreement signed by every partner with partner's details as stipulated in the document. Also, provide authorized signatory details. <u>CLOSE CORPORATION</u> : Certified copy of Founding Statement must be attached. Attach a resolution of members authorizing an official or member to sign document on behalf of the CC <u>CO-OPERATIVE</u> : A certified copy of the Constitution of the co-operative must be attached to the bid. Attach a resolution of members authorizing an official of member to sign document on behalf of the co-operative <u>JOINT VENTURE</u> : Attach a certified copy of JV Agreement. Attach a certified copy of resolution signed by duly authorized representative of the enterprise authorizing a representative to sign document on behalf of the JV <u>CONSORTIUM</u> : Attach a certified copy of Agreement. Attach a certified copy of resolution by duly authorized representative of the enterprises authorizing a representative to sign document on behalf of the Consortium		
SECTION J	CONDITION OF BID Completed and signed		
SECTION K	SPECIFICATIONS AND SCOPE OF WORK		
SECTION L	SPECIAL CONDITIONS OF CONTRACT Read carefully and adhere		
ANNEXURE A	GENERAL CONDITIONS OF CONTRACT Read carefully and adhere		
ANNEXURE B			
NOTE: Only original signatures are considered.			

**SECTION A  
PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	ZNB75/2020/21HSE	CLOSING DATE: 27-07-2022		CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER LAND SURVEYING SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 3 YEARS, ON A ROTATIONAL BASIS AS AND WHEN THE NEED ARISES				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN BID BOX NUMBER 01 SITUATED IN THE FOYER, 12 <sup>TH</sup> FLOOR.					
DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS R. GAFOOR/ MR J. MNQONDO/ MR S BIYASE/MR SIZWE MKHIZE		CONTACT PERSON	MR S. MTHEMBU	
TELEPHONE NUMBER	031 336 5142/5164/5165/5241		TELEPHONE NUMBER	033 336 5359	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	<a href="mailto:razia.gafoor@kzndhs.gov.za">razia.gafoor@kzndhs.gov.za</a> / <a href="mailto:jabulani.mnqondo@kzndhs.gov.za">jabulani.mnqondo@kzndhs.gov.za</a> / <a href="mailto:Siphesihle.biyase@kzndhs.gov.za">Siphesihle.biyase@kzndhs.gov.za</a> / <a href="mailto:Sizwe.Mkhize@kzndhs.gov.za">Sizwe.Mkhize@kzndhs.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:sthembiso.mthembu@kzndhs.gov.za">sthembiso.mthembu@kzndhs.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
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
<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>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]</p>
--	--	--	---

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p>	<p><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p>	<p><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>	<p><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p>	<p><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>	<p><input type="checkbox"/> YES   <input type="checkbox"/> NO</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>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

**SECTION B**  
**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

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

**SECTION C**  
**SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. **Bids submitted must be accurately completed. Bidders must ensure that all questions are answered. If questions are "not applicable", bidders must ensure that "NA" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the bid document is accurately completed and accompanied by all relevant certificates and other necessary and applicable information. Original signature must appear on all relevant Sections of the bid document. Failure to comply with same will invalidate your bid.**
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid document.
6. A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.
7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contribution than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
8. A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
9. A person awarded a contract in relation to a designated sector, may not subcontract 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.
10. **Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. An electronic storage device containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. If this provision is not complied with, such bids may be rejected as being invalid.**
11. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids.
12. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.

13. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
14. No bid submitted by telefax, telegraphic or other electronic means will be considered.
15. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
16. Any alteration made by the bidder must be initialed.
17. Use of correcting fluid/ erasable pen is prohibited.
18. Where practical, prices are made public at the time of opening bids.
19. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
20. The bid document can only be downloaded at no cost – [www.kzndhs.gov.za](http://www.kzndhs.gov.za).
21. No bid document will be issued by the Department.
22. All land survey services are administered by the Land Survey Act 8 of 1997 and therefore the appointed service provider will carry out every survey undertaken in accordance with this Act, and in a manner that will ensure accurate results.
- 23. Compulsory briefing session date - Department of Health Inkosi Albert Luthuli Central Hospital, Vusi Mzimela Road, Cator Manor, 4091. Date: 06 July 2022, Time: 11:00.**
- 24. This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):**
  - (a) a bidder having a minimum B-BBEE status level 1 and
  - (b) an EME or QSE;

Note: A bid that fails to meet any pre-qualifying criteria stipulated above will not be considered.



**SECTION D  
 BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<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 State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

---

<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/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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 bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

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

SECTION E

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/Building/Institution Involved: **Compulsory briefing session - Department of Health Inkosi Albert Luthuli Central Hospital, Vusi Mzimela Road, Cator Manor, 4091. Date: 04 July 2022, Time: 11:00.**

Bid Reference No: ZNB 75/2020/21HSE

Goods/Service/Work: **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER LAND SURVEYING SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 3 YEARS, ON A ROTATIONAL BASIS AS AND WHEN THE NEED ARISES**

\*\*\*\*\*

This is to certify that (bidder's representative name)

\_\_\_\_\_

On behalf of (company name)

\_\_\_\_\_

Visited and inspected the site on \_\_\_/\_\_\_/\_\_\_\_\_ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**

(PRINT NAME)

**DATE:** \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
**Name of Departmental or Public Entity Representative**

(PRINT NAME)

Departmental Stamp With Signature

**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 not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

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:

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

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:

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

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:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
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

[TICK APPLICABLE BOX]

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

[TICK APPLICABLE BOX]

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

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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
--



**EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent;</p> <p>or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>I. before 27 April 1994; or</p> <p>II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>

<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>
--	---

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I

- represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

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

<b>Stamp</b>

\_\_\_\_\_  
Signature of Commissioner of Oaths

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE**

---

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	

<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(c) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(d) who became citizens of the Republic of South Africa by naturalisation-</p> <p>III. before 27 April 1994; or</p> <p>IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <p>(f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(i) Black people living in rural and under developed areas;</p> <p>(j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total

Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

- Please Confirm on the below table the B-BBEE Level Contributor, by **ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

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

<b>Stamp</b>

\_\_\_\_\_  
**Signature of Commissioner of Oaths**

**SECTION G  
PRICING SCHEDULE – FIRM PRICES**

**SBD 3.1**

NAME OF BIDDER .....	BID NUMBER: ZNB75/2020/21HSE
CLOSING TIME 11:00am	CLOSING DATE : 27 – 07 - 2021

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER LAND SURVEYING SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 3 YEARS, ON A ROTATIONAL BASIS AS AND WHEN THE NEED ARISES

SERVICE	PRICE IN TERMS OF
LAND SURVEYORS	PREVAILING SUBSIDY QUANTUM / GOVERNMENT GAZETTED RATES

- Required by **KZN DEPARTMENT OF HUMAN SETTLEMENTS**
- At: **KZN DEPARTMENT OF HUMAN SETTLEMENTS**
- The rates are firm for the full period of the contract.
- Rates are inclusive of all costs, including disbursements.

**SIGNATURE .....**

**DATE .....**

**SECTION H**  
**REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. 1 In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
2. If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to [www.csd.gov.za](http://www.csd.gov.za) to register or call 033 897 4223/4676/4509 for assistance.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.

**The same principles as set out in paragraph 3 above are applicable should the supplier fail to updates its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

**CSD REGISTRATION: MAAA \_\_\_\_\_**

**SECTION I**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE IS  
CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

....., WHO REPRESENTS (state name of bidder)

.....  
AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH  
RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT  
THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF  
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE  
FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR  
POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS  
OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....



**SECTION J  
AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20.....,  
Mr/Mrs..... (whose signature  
appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

.....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 .....

2 .....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am

the sole owner of the business trading as .....

.....

.....  
**SIGNATURE**

.....  
**DATE**

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....

hereby authorise .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....	.....	.....
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
.....	.....	.....
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....

.....Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid

on behalf of (Name of Close Corporation) .....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1 .....

2 .....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Co-operative)

.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES: 1** .....

**2** .....

**F. JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....Mr/Mrs.....

Mr/Mrs.....Mr/Mrs.....

(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of :

(Name of Joint Venture) .....

**IN HIS/HER CAPACITY AS** .....

**SIGNED ON BEHALF OF (COMPANY NAME)** .....  
**(PRINT NAME)**

**SIGNATURE** ..... **DATE** .....

-----  
**IN HIS/HER CAPACITY AS** .....

**SIGNED ON BEHALF OF (COMPANY NAME)** .....  
**(PRINT NAME)**

**SIGNATURE** ..... **DATE** .....

-----  
**IN HIS/HER CAPACITY AS** .....

**SIGNED ON BEHALF OF (COMPANY NAME)** .....  
**(PRINT NAME)**

**SIGNATURE** ..... **DATE** .....

-----  
**IN HIS/HER CAPACITY AS** .....

**SIGNED ON BEHALF OF (COMPANY NAME)** .....  
**(PRINT NAME)**

**SIGNATURE** ..... **DATE** .....

**G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on .....20.....

Mr/Mrs .....

(whose signature appear below) have been duly authorized to sign all documents in connection with this bid on behalf of :

(Name of Consortium).....

**IN HIS/HER CAPACITY AS** .....

**SIGNATURE** ..... **DATE** .....

**SECTION K  
CONDITIONS OF BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Bidding Documents, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
.....  
.....
  
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**1. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
  - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....**

.....  
**SIGNATURE OF BIDDER OR DULY  
 AUTHORISED REPRESENTATIVE**

.....  
**NAME IN BLOCK LETTERS**

**ON BEHALF OF (BIDDER'S NAME)** .....

**CAPACITY OF SIGNATORY** .....

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)** .....

**POSTAL ADDRESS** .....

**TELEPHONE NUMBER:** .....

**FAX NUMBER:** .....

**CELLULAR PHONE NUMBER:** .....

**E-MAIL ADDRESS:** .....

## SECTION L

### DESCRIPTION OF SERVICES REQUIRED, SPECIFICATION AND SCOPE OF WORK

BIDDERS TO COMPLY WITH THE METHODOLOGY AND ADDITIONAL INFORMATION TO INDICATE OR EMPHASIZE CAPACITY TO UNDERTAKE THE REQUIRED SERVICE.

### APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER LAND SURVEYING SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 3 YEARS, ON A ROTATIONAL BASIS AS AND WHEN THE NEED ARISES

The KZN Department of Human Settlements (KZNDHS) hereby invites proposals from suitably qualified Land Surveying companies with the requisite capacity for placement on the Departmental Database of Land Surveyors to undertake human settlements projects and / or any stage/ milestone activity required in the KZN Department of Human Settlements.

NO.	NAME OF PROJECT	BID NUMBER
01	PANEL OF LAND SURVEYORS	ZNB75/2020/21HSE

The successful applicant will be required to enter into an Agreement with the Department of Human Settlements. The applicant must comply with legislative requirements, hence must register with the respective professional bodies and covered by the professional indemnity.

#### 1. Scope of Work

The scope of work to be done covers the province of KwaZulu-Natal

1. Land survey and site pegging
2. Topographic survey
3. Tacheometric survey
4. Beacon Relocation
5. General Plan and or Site diagram
6. As Built Survey
7. Other Land Survey activities

#### 2. Specifications of Data to be supplied

1. CAD (DXF, KMZ or KML)
2. Reports
3. GIS Shapefiles
4. Maps

All GIS (Geographic Information Systems) data outputs must be signed off by a person registered with SAGC as a GIS Technician, GIS Technologist or Professional GIS Practitioner.

#### 3. Packaging and Delivery of the data

The final product shall be delivered to the department in a hard drive storage medium. Upon award of the bid, the service provider must, at own cost, supply a hard drive, with USB cables for the transfer of data to and from the KZNDHS for the duration of the contract. All courier charges for the transport of data to and from the KZNDHS are to the Bidders account.

#### 4. Capacity of Service Provider to undertake the work

Service providers are, as part of the bid submission, required to provide full details of the equipment, software to be used for the completion of the contract. Service providers are, as part of



the bid submission, to indicate whether the equipment is already in their possession or not. If such equipment is on order, the service provider shall supply written confirmation from the supplier as to the delivery date and installation thereof, failing which the bid is automatically disqualified. The KZNDHS shall be the final judge as to whether such equipment is acceptable. The KZNDHS will take into account the service providers capacity to deliver timeously and and to meet the requirements of the specification. The KZNDHS reserves the right to award adjoining areas to different service providers, irrespective of price.

#### **5. Service Provider Qualification**

For any undertaking of related activities it will be required that the service provider has a person in their employ who is registered with the South African Geomatics Council (SAGC) formally known as the Council for Professional and Technical Surveyors (PLATO) as a Professional Surveyor. Such a person must be actively involved in the bidding company and will be held professionally responsible for all work undertaken in terms of this bid, while both this person and the company will be held separately and jointly responsible for any data that does not conform to this specification. A certified copy of such registration must be supplied with the bid submission.

#### **6. Clarification**

Should there be accidental discrepancies or doubt as to the meaning or intention of any part of the specification, or annexures, reference must be made to the KZNDHS (For Att.: Sthembiso Mthembu) for clarification. The service provider will be held responsible for any errors that may arise from the neglect of this precaution. The department may request clarification or further information (except negotiation of price) regarding any aspect of the bid. The service provider must supply such information within 72 hours of receipt of the request.

These specifications are only the minimum specifications. Any shortcomings in the specifications should be indicated in the bid and provided for in the bid price. Any additional costs incurred by the service provider due to shortcomings in the specifications will be for the service provider's own account.

**TECHNICAL ENQUIRIES:  
MR STHEMBISO MTHEMBU  
TEL 031 336 5359**

**SECTION M**  
**SPECIAL CONDITIONS OF CONTRACT**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER LAND SURVEYING SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 3 YEARS, ON A ROTATIONAL BASIS AS AND WHEN THE NEED ARISES.**

**CONDITIONS OF BID**

**1. INTRODUCTION**

This bid is invited and will be awarded and administered in terms of the following:

- 1.1 KwaZulu-Natal Supply Chain Management Policy Framework
- 1.2 Section 217 of the Constitution
- 1.3 The PFMA and its Regulations in general
- 1.4 The Preferential Procurement Policy Framework Act
- 1.5 The Preferential Procurement Regulations, 2017
- 1.6 Treasury SCM Instruction notes and guidelines
- 1.7 The General Conditions of Contract

**1. REQUIRED COMPULSORY INFORMATION**

- 1.1 The bidder shall ensure that all the required information is furnished; viz: -
  - 1.1.1 Invitation to Bid SBD1 (**Section A**)
  - 1.1.2 Declaration of good standing regarding Tax Clearance Certificate SBD 2 (**SECTION B**)
  - 1.1.3 Bidder's Disclosure SBD4 (**SECTION D**)
  - 1.1.4 Preference Points Claim Form in terms of Preference Procurement Regulations of 2011 SBD6.1 (**SECTION E**)
  - 1.1.5 Pricing Page-Firm Pricing SBD 3.1 (**SECTION F**)
  - 1.1.6 Registration on Central Suppliers Database (**SECTION G**)
  - 1.1.7 Authority to sign a bid (**SECTION H**)
  - 1.1.8 Conditions of bid (**SECTION I**)
  - 1.1.9 Proof of accreditation by the South African Geomatics Council as a Professional Land Surveyor in terms of Geomatics Professions Act, 2013 (Act No. 19 of 2013).
  - 1.1.10 Provide proof of professional indemnity cover.

**2.2 DECLARATION OF BIDDER OF GOOD STANDING REGARDING TAX**

- 2.2.1 A valid Tax Clearance Certificate or a Tax Status Compliance PIN may be submitted at bidder's discretion with the bid before the closing date and time of the bid.
- 1.2.2 Each party to a Joint Venture/Consortium submitting a bid may submit an original and valid Tax Clearance Certificate or a Tax Status Compliance PIN with the bid before the closing date and time of the bid, at the bidder's discretion.

## SCOPE OF BID

- 3.1 This bid is invited by the KwaZulu-Natal Department of Human Settlements and is open to all potential service providers who have the execution capacity and wish to participate in this bid which entails the **appointment of a panel of service providers to render land surveying services for the KZN Department of Human Settlements for a period of 3 YEARS, on a rotational basis as and when the need arises.**
- 3.2 This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):
- a) a bidder having a minimum B-BBEE status level 1 and
  - b) an EME or QSE;
- Note: A bid that fails to meet any pre-qualifying criteria stipulated above will not be considered.**
- 3.3 A consolidated Joint Venture B-BBEE certificate must be submitted together with the bid document.
- 3.2 All suppliers submitting their bids must be registered with the Central Suppliers Database. Non-registration of a bidder at time of closing of the bid will render the bid invalid.
- 3.3 Each party to a Joint Venture/Consortium submitting a bid must be registered on the new Central Suppliers Database. Non-registration of any party to such a Joint Venture/Consortium on closing of the bid will render the bid invalid.
- 3.4 Joint Venture agreement should detail percentage to the project and must be signed by both parties.
- 3.5 A nominated bank account must be opened.
- 3.6 Each party to a Joint venture must complete SBD 4 (Bidder's Disclosure).
- 3.7 The Department reserves the right in accepting and awarding of the bid. The Department is not obliged to accept the lowest or any bid.
- 3.8 The service must be executed by the successful bidder to whom the bid is awarded.
- 3.9 Original or certified copy of BBBEE rating certificate issued by the authorized verification agency/ Original affidavit must be attached and delivered with the bid to ensure consideration thereof.
- 3.10 The Department reserves the right to award the bid in totality or to contract multiple service providers to procure the required service.
- 3.11 Service providers to ensure full compliance with all aspects of the specifications.
- 3.12 The Department will not accept any price above the Prevailing Subsidy Quantum/Government gazetted rates.
- 3.13 **Bidders offering a price below the Prevailing Subsidy Quantum must submit together with their proposal a detailed cost structure.**
- 3.18 The closing date for receipt of bid is **27 – 07 -2022 at 11h00**. The bids should be submitted in a sealed envelope marked "Bid – ZNB75/2020/21HSE", an electronic storage device containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. The bid box marked **Box No. 01** is located at the foyer area of the **Department of Human Settlements, 12<sup>th</sup> floor, 353-363 Dr. Pixley Ka Seme Street, Durban.**
- 3.19 The Department of Human Settlements does not bind itself to accepting the lowest, or any bid, either wholly or in part.

#### **4. CONTRACT PERIOD**

- 4.1 The contract period shall be 3 years from the date of signing of SLA.
- 4.2 The KwaZulu-Natal Department of Human Settlements reserves the right to terminate the contract with any service provider should the service provider fail to fulfill his/her contractual obligations in terms of this contract.
- 4.3 The KwaZulu-Natal Department of Human Settlements reserves the right to procure this service outside of the contract in cases where the supplier is unable to provide the said service due to circumstances beyond it or the Departments control.

#### **5. VALIDITY PERIOD**

- 5.1 Bids must be valid for a period of 120 days from the closing date of the bid.
- 5.2 When it is necessary to request bidders to extend the validity period of their bid as a result of exceptional circumstances, the period of the extended validity will be determined and advised to bidders within the initial or any extended validity period.

#### **6. UNSATISFACTORY PERFORMANCE**

- 6.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions
- 6.2 If the contractor does not perform satisfactorily, the Department will institute the relevant measures for cancellation of the contract.
- 6.3 The Department reserves the right to terminate the contract when the bidder has failed to meet the required standards

#### **7. REMEDIES IN THE CASE OF INCORRECT PREFERENCES**

- 7.1 If a bidder should be awarded a contract on the basis of wrong information which he/she supplied regarding the preference which he/she claimed, and it is shown later that the information is incorrect, in addition to any legal impact which it may have, the Department will:-
  - 7.1.1 Cancel the contract and recover any loss which the Department may have suffered as a result of having to make less favourable arrangements.
  - 7.1.2 Recover any costs or damages which the Department may have suffered as a result of the inclusion in the contract.

#### **8. APPEALS PROCEDURES**

- 8.1 Appeals must be lodged in terms of the appeals procedure applicable in terms of Practice Note No. 7 of 2006.
- 8.2 Appeals are to be directed to: The Secretariat, Bid Appeals Tribunal, Private Bag X9082, Pietermaritzburg, 3200, Tel no: 033-897 4462, Fax no: 033- 342 4238.

**9. TAX CLEARANCE CERTIFICATE**

- 9.1 A valid Tax Clearance Certificate or a Tax Status Compliance PIN may be submitted at bidder’s discretion with the bid before the closing date and time of the bid.
- 9.2 Each party to a Joint Venture/Consortium submitting a bid may submit an original and valid Tax Clearance Certificate or a Tax Status Compliance PIN with the bid before the closing date and time of the bid, at the bidder’s discretion.

**10. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

- 10.1 10.1 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

**11. COMPLETENESS OF THE BID**

- 11.1 Bidders will only be considered if the bid document is correctly completed in all respects and accompanied by all relevant certificates and other necessary and applicable information.

**12. EVALUATION CRITERIA**

**THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:**

**12.1 STAGE 1 – ELIGIBILITY CRITERIA**

**IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA, FOR THE PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 50% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED.**

Key aspect of Eligibility	Basis for points allocation	Score	Points Allocation
<b>Methodology</b>	Define a clear and unambiguous strategy in executing the service.  1. Demonstrate extensive Knowledge in the Preparation of a GP.  2. Display a clear understanding of Human Settlements sector in achieving these services.  3. Demonstrate a clear plan of getting implementation to talk to the processes from the surveyor general office after the approved layout plan.  4. Monitoring and managing the process of approvals with Surveyor General's Office against the social dynamics of various projects types.  5. Procedure beaconing of the boundary pegs during and after construction to ensure that the beneficiary is shown visible pegs during handover.  6. Research and Recording of the site servitudes and demarcation of such for the correct use.  7. Being able to provide guidance to the professional and construction team in terms of compliance.  8. Able to display ability in ensuring timeous approval / being effective with negotiation with relevant approving authorities.  9. Ensuring that a workable strategy and stationary reference points for use that the final pegs are clearly visible and identifiable for future extensions to avoid encroachments by end users	Good	<b>19 - 30</b>
	Acceptable (in terms of above).	Fair	13 – 18
	Lacks the appropriate level of experience (in terms of above).	Poor	0 – 12
<b>Relevant Experience</b>	Experience is relevant and applicable to the related field. Good track record and a list of traceable references. Displays appropriate, applicable and relevant skills on previous similar assignments.  1. The service provider must be able to provide a detailed Land survey that has been involved in and specifically to the build environment purposes.  2. 3 YEARS and above of relevant experience in the field.  3. Client Departments that the service provider has worked with in the government and private sector.	Good	<b>19 - 30</b>

	4. List of projects that has been involved in and their responsibility within each relevant project.		
	Acceptable (in terms of above).	Fair	13 – 18
	Lacks appropriate, applicable and relevant skills (in terms of above).	Poor	0 – 12
<b>Stakeholders and Resources Organogram</b>	Clearly indicates stakeholders and resources organogram.	Good	<b>13 – 20</b>
	1. The service provider must demonstrate an organogram indicating how the company will work with the Department and all other stakeholders like municipalities, communities and other Government Departments.		
	2. The service provider must present their own structure reflecting the professional qualifications that they are using within their firm.		
	3. The service provider must display the capacity of proper possessions in terms of relevant required resources to be deployed throughout the Province when needed.		
	4. Service provider must display some level of empowerment of youth and women or disabled personnel.		
	Organogram is acceptable.	Fair	9 – 12
	Organogram lacks clarity.	Poor	0 – 8
<b>Financial Capacity</b>	Provide proof of financial capacity to satisfactorily execute the required service, such should include the following: Bank rating of the company indicating specific category. 1. Category A=15 points	Good	<b>15</b>
	Category B-9 Points	Fair	9
	Category C-6 Points <b>Did not provide bank rating letter 0 points</b>	Poor	6
<b>Risk Management</b>	1. The service provider must be able to identify potential risks involved and mitigation measures to be applied during the implementation of human settlements housing projects.	Good	<b>4 -5</b>
	2. The service provider must display the knowledge of occupational health and safety measures involved within this field.		
	Ability to introduce the pro-active approach methods when engaging with all the relevant stakeholders.		
	Acceptable display of risk and mitigation strategies	Fair	3
	Lacks display of risk and mitigation strategies(in terms of above).	Poor	0 – 2
<b>TOTAL</b>			<b>100</b>

## 12.2 STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM

The 80/20 Preference Points System will be utilized. 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0