

# THE TENDER BULLETIN

NUMBER 04 OF 2015/16

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## DEPARTMENT OF FINANCE



## NORTH WEST

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PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

PROVINCIAL SUPPLIER MANAGEMENT  
SERVICES

## 1. IMPORTANT INFORMATION

- For new subscriptions and enquiries please contact : Ms M.G. Mothibedi (018) 388 4227 / 3935, Ms N.E. Makhoeng (018) 388 4227/4230 and Mrs K.J. Ntsoma at (018) 388 3939. For more information on bids invitations, please contact the person listed on the bid under Contact Person
- Annual subscription fee for the Bulletin is R50.00
- It is the responsibility of the bidder to obtain bid documents from relevant Departments.
- Please check the required deposit for each bid.
- Bids documents should be duly completed, signed sealed in an envelope: marked bid number, closing date and time; and should be deposited in the relevant bid box not later than 11:00 am on the closing date.
- No exceptions will be made.
- Please comply with General Conditions of the Contract (GCC . Annexure A)
- No telegraphic, facsimile or e-mailed bids will be considered.
- Provincial Departments reserve the right to accept any bid in whole or in part and do not bind themselves to accept lowest or any bid offer.
- Bidders may ask the Departments in writing to explain whatever the bidder needs an explanation on.

### **NOTE VERY WELL**

**SHOULD THE TAX CLEARANCE BE NOT ATTACHED, BE NOT THE ORIGINAL COPY OR BE NOT SIGNED BY SARS ON THE CLOSING DATE OF THE INVITED BID, THE BID WILL BE DECLARED INVALID.**

**Producer** : Mapule Mothibedi, Telephone 018 388 4227

**Chief Editor** : Seipati Leshomo, Telephone 018 388 4226

**The Tender Bulletin is obtainable from** : The Provincial Supply Chain Management, First Floor, Botshelo Water Building, University Drive, MMABATHO, 2735.

## **2. BIDDING INFORMATION**

### **2.1. Bidding Requirements**

#### **The bidder must :-**

- Be 18 years old or above.
- Be a South African Citizen.
- Have a registered business for a particular service or supply.
- Obtain an original valid Tax Clearance Certificate for the business/company from the South African Revenue Services (SARS). Certificate should not be more than 12 months old from the date of issue to the time when the bid closes.
- All Construction businesses should register their companies with the Construction Industry Development Board (CIDB . may be contacted at [www.cidb.gov.za](http://www.cidb.gov.za))
- Security businesses should register their companies with Private Security Industry Regulatory Authority (PSIRA may be contacted at 012 . 337 5695, Fax No. 012 . 326 6128).
- Residential Construction businesses should register their companies with NHBRC (National Housing Building Research Council)
- Physical existence of the business is a requirement.

#### **Bidders are required to :-**

- Make use of the prescribed Standard Bid Documents (SBD) forms compiled in the bid document.
- Insert prices and other required information in the appropriate spaces on the prescribed forms.
- Furnish other information if required, e.g. samples/pamphlets.
- Complete preference points claim forms ( in terms of the Preferential procurement Regulations, 2001).
- Submit Company Registration Certificate (e.g, CK1) and other Business Statutory Registration documents (e.g. NHBRC, CIDB, PSIRA, etc)

## **General Bid Requirements :-**

- Late bids are not considered. Bids are late if they are received at the address given in the bid document; after the closing date and time.
- Bids are valid for a period of 90 days.
- All bids must be quoted in South African currency and must be VAT inclusive.
- All relevant forms attached to the bid must be completed and signed in ink where applicable; by a duly authorised official.
- Original valid Tax Clearance Certificate signed and stamped by the Receiver of Revenue must be attached.
- In case of Joint Ventures; Original valid Tax Clearance Certificates of both/all companies and a signed Agreement by the parties involved.
- Copy of the company registration certificate from the Registrar of Companies (CIPRO). If it is a JV, copies of both/all companies.
- Copies of identity documents of Main Shareholders of the Company. If JV; copies of IDs of main share holders of both/all companies.

## **2.2. Lodging and Closing of Bids**

- Bids shall be lodged not later than 11:00 on the closing date.
- Each bid should be lodged in a sealed separate envelope with the name and address of the bidder, bid number, closing date and time of such a bid.
- Bids received after the specified closing time shall be regarded as late and will not be accepted.
- After the closing time, bids are opened in public and names of bidders are read out. Only prices for bids in construction, civil, mechanical and electrical works categories may be disclosed in public.

## **2.3. The bidding process**

### **3.3.1. *Why the Bidding process***

- To comply with Section 217 of the Constitution.
- To comply with the concept of Supply Chain Management.
- To enforce the application of Preferential Procurement Policy Framework Act.
- To encourage competition among suppliers.
- To procure goods and services to State Departments.

### **2.3.2. What to consider before bidding (Refer also to 2.1 above)**

- Register your Business with Registrar of Companies.
- Register with SARS for Tax Clearance Certificate.
- Do you have the required capacity to provide goods and services to client Departments?
- Do you have the required resources?
- Do you have enough time to complete the contract taking into account your current work load?
- In case of Joint Ventures, a statement of Agreement of both parties should be available.

### **2.3.3. Invalidity of bids**

- Failure to submit a bid document on time.
- Failure to sign a bid document.
- Failure to submit samples when requested to do so.
- Failure to attend a compulsory site inspection meeting.
- Failure to attend a compulsory briefing session.
- Usage of tippex when completing a bid document.
- Failure to complete bid prices in figures and in words.
- Submission of a faxed bid document.
- Failure to attach copy of your identity document.
- Provision of incorrect or misleading information.
- Failure to comply with the specifications.
- Failure to submit a receipt as proof of purchase of a bid document.
- Failure to complete preference point forms.
- Failure to attach your original, valid Tax Clearance Certificate.
- Failure to submit company registration certificate/s.
- Failure to submit necessary documents OR any one of the requirements stipulated in the bid document.

#### **IMPORTANT NOTICE**

\*All the Departments do not bind themselves to accept any bid which is incomplete or award the lowest scoring points bidder **AND** they can award the bid as whole or in part.

\*Bidders should submit original and valid **B-BBEE Status Level Verification Certificate** or original certified copies thereof to substantiate their B-BBEE rating claims. **Failure** to submit such certificate will result in the bidder **not qualifying** for preference points for B-BBEE. The bidders must submit verification certificates that are accredited by SANAS (South African National Accreditation System) IRBA (Independent Regulatory Board of Auditors)

#### **2.4. Role of the Supplier Development Sub Directorate**

- Maintenance of the Provincial Supplier Database.
- Tender Advisory Services, i.e.
  - Provision of general information on all matters related to the Government bidding process.
  - Managing the (ERS) Electronic Response System.
  - Rendering of assistance to bidders in the completion of bid documents.
  - Monitoring presentations during briefing sessions and site inspections.
  - Managing subscriptions, compilation and distribution of the Tender Bulletin.
  - Assisting Client Departments with Tender Administration Issues.
- Conducting Outreach Programmes, i.e. organising workshops and training on the Government bidding process for Rural Communities, SMMEs, Youth, Disabled and Historically Disadvantaged Businesses.

#### **2.5. Applicable Legislative and Regulatory prescripts**

The following prescripts should be adhered to by all Provincial departments and Bidders :-

- The Constitution of the Republic of South Africa, Act No. 108 of 1996.
- Preferential Procurement Policy Framework Act, Act No. 5 of 2000.
- Preferential Procurement Regulations, 2001.
- Public Finance Management Regulations: Framework for Supply Chain Management published on 05 December 2003.
- All National and Provincial Practice Notes on supply Chain Management and other sectoral legislation.

### 3. INVITATIONS

DEPARTMENT	BID No.	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
Department of Community Safety and Transport Management	<p><b>Re-Advert</b></p> <p>CS &amp; TM 01/15/2015</p>	<p>Supply and delivery of Traffic Uniform for a period of One Year. A non-refundable deposit of R200.00 is payable for this document.</p> <p><b><u>COMPULSORY BRIEFING SESSION</u></b></p> <p><i>Date : 08 May 2014</i> <i>Time : 10h00</i> <i>Venue: 31 – 34 Molopo Road, Mafikeng</i></p>	<p>Mr Patrick Mocominyana at Tel: (018) 388 1162 / 4615 <b>(for bid documents)</b></p> <p>Mr ZMM Mtshengu Tel: (018) 381 9114 <b>(for specifications)</b></p>	<p>29 May 2014 At 11h00</p>
Department of Finance	NWP01/15	<p>Request for Proposals from Service Providers to Assess the Leased Photocopier Machines in the North West Provincial Government.</p> <p><b><u>Additional Information:</u></b></p> <p><b>Proposals must be able to meet the following minimum business requirements:</b></p> <ul style="list-style-type: none"> <li>• <i>Determine number of leased photocopiers and agree to existing agreements by serial number</i></li> <li>• <i>Agree location of leased photocopiers to existing agreements</i></li> <li>• <i>Match existing agreement to contract register</i></li> <li>• <i>Classify the leased photocopiers into previous and current contracts</i></li> <li>• <i>Create a list of machines without lease agreements and vice versa</i></li> <li>• <i>Update the lease register</i></li> <li>• <i>Verify and reconcile invoice details to lease agreements in terms of:</i> <ul style="list-style-type: none"> <li>○ <i>Monthly rental charges</i></li> <li>○ <i>Machine details</i></li> <li>○ <i>Copy charges</i></li> <li>○ <i>Maintenance charge details</i></li> <li>○ <i>Lease Period</i></li> <li>○ <i>Remaining period</i></li> </ul> </li> <li>• <i>Recalculate the escalation rate</i></li> <li>• <i>Investigate the variances</i></li> <li>• <i>Determine the machine usage to leased agreement specifications</i></li> <li>• <i>Determine leased photocopiers which are 90 days and less from their expiry period</i></li> <li>• <i>Make recommendations to the Department</i></li> </ul>	<p>Mr M E Serapelo At Tel: 018 388 4225</p> <p>OR</p> <p>G J Tong At Tel: 018 388 4223</p>	<p>08 May 2015 At 11h00</p>

## PLEASE NOTE

### Bids for the Department of Community Safety & Transport Management:

Bid Documents will be available from 08/05/2015 at the Department of Community Safety & Transport Management, Revenue Office No. 018, Ground floor, New Office Building, Ngaka Modiri Molema (next to Old Parliament Building, near the Stadium) Mahikeng, 2735.

Bids will close at the Department of Community Safety and Transport Management, Safety House, 31-34 Molopo Road, Mahikeng (Main Entrance), Security Check Point.

### Proposals for the Department of Finance:

Proposal documents, sealed in an envelope clearly marked with the proposal number as reference and addressed to the Provincial Supply Chain Management, 1<sup>st</sup> Floor, Sedibeng Water Building, University Drive, Mmabatho must be placed in the bid box situated at the main Entrance of Sedibeng Water before the closing date and time.

## 4. AWARDED BIDS

<b>RESULTS FOR AWARDED TENDERS</b>			
<b>DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT</b>			
BID NO	DESCRIPTION OF PROJECT	NAME OF COMPANY	AMOUNT (R)
DPS 11/13/14	Collection and Banking of Revenue at all District in the North West Province.	1. Protea Coin Group <b>Ngaka Modiri Molema</b>	717 696.72
		2. Fidelity Cash Solution <b>Dr Ruth Segomotsi Mompoti</b>	739 728.00
		3. Fidelity Cash Solution <b>Dr Kenneth Kaunda</b>	777 096.00
		4. Fidelity Cash Solution <b>Bojanala Platinum</b>	1 065 024.00



DPS 22/13/14	Repair, test and calibration of speed machines, setting up distance marker sites for speed detection, repair and or replacement of tripod stands and batteries for Law and Enforcement Operations for a period of three years.	Truvelo Manufacturers	As per Order
DPS 27/13/14	Supply and Delivery of MVR Speed Detector with Digital Eyewitness and Speed and Traffic Light Violation Detection with Digital Image Recording Machine (D-CAM) with Maintenance Plan for the Period of Three Years For the Department of Community Safety & Transport Management.	Mosia Motubatse and Projects	813 400.00 (Eight hundred and thirteen thousand and four hundred rand only) D-Cam Mobile Camera @ 427 600.00 <b>excluding VAT</b> , Moving Camera Violation Camera @ 233 800.00 <b>excluding VAT</b>
DPS 28/13/14	Supply and delivery of stationery for the Period of three years for the Department of Community Safety & Transport Management	Agent Amends and Trading Enterprise	R71 358.86

## 5. NOTICES TO ALL BIDDERS

- 4.1. **Service providers who resides within the boundaries of the North West Province are hereby invited to register their companies in the Provincial Supplier Database. There is no closing date.**
- 4.2. **Tender Bulletin subscribers are reminded to check the validity of their subscription and renew it on or before the expiry date. Note that the expiry date is twelve months after the date of first subscription.**
- 4.3. **Communities, Youth, SMMEs and Disabled people who wish to be work-shopped or trained on the Government Bidding Process should contact Margaret Molale at 018 – 388 3935 or 4227.**
- 4.4. **Bidders who have complaints regarding bid contracts may forward their complaints to Mr M.E. Tlang, Compliance Unit, Provincial Supply Chain Management, Private Bag X2132, MMABATHO, 2735; or First Floor Botshelo Water Building, Univeristy Drive, MMABATHO, 2735; or call him at 018 – 388 5145.**
- 4.5. **Any enquiries regarding Policies and Prescripts of Procurement in the Government Sector and this Division (Provincial Supply Chain Management Office - PSCM) may be forwarded to Mr M.M. Moetapele at 018 – 388 5193.**
- 4.5. **Further information and queries may be directed to The Director, Provincial Supply Chain Management, Private Bag X2132, MMABATHO, 2735; or First Floor Botshelo Water Building, Univeristy Drive, MMABATHO,2735.**

## 6. BULLETIN

**NB : Bidders are advised to read the entire Bulletin. No Official of the Provincial Supply Chain Management will be held responsible for loss of opportunity due submission of incorrect address, or delays caused by the Post Office, or non-renewal of the subscription.**