

# THE TENDER BULLETIN

NUMBER 14 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.**

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**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 CRITERIA	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
Department of Rural, Environment and Agricultural Development	13 READ 19/2015  <b>90/10 Point System</b>  <i>90: Price</i>  <i>10: B-BBEE</i>	Request for a bid for Provision of Accommodation and Conference Facilities for Extension and Services Provincial Conference on 24-27 November 2015 within the North West Province. A non-refundable cash deposit of R100.00 is payable for this document.  <b><u>COMPULSORY BRIEFING SESSION</u></b>  <i>No compulsory Briefing Session for this bid.</i>	Mr S Mothibi At 018 389 5053 OR Mr D Mache At 071 862 4305	28 July  2015  At  11h00
Department of Public Works and Roads	DPW 43/2015/2016  <b>90/10 Point System</b>  <i>90: Price</i>  <i>10: B-BBEE</i>	Maintenance and Repairs at Klein Marico Recreation Centre Cluster B. Non-refundable deposit of R50.00 is payable for this document.  <b><u>COMPULSORY BRIEFING SESSION</u></b>  <i>Date : 02 July 2015</i> <i>Time : 13h00</i> <i>Venue: As you drive out of Zeerust town to N4. There is a 4-Way Stop and next to it, there is a Total Garage. Drive straight to the Truck Stop we will meet there</i>	<b>For bidding Procedure</b>  Mr Mothusi Tshwene At 018 388 4498	15 July  2015  At  11h00
Department of Public Works and Roads	DPW 42/2015/2016  <b>90/10 Point System</b>  <i>90: Price</i>  <i>10: B-BBEE</i>	Maintenance and Repairs at Klein Marico Recreation Centre Cluster A. Non-refundable cash deposit of R50.00 is payable for this document.  <b><u>COMPULSORY BRIEFING SESSION</u></b>  <i>Date : 02 July 2015</i> <i>Time : 13h00</i> <i>Venue: As you drive out of Zeerust town to N4. There is a 4-Way Stop and next to it, there is a Total Garage. Drive straight to the Truck Stop we will meet there</i>	<b>For bidding Procedure:</b> Mr Mothusi Tshwene At 018 388 4498  <b>For Technical Enquiries:</b> Kabelo Letshabo At 018 388 4207	15 July  2015  At  11h00

**\*Proof of Deposit reflecting the name of the Bidder and Bid number must be attached to the document.**

**NB:** Any queries regarding Compulsory Briefing Session and Closing dates of bids **MUST** be directed to Departmental Officials on the Contact Person List **BUT NOT** Provincial Supply Chain Management Office (PSCMO)

## COLLECTION & CLOSING OF BID DOCUMENTS

### Bids for the Department of Public Works

Documents will be available at the Department of Public Works, Old Parliament Building, Gate House, Mahikeng, next to Mmabatho Stadium AND will close at the same building.

### Bids for Department of Agriculture

Bid documents will be available at the Department of Agriculture, Cnr Dr James Moroka and Stadium Roads, Mmabatho.

## 4. 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 workshopped 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.
- 4.6. 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.

## 5. 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.**