

THE TENDER BULLETIN

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DEPARTMENT OF FINANCE



NORTH WEST



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 4227/4235 and Ms N.E. Makhoeng (018) 388 4227/4230/4235. 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)
- 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

2.3.1. 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 Finance	NWP 178/15	<p>Transversal Contract: Personnel Recruitment and bid advertising for the North West Government for a period of two (2) years. A non-refundable deposit of R200.00 is payable cash for each document.</p> <p><u>COMPULSORY BRIEFING SESSION</u></p> <p><i>Date : 25 November 2015</i> <i>Time : 09H00</i> <i>Venue: Department of Finance, Provincial Supply Chain Management Office, 1st Floor, Sedibeng Water Building, University Drive, Mmabatho</i></p>	<p>Ms PP Gwamanda At 018 388 4676</p> <p>Or</p> <p>Mr G.J. Tong at 018 388 4223</p>	<p>10 December 2015 At 11h00</p>
Department of Finance	NWP 905/15	<p>Transversal Contract for the supply and delivery of paper towels, serviettes, disposal diapers and incontinence pads (hospital utilities) to North West Government for a period of two (2) years. A non-refundable deposit of R200.00 is payable cash for each document.</p> <p><u>COMPULSORY BRIEFING SESSION</u></p> <p><i>Date : 25 November 2015</i> <i>Time : 10h30</i> <i>Venue: Department of Finance, Provincial Supply Chain Management Office, 1st Floor, Sedibeng Water Building, University Drive, Mmabatho</i></p>	<p>Ms PP Gwamanda At 018 388 4676</p> <p>Or</p> <p>Mr G.J. Tong at 018 388 4223</p>	<p>11 December 2015 At 11h00</p>
Department of Finance	NWP 906/15	<p>Supply and delivery of toilet paper and lockable stainless steel dispensers to the North West Provincial Government for a period of two (2) years. A non-refundable deposit of R200.00 is payable cash for each document.</p> <p><u>COMPULSORY BRIEFING SESSION</u></p> <p><i>Date : 26 November 2015</i> <i>Time : 09h00</i> <i>Venue: Department of Finance, Provincial Supply Chain Management Office, 1st Floor, Sedibeng Water Building, University Drive, Mmabatho</i></p>	<p>Ms PP Gwamanda At 018 388 4676</p> <p>Or</p> <p>Mr G.J. Tong at 018 388 4223</p>	<p>14 December 2015 At 11h00</p>

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

Department of Finance

Documents will be collected as from 16 November 2015 at Provincial Supply Chain Management, 1st Floor, Sedibeng Water Building, University Drive, Mmabatho and on www.etenders.gov.za. Bids will close at the same building.

NOTE:

Prospective bidders are encouraged to buy bid documents before the compulsory briefing session in order to prepare questions and/or comments for the briefing day.

Those Service Providers who would be able to download and print documents for themselves from the E-Tender Portal will not be required to pay for bid documents and those who would like to collect readily compiled documents from the Department will be required to pay a non-refundable amount of R200.00 for the bid document payable before or at the briefing session. The original receipt should be attached to the completed tender documents.

4. CANCELLATIONS

DEPARTMENT OF PUBLIC WORKS AND ROADS

The Department of Public Works and Roads would like to cancel the following bids:

BID NUMBER	DESCRIPTION
PWRT 10/14	Appointment of Accredited Training Service Providers for Road Worker Learnership NQF Level 3 for a three year period.
PWRT 72/12	Renovation of Air Conditioning Training Services Provider at the North West Legislature
PWR 77/13 A, B, C AND D	
PWRT 77/13A	Supply of replacement parts of on road vehicles
PWR 77/13B	Supply of replacements parts of off road vehicles and earthmoving and construction equipment
PWRT 77/13C	Supply of lead acid batteries for light and heavy motor vehicles, earthmoving and construction equipment.
PWRT 77/13D	Service, repairs and overhaul of light and heavy motor vehicles, earthmoving and construction equipment owned by the Department of Public Works and Roads
<i>The Department apologise for any inconvenience this might have caused</i>	

PWR 76/13 A, B, C AND D	
PWRT 76/13A	Service, repair and overhaul of motor vehicles, earthmoving and road construction equipment owned by the Department of Public Works and Roads in the North West Province
PWRT 76/13B	Supply of running spares, universal spares, consumables and workshop accessories
PWRT 76/13C	Supply and fitting of canopies, crewbars, towbars, rollbars and bakkieliners (rubberising)
<i>The Department apologise for any inconvenience this might have caused</i>	

The Department of Public Works and Roads has cancelled the above tender.

The Department would like to apologise for any inconvenience caused

5. NOTICE TO ALL BIDDERS

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.

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.

Web Address: www.etenders.gov.za (for tenders)

Web Address: www.treasury.gov.za (Provincial Tender Bulletin)

csd@treasury.gov.za (for enquiries on self-registration process)