

APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS

TENDER NUMBER: IT/CO002/10/2025

DESCRIPTION	DATE, LOCATION AND TIME
Compulsory Information Session	No Compulsory site briefing
Closing date of tender	Date: 20 November 2025 Time: 11:00am Location: GERT SIBANDE TVET COLLEGE 18A Beyers Naude Street Standerton 2430

NAME OF BIDDER: _____

TENDER SUM:

R _____

PREPARED BY: _____

TEL: _____

ISSUED BY:
GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE

**18A BEYERS NAUDE STREET,
STANDERTON,
2430**

TEL: 017 712 9040

TENDERING PROCEDURE

1: TENDER NOTICE AND INVITATION TO TENDER

TENDER NOTICE AND INVITATION TO TENDER

BID No: IT/CO002/10/2025

Potential bidders are invited to tender for the Proposed:

APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS

BIDS ARE INVITED PER SITE.

Tender documents are available at a non-refundable fee of R300.00 (VAT included). Documents are available on the college [website www.gscollege.edu.za](http://www.gscollege.edu.za)

IMPORTANT NOTICE

Please note that the college reserves the right to award any, part or no tender for any of the sites at its own discretion.

Due diligence will be conducted on the submitted information including current financial status and any other relevant information that may be required in relation to the specifications set in the bid document.

All documentation must be valid at the date of closure of the tender. It is the sole responsibility of the bidder to ensure that the status of the submitted documentation is maintained THROUGH ALL STAGES of the bid and / or award of a contract. Any loss of validity and / or negative change of status on the submitted documentation must be reported within 5 working days to the College and the relevant replacement documentation provided. Should the validity of any submitted documentation expire, or a negative change of status occur and not be corrected within these 5 working days, this will lead to disqualification of the tender bid and cancellation of any contract.

2: TENDER DATA

TENDER DATA

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months		
Tender no:	IT/CO002/10/2025	Closing date:	20 November 2025
Closing time:	11h00 am	Validity period:	90 days

I/We understand and accept that the GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE does not bind himself/herself to accept the lowest or any tender.

The GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE serves the right to change bill rates including preliminaries if not market related and reasonable before the signing of the contract. Refusal by contractor to have his/her rates changed will result in the withdrawal of an offer.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause marked "F" in the above-mentioned Standard Conditions of Tender.

The employer is **GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE**.

For this contract the single volume approach is adopted.

- Fill out the appropriate portions in black ink.
- Bind the document together with schedules for submission.
- Fully scanned tender document and all returnable documents to also be saved in a memory stick
- The excel BOQ & pricing schedule to ALSO be submitted in completed excel. **NO MANUAL COMPLETION.**
- (TIP: Electronically complete the excel pricing schedule, save in memory stick & also print to attach in the pack. DO NOT manually complete, as the excel has formulas to consider).
- USB X 1/No CD accepted. (Place the USB within the sealed envelope)

NB: ALL DOCUMENTS MUST BE VALID AT THE TIME OF BID CLOSURE

The tenderer must submit the tender offer by completing the Returnable Documents including the **fully priced Activity Schedule / Bills of Quantities, signing the "Offer"** section in the **"Form of Offer and Acceptance"** and delivering the single volume procurement document back to the College bound up.

The **single volume** procurement document issued by the employer comprises the following:

TENDER

PART 1: TENDERING PROCEDURES

PART 2: RETURNABLE DOCUMENTS*

*NB: Note the documents listed as mandatory. Failure to submit the documents will result in the tender offer being disqualified from further consideration.

TENDERING PROCEDURES

TEST FOR RESPONSIVENESS

- C3.8.1. Determine after opening and before detailed evaluation, whether each tender offer properly received:
Complies with the requirements of these Conditions of Tender (scope of work, pricing, specifications, proposed amendments and qualifications, cover letters must be considered
Has been properly and fully completed and signed, and
Is responsive to the other requirements of the tender documents.
- C3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which in the Employer's opinion would:
Detrimentially affect the scope, quality or performance of the works, services or supply identified in the scope of work
Significantly change the Employer's or the tenderer's risks and responsibilities under the contract
Affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified
Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation

Stage 1 Test for Responsiveness (as per clause C3.8)

Stage 2 Pre-Qualification Criteria

Please note that in the event of a joint venture (JV) a valid consolidated BBBEE verification in the name of the JV shall be submitted. Please refer to returnable document form.

Stage 3 Mandatory documents - Admission Criteria

NR	DOCUMENT	DOCUMENT REQUIREMENT
1	Proof of payment	Attach proof of payment and include the company tendering for, if purchased by a different company (Reference – Company name).
2	Tender Document	Each page of the tender document to be initialed by a delegated representative.
3	SBD 3 Form	Completed in full and signed form of offer.
4	SBD 4 Form	Completed in full and signed declaration of interest.
5	SBD 8 Form	Completed in full and signed past supply chain management practices.
6	SBD 9 Form	Completed in full and signed certificate of independent bid determination.
7	Company registration certificate	Company Registration Documents.
8	ID Documents	Certified copies ID documents for directors/shareholders/senior managers.
9	Board Resolution	Attach copy of board resolution. Unless sole proprietor.
10	Tax Pin	Valid Tax Compliance Status Pin (must be valid on tender closing).
11	CSD report	Provide a copy of the full report of registration on National Treasury Central Bidder Database.
12	USB x1	Fully scanned tender document and all returnable.
13	Proof of bank account	Signed or stamped letter from bank. The stamp to not be older than 3 calendar months at the date of submission.

NOTE: Submissions not meeting the above criteria will be regarded as non-Responsive and will be disqualified for further evaluation.

Additional Information (mandatory at contracting stage):

1. JV agreement (where applicable)

Stage 4 Functionality Evaluation Criteria

Functionality is the terminology used to define the technical ability of the Tenderer, based on experience to deliver the required product in accordance with the specified quality, reliability, and functionality.

The procedure for the evaluation of responsive tenders is:

Method 2: Price and Preference.

Calculate total tender evaluation points:

a) $P_s = 80(1 - P_t - P_{\min}) / P_{\min}$

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

Stage 5 Determine acceptability of preferred tenderer

Perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

- Unduly high or unduly low tendered rates or amounts in the tender offer
- Contract data provided by the tendered or
- The contents of the tender returnable documents which are to be included in the contract

Stage 6 Price and BBEE

Scoring for preferences:

Up to 80 evaluation points (80/20 preference point system) will be awarded to the tenderer who submits a valid original or certified copy of its B-BBEE Status Level Verification Certificate which is in compliance with the requirements of instructions and guidelines issued by the National Treasury and is in accordance with notices published by the Department of Trade and Industry in the Government Gazette.

Only a B-BBEE Status Level Verification Certificate issued by a registered auditor, accounting officer as contemplated in S60 (4) of the Close Corporation Act, 60 of 1984, or an accredited verification agent will be accepted.

A consortium or joint venture will qualify for points for its B-BBEE status level only if such consortium or joint venture submits a consolidated B-BBEE status certificate that covers the consortium or joint venture as a combined unit as if it were a single enterprise. Tenderers anticipating tendering in consortium or joint venture must allow sufficient time for obtaining such status level verification.

RETURNABLE DOCUMENTS

LIST OF RETURNABLE DOCUMENTS

***Note/Tip: Submit in the sequence of the list on following page.
Use file dividers and/or labels***

LIST OF RETURNABLE DOCUMENTS

Project title:	APPOINTMENT OF THE SERVICE PROVIDER FOR THE SUPPLY, INSTALION, MAINTENANCE OF VOICE OVER IP (VOIP) PBX SYSTEM FOR A PERIOD OF 36 MONTHS
Tender No:	IT/CO002/10/2025

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Note: Items marked with an asterisk (*) are mandatory. Failure to submit the asterisked documents will result in the tender offer being disqualified from further consideration.

Tender document name	Returnable document	Attached mark with an "X"
*Submission of a completed and signed Form of Offer and Acceptance (SBD 3)	Yes	
*Submission of a completed and signed Declaration of Interest (SBD 4) and Tenderer's Past Supply Chain Management Practices (SBD 8) (PA-11.1 (In case of Consortia and JV arrangements all members/companies must submit their individual forms))	Yes	
*Submission of a completed and signed Certificate of Independent Bid Determination (SBD 9) (PA-29) (In case of Consortia and JV arrangements all members/companies must submit their individual forms)	Yes	
*Submission of a completed and signed Resolution of Board of Directors (PA-15.1) (<i>Not applicable for Consortia and JV arrangements</i>)	Yes	
*Submission of completed and signed Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) (<i>Only applicable for Consortia or JV arrangements</i>)	Yes	
*Submission of completed and signed Special Resolution of Consortia or JV's (PA-15.3) (<i>Only applicable for Consortia or JV arrangements</i>)	Yes	
Preferential points claim from in terms of the preferential procurement regulations 2022 (SBD 6.1)	Yes	
Particulars of the tenderer's current and previous commitments	Yes	
Record of addenda to tender documents	Yes	
Submission of completed and signed Schedule of proposed local sub-contractors	Yes	
Submission of completed and signed Sub-contract Agreement with PDI local sub-contractors	Yes	
*Original Valid Tax Clearance PIN (SBD 2)	Yes	
*Letter of Good Standing	Yes	
Project Execution Plan	Yes	
*Registration on Central Supplier Data Base (CSD)	Yes	
B-BBEE certification	Yes	
*Company registration documents & Certified ID Copies of all the directors	Yes	
*Proof of bank details, not older than 3 months	Yes	
*OEM Letter	Yes	
*ICASA Certificate	Yes	

2. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

(Insert a tick in the "Returnable document" column to indicate which documents must be returned with the tender)

Note: Items marked with an asterisk (*) are mandatory. Failure to submit the asterisked documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
*Priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts)	Pages	☒ Yes ☐ No
*Copy of previous three years Financial Audited Statements	Pages	☒ Yes ☐ No

3. ADDITIONAL INFORMATION THAT MAY BE REQUIRED FOR TENDER EVALUATION PURPOSES

Legal Status of Tendering Entity: If the Tendering Entity is:	Documentation to be submitted with the tender, or which may be required during the tender evaluation:
a) A Close Corporation, incorporated under the Close Corporation Act, 1984, Act 69 of 1984	Certified copies of the Founding Statement – CK1
b) A <u>private</u> Company having share capital, incorporated under the Companies Act, 1973, Act 61 of 1973 [including Companies incorporated under Art 53(b)]	Certified copies of: i.) Certificate of Incorporation – CM1, and ii.) Shareholders Certificates of all Members of the Company, plus a signed statement of the Company's Auditor, certifying each Member's ownership/shareholding percentage relative to the total.
c) A <u>private</u> Company having share capital, incorporated under the Companies Act, 1973, Act 61 of 1973, in which any, or all, shares are held by another Close Corporation or Company with, or without, share capital	Certified copies of documents referred to in a. and/or b. above in respect of all such Close Corporation(s) and/or Company (ies).
d) A <u>public</u> Company having share capital, incorporated under the Companies Act, 1973, Act 61 of 1973 [including Companies incorporated under Art 21]	A signed statement of the Company's Secretary confirming that the Company is a public Company.
e) A natural person or a Partnership	Certified copy of the Identity Document of: i.) such natural person, or ii.) each of the Partners to the Partnership

FUNCTIONALITY AND CRITERIA

FUNTIONALITY CRITERIA	POINT BREAKDOWN	TOTAL POINTS
Bidder's Accreditation • ICASA Certificate (ECS and ECNS) • OEM Accreditation Letter	• 10 • 10	20
Past experience The bidder/s must provide a minimum of one (1) reference letter for providing the VOIP, reference letter must be on client's letterhead, dated and signed. • 4 Reference letters • 3 reference letters • 2 reference letters • 1 reference letter • No reference letters	• 40 • 30 • 20 • 10 • 0	40
Project plan/methodology Provide a detailed projects plan/ project methodology for a successful implementation of the project within acceptable timeframes. • All activities explained • Major activities explained • Less activities with explanation • Less activities with no explanation • Generic and irrelevant activities	• 20 • 15 • 10 • 5 • 0	20
Key Personnel Proof of technical ability (Project team) members must be certified with the following certificates; • Technical Installation and Maintenance certificate from the quoted OEM • Certified Cisco Network Analyser (CCNA) or Huawei Certified ICT Analyser (15) • Less than minimum requirements (0)	• 20 • 10 • 0	20
Total Points		100

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation. Client's referral letters for work done in the work past five (5) years, for similar electrical works projects.

SCOPE OF WORK

Gert Sibande TVET College has 11 sites. Central Office, Standerton Campus, Standerton Skills Centre, Regional Office, Balfour Campus, Perdekop Campus, Evander Campus, Evander CFE, Ermelo Campus and Sibanesetfu, Tissue factory and Waterfront. Head Office and Business units are currently running on a VOIP system, of which the rest need to also be upgraded, as they are currently running on the below analog system.

- NEC SV9100 & NEC SL2100 PABX System
- Digital Telephones

General Information

Site names and Addresses

Site Name	Address
Standerton Campus	No.2 Kruger Street Standerton Mpumalanga
Standerton Skills Centre	2 Tambourine Avenue Standfield Hill, Standerton Mpumalanga
Regional Office	2 Tambourine Avenue Standfield Hill, Standerton Mpumalanga
Balfour Campus	110 Minaar Street Balfour, Mpumalanga
Perdekop Campus	Plot 40, Koppie Alleen Street Perdekop Mpumalanga
Evander Campus	37 Rotterdam Road Evander, Mpumalanga
Evander CFE	37 Rotterdam Road Evander, Mpumalanga
Ermelo Main Campus	11 Mel Metz Street Ermelo, Mpumalanga
Sibanesetfu Campus	Community Road. Stand E1368 Glenmore Dundonald Mpumalanga
Central Office	18a Beyers Naude street Standerton
Tissue factory	2 Tambourine Avenue Standfield Hill, Standerton Mpumalanga
Isiqalo Waterfront Lodge	Unit 9 Farm Verblyden Standerton

SCOPE OF WORK

Hardware

Description	Number of Users
Standerton Campus	
IP PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	10
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	5
Basic IP Phones	29
Cordless Handset	1
Conference Phone	1
Back-up internet connectivity 50 MBPS	1
Standerton skills Centre	
IP PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	36
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	5
Basic IP Phones	31
Cordless Handset	0
Conference Phone	1
Back-up internet connectivity 50 MBPS	1
Standerton Regional Office	
IP PABX System	0
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	6
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	3
Basic IP Phones	9
Cordless Handset	0
Conference Phone	1
Back-up internet connectivity 50 MBPS	0
Balfour Campus	
IP PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	17

Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	5
Basic IP Phones	15
Cordless Handset	1
Conference Phone	1
Back-up internet connectivity 50 MBPS	1
Perdekop Campus	
IP PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	10
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	4
Basic IP Phones	19
Cordless Handset	3
Conference Phone	1
Back-up internet connectivity 50 MBPS	1
Evander Campus	
IP PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	15
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	5
Basic IP Phones	12
Cordless Handset	1
Conference Phone	2
Back-up internet connectivity 50 MBPS	1
Evander CFE	
IP PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	8
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	1
Basic IP Phones	5
Cordless Handset	1
Conference Phone	1
Back-up internet connectivity 50 MBPS	1
Evander Campus B	
IP PABX System	1

IP Switchboard Phones	1
Expansion Module	1
Mobile Application	4
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	1
Basic IP Phones	2
Cordless Handset	0
Conference Phone	1
Back-up internet connectivity 50 MBPS	0
Ermelo Campus	
Cloud PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	12
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	6
Basic IP Phones	37
Cordless Handset	1
Conference Phone	2
Back-up internet connectivity 50 MBPS	1
Sibanesetfu Campus	
Cloud PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	33
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	5
Basic IP Phones	31
Cordless Handset	0
Conference Phone	2
Back-up internet connectivity 50 MBPS	1
Central Office	
Cloud PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	20
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	14
Basic IP Phones	28
Cordless Handset	6
Conference Phone	3

Back-up internet connectivity 50 MBPS	1
BIP Waterfront	
Cloud PABX System	1
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	3
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	1
Basic IP Phones	7
Cordless Handset	0
Conference Phone	1
Back-up internet connectivity 50 MBPS	0
BIP Tissue Factory	
Cloud PABX System	0
IP Switchboard Phones	1
Expansion Module	1
Mobile Application	3
Call Management	1
Budgeting	1
Pin Codes	Unlimited
Email Reporting	1
Web-based Reporting (Remotely)	1
Executive IP Phones	1
Basic IP Phones	7
Cordless Handset	1
Conference Phone	1
Back-up internet connectivity 50 MBPS	0

The System must have the following Key Features:

- Voicemail
- IVR
- Call Recording
- Call Forwarding
- Operator Panel + Hardware
- Outlook integration
- Telephone management system
- Pin codes should be configured for all users to dial external numbers with budgeting and blocking feature
- Call holding, transfer, Call Parking
- Conference Call
- Mobile Apps
- Music on hold
- Simple Administration module

SUPPORT AND MAINTENANCE

Requirement	Specification
Technical support	24/7 support availability onsite/ remotely
Onsite Training	Training for IT personnel and key system users
Remote Monitoring	Ongoing system health checks and performance monitoring
Firmware Updates	Regular automated security and firmware updates

NUMBER PORTING

The College has the following numbers that must be ported to the chosen service provider;
The numbers remain the property of Gert Sibande TVET College.

Standerton Campus	Standerton Skills Centre	Regional Office	Balfour Campus	Perdekop Campus	Evander Campus	Evander CFE	Ermelo Campus	Sibanesetfu Campus
27177122159	27177140047	27172000790	27172000785	27172000787	27176321022	27172000793	27178113745	27178879907
27177122180	27177140051	27172000792	27172000786	27172000788	27176321039		27178114601	27178879908
27177125243	27177140053		27172002427		27176321100		27178114633	27178879918
27172000791	27177140335		27172002428		27176321691		27178115824	27178879920
27177125408	27177141603				27176321863		27178115848	27178879931
	27177141607				27176322388		27178192570	27178879942
					27176324851		27178116229	27178879953
					27176323816		27178117850	27178879980
					27176324863		27178117872	27178879981
							27178117874	27178879982
							27172001295	27178879983
							27172002433	
							27178115814	
							27178193971	

FORM OF OFFER AND ACCEPTANCE

SBD 3

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS**

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand (in words):	
Rand in figures:	R

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is: 	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are:
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AND WHO IS (if applicable):

Trading under the name and style of:
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AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.
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SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents ☐

The official alternative ☐

Own alternative (only if documentation makes provision therefore) .. ☐

(N.B.: Separate Offer and Acceptance forms are to be completed for the main and for

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part 1 Agreement and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work

And drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the Tenderer, provided that the Employer notifies the Tenderer of the tracking number within 24 hours of such submission. Unless the Tenderer (now Contractor) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE
Address of Organisation:	GERT SIBANDE TVET COLLEGE

WITNESSED BY:

Name of witness	Signature	Date

SBD 4

DECLARATION OF INTEREST

PROJECT TITLE: APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

-the bidder is employed by the state; and/or

-the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number: _____

2.3 Position occupied in the Company (director, trustee, shareholder², member

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust

2.5 Tax Reference Number: _____

2.6 VAT Registration Number: _____

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial College, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- (b) any municipality or municipal entity.
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

Question	Yes	NO
2.7 Are you or any person connected with the bidder presently employed by the state?		
2.7.1 If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member: Name of state institution at which you or the person connected to the bidder is employed: _____ Position occupied in the state institution: _____ Any other Particulars:		
2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
2.7.2.1 If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.		
2.7.2.2 If no, furnish reasons for non-submission of such proof:		
2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
2.8.1 If so, furnish particulars:		
2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		
2.9.1 If so, furnish particulars.		
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?		
2.10.1 If so, furnish particulars		
2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?		
2.11.1 If so, furnish particulars:		

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME)_____

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS

DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of bidder

SDB 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“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) **“price”** 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE (THE 80/20 PREFERENCE POINT SYSTEMS)

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

4.1 Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated 80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled persons	N/A	4	N/A	
Enterprise owned by SMME's – QSE and EME	N/A	4	N/A	
TOTAL		20		

5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS

1.4 AND 3.1

5.1. Specific goals: =(maximum of 20 points)

(Points claimed in respect of paragraph 5.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm: _____

6.2. VAT registration number _____

6.3. Company registration number: _____

6.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

6.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

6.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

6.7. Total number of years the company/firm has been in business: _____

6.8. 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 4.1 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 4.1, 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.

WITNESSES

1. _____

2. _____

SIGNATURE(S) OF BIDDERS(S)

DATE: _____

ADDRESS _____

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES(SBD 8)

PROJECT TITLE: APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

PROJECT TITLE: APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS.

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids, and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors, or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

Signature

Date

Position

Name of Bidder

RESOLUTION OF BOARD OF DIRECTORS

PROJECT TITLE: APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____(place)

On _____(date)

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE in respect of the following project:

(project description as per Bid / Tender Document)

Bid / Tender Number: _____(Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____(Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

PROJECT TITLE APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS.

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

3. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)

4. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

5. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the College in respect of the project described under item 1 above.

6. The Enterprise chooses as its *domiciliumcitandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the College in respect of the project under item 1 above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

PROJECT TITLE: APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

On _____ (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)

B. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of: _____

D. The Enterprises to the Consortium/Joint Venture accept joint and several liabilities for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the College in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the College 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the College for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the College, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the College referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the College in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ (code)



PARTICULARS OF TENDERER'S PROJECTS

Project title:	APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS		
Tender no:	IT/CO002/10/2025	Closing date:	20 November 2025
Briefing date:	No compulsory site briefing	Validity period:	90 days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration. NB: See evidence requirement quality criteria and sub criteria

4. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

4.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commence-date	Contractual completion date	Current percentage progress
1						
2						
3						
4						
5						
6						
7						

4.2. Completed projects.

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1							
2							
3							
4							
5							
6							
7							

Name of Tenderer	Signature	Date



RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS
Tender no:	IT/CO002/10/2025

5. I / We confirm that the following communications received from the GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE, before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Name of Tenderer	Signature	Date

6. I / We confirm that no communications were received from the GERT SIBANDE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE, before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date



SCHEDULE OF PROPOSED LOCAL SUBCONTRACTORS

Project title:	APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS
Tender no:	IT/CO002/10/2025

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

	Name of proposed local subcontractor	Address of proposed local subcontractor	Nature and extent of work to be subcontracted	Percentage (%) of the total contract amount to be subcontracted	B-BBEE level of the subcontractor
1					
2					
TOTAL PERCENTAGE TO BE SUBCONTRACTED **					

**

Name of representative	Signature	Capacity	Date

Name of organisation:	
------------------------------	--

SUB-CONTRACT AGREEMENT WITH PDI SUB-CONTRACTORS

[To be signed in Triplicate]
[Original to be submitted with Tender]
[Copy to be provided to both signing parties]

NOTE: Sub-Contractors listed on Form attached should sign this agreement with Main Contractor in order for the Bidder to gain points indicated.

MAIN CONTRACTOR

SUB-CONTRACTOR

PROPOSED WORKS

1. I/We the undersigned (name of authorised signatory) _____
Name of Sub-Contractor: _____
hereby offer to the Main Contractor: _____
herein represented by (name of authorised signatory) _____
to execute and complete the above-mentioned Works in accordance with the agreed program, drawings and specifications as and when required.
2. **I/We the Main Contractor agree to:**
 - a. Award the Proposed Works to the Sub-Contractor as and when required in accordance with the approved program and agree to inform the Sub-Contractor at least 7 Calendar days before the planned program start date of such works to be executed.
 - b. Provide the require support, training, and enablement to the Sub-Contractor to ensure quality of work and skills transfer.
 - c. Ensure that the Sub-Contractor is re-evaluated by the CIDB to increase the official rating at least one level.
 - d. Ensure that effective and sufficient record keeping is done during execution of the works to enable a detailed skills audit and assessment of the Sub-Contractors' performance.
 - e. Secure an alternative Sub-Contractor, within 7 calendar days, to execute the works should a written notice of unavailability are received from the undersigned Sub-Contractor.
 - f. The payment for certified work will be cession to the College to enable direct payment to the Sub-Contractor.
 - g. Take note that failure to comply with the engagement of the Sub-Contractor will result in a once-off **penalty of 10%** deduction of the full value of the proposed subcontract work not located to subcontractor and paid to the subcontractor.



3. I/We the Sub-Contractor agree to:

- a. Execute the works to my best of my/our ability and to adhere to the program, guidance, rules, specifications, and procedures as set by the Main Contractor.
- b. Relieve the Main Contractor, in the event of not being able to perform the work at the time of request by the Main Contractor, from any obligation or commitment to allocate any or all of the work to me/us, by written notice at least within 7 days of receiving the request to execute the works.

NAME OF REPRESENTATIVE

NAME OF REPRESENTATIVE

MAIN CONTRACTOR

SUB-CONTRACTOR

SIGNATURE OF MAIN CONTRACTOR

SIGNATURE OF SUB-CONTRACTOR

DATE

DATE



TAX COMPLIANCE STATUS PIN

Project title:	APPOINTMENT OF THE SERVICE PROVIDER FOR THE DEPLOYMENT, INSTALLATION AND MAINTENANCE OF VOIP SYSTEM FOR 36 MONTHS
Tender no:	IT/CO002/10/2025

1. In terms of tender regulations all tenders submitted to the Employer are to include in the submission an original "Tax Compliance Status PIN".
2. Tenderers are to attach and submit the Tax Compliance Status Pin issued by SARS to this document.



Please sign that the contents of this document has been verified

Name

Signature



LETTER OF GOOD STANDING

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

1. In terms of tender regulations all tenders submitted to the Employer are to include in the submission an original "Letter of Good standing". (WCA/COIDA)
2. Valid Proof of Letter of Good Standing Required (**Department of Labour**).



***Please sign that the contents of this document
has been verified***

Name

Signature



REGISTRATION ON CENTRAL SUPPLIER DATA BASE

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

Provide a copy of the full report of registration on National Treasury Central Supplier Database



***Please sign that the contents of this document
has been verified***

Name

Signature



B-BBEE CERTIFICATION

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

Provide a valid and certified B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA – and/or certified Sworn Affidavit



***Please sign that the contents of this document
has been verified***

Name

Signature



COMPANY REGISTRATION DOCUMENTS

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

(Certified not older than 3 months).



***Please sign that the contents of this document
has been verified***

Name

Signature



CERTIFIED ID COPIES OF THE DIRECTORS

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

(Certified not older than 3 months).



***Please sign that the contents of this document
has been verified***

Name

Signature



PROOF OF BANK DETAILS

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

Proof of banking details not older than 3 months.

Bank details to be in the name of the bidding company.

Provide Confirmation letter from Bank not to be older than 3 months.



***Please sign that the contents of this document
has been verified***

Name

Signature



AUDITED FINANCIAL STATEMENT

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025



***Please sign that the contents of this document
has been verified***

Name

Signature



PROPOSED PROGRAMME OF WORKS

Project title:	Appointment of a service provider for Deployment, Installation and Maintenance of VOIP System for 36 Months
Tender no:	IT/CO002/10/2025

1. In terms of tender regulations all tenders submitted to the Employer are to include in the submission a proposed programme of works.
2. Tenderers are to attach and submit the proposed programme of works to this document.



***Please sign that the contents of this document
has been verified***

Name

Signature



END OF TENDER DOCUMENT

