

## INVITATION TO BID

<b>Bid No.</b>	<b>SSA/31/2021-22</b>	
<b>Bid Description</b>	<b>Appointment of a vendor to provide a Desktop Video Spectral Comparator (VSC), applicable accessories, software and libraries, manufacturer warranty and operator training.</b>	
<b>The successful bidder/s will be required to fill in and sign a written Contract Form (SBD 7)</b>		
<b>Bidding procedure enquiries may be directed to:</b>		
<b>Contact Person:</b>		
	Name:	Ms Nandi Sibande
	Email address:	Nandis@ssa.gov.za
	Telephone No:	(012) 4262548
<b>Compulsory bid briefing</b>	Venue, Date and Time	There will be no briefing session for this tender
<b>Closing time and date for bid and venue</b>	Time and Date:	<b>11:00</b> on the <b>03 February 2021</b> at SSA Headquarters Reception, Musanda Complex, R50 Delmas Road, 1 Joe Nhlanhla Street 377-JR, Rietvei, PRETORIA
	Condition	<b>Bids received after the closing time and date are late and will as a rule not to be accepted for consideration</b>  Bids should be in a sealed envelope clearly marked with the above bid number, description and State Security Agency.
<b>Delivery address and conditions for delivery of bids</b>	Delivery address:	SSA Headquarters Reception, Musanda Complex, R50 Delmas Road, 1 Joe Nhlanhla Street 377-JR, Rietvei, PRETORIA
		<b>Bidders must ensure that the bids are delivered timeously to the correct address. The bid box will be open from:</b>           <b>Monday to Friday – 08h00 to 16h00</b>

- The SBD 1 and all other application forms attached as Part 4 must be completed and signed in the original that is in ink.
- Forms with photocopied signatures or other such reproduction of signatures will be rejected.
- Bids by telegram facsimile or other similar apparatus will not be acceptable for consideration

**PART A  
INVITATION TO BID**

**SBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>					
BID NUMBER:	<b>SSA/31/2021-22</b>	CLOSING DATE:	<b>03 February 2022</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>Appointment of a vendor/supplier to provide a desktop Video Spectral Comparator (VSC), applicable accessories, software and libraries, manufacturer warrantee, and operator training.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SSA Headquarters Reception					
<b>Musanda Complex</b>					
<b>R50 Delmas Road, 1 Joe Nhlanhla Street 377-JR</b>					
<b>Rietvlei, Pretoria</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCSPIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	NAME:				
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>					
DEPARTMENT/PUBLIC ENTITY	SSA		TELEPHONE NUMBER		
CONTACT PERSON	Ms Nandi Sibande		E-MAIL ADDRESS	nandis@ssa.gov.za	
TELEPHONE NUMBER	(012) 4262548				

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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**DEFINITIONS**

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

<b>SSA</b>	State Security Agency.
<b>Invitation to bid</b>	Invitation to bid comprising <ul style="list-style-type: none"> <li>o The cover page and the table of content and definitions</li> <li>o Part 1 which details the Conditions of Bid;</li> <li>o Part 2 which details the Terms of Reference relating to the service</li> <li>o Part 3 which contains all the requisite bid forms and certificates; As read with GCC – General Conditions of Contract</li> </ul>
<b>Services</b>	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference;
<b>Specifications /Terms of Reference</b>	Specifications or terms contained in Part 3 of this invitation to bid;

**PART 1**  
**Conditions of Bid**

**1. BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and requirements to this invitation to bid.

**2. OFFER AND SPECIAL CONDITIONS**

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3 with its bid. Bidders must take careful note of the special conditions.

2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3 **It is a requirement that an original valid Tax Clearance Certificate be submitted with the bid.**

2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

**3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.4 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

**4. ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. 2 days before close of tender will cut off enquiries.

**5. COMPULSORY BID BRIEFING/SESSION**

**There is no compulsory briefing session for this bid.**

**6. TAX CLEARANCE**

The bidder should submit an original valid tax clearance certificate together with the bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as Part 3– Schedule B. Bidder must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

**7. PRICING**

7.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 3 – Schedule C which completed form/s must be submitted together with the bid documents.

7.2 Pricing stipulated must be **INCLUSIVE OF VALUE ADDED TAX**

7.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C

**8. DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

**9. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 3 – Schedule E

**10. QUALIFICATIONS OF BIDDERS**

Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule G.

**11. PARTNERSHIPS AND LEGAL ENTITIES**

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule H.

**12. CONSORTIUM / JOINT VENTURE**

- 12.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-
  - 12.2.1 It shall be signed so as to be legally binding on all consortium members;
  - 12.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
  - 12.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
  - 12.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
  - 12.2.5 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
  - 12.2.6 Each party to the Consortium must submit an original and valid Tax Clearance Certificate.
- 12.3 Preference points will be only awarded when a consolidated BBBEE Certificate is submitted.

**13. ORGANISATIONAL PRINCIPLES**

The bidder should submit a clear indication of the envisaged authorized organisational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule I

**14. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT**

The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule J which completed form, must be submitted together with the bid.

**15. FINANCIAL PARTICULARS**

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule K.

**16. PREFERENCE POINTS CLAIM FORMS**

Part 3 – Schedule L contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2011 to be completed and signed by the bidder to the extent applicable and returned with this bid.

**17. VALIDITY**

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of

**(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

**18. ACCEPTANCE OF BIDS**

- 18.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.
- 18.2 The SSA reserves the right to award the bid in whole or in part thereof.

**19. NO RIGHTS OR CLAIMS**

- 19.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.
- 19.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

**20. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

- 20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the SSA.
- 20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subjected to security clearance prior to commencement of the Services.

**21. ACCURACY OF INFORMATION**

- 21.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.



**22. COMPETITION**

- 22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 22.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting response.
- 22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

**23. RESERVATION OF RIGHTS**

- 23.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to:-
  - 23.1.1 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
  - 23.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
  - 23.1.3 Reject all responses submitted by bidders and to embark on a new bid process.

**24. CONDITIONS AND MANDATORY REQUIREMENTS**

	<b>Mandatory Requirements</b>	<b>Yes / No</b>
<b>Warrantee</b>	Full factory and supplier warrantee of standard term	
<b>Availability</b>	Technology / equipment available in RSA, no "grey" goods	
<b>RSA dealership</b>	The supplier / vendor is to be an accredited (official appointed) representative or Agent of the manufacturer	
<b>Service / maintenance</b>	The supplier / vendor should have the capacity to render direct support with respect to service and maintenance of the equipment. Purchase price should include first year scheduled service and maintenance of the equipment.	
<b>Operator training</b>	Operator training on all functionality to be included for up to 2 persons in the purchase price	
<b>Set-up and installation</b>	Purchase price to include set-up and installation on site at SSA Head-Office, Pretoria.	
<b>Condition</b>	New / unused	
<b>Power supply</b>	Standard RSA electrical power supply 220V/AC	
<b>Security vetting</b>	The supplier / vendor (as a company) and applicable staff who will supply, deliver, install, set-up, and train (on) the equipment should be prepared to undergo a security vetting	

**25. SECURITY REQUIREMENTS**

- 25.1 **Security clearances:** The bidder's (principal or joint venture contractor) employees and sub-Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.
- 25.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract. The Bidders and their sub-Bidders will be re-vetted for every event during the period of contracting.

**26. PERIOD FOR THIS PROJECT**

The project is a once off procurement of Hardware as outlined in Part 2 Annexure A and Maintenance of equipment for first year.

**PART 2**

**TENDER SPECIFICATION: SUPPLY AND DELIVERY OF A DESKTOP VIDEO SPECTRAL COMPARATOR (VSC), APPLICABLE ACCESSORIES, SOFTWARE AND LIBRARIES, MANUFACTURER WARRANTEE AND OPERATOR TRAINING.**

**1. INTRODUCTION**

The State Security Agency (herein referred to as SSA or the Department) requires to procure a Desktop Video Spectral Comparator (VSC), Applicable Accessories, Software and Libraries, Manufacturer Warrantee and Operator Training.

**2. BACKGROUND**

The equipment is required for purposes of forensic level document and artefact inspection.

**3. SCOPE OF WORK**

The project is a once off procurement of hardware (as specified in Part 2 Annexure A) and Maintenance of equipment for first year.

**4. EVALUATION PROCESS AND CRITERIA**

All bids will be evaluated in terms of compliance and preference point system which comprises of the following:

**4.1 Phase 1: Pre evaluation of the bid documents as per the table below:**

**PRE EVALUATION CHECK-LIST**

1.1	Bid Document (This Document - All pages Completed, Initialed and signed by Bidder)
1.2	Invitation to bid (Completed and signed) (SBD 1)
1.3	Original and valid Tax Clearance Certificate as stipulated (SBD 2)
1.4	Pricing Schedules (SBD3.1) – (Refer to Part 3 Annexure A and B)
1.5	Declaration of Interest (SBD 4)
1.6	Declaration of Bidder’s Past Supply Chain Management Practices Invitation to bid (SBD 8)
1.7	Certificate of Bid Determination (SBD 9)
1.8	Preference Points Claim Forms (SBD 6.1)
1.9	Qualifications and Experience - completed and signed (Schedule F)
1.10	Copy of Entity Registration Form (Schedule H)
1.11	JV or Consortium Agreement where applicable
1.12	Organisational Structure (Schedule I)
1.13	Details of Bidder’s nearest office (Schedule J)
1.14	Proof of financial resources from recognized financial institution and/or latest audited financial statements signed.
1.15	Proof of CSD Registration

4.2 Phase 2: bidders will subject to scrutiny to check whether the proposals received are compliant to the conditions of the bid as well as the TOR/Specifications of the bid. Bidders who do not comply with the specification or Terms of Reference will be disqualified.

**ANNEXURE A**

**USER REQUIREMENT AND SUPPLY SPECIFICATION**

The equipment and tools suited to this purpose are to be **the same, similar, or better than the (minimal / minimum) specifications/ features/ capacities as listed below:**

Category	Document and Artifact Inspection Equipment	Yes	No	Details of offer
<b>Functional description</b>	Complete Video Spectral Comparator (VSC) with operating / management computer (with peripherals), software and display screen.			
<b>Quantity required</b>	1			
<b>Minimum performance specifications / features</b>	<p>The VSC should allow comprehensive digital image capture, magnification, measurement, manipulation, comparison, viewing and forensic level inspection of documents, items or artifacts within the Infrared (IR), Visible, and Ultra-Violet (UV) light wave length bands through lighting and viewing (observation / capture) methods that may be (amongst other) direct, oblique, reflected, absorbed, transmitted, or luminescent (fluorescent).</p> <p>The operator should easily be able to switch between different forms and angles of illumination as well as excitation / barrier filters.</p> <p>Digital imaging should allow for the widest range of image magnification, measurement, manipulation, comparison and viewing. Live (actual) and stored images should be able to be compared side-by-side, superimposed or subtracted, strobed, rotated and / or mirror inverted</p> <p>The VSC should allow color and chromaticity measurement as well as the levels of absorption, reflectance, transmission and fluorescence spectra.</p> <p>All digital (captured) images should be stored on an appropriate of latest technology connected (and supplied as part of the VSC package) desktop computer device. All operating software, being of the latest version, is to be supplied as part of the package. Stored image files should be of such a nature (type / format) to allow export and use (inclusion) in other MS Windows (program[s]) documents / systems. The supplied computer device should have USB facility for such connection / export / copy. A print function should be possible for the direct print of relevant files.</p> <p>Live and recorded / retrieved images should be displayed per means of a connected large size Ultra High Definition (UHD) monitor also supplied as part of the VSC package.</p>			

	<p>Software is to be provided that allows full management of the VSC instrument as well as the arrangement of information into specific case files. Software provided should allow for the reading of Machine Readable Text (MRT) as located within the Machine Readable Zone (MRZ) of travel and identification documentation. The software / data base should have capacity to accept and make available (for data base image reference) travel, identity, and currency information as digitally available from premier international data base / licence providers on such matters.</p>			
<p><b>Mandatory specification</b></p>	<p><b>The system need to be able to comply to the following minimum functions and specifications:</b></p> <ol style="list-style-type: none"> <li>1. The system need to be able to open and read and display data from the e-chip in passports to determine validity. It should be able to compare the digitally stored photo with the bearer’s photo as well as do face recognition when comparing with other/older photos of the bearer.</li> <li>2. The <b>Keesing databases</b> for security documents and banknotes must be enabled and accessible through the operating software to enable side by side verification of analysed security features of questioned documents and banknotes. Licensing and updating of the databases during the licenced period is required. The system must include officially licensed operational software including that required for the detection and decoding of: <b>LetterScreen</b> (supplied under licence by Jura) The system must be compatible and incorporate licences for the use of the following official software <b>LFIS (Live Face ID System)</b> from GEMALTO, <b>IPI (Invisible Personal Information)</b> and <b>ICI (Invisible Constant Images)</b> both of which use scrambled Indicia Technology from GSSC, USA.</li> <li>3. The system need to be compatible with the current data files and information in history investigations done with the previous VSC system used.</li> <li>4. The system need to be able to analyse holograms and kinograms by taking step by step analysis of the image and storing it for comparison with other questioned kinograms and or holograms. The system must be able to analyse all other relevant security features, analyse inks and fluorescence types and modes, reflectance and absorption enabling the user to verify counterfeit or fraudulent documentation. The system need to be able to do specialised analysis and research i.e. analyse and verify IPI (Invisible Personal Information) images, letter-screened images and 3D images need to be verified. <b>Note: The criteria mentioned here are</b></li> </ol>			

	<p><b>only a brief summary of some of the analytical requirements needed. In total, the minimum requirements to which the system should adhere to including licensing etc. are set out below. The bidders should indicate adherence to these requirements.</b></p> <p>5. The system need to be calibrated with a calibration sample set using NIST traceable standards in order to ensure that the findings and results of the images can be used in a Court of Law.</p> <p>To ensure that the system meet the requirements of immigration authorities, government security agencies &amp; forensic science labs regarding the examination, comparison and authentication of questioned documents such as passports, banknotes, official letters, as well as works of art and valuable artefacts, the following minimum requirements regarding the instrument are:</p> <p><b>SYSTEM:</b>  PC Operated via dedicated graphical user interface (GUI).  Compatible with Windows 10 Operating System.  GUI should provide dedicated operating modes and tools and functions for examination of a wide range of questioned documents.</p> <p><b>IMAGING:</b> The imaging system <b>must include</b> the following:  A high resolution, fully digital image capture 5M pixel camera sensitive in the visible and IR spectral range with a 22x zoom lens and supplementary lens providing:  - Standard field of view from 1.7 x 1.4mm to 209 x 167mm equivalent to a magnification of up to 175x (±6%) on a (min) 32" UHD monitor  - Digital zoom up to 8x gives image magnification up to 1400x (±6%)  - Using advanced imaging modes, the instrument and system must be capable of producing images of (max) 60 MPixel  - Enhanced field of view obtained through utilisation of <b>motorised X-Y stage</b> with step movement (min) of 0,01 mm  - Automatic exposure and iris controls with manual overrides, including integration, contrast, brightness, and gamma settings  Pre-set focus feature with motorised focus control.  - Two imaging filter wheels contain a visible wavelength filter, and 15 long pass filters from 430nm 550, 570 590, 610, 630, 645, 665 695 715, 725, 780' 830' 850 925nm, UV pass filter (350-380nm), custom filter, and a linear polariser for cross polar imaging</p>			
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	<p><b>ILLUMINATION:</b> The light sources <b>must have</b> the following as minimum requirement to ensure illumination as obtained by the following sources:</p> <p><b>Infrared/visible</b></p> <ul style="list-style-type: none"> <li>- Incident (flood) IR/visible, 4 x 20W halogen and 2 x white LEDs</li> <li>- Transmitted IR/visible light, '16 white and 850nm LEDs</li> <li>- Transmitted IR/visible, 20W halogen lamp giving 25mm diameter high intensity spot</li> <li>- Two IR/visible oblique lights, 12x white and 850nm LEDs with variable angle selection</li> <li>- Incident IR/visible background light 2 x 5W filament lamps with intensity control</li> <li>- Spot Light Source (for IR fluorescence), 1 x 250W high intensity tungsten halogen with high-pass and low-pass filters mounted in independent multi-position filter wheels; giving up to 80 wavebands of illumination</li> <li>-with low-pass filters at 430 465, 485, 535, 570, 590, 610 640, 675, 720, 730 &amp; 800nm and high-pass filters at 380, 400, 445, 485, 515, 545, 585, 605, 645, 680, 720 &amp; 745nm and a lens to provide either a broad beam or focused spotlight</li> </ul> <p><b>Ultraviolet:</b></p> <ul style="list-style-type: none"> <li>- Incident longwave UV-A (365nm), 4x high power LEDs</li> <li>- Incident mid-wave UV-B (312nm), 2 x 8W (optically filtered).</li> <li>- Incident shortwave UV-C (254nm), 2 x 8W (optically filtered).</li> <li>- Transmitted longwave UV-A (365nm) 6x high power LEDs. (safety inter-locked panels protect the operator during use)</li> </ul> <p><b>Specialist:</b></p> <ul style="list-style-type: none"> <li>- <b>Co-axial</b> LED illumination for viewing retro-reflective security printing</li> <li>- 850-1100nm broadband excitation lamp for viewing <b>Anti-Stokes inks</b></li> <li>- <b>Visible/infrared narrow band illumination</b> from a 100W halogen lamp filtered by a continuous band pass filter transmitting from 400 to 1000nm</li> <li>- 29 x <b>LED array for both vertical and horizontal scanning of Diffractive Optically-Variable Devices/holograms</b></li> <li>- <b>Polarised visible LEDs for viewing birefringent security features</b> plus a linearly polarised LED crossed with the polarising filter</li> <li>- <b>Pulsed 365nm UV LEDs for differentiating fluorescent and phosphorescent security ink. (The system must include a phosphorescence imaging mode for the visualisation of phosphorescent security features.)</b></li> </ul> <p>Lamp replacement should be easy and operator enabled, and should not require a trained service technician.</p> <p><b>OPTICAL VARIABLE INK (OVI) VIEWER:</b></p>			
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	<p>- Mirror accessory enabling optically variable inks to be viewed simultaneously from two angles (incident and 45 degrees) for the display of OVI colour variations.</p> <p><b>DIGITAL OPTICALLY VARIABLE DEVICES/HOLOGRAMS (DOVD)</b> Video capture of DOVD images with <b>playback synchronised to scanning of questioned (live) image.</b></p> <p><b>MICROSPECTROPHOTOMETER</b> - Integral grating spectrometer for measurement of absorption, reflectance, transmission and fluorescence spectra from 400nm to 1000nm with a resolution of 9 nm and require a minimum sample size of 62 microns. The spectrometer software must have a graph display and chromaticity diagram display.</p> <p><b>OTHER:</b> <b>Barcodes:</b> Decipher 1D and 2D barcodes, including PDF417 format <b>Birefringent security features:</b> Twin LED illuminated circular polarizer to view these features. <b>3-D Imaging:</b> With the application of colour maps, rotation through 3-D space, invert to improve visualisation of indentations and raised surface features. <b>Hyper spectral imaging module:</b> For optimising spectral differences between two different inks on documents. <b>Optical Character Reader (OCR):</b> - OCR module to read and verify ICAO codes on Passports, ID cards and visas within the Machine Readable Zone. <b>Embedded Personal Information Decoder Module</b> - For IPI (Invisible Personal Information) and ICI (Invisible Constant Image) module included to enable detection of IPI / ICI in passports and ID cards and ability to save settings - Uses Scrambled Indicia@ Technology supplied under licence from Graphic Security System Corp (GSSC) of the US - Live Face ID for positive comparison of image on passport chip with photo on passport with image captured live of owner of questioned document. <b>IMAGE COMPARISON:</b> - Facilitates compare live and stored images side-by-side, superimposed or subtracted, strobed, rotated and mirror inverted. - <b>Calibrated measurement of distance, angle and area.</b> - Image annotation with text and various shapes including arrows, lines, boxes and circles. The editing of annotation must be possible if necessary. - Image enhancement functions including Contrast HSL, RGB, Filters, Equalization, FFT, Gamma correction, sharpen and a library of user-coded image processing functions.</p>			
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	<p><b>SYSTEM SOFTWARE:</b></p> <ul style="list-style-type: none"> <li>- Software that maximises the effectiveness of document examinations by providing the user with control of all VSC functions via a fluent quick-access toolbar or programmable 'hot-keys</li> </ul> <p><b>Image storage, retrieval &amp; video recording:</b></p> <ul style="list-style-type: none"> <li>- Images may be saved as Bitmap, Jpeg, Jpeg 2000, TIF, PNG, RAW or PDF files or copied into Microsoft Word with all relevant settings of illumination, camera filter, integration time, magnification, contrast setting, etc. displayed.</li> <li>- Should be able to compare from gallery previously saved and live images.</li> <li>- Ability to video-capture and playback a document or whole examination.</li> <li>- Interactive help tutorial software and on screen operation manual</li> <li>- False colour image display</li> <li>- Colour isolation by RGB channel separation</li> </ul> <p><b>Case work management</b></p> <ul style="list-style-type: none"> <li>- Facility to organise case information, images, spectra, chromaticity charts and full examination settings</li> <li>- Casework database facility</li> <li>- Ability to access old research and case files.</li> </ul> <p><b>Automation:</b></p> <ul style="list-style-type: none"> <li>- Quick Check mode where the system runs and checks conditions automatically for the evaluation of similar sample types.</li> <li>- Programmable automated examination of numerous different examination conditions with thumbnail images of each examination. These can then be saved and printed.</li> <li>- Automatic procedure for illumination and filters to determine highest contrast between IR fluorescent samples.</li> </ul> <p><b>CALIBRATION AND DIAGNOSTICS:</b></p> <ul style="list-style-type: none"> <li>- Automatic calibration of filters and light sources using NIST traceable standards</li> <li>- Automated diagnostic routines check the status of motors, light sources and filters</li> <li>- Display diagnostic reports on-screen or output as PDF.</li> <li>- Calibration standards to be available on site and supplied by the successful bidder.</li> </ul> <p>Calibrated Didymium filter NIST traceable standard for calibrating the spectrometer wavelength-scale in transmission</p> <p>Calibrated white reference material NIST traceable for spectrometer reflectance reference</p> <p>UV 365nm, 312nm, 254nm and Anti-stokes tester.</p> <p>Once the spectrometer is calibrated the spectrometer can be used to</p> <p>Wavelength-calibrate the interference filter</p> <p>Further tests can be run through the diagnostics section of the software to test the Motors, LAMOS, Lamp life (excluding LEDs and 250W spot),</p>			
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	<p>Interference filter, Camera long pass filters, Spot lamp short pass filters.</p> <p><b>LICENCES:</b>  <b>The system must include officially license d operational software including that required for the detection and decoding of:</b>  <b>LetterScreen (supplied under licence by Jura)</b>  <b>The system must be compatible and incorporate licences for the use of the following official software</b>  <b>LFIS (Live Face ID System) from GEMALTO</b>  <b>IPI (Invisible Personal Information) and</b>  <b>ICI (Invisible Constant Images) both of which use scrambled Indicia Technology from GSSC, USA.</b>  <b>KEESING REFERENCE DATABASE OF SECURITY DOCUMENTS - THE ARCHIVE COLLECTION (VSC/DB/ARCHIVE)</b>  A reference database showing the security features in Passports, ID cards and Driving Licences from 197 countries, comprising images and data. Compatible with the VSC Document Database System  VSC/DB/SOFTWARE, VSC &amp; VSCOCI software suite  - information is provided in the form of descriptions and full colour images of security documents  - supplied as the latest up-to-date collection at time of despatch  - accessible only via the VSC Document Database System  VSC/DB/SOFTWARE VSC &amp; VSCQCI software suites  <b>Licence for annual subscription to the Keesing identity reference database of security documents (VSC/DB/KDATA)</b>  Provides updates and revisions to the Passports, ID cards and Driving Licences covered by the Keesing Reference Database of Security Documents issued during the year of the subscription. Compatible with the VSC Document Database System  <b>KEESING REFERENCE DATABASE OF BANK NOTES – THE ARCHIVE COLLECTION (VSC/DB/ARCHIVE/C)</b>  A reference database showing the security features of bank notes. Compatible with the VSC Document Database System VSC/DB/SOFTWARE/C or the VSC software suite  <b>Licence for annual subscription to the Keesing banknote reference database of bank notes (VSC/DB/KDATAJC)</b>  Provides updates and revisions to the Keesing bank note database during the year of the subscription. Compatible with the VSC Bank Note Database System.</p> <p><b>E-PASSPORT, CARD &amp; ICAO READER STANDARD (VSC/EREADER/A)</b>  STAND ALONE OR FULLY INTEGRATED INTO VSC SOFTWARE  Comprising:</p>			
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	OCR 601 OIOR MRZ, RFID and CARD reader - USB cable and connection to PC - power supply - stand-alone software or integrated to VSC suite <b>NOTE:</b> Unit must be able to operate independently of the VSC software if required spec document			
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**Phase 3: Price and B-BBEE stage evaluation in terms of the 80/20 preference point systems**

The bid will be evaluated in terms of the 80/20-point system as stipulated in the Preferential Procurement Regulations, 2011. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

The following formulae will be used in calculating points scored for price are as follows:

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

Where

- P<sub>s</sub> = Points scored for comparative price of tender or offer under consideration
- P<sub>t</sub> = Comparative price of tender or offer under consideration; and
- P<sub>min</sub> = Comparative price of lowest acceptable tender or off

- Points scored must be rounded off to the nearest 2 decimal places.

**NB:** Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claim. A bidder will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 20 points for B-BBEE. Total points scored will be calculated by adding points scored for price and B-BBEE Contributor Level.

**4.4 Evaluation in terms of BBBEE points**

Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 10 points for B-BBEE.

Point allocation will be done as per the below table:

<b>B-BBEE Status Level of</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**Part 3 – Schedule A**

**Government**

**Procurement**

**General Conditions of Contract and Special Conditions of Contracts**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions Applicable to government bids, contracts and orders; and
- (ii) Ensure that clients familiar with the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean the plural and vice versa and words in the masculine also mean the feminine and neuter.

- The General Conditions of Contract (GCC) will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

See attached

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**Part 3 – Schedule B**  
**Application for Tax Clearance Certificate**

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**TAX CLEARANCE**

**REQUIREMENTS IT IS A CONDITION OF BIDDING:-**

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

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**APPLICATION FOR TAX CLEARANCE  
CERTIFICATE (IN RESPECT OF  
OFFERORS)**

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- 1. Name of taxpayer / bidder: \_\_\_\_\_
  
- 2. Trade name: \_\_\_\_\_
  
- 3. Identification number: 

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- 4. Company / Close Corporation registration number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
  
- 5. Income tax reference number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
  
- 6. VAT registration number (if applicable): 

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- 7. PAYE Employer's registration number (if applicable) 

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Signature of contact person requiring Tax Clearance Certificate: .....

Name: \_\_\_\_\_

Telephone Number: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Address: \_\_\_\_\_

.....  
.....

**PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.**

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

**Part 3- Schedule C**

**PRICING SCHEDULE – FIRM PRICES**

**(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-		Required by:	.....
-		At:	.....
-		Brand and model	.....
-		Country of origin	.....
-		Does the offer comply with the specification(s)?	*YES/NO
-		If not to specification, indicate deviation(s)	.....
-		Period required for delivery	.....
			*Delivery: Firm/not firm
-		Delivery basis	.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable



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**Part 3 – Schedule D**  
**Declaration of Interest**

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**SBD 4**

**DECLARATION OF INTEREST**

- 1.** Any legal person, including persons employed by the state<sup>1</sup>, 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 a price quotation, advertised competitive bid, limited bid or proposal). 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, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number:

..... 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.

<sup>1</sup>“State” means –

- (a) any national or provincial department, 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.

<sup>2</sup>“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.

- 2.7** Are you or any person connected with the bidder presently employed by the state? **YES / NO**
- 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? **YES / NO**
- 2.7.2.1** If yes, did you attached proof of such authority to the bid document? **YES / NO**
- (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? **YES / NO**
- 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? **YES / NO**
- 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) **YES/NO**

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? **YES/NO**

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Reference Number	Tax 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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

..... Signature

.....  
Date

.....  
..... Position

.....  
Name of bidder

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**Part 4 – Schedule E**


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**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 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 as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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

Js365bW

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**Part 3 – Schedule F**  
**Certificate of Independent Bid Determination**

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**SBD 9**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.
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

**Part 3 – Schedule G  
Qualifications and  
Experience**

1. Details of the extent of the company activities and business, e.g. branches etc:

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2. A list of existing and/previous contracts relating to similar services:

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

4. Details of Qualifications of the Project Manager and the Key Personnel:

Name	Designation	Qualifications

.....  
**SIGNATURE OF (ON BEHALF OF) COMPANY**

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**Part 3 – Schedule H**  
**Organisation type**

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**PARTNERSHIP/CLOSED CORPORATION/COMPANY**  
**( delete which is not applicable)**

The bidder comprises of the following partners/members/directors :

1. NAME \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_
  
2. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_
  
3. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_
  
4. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_
  
5. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

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**Part 3 – Schedule I  
Organisational structure**

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1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)

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.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. \_\_\_\_\_

2. \_\_\_\_\_

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**Part 3 – Schedule J**  
**Details of Supplier's office**

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1. Physical address of supplier's office

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1 Telephone No of office: \_\_\_\_\_

3 Time period for which such office has been used by supplier: \_\_\_\_\_

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Part 3 – Schedule K  
Financial Particulars**

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder’s financial institution and/or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid will be considered invalid

Nature of Service: \_\_\_\_\_  
 Name of bidder: \_\_\_\_\_  
 Bid Number: \_\_\_\_\_

	<p><b><u>FINANCIAL POSITION OF BIDDER</u></b></p> <p>I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the SSA permission to contact the financial institution below to confirm the information provided.</p> <p>In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.</p>
<b>NAME OF FINANCIAL INSTITUTION</b>	
<b>ADDRESS</b>	
<b>TEL.NO</b>	
<b>FAX NO</b>	
<b>CONTACT</b>	

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of :

1. \_\_\_\_\_

2. \_\_\_\_\_

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.



3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** or **90/10**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

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

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

5.1 In terms of Regulation 6 (1) and 7 (1) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

7.1 B-BBEE Status Level of Contribution: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit.

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

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

8.1.1 If yes, indicate:

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

*(Tick applicable box)*

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

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

**9.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**9.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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 .....
.....
.....



**state security**

State Security Agency  
REPUBLIC OF SOUTH AFRICA

**Part 4 – Schedule  
O**

**SECURITY CLEARANCE REQUIREMENTS**

**DECLARATIONS**

**A. Does the business meet the government’s Black Economic Empowerment requirements as per the relevant industry charter?**

**Yes: ..... No: .....**

**If YES Explain:**

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

**B. Do you declare that the business is NOT a BEE front company?**

**Yes: ..... No: .....**

**If NO Explain:**

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

**C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?**

**Yes: ..... No: .....**

**If YES Explain:**

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

**CONFIDENTIAL**

**D. Do any of the above mentioned in Declaration C have any financial interest in the business?**

Yes: ..... No: .....

**If YES Explain:**

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

**E. Do you declare that the company is currently in a stable and sustainable financial position**

Yes: ..... No: .....

**If YES Explain:**

.....  
.....  
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**F. Has the business done any work for a foreign government intelligence agency?**

Yes: ..... No:.....

**If YES Explain:**

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.....

**G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?**

Yes: ..... No: .....

**If YES Explain:**

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

**CONFIDENTIAL**

**THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT**

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the \_\_\_\_\_ company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

**Company:** .....

**Respondents name:** .....

**I.D. number:** .....

**Position:** .....

**Date:** .....

**Signature:** .....

**SECURITY CLEARANCE REQUIREMENTS**

It is a condition of bid that the successful bidder obtains a positive security clearance by undergoing and cooperating with the vetting officers who will conduct a vetting process on both the company and the individuals who will be involved in the project.

1. In order to meet this requirement bidders are required to complete in full the attached forms:
  - a. Declarations
  - b. Security Questionnaire for Security Clearance Purposes
2. The bidder must supply all documents as outlined in "Company document requirements" with the proposal on or before the closing date or when called upon to do so within a specified period determined by the State Security Agency (SSA).
3. The level of security clearances will be determined by SSA commensurate based on the nature of the project activities the employee will be involved in.
4. The cost of obtaining suitable clearances is for the account of the vendors.
5. The vendors shall supply and maintain a list of personnel involved on the project indicating their clearance status.
6. The default requirement on security clearance is "confidential". Any other environment specified will have a "secret" security clearance requirement.
7. Non-cooperation with the vetting officers may result in a Vendor being disqualified from the bidding and/or appointment process.
8. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 7 ABOVE SHOULD THIS DECLARATION PROVE TO BE FALSE OR FAIL TO COOPERATE DURING THE VETTING PROCESS.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



**state security**

State Security Agency  
REPUBLIC OF SOUTH AFRICA

Component Internal Vetting

***Security Clearance Investigation: Documentation Requirement for Companies***

1. In terms of The National Strategic Intelligence Act 39 of 1994 as amended by the National Strategic Intelligence Act 67 of 2002 section 2A, members of the SSA may, in a prescribed manner, gather information relating to criminal records, financial records, personal information or any other information which is relevant to determine your security competence.
2. Please submit certified copies of the following documentation:
  - **Audited Financial Statements (To include Income Statement ,Balance Sheet, & Cash Flow Statements for a period of two years)**
  - **Bank statements of all accounts held, covering the last six (6) months.**
  - **Company Registration Certificate**
  - **Name Change Certificate / Amended Founding Statement (If Applicable)**
  - **List of Directors, Employees / Contractors who require access to the premises AND Identity Documents**
  - **Name & Contact details of Auditing / Accounting Firm**
  - **List of 5 major creditors and contact details**
  - **Letters declaring Members or directors involvement in associated businesses (Names and registration numbers of all companies associated with the Members / Directors**
  - **Three (3) Letters of Recommendation**

**NB: The above stated documents are to be submitted in a separate envelope clearly marked vetting Documents**