



**KWAZULU-NATAL  
LEGISLATURE**

AN ACTIVIST PEOPLE-CENTRED LEGISLATURE

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Pietermaritzburg, 3201  
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Pietermaritzburg, 3200  
[www.kznlegislature.gov.za](http://www.kznlegislature.gov.za)

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO  
RENDER UPGRADES TO KZN LEGISLATURE'S  
SECURITY SYSTEMS INFRASTRUCTURE**

Bid No. : **KZNL 4/2022**

COMPANY NAME : \_\_\_\_\_

Registration No. \_\_\_\_\_

**Type of Bidder (Tick One Box)**

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

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**RETURN OF PROPOSAL**

Proposal must be deposited in the **Bid box situated at Ground Floor, KZN  
Legislature, 244 Langalibalele Street PIETERMARITZBURG 3201** The Senior  
Manager: Supply Chain Management.

## KWAZULU-NATAL LEGISLATURE

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# SECTION A

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF  
THE KWAZULU-NATAL LEGISLATURE

BID NUMBER:	<b>KZNL 4/2022</b>	COMPULSORY BRIEFING SESSION	24 June 2022 @ 10h00	CLOSING DATE:	11 July 2022	CLOSING TIME:	11:00
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DESCRIPTION: **UPGRADE OF KZN LEGISLATURE'S SECURITY SYSTEMS INFRASTRUCTURE**

CONTRACT PERIOD: **9 months**

VALIDITY PERIOD: **120 DAYS**

**Link to join compulsory briefing session must be requested from [tenders@kznleg.gov.za](mailto:tenders@kznleg.gov.za) before or on the 23 June 2022 end of business for bid number KZNL 4/2022.**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 13.1 or 13.2) depending on the nature of the supply/service**

<b>BID DOCUMENTS MAY BE POSTED TO:</b> The Head SCM Unit, KZN Legislature Private Bag 9112 Pietermaritzburg, 3200	<b>NOTE: THE POST IS CLEARED FROM THE PIETERMARITZBURG POST OFFICE BEFORE 10:00 ON DUE DATE</b>
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**OR**

<b>BID DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE BID BOX SITUATED AT:</b> Ground Floor, KZN Legislature 244 Langalibalele Street PIETERMARITZBURG 3201	<b>THE BID BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIME:</b> <b>MONDAY TO FRIDAY (EXCLUDING PUBLIC HOLIDAYS)</b> <b>08:00 TO 16:00</b>
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**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

TELEPHONE NUMBER CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

CELLPHONE NUMBER \_\_\_\_\_

FACSIMILE NUMBER CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

VAT REGISTRATION NUMBER \_\_\_\_\_

**CENTRAL SUPPLIER DATABASE (CSD) NO.** \_\_\_\_\_

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (Section B) YES  NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (Section F) YES  NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

**[TICK APPLICABLE BOX]**

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....

A REGISTERED AUDITOR .....

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES  NO   
**[IF YES ENCLOSE PROOF]**

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

**TOTAL BID PRICE: FOR 36 MONTHS: R** \_\_\_\_\_

**BIDPRICE IN WORDS:** \_\_\_\_\_

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Contact Person:** Mr. Nkululeko Ngcamu  
**Tel:** 033 355 7548 /060 569 2722  
**E-mail address:** [Ngcamun@kznleg.gov.za](mailto:Ngcamun@kznleg.gov.za)

**Technical Question**

**Contact Person:** Adv. Masondo  
**Tel:** 07828862593  
**E-mail address:** [khwezi.masondo@kznlegislature.gov.za](mailto:khwezi.masondo@kznlegislature.gov.za)

## SECTION B

## SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted.
3. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
4. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
5. Bids submitted must be complete in all respects. (All sections must be completed).
6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
9. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. No bid submitted by telefax, telegraphic or other electronic means will be considered.
12. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
13. Any alteration made by the bidder must be initialled.
14. Use of pencil and correcting fluid is prohibited.
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. All consortia/joint ventures must submit individual company valid and original Tax Clearance Tax Clearance Certificates. (Where required, individual company profiles must be included). Please also refer to Annexure D - para. 2.3 regarding B-BBEE Status Level Certificates.
19. If a **compulsory briefing session/site inspection** is held, the bid document must be stamped and signed at the session. Failure to comply will render the bid disqualified at the time of closure of the bid.
20. The Legislature is not bound to accept any of the proposals submitted and reserves the right to cancel the bid at any time and to call for the best and final offers from shortlisted bidders before final selection.
21. The Legislature reserves the right to call for presentations/interviews with shortlisted bidders before final selection.
22. Only bids that were submitted with a valid Tax Clearance **status** will be considered.
23. The Legislature reserves the right to appoint more than one service provider.
24. Prices will be deemed as firm for the first year and subject to statutory price increases. (**Note:** Any price escalation will be subjected to approval by the Legislature and will only be affected after the first completed year)
25. All bidders must attach all required annexures.
26. Bidding documents must be completed in accordance to the conditions and bidding rules contained therein.
27. The lowest or any proposal will not necessarily be accepted and the KZN Legislature reserves the right not to consider any proposal, not suitably endorsed or comprehensively completed, as well as the right to accept a proposal in whole or in part.
28. Registration on National Treasury's Central supplier Database (CSD) is compulsory. For more information on how to register go to [www.csd.gov.za](http://www.csd.gov.za) . Failure to submit a CSD supplier registration report will result in the disqualification of proposals.

## SECTION C (SBD 2)

### TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the TCC 001 form. "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax Clearance Certificate and CSD must be submitted together with the bid.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**I HAVE READ, UNDERSTOOD AND COMPLY WITH THE SPECIAL INSTRUCTIONS ABOVE:**

\_\_\_\_\_  
**SURNAME AND INITIALS OF COMPANY REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

COMPANY OFFICIAL STAMP

SBD

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

<sup>2</sup> 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.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

## SECTION E (SBD6.1)

### 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.**

#### 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; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<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 proof of B-BBEE Status level of contributor 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.



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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

(Tick applicable box)

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

7.1.1 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 or QSE

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.8 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 6.1 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 6.1, 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 .....

.....

.....



**SECTION F**  
**CONDITIONS OF BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Legislature (hereinafter called the “Legislature”) on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Legislature during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to SCM Regulations issued in terms of the Financial Management of Parliament Act, the KwaZulu-Natal Legislature’s Supply Chain Management Policy, the Treasury Practice Notes, and the General Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Legislature may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Legislature any additional expenses incurred by the Legislature having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Legislature shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Legislature may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
.....  
.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**6. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:



- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
  - a) Recover from the contractor all costs, losses or damages incurred or sustained by the Legislature as a result of the award of the contract, and/or
  - b) Cancel the contract and claim any damages which the Legislature may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....**

.....  
**SIGNATURE OF BIDDER OR DULY  
AUTHORISED REPRESENTATIVE**

.....  
**FULL NAME (IN BLOCK LETTERS)**

**ON BEHALF OF (BIDDER'S NAME) .....**

**CAPACITY OF SIGNATORY .....**

**NAME OF CONTACT PERSON (IN BLOCK LETTERS).....**

.....

**POSTAL ADDRESS**

.....

.....**POSTAL CODE.....**

**TELEPHONE NUMBER: .....**

**FAX NUMBER: .....**

**CELL PHONE NUMBER: .....**

**E-MAIL ADDRESS: .....**

**SECTION G  
AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on ..... 20.....,  
Mr/Mrs .....whose  
signature appears below) has been duly authorised to sign all documents in connection with this  
bid on behalf of (Name of Company).....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 .....

2 .....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of  
the business trading as .....

.....

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....  
 hereby authorise ..... to sign this bid as well as any contract resulting  
 from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf  
 of (*company name*) .....

.....	.....	.....
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
.....	.....	.....
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a **certified copy** of the Founding Statement of such corporation shall be included with the bid, together with the **resolution by its members authorising a member** or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

..... Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation) .....

SIGNED ON BEHALF OF CLOSE CORPORATION: .....  
 (PRINT NAME)

IN HIS/HER CAPACITY AS ..... DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1 ..... WITENSS:- 2 .....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative).....

SIGNED ON BEHALF OF CO-OPERATIVE:.....  
(PRINT NAME)

IN HIS/HER CAPACITY AS:.....DATE:.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY: .....

WITNESSES: 1 ..... WITNESS:- 2 .....

**F. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on ..... 20 .....

Mr/Mrs.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Consortium) .....

SIGNED ON BEHALF OF CLOSE CORPORATION: .....

IN HIS/HER CAPACITY AS ..... DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1 ..... WITNESS: - 2.....

**G. JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....,

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture).....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME)

SIGNATURE :..... DATE: .....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME)

SIGNATURE :..... DATE: .....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME)

SIGNATURE :..... DATE: .....

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME)

SIGNATURE :..... DATE: .....

IN HIS/HER CAPACITY AS:.....

## SECTION H (SBD 8)

### 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-
- 4 abused the institution's supply chain management system; committed fraud or any other improper conduct in relation  
**to such system; or failed to perform on any previous contract.**
- 5 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?  <b>(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).</b> The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home pg	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>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</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)

CERTIF

Y 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

\_\_\_\_\_  
Company Name

**SECTION I (SBD 9)**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 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.

**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

<sup>3</sup> 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.



## SECTION J

# SPECIAL CONDITIONS OF CONTRACT

### 1. ACCEPTANCE OF BID

- 1.1 The KwaZulu-Natal Legislature's (KZN Legislature's) Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

### 2. APPEALS/OBJECTIONS

- 2.1 Entities aggrieved by a decision of a KZN Legislature Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Accounting Officer in the prescribed manner by the Supply Chain Management Policy or submit their grievance to the High Court.

### 3. AMENDMENT OF CONTRACT

- 3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

### 4. BID PRICING

Bid prices reflected, will be taken as firm for the duration of the contract and will only be subject to statutory increases.

### 5. CHANGE OF ADDRESS

- 5.1 Bidders must advise the KwaZulu-Natal Legislature should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 6. COMMUNICATION

- 6.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

HEAD OF SUPPLY CHAIN MANAGEMENT  
KZN LEGISLATURE  
PRIVATE BAG X 9112  
PIETERMARITZBURG  
3200

### 7. COMPLETION OF SPECIFICATION

- 7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

### 8. COMPLETENESS OF BID

- 8.1. Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

### 9. CONDITIONS OF BID

- 9.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance
- 9.2 No bid received by telegram, telex, or facsimile will be considered.
- 9.3 It shall be noted that the KZN Legislature is under no obligation to accept the lowest or any bid.
- 9.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.

9.6 Bidders must provide the following particulars about themselves as part of the bid:

- 9.6.1 Where they have their Headquarters
- 9.6.2 Where they have their Regional Office.
- 9.6.3 Name, address and telephone number of bankers together with their bank account number.
- 9.6.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

9.7 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

- 9.7.1 By whom, or with whose assistance, was the business plan drafted?
- 9.7.2 By whom, or with whose assistance, were the bid prices calculated?
- 9.7.3 Whose advice is relied on?
- 9.7.4 Who will provide financial support?

9.8. A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

## **10. CONTRACT PERIOD**

10.1 The contract period : **For the period of 09 months**

10.2 The KZN LEGISLATURE reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

## **11. DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER**

11.1 The bidder must furnish the following details of all current contracts:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

## **12. EQUAL BIDS**

12.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

## **13. EXECUTION CAPACITY**

13.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document

## **14. EXTENSION OF CONTRACT**

14.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

## **15. INFORMATION REQUIRED FROM BIDDER**

15.1 Bidders must provide the following particulars about themselves as part of the bid:

15.2 Where they have their Headquarters.

}

Details to be supplied on

15.3 Where they have their Regional Offices.

Company's letterhead.

## **16. IRREGULARITIES**

16.1 Companies are encouraged to advise the KZN Legislature timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **17. JOINT VENTURES**

17.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.

17.2 Should this bid be submitted by a joint venture; a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.

17.3 Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

## **18. LATE BIDS**

18.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

18.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the bidder. No late bids are accepted.

## **19. NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS**

19.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of the KZN Legislature.

## **20. TAX CLEARANCE CERTIFICATE**

20.1 The Tax Clearance Certificate and PIN must be submitted with the bid before the closing date and time of the bid.

20.2 Each party to a Joint Venture/Consortium must submit a valid Tax Clearance Certificate and pin together with the bid at the closing date and time of bid.

## **21. UNSATISFACTORY PERFORMANCE**

21.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

(i) Before any action is taken, the KZN Legislature shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the KZN Legislature will:

- (a) take action in terms of its delegated powers
- (b) make a recommendation for cancellation of the contract concerned.

## **22. VALIDITY PERIOD AND EXTENSION THEREOF**

22.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this KZN Legislature may request the bidders to extend the validity (binding) period. Should this occur, the KZN Legislature will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

**23. VAT**

23.1 Bid prices must be inclusive of VAT.

23.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either –
  - (i) the value of the supply, the amount of tax charged and the consideration for the supply; or
  - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

**24. REGISTRATION WITH THE STATUTORY BODIES**

The bidder must be registered for Workmens Compensation & UIF. and ensure that they abide by all relevant and applicable legislation/s and all applicable regulations pertaining to the required services.

**25. SECURITY VETTING:**

Security vetting will be carried out on all personnel involved in the contract.

**ANNEXURE A**

**Specifications  
And  
Price page/schedule**

**BID NUMBER: KZNL 4/2022**

## **UPGRADE OF KZN LEGISLATURE'S SECURITY SYSTEMS INFRASTRUCTURE**

### **1. Background**

KZN Legislature Security Services has installed Security systems in 2006 which is maintained on a daily basis. These equipment include RBH Access Control System and Hikvision/ NUUO CCTV System. The KZN Legislature has been afforded with National Key Point Status and therefore must comply with their requirements.

### **2. Objective**

To provide new technology which will aid in Securing the National Key Point and other buildings utilised by the KZN Legislature.

### **3. Scope of Work**

#### **3.1. Time Frames & Compliance**

- a) Installation Period for 6 months
- b) Project Plan Submission on Appointment
- c) All equipment priced must include complete installation, drawings with layouts, commissioning and end user/operators training
- d) Adhere and comply with All OHS ACT requirements & Covid-19 Regulations
- e) Sign a confidentiality Clause with KZN Legislature
- f) The Service provider to create a Site Establishment in the allocated space
- g) Ensure all Sub Contractors are certified and are covered by his Public Liability Insurance
- h) Provide Handover file with Certification, drawings, warranties, software, manuals etc.

#### **3.2. Equipment & Services**

- a) The Service provider will provide his own Specialised Tools, Computers and Safety Equipment.
- b) The Service Provider will Provide a Safety Officer for the duration of the Project and have a Safety File Onsite

### **4. Evaluation Criteria**

#### **4.1. Instructions to Bidders**

##### **4.1.1. Bid Responses**

- (a.) Bid responses must be well prepared and returned in accordance with this tender document.
- (b.) Bidders may be disqualified where they have not materially complied with any of Legislature's requirements in terms of this tender document.
- (c.) Request for changes to the submitted proposals will not be allowed after the closing date of the tender.

- (d.) All bid responses will be regarded as offers unless the bidder indicates otherwise.
- (e.) No bidder or any of its consortium / joint venture members may have an interest in any of the other bidder / joint venture / consortium participating in this bid.

**4.1.2. Disclaimers**

Bidders must note and accept that KZN Legislature may:

- (a.) Award the whole or a part of this tender;
- (b.) Split the award of this tender;
- (c.) Negotiate with all or some of the shortlisted bidders;
- (d.) Award the tender to a bidder other than the highest scoring bidder; and / or
- (e.) Cancel this tender.

**4.1.3. Confidentiality Of Information**

- (a.) KZN Legislature will not disclose any information disclosed to KZN Legislature through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought.
- (b.) Bidders may not disclose any information given to the bidders and part of this tender process to any third party without the written approval from KZN Legislature.

**4.2. Evaluation Process and Criteria**

**4.2.1. Evaluation Process**

The KZN Legislature will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for Mandatory, Functionality / Technical. During the evaluation of received bids KZN Legislature will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted.

Bidders that fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.

The requirements of any given stage must be complied with prior to progression to the next stage. KZN Legislature reserves the right to disqualify bidders without requesting any outstanding document/information.

**A staged approach will be used to evaluate bids and the approach will be as follows:**

<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>
Compliance to Mandatory Administration Criteria	Evaluation on Functionality or Technical aspects of Bid	Price and BBBEE

**SUBMISSION OF BIDS**

The following documents shall be included in the bid proposal;

<b>Bid Submission Requirements checklist</b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Company profile		
Proof of registration with PSIRA - attach certified copies of Company PSIRA certificate as well as letter of Good Standing .		
Proof of registration with PSIRA - Installation Technician Certificate of the individual		
Proof of company certification in AxiomV		
Evidence of credit reference		
<b>Valid</b> certified copy of Workmen’s compensation / COIDA (Letter of good standing).		
<b>Valid</b> certified copy of UIF (Certificate of Compliance).		
Sars tax pin and CSD		
Certified copy of Company registration certificate.		
Valid certified copy of Insurance for Public Liability Cover from insurance brokers.		
Certified copies of Identity documents of owners, directors, and shareholders, as specified on the company registration certificate (to be used for screening purposes)		
In case of a joint venture, all parties must attach Company’s documents and a signed joint venture agreement.		



**STAGE 1: COMPLIANCE TO MANDATORY / MINIMUM REQUIREMENTS**

This stage assesses the bid response against eligibility criteria. Failure to comply with or satisfy all the mandatory requirements below will result in disqualification of the bid.

**Proof must be provided.**

<b>Bid Submission Requirements checklist</b>	<b><u>Comply</u></b>	<b><u>Not Comply</u></b>
<b>Company profile</b>		
<b>Proof of registration with PSIRA - attach certified copies of the Company PSIRA certificate</b>		
<b>Proof of registration with PSIRA - Technician Certificate of the individual</b>		

**STAGE 2: EVALUATION OF FUNCTIONALITY / TECHNICAL CRITERIA**

The functionality / technical evaluation will be based on a threshold, where bidders who fail to achieve the minimum of 75 points on the functional / technical stage will not be considered for further evaluation.

	<b>Evaluation Criteria</b>	<b>Weight</b>
<b>1</b>	<p><b>Bidder Minimum Certification &amp; Experience:</b>                      The bidder must provide certification/ letters to show experience in Access control &amp; CCTV systems</p> <ul style="list-style-type: none"> <li>1 to 2 reference letters = 10 points</li> <li>3 to 5 reference letters = 20 points</li> <li>6 letters or more = 30 points</li> </ul>	30
<b>2</b>	<p><b>Installation Technician:</b>                      CCTV Installation accreditation                      Non submission of CCTV Installation accreditation = 0  <i>Proof must be attached</i></p>	30
<b>3</b>	<p><b>Letters of credit reference from suppliers with stipulated credit limits on Letterheads: (Letter from the Distributor stating the credit limit is to ensure the service provider can provide the equipment required.)</b></p> <ul style="list-style-type: none"> <li>• A signed letter of credit reference of R500 000.00 or more from the supplier of CCTV systems</li> </ul> <p>Non-submission of the signed letter of credit reference = 0  <i>Proof must be attached</i></p>	20

<b>4</b>	<b>Bidder (Company) PSIRA Certification</b> Non-submission of PSIRA Certification = 0 <i>Proof must be attached</i>	10
	<b>Technician PSIRA Certification</b> Non-submission of Technician PSIRA Certification = 0 <i>Proof must be attached</i>	10
	<b>TOTAL POINTS</b>	<b>100</b>
<b>Bidders must score a minimum of 75 out of 100 points to be considered for further evaluation.</b>		

**PRICING INSTRUCTIONS AND SCHEDULE**

**Pricing Instructions:**

1. Bidders must price in accordance with the pricing schedules below, this will enable KZN Legislature to compare priced offers.
2. A clear and detailed breakdown of costs should be attached for any other cost drivers not explicitly covered in the price schedule.
3. All rates quoted as part of this bid will apply to ad-hoc work as/when required (additional work outside scheduled maintenance).
4. Cost for lost permits and new employees will not be reimbursed by KZN Legislature.

**Equipment and Services:**

1. The Servicer Provider must quote as per the Specifications. Changes to the Specified equipment will be approved after agreement with the end user and must be within the costed prices.
2. No changes will be made to the type of Access Control & CCTV Equipment.
3. All material supplied must be of good quality and carry a minimum ONE YEAR WARRANTY inclusive of labour to remove and commissioning.

**The Bid offer must be inclusive of VAT.**

4. The VAT portion must be indicated separately.
5. Payment for this contract will be against proven cost.
6. The bid price must factor annual increments, should there be any statutory increases that arise, such will be negotiated with CPI being the maximum granted.

<b>KZN LEGISLATURE BUILDING</b>			<b>Annexure A</b>
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>Cost including installation</b>
	<b>KZN Legislature CCTV (Latest Upgraded Camera Specs to be quoted)</b>		
<b>1</b>	HIKVISION COLORVU DS-2CD2347G1 8MP OUTDOOR TURRET WITH SPOTLIGHT	<b>120</b>	
<b>2</b>	Hikvision 8MP Motorised auto-focus Bullet camera- DS-2CD2786G2-IZS	<b>150</b>	
<b>3</b>	Dell PowerEdge R740XD Rackmount server Xeon Silver 4208 2.1Ghz 8c. Windows 2019 Full package	<b>1</b>	
<b>4</b>	Hikcentral VMS Full package and setup	<b>2</b>	
<b>5</b>	Hikvision DS-2CD7A26G0/P-IZHSx DeepinView(fully installed) 100m cabling	<b>5</b>	
<b>6</b>	HIKVISION 16CH NVR- DS-7616NXI-I4/4S	<b>12</b>	
<b>7</b>	SITE PLAN INCLUDING ALL CAMERA POSITIONS PLUS ELECTRONIC COPY	<b>1</b>	
<b>8</b>	HIKVISION MAPPING WITH CAMERAS FULLY LICENSED	<b>1</b>	
<b>9</b>	IP Plus Digital Surveillance System 16 License	<b>6</b>	
<b>10</b>	8TB SEAGATE SURVIELANCE HDD	<b>12</b>	
<b>11</b>	8 Port Netgear switches with 2 sfp ports(10/100/100)	<b>30</b>	
<b>12</b>	Netgear Easy-Mount 16-Port PoE	<b>6</b>	
<b>13</b>	Enclosures for 8port PoE switches	<b>22</b>	
<b>14</b>	Electrical Plug Points for Enclosures	<b>22</b>	
<b>15</b>	Cat 6 Connectors and boot covers	<b>1000</b>	
<b>16</b>	CAT 6 Cable 200m	<b>40</b>	
<b>SECURITY CONTROL and SERVER ROOM</b>			
<b>1</b>	CONTROL ROOM POWER SKIRTING 4MX4M	<b>2</b>	
<b>2</b>	SERVER ROOM POWER SKIRTING 4MX4M	<b>2</b>	
<b>3</b>	UNC 500 TO REPLACE NC100	<b>10</b>	
<b>4</b>	RBH BIOMETRIC READERS WITH ALL WIRINGS LINKED TO ACCESS CONTROL SYSTEM	<b>20</b>	
<b>5</b>	VIDEO WALL 4mx 5m	<b>1</b>	
<b>6</b>	DELL 40INCH SCREEN Quad workstation setup complete (HDMI CABLES & other required cabling)	<b>4</b>	
<b>7</b>	DELL OPTIPLEX 7770 ALL IN ONE LATEST VERSION WITH WIRELESS MOUSE & KEYBOARD	<b>5</b>	
<b>8</b>	INTRUDER DETECTION ALARM SYSTEM ON THE TWO WINDOWS AND TWO DOORS	<b>1</b>	
<b>ACCESS CONTROL</b>			
<b>1</b>	Centurion R5 Motor ( Replacement Fully installed)	<b>1</b>	
<b>2</b>	Centurion R5 Master & Slave motor (Replacement Fully installed)	<b>1</b>	
<b>3</b>	Astrophysics XIS-6040NM X RAY MACHINE WITH 750mm Entry & 2x Exit Roller beds with monitoring screen or latest version with TRIP	<b>1</b>	
<b>4</b>	FAAC B680H TRAFFIC BARRIER BASE	<b>3</b>	

5	FAAC B680H TRAFFIC BARRIER CABINET	3	
6	FAAC B680H BARRIER FOUNDATION PLATE	3	
7	XBAT EMERGENCY BATTERY KIT	3	
8	FAAC XBAT CONNECTION KIT	3	
9	FAAC B680HBOOM POLE ROUND 3M	2	
10	FAAC B680HBOOM POLE ROUND 6M	1	
11	FAAC B680H BOOM POLE POCKET & BALANCE SPRING	3	
12	FAAC E680 INT FLASHING TRAFFIC LIGHT V1	3	
13	FAAC B680H Round Boom Pole Lum Cord 12m	3	
14	FAAC B680H ROUND BOOM POLE LIGHT CONNECTION	3	
15	BIOMETRIC READER GOOSENECK WITH SUN SHIELD	5	
16	RBH BFR 350 S BIOMETRIC CARD READER	10	
17	Biometric Reader Outdoor Shield	10	
18	RBH UNC 500	10	
19	Turnstar Speedgate express 900mm (Bruhed Stainless Steel with Biometric Reader flushmount pocket) OR EQUIVALENT	2	
20	Turnstar semi automatic special needs gate OR EQUIVALENT	1	
21	16V Power Supply (Battery Backup)	50	
22	12v Power Supply Battery Backup	50	
23	Garret Walk Through Metal Detector PD 6500i OR LATEST VERSION	2	
<b>Guardhouse</b>			
1	3m x 5m Security Desktop to be replaced with Granite	1	
2	3mx 5m Cupboard (4 side by side doors and 4 roller drawers)	1	
3	Merryfair Wau Ergonomic High Back Chair	8	
4	Security Tinting of the Guardhouse 35 x 10m	1	
<b>Speakers Cottage</b>			
1	Office Safe - Document Safe (Large)	4	
2	Supawood Door 30 Minute Fire Rating	12	
3	Semi Solid Diagonal Slatted Meranti Door 813 X 2032	5	
4	Yale Lockset Euro Cylinder	30	
5	Hinges	34	
6	DET IWISE DT ANTI-MASKING G3 (complete)	20	
7	Door Magnetic Contact	7	
8	Panic Button	5	
9	Siren	2	
10	NetworX NX8 & NX148E LCD Keypad Kit - 8-48 zones, zone doubling, 1 x 40VA transformer, 1 x 12V 7AH battery	1	
11	Cabling and Containment	1	
12	INTRUDER DETECTION ALARM SYSTEM WITH FIFTEEN DOORS AND 40 WINDOWS COMPLETE SETUP	1	
<b>ANC BOARDROOM</b>			
1	DET IWISE DT ANTI-MASKING G3	6	
2	Door Magnetic Contact	11	
3	Expander Board - 16 zone, for use on NX8 & NX8 E control panels	1	

4	Power Supply and Bus Extender - for use on NX8 and NX8E control panels	1	
5	INTRUDER DETECTION ALARM SYSTEM WITH 6 DOORS AND 12 WINDOWS COMPLETE SETUP	1	
<b>Lilian Ngoyi Boardroom</b>			
1	DET IWISE DT ANTI-MASKING G3	5	
2	Door Magnetic Contact	2	
3	INTRUDER DETECTION ALARM SYSTEM ON THE 6 DOORS AND 12 WINDOWS	1	
4	Power Supply and Bus Extender - for use on NX8 and NX8E control panels	1	
<b>Committee Room</b>			
1	DET IWISE DT ANTI-MASKING G3	4	
2	Door Magnetic Contact	2	
3	Expander Board - 16 zone, for use on NX8 & NX8 E control panels	1	
4	Power Supply and Bus Extender - for use on NX8 and NX8E control panels	1	
5	INTRUDER DETECTION ALARM SYSTEM ON THE 2 DOORS AND 8 WINDOWS	1	
<b>Control Room Intruder System</b>			
1	NetworX NX8 & NX148E LCD Keypad Kit - 8-48 zones, zone doubling, 1 x 40VA transformer, 1 x 12V 7AH battery	1	
2	Cabling and Containment	1	
3	Comax Video intercom System 1 TO 1	1	
4	INTRUDER DETECTION ALARM SYSTEM ON THE 2 DOORS AND 4 WINDOWS	1	
<b>Law Society Building</b>			
1	DET IWISE DT ANTI-MASKING G3	10	
2	Door & window Magnetic Contact	12	
3	Expander Board - 16 zone, for use on NX8 & NX8 E control panels	1	
4	Power Supply and Bus Extender - for use on NX8 and NX8E control panels	1	
5	INTRUDER DETECTION ALARM SYSTEM ON THE 2 DOORS AND 30 WINDOWS	1	
<b>Library</b>			
1	DET IWISE DT ANTI-MASKING G3	1	
2	Door & window Magnetic Contact	8	
3	Expander Board - 16 zone, for use on NX8 & NX8 E control panels	1	
4	Power Supply and Bus Extender - for use on NX8 and NX8E control panels	1	
5	INTRUDER DETECTION ALARM SYSTEM ON THE 2 DOORS AND 10 WINDOWS	1	
<b>Perimeter Fencing</b>			
1	ClearVu Invisible Wall Category 3, 5m (height) x 3 (width) Inclusive of all posts and accessories for a National Key Point	300m	
2	ClearVu Roller Gate 5m (height) x 5m with Centurion D5 Motor fully installed with all accessories	1	
3	Full Installation of all ClearVu Fencing and Commissioning	1	

Contigency plan			
	10 percent contigency plan		
	VAT		
	TOTAL COST INCLUDING VAT		

**REQUIREMENTS:**

ALL EQUIPMENT QUOTED MUST INCLUDE COMPLETE INSTALLATION, CONFIGURATION, COMMISSIONING AND DRAWINGS

ALL ACCESS CONTROL SYSTEMS INSTALLED & LINKED TO EXISTING RBH AXIOM V SYSTEM BY ACCREDITED RBH INSTALLER

All CERTIFICATION AND REGISTRATION WITH AUTHROITIES TO BE DONE BY THE SERVICE PROVIDER

ALL ELECTRONIC EQUIPMENT(SERVERS,COMPUTERS,MOTORS,CONTROLLERS) TO BE LATEST VERSION/ UPGRADE. CHANGES OF SPECIFICATIONS TO BE APPROVED BY THE END USER IF NO STOCK IS AVAILABLE

ON DELIVERY ALL NON AVAILABLE EQUIPMENT MUST BE SIMILAR OF THE SAME VALUE AND APPROVED BY END USER IN WRITING

TRAINING TO BE INCLUDED FOR END USER & OPERATORS IN BOTH BUILDINGS

HANDOVER FILES WITH CERTIFICATION & WARRANTEES

COMPLETE DRAWINGS OF CCTV & SYSTEMS LAYOUT

ALARM/DETECTION SYSTEM TO BE LATEST UPGRADES LINKED TO THE SECURITY CONTROL ROOM

ALBERTINA SISULU BUILDING		ANNEXURE B	
ITEM	DESCRIPTION	QUANTITY	Costing including installation
<b>ACCESS CONTROL</b>			
1	FAAC B680H TRAFFIC BARRIER BASE	4	
2	FAAC B680H TRAFFIC BARRIER CABINET	4	
3	FAAC B680H BARRIER FOUNDATION PLATE	4	
4	XBAT EMERGENCY BATTERY KIT	4	
5	FAAC XBAT CONNECTION KIT	4	
6	FAAC B680HBOOM POLE ROUND 3M + Lum Cord 12m	4	
7	FAAC B680H BOOM POLE POCKET &BALANCE SPRING	4	
8	FAAC E680 INT FLASHING TRAFFIC LIGHT V1	4	
9	FAAC B680H ROUND BOOM POLE LIGHT CONNECTION	4	
10	CARD READER GOOSENECK	4	
11	AWID SR-2400 Proximity Reader PROXIMITY CARD READER or latest version	10	
12	RBH UNC 500	10	
13	DELL OPTIPLEX 7770 ALL IN ONE LATEST VERSION WITH WIRELESS MOUSE & KEYBOARD	3	
14	Astrophysics XIS-6040NM X RAY MACHINE WITH 750mm Entry & Exit Roller beds & monitor- latest version with TRIP	2	
15	GARRET PD 6500i WALK TROUGH METAL DETECTOR or latest version	2	
16	Centurion RSO9 – 900kg INDUSTRIAL ROLLER-SHUTTER or latest version	2	
17	Dell PowerEdge R740XD Rackmount server Xeon Silver 4208 2.1Ghz 8c. Windows 2019 Full package	3	
19	DELL 40 inch Touch PC SCREENS WITH WIRLESS MOUSE AND KEYBOARD	6	
22	SERVER RACK MOUNT UPS 6000VA M-Series Rack/Tower UPS	4	
<b>CCTV</b>			
1	HIKVISION NVR 16 CHANNEL (Latest version)	5	
2	HIKVISION COLORVU DS-2CD2347G1 4MP OUTDOOR TURRET WITH SPOTLIGHT (Latest Version)	150	
3	CAT 6 CABLE 200M DRUM	40	
4	CAT 6 CONNECTORS AND BOOTS	1000	
5	CAT6 CRIMPER	2	
6	Netgear GS728TTP: 24-port 1000Base-T Gigabit PoE SMART MANAGED	10	
7	Netgear 8 port POE SMART MANAGED	10	
8	4m x 3m Control Room Video wall Setup Complete ( All Brackets & Cabling included)	2	
<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>			
1	EVAC + CHAIR 600H	7	
2	EVAC CHAIR STAND (NON MOUNT Ref: 1-318)	3	
3	SEAT (Ref 1-326)	7	
4	VENTRIA001 – HEARTSTART HS1 (including HS1 Carry Case and HS1 Ready Pack) LATEST VERSION	5	
5	ACCESS SAFEBOX		
6	BU/24 - 24 MONTHS BACK UP SERVICE	5	
7	VENTRIA TRAINING	5	

8	EVACUATION LOUDHAILERS ADASTRA L-83 WITH SIREN	5	
9	FUTURA EXPANDING BARRIER 3M	10	
10	VEHICLE CONES LARGE WITH LEGISLATURE LOGO	80	
11	Deluxe Wheelchair AA094	2	
<b>Contingency plan</b>			
	10 percent contingency plan		
	VAT		
	TOTAL COST INCLUDING VAT		



ANNEXURE B

**GENERAL CONDITIONS OF CONTRACT3**

THE NATIONAL TREASURY

Republic of South Africa



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT  
July 2010**

**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) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. 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.

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**3 A copy of the complete document set containing the General Conditions of Contract is available on [www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/](http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/)**

**GENERAL CONDITIONS OF CONTRACT  
TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices