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REQUEST FOR QUOTATION INVITATION FOR GOODS AND/OR SERVICES
Procurement Less than R200,000 (including Vat)
(For publication on Joburg Theatre’s Notice Board & Website)

ADVERT DATE	05 DECEMBER 2017
DEPARTMENT	HOSPITALITY AND CATERING
RFQ NO.	RFQ00528/17 (RE-ADVERTISEMENT)
DESCRIPTION OF GOODS/SERVICES	PROVISION OF AUTHORIZED HOSPITALITY RECRUITMENT SERVICES ON AN “AS AND WHEN” NEEDS BASIS
RFQ SPECIFICATION FORMS/DOCUMENTS ARE OBTAINABLE FROM:	RFQ SPECIFICATION IS AVAILABLE ON JOBURG THEATRE’S WEBSITE – www.joburgtheatreptyltd.co.za
CLOSING DATE: TIME:	16 JANUARY 2018 12H00
COMPULSORY REQUIREMENTS	1. MBD FORMS MUST BE ATTACHED TO THE PROPOSAL 2. SUPPLIER REGISTRATION FORM (IF NOT ON JOBURG THEATRE’S SUPPLIER DATABASE). 3. THE RECRUITMENT AGENCIES MUST BE WELL-ESTABLISHED IN THE HOSPITALITY RECRUITMENT INDUSTRY AND MARKET FOR AT LEAST 10 YEARS , BE SEEN AS A REPUTABLE AGENCY AND MUST HAVE A DATABASE OF CANDIDATES READILY AVAILABLE, FROM WHICH TO SEARCH FOR REQUIRED TALENT.
SITE MEETINGS Date & Time Venue	N/A
ENQUIRIES:	Baloyi Happiness : HBaloyi@joburgtheatre.com
SUBMISSION:	Sealed quotations marked with the reference no: must be placed in the Tender Box at Joburg Theatre Complex, 01st Floor, Loveday Street, and Braamfontein.

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & Joburg Theatre’s Supply Chain Management Policies and Procedures.

PLEASE NOTE THAT THE QUOTATION WILL BE INVALID IN THE FOLLOWING INSTANCES

- i) IF THE QUOTATION PAGE IS NOT SIGNED.
- ii) IF THE MBD 4: DECLARATION OF INTEREST FORM IS NOT COMPLETED AND SIGNED.
- iii) IF THE ORIGINAL TAX CLEARANCE CERTIFICATE IS NOT ATTACHED

IF THE FOLLOWING ARE NOT ATTACHED, NO POINTS WILL BE AWARDED FOR B-BBEE

- i) MBD 6.1
- ii) A CERTIFIED COPY OF BBEE STATUS LEVEL VERIFICATION CERTIFICATE.

APPROVED BY

SOLOMON MPHAKATHI
CHIEF FINANCIAL OFFICER-JOBURG CITY THEATRES

DATE:



a world class African city



BIDDER:

TEL: _____

EMAIL: _____

REQUEST FOR QUOTATION	
RFQ NO.	RFQ DATE
CONTACT PERSON	
NAME:	
TEL NO:	

Submission Deadline: _____

Submission Time: _____

RFQ Validity: _____

OFFICE USE ONLY:

PRICE/S TO BE VAT EXCLUSIVE

RFQ's above R30 000.00 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Regulations 2011.

Points will be allocated in accordance with Point No. 5 of MBD 6.1

Points for preferences: (maximum 20 points)

Points for price: (maximum 80 points)

CONDITIONS:

- All goods or services purchased will be subject to Joburg Theatre's conditions.
- It is the responsibility of the bidder to ensure that the relevant office/institution is in possession of a valid Tax Clearance Certificate. The onus therefore rests on the bidder to ensure that the relevant office/institution receives a valid Tax Certificate as soon as the validity of the said certificate expires. Where the relevant office/institution Codes not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the bid submitted in terms of the RFQ. (See MBD 2)
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been received.
- To participate in Joburg Theatre's Quotation of goods and/or services, vendors are advised to register on Joburg Theatre's Supplier Database. Supplier registration forms are available from the Governance Department.
- I certify that the information supplied is correct and I have read and understood Joburg Theatre's General Conditions and Policies and Procedures and accept it.
- I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

SIGNATURE OF BIDDER: _____ CAPACITY: _____

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. Executive Overview

Most Joburg City Theatres operating units currently procure their Human Capital (HC) Support Services requirements through the centralized Human Resources department. Our objective is to source some activity through a Preferred Service Providers whom is extensively experienced in the field of recruitment of professional Hospitality staff members in both front & back of house operations.

Joburg City Theatres would like to conclude formal agreements with service providers to provide hospitality recruitment agency services on an *'as and when required'* basis. The overall objective is to establish a partnership with a reputable recruitment service provider specializing in recruitment of hospitality staff to further the objectives of Joburg City Theatres in line with the business plan. Throughout the process Joburg City Theatres still retains the ultimate power of decision making on selecting the successful candidate.

Note:

A contractual relationship will be established upfront whereas there is no contractual relationship between Joburg City Theatres and a supplier on the approved list until such time as the list must be utilized.

2. Scope of Requirements

The potential service provider will be engaged by Joburg City Theatres to provide the service on an 'as and when' required basis either local or international hospitality staff

Joburg City Theatres would like to conclude formal agreements with service provider that specialize in the recruitment agency services, specifically to the hospitality industry. General Human Capital recruitment for both specialized roles and general roles is defined as the use of recruitment agencies as service providers who specialize in finding and attracting the best experienced person with the required skill set to become an applicant for a general or specialized position. The recruitment agencies must be well-established in the hospitality recruitment industry and market for **at least 10 years**, be seen as a reputable agency and must have a database of candidates readily available, from which to search for required talent.

With regards to the Joburg City Theatres' context, recruitment agencies may in some cases be used as a sourcing channel to recruit candidates for vacant or new positions at management and specialist levels, across all functional or specialization fields, e.g. General Manager, Deputy General Managers, Food & Beverage Managers, Hospitality / Banqueting managers, Snr. Restaurant Managers, Jnr Restaurant Managers, Executive chefs, Sous chefs, Jnr Sous Chefs, etc.

The scope of general and or specialized recruitment agency services for the purposes of this RFQ will be limited to executive management, senior management mid-management positions, with special focus on critical, priority and / or scarce skills. This includes specialized positions across various functional areas, and could also focus on the attraction of Black (African, Colored and Indian) candidates, Female candidates and/or People with Disabilities (PWD).

The recruitment agency will be requested to conduct background screening checks and/or credibility assessment and/or verification of work permits on an 'as and when' required basis before submitting candidates to the company

The recruitment services expected from the potential service providers include the following support services:

- a. Research – ensuring the service provider understands the requirements of the position (job analysis) and the candidate profile that the organization would like to attract. This includes the performance level required (e.g. if a high performer is required), experience level (e.g. an experienced professional) and categories which will assist in defining target industries etc.
- b. Sourcing, attracting and encouraging candidates to apply for positions at Joburg City Theatres, whilst building a talent pool of suitably qualified and experienced candidates.
- c. Sourcing candidates locally and internationally.

- d. Screening applicants for positions. It would be important that service providers assist Joburg City Theatres in increasing the success rate of the selection process, by decreasing the number of visibly under qualified or overqualified job applicants. Furthermore it would be important for the service provider to assist the organization in meeting its legal and social obligations regarding the composition of workforce. The preparation of potential job applicants who will be appropriate candidates would be considered as a key component of the services required.
- e. Conduct employee referrals / recommendations and reference checks (incl. Verification of ID and Qualifications, criminal checks, credit rating, etc.) as to speed up the final selection process.
- f. Presenting a shortlist of suitably qualified candidates after thorough screening of candidates and eliciting their interest in working for Joburg City Theatres.
- g. Schedule and conduct relevant interviews and or optional assessments, as and when may be required or where deemed necessary.
- h. Negotiate remuneration package and start date and facilitating the initial on-boarding process in conjunction with the JCT Human Resource Manager.
- i. Drafting of the prescribed Close out Report per candidate in terms of Council's standards and procedures (template of report will be supplied upon request by successful bidder).

ADDITIONAL INFORMATION TO BE SUBMITTED:

RFQ'S SHOULD DEMONSTRATE THE VALUE-ADD TO JOBURG CITY THEATRES IN TERMS OF THE FOLLOWING:

- (i) **Process Efficiencies.**
- (ii) **Reduced turnaround times.**
- (iii) **Increasing accuracy in recruitment decisions.**
- (iv) **Improved retention.**
- (v) **Savings in terms of pricing.**
- (vi) **Specialized Services offered.**

The above required information is vital and needs to be included on a separate page in the same sequence and accompanied when the proposal is submitted. Failing to provide the above will lead to non – responsiveness and the proposal will not be considered.

PRICING

DESCRIPTION	AMOUNT
Response management	
Placement Fee (%)	
Consultation and facilitation of interviews	
Competency Assessment Fee (%)	
Other Costs (Please specify)	
Total Cost (Vat inclusive) (all inclusive and final price)	

NB: It will be in the best interest of the bidder to base his proposal with full and comprehensive information to ensure that the final solution in not jeopardised by an uneconomic proposal price.

1. Price

- ✓ All prices must include Value Added Tax.
- ✓ All tax invoices submitted by the Respondent must show the Value of the supply, the amount of tax charged and the consideration for the supply.
- ✓ All price(s) must be net with all discounts and settlement discount already deducted.
- ✓ Price(s) must include cost of all supply, insurance, services, labour, equipment, delivery of labour to site, materials etc. and without any extra or additional charges to Joburg City Theatres whatsoever.

2. Grounds for Disqualification

Joburg City Theatres reserves the right to disqualify any respondent which does any one or more of the following, and such disqualification may take place without prior notice to the offending respondent:

- ✓ bidders who do not submit a *valid Tax Clearance Certificate* on the closing date and time of the RFQ
- ✓ bidders who submitted *incomplete information and documentation* according to the requirements of this RFQ
- ✓ bidders who submitted *information that is fraudulent, factually untrue or inaccurate*, for example memberships that do not exist, BEE credentials, experience, etc.;
- ✓ bidders who do not comply with *mandatory requirements* as stipulated in this RFQ
- ✓ Bidders are reminded that *all alterations in the RFQ document must be signed in full* by the bidder's authorised signatory and an accompanying letter on the bidder's official letterhead must be provided indicating such alterations.
- ✓ This RFQ, correctly endorsed is to be addressed to Joburg City Theatres and must be deposited into the tender box at the time and date shown herein. Under no circumstances will a late RFQ be accepted.
- ✓ The RFQ document is to be completed in black ink and in full. It is not to be retyped at all
- ✓ Joburg City Theatres will not award the RFQ to any firm that cannot provide proof to substantiate its successful completion of a *minimum of 5 projects of similar size and nature*.
- ✓ Proposal that do not meet Joburg City Theatres' requirements shall be considered as unsuitable and non-responsive and shall be rejected.
- ✓ Bidders are required to *cost for all the items as required*. If not, the proposal will be rejected as non-responsive.

NB: It will be in the best interest of the bidder to base his quote with full and comprehensive information to ensure that the final solution is not jeopardised by an uneconomic bid price.

3. Assignment

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with JCT's prior written consent.

4. Closing date for Proposals

- Proposals must be received by JCT at the address specified in the RFQ document. In the event of the specified date for the submission of Proposals being declared a holiday, the Proposals will be received up

to the appointed time on the next working day.

- JCT may, at its discretion, extend this deadline for submission of Proposals by amending the RFQ documents, in which case all rights and obligations of JCT and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

5. Late Proposals

Any proposal received by JCT after the deadline for submission of Proposals prescribed by JCT, will be rejected.

6. Requirements to Submit Proposals

- All schedules in this document must be populated and will form part of the quotation
- A completed Joburg City Theatres supplier registration application form which is available for download from Joburg City Theatres' website (www.joburgtheatreptyltd.co.za). Alternatively, if the supplier is registered on the JCT database, then the service provider need only submit all the mandatory documents with this application.
- The contractor will need to provide examples /references of similar such works performed.

7. Conditions

- ✓ In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
- ✓ All goods or services purchased will be subject to JCT General Conditions of contract.
- ✓ All prices quoted must be inclusive of Value Added Tax (VAT).
- ✓ Prices quoted must include delivery charges and goods must be delivered to the address indicated.
- ✓ All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise

NAME OF BIDDER: _____ CAPACITY: _____

SIGNATURE OF BIDDER: _____ DATE: _____

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 attached form TCC 001 "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 original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 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.
- 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.

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* YES / NO

3.6.1 If so, furnish particulars

3.7 Have you been in the service of the state for the past twelve months? YES /NO

3.7.1 If so, furnish particulars.....

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES/NO

3.8.1 If so, furnish particulars.....

• MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.9.1 If so, furnish particulars
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, Principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of Bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE
PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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, 2011.

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 from R30 000.00 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 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.
- 1.3.1 The maximum points for this bid are allocated as follows:

2. DEFINITIONS

- 2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "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;
- 2.4 "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;
- 2.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 "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;
- 2.7 "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;

- 2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “EME” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “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;
- 2.11 “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;
- 2.12 “non-firm prices” means all prices other than “firm” prices;
- 2.13 “person” includes a juristic person;
- 2.14 “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;
- 2.15 “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;
- 2.16 “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;
- 2.17 “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
- 2.18 “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:

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

Where

- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

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

5.1 In terms of Regulation 5 (2) and 6 (2) 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 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs 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 Registered Auditor approved by IRBA or 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 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 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 Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO

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? YES / NO

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of 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 MUNICIPAL INFORMATION

Municipality where business is situated

Registered Account Number

Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

9.9 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.

DATE:

ADDRESS:.....
.....
.....

.....
BIDDERS SIGNATURE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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	<p>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?</p> <p>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other 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"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD 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 (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying RFQ:

RFQ00528 /17: PROVISION OF AUTHORIZED HOSPITALITY RECRUITMENT SERVICES COMPANY ON AN “AS AND WHEN” NEEDS BASIS – (re-advertisement)

(RFQ Number and Description)

in response to the invitation for the RFQ made by:

JOBURG THEATRE (SOC) LTD
(Municipal Entity)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- (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

PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION:

#	Confirmation	Documents Required	Please Tick Appropriate Box	
			Yes	No
1.	Supplier registration application completed in full	Supplier registration form		
2.	Company registration	Certificate of incorporation or founding statement		
3.	Proof of ownership	Share certificates		
4.	BEE verification by accredited agency	BEE verification certificate		
5.	Proof of banking details	Cancelled cheque or bank statement		
6.	Income tax registration	Original tax clearance certificate		
7.	Joint venture arrangement (If applicable)	Joint venture agreement		
8.	Partnership arrangement (If applicable)	Partnership agreement		
9.	VAT registration	VAT registration certificate		
10.	Proof of registration to a statutory body regulating your industry (e.g. CIDB)	Certificate of registration		
11.	Workman compensation (WCA)	Certificate of good standing		
12.	Rates & taxes	Latest council rates & taxes statement		
13.	Owners'/Shareholders Identities	Certified copies of ID or Passports		
14.	Profile of company	Company Profile		