

BROADBAND INFRACO (SOC) LTD

Date: 17 February 2020
Enquiries: Barbara Khambule
Tel : 011 235-1605
E-Mail:
Barbara.Khambule@infraco.co.za

Dear Sir/Madam,

REQUEST FOR PROPOSALS: INF/TEN: 0261

CLOSING DATE: 18 March 2020 AT 12h00 (SOUTH AFRICAN TIME).

INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A B-BBEE LEVEL 1 TO 2 SERVICE PROVIDER WITH 51% BLACK OWNERSHIP AND 30% BLACK YOUTH OWNERSHIP

TO SUPPLY, DELIVER AND INSTALL TELEPHONE MANAGEMENT SYSTEM (VOIP CLOUD HOSTING, HOSTED PBAX AND VIRTUAL CALL CENTRE INCLUDING SYSTEM MAINTENANCE) FOR A PERIOD OF THIRTY-SIX MONTHS (36) MONTHS AT BROADBAND INFRACO SOC LIMITED.

Please take note that this is a confidential request and you are requested to treat all information, including this Request for Proposals as confidential and you must not discuss or divulge this information to any 3rd party without our written permission.

1. BACKGROUND ON BROADBAND INFRACO

Broadband Infraco legislative mandate is set out in the Broadband Infraco Act No. 33 of 2007 (the "Act"). The main objectives as set out in the Act are to expand the availability and affordability of access to electronic communications, including but not limited to underdeveloped and under serviced areas, in accordance with the Electronic Communications Act and commensurate with international best practice and pricing, through the provision of electronic communications network services and electronic communications services.

In addition, Broadband Infraco must comply with the Public Finance Management Act of 1999 as amended (the "PFMA"), National Treasury Regulations issued in terms of the Public Finance Management Act, and the Companies Act No. 71 of 2008 and other laws that govern the financial affairs, the stability and soundness of the financial system and manage the budget preparation process; and enforce transparency and effective management in respect of revenue and expenditure, assets and liabilities, of the Company.

2. OBJECTIVE

The objective of this Request for Proposal (RFP) is to invite well and suitably qualified service providers (suppliers) to submit bid offers for the supply, delivery and installation

of voip and pbax system including system maintenance for three (3) years at Broadband Infraco SOC Limited.

Once Broadband Infraco has received and evaluated the responses, an award is expected to be made. This process is dependent on the decisions made by the company's adjudicating committees.

Broadband Infraco may enter into mandated negotiations with one or more of the preferred bidders (as determined by Broadband Infraco following evaluation of the tender responses).

3. LODGING OF TENDER AND CLOSING DATE

Your response under sealed cover and endorsed;

CONFIDENTIAL

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL TELEPHONE MANAGEMENT SYSTEM (VOIP CLOUD HOSTING, HOSTED PBAX AND VIRTUAL CALL CENTRE INCLUDING SYSTEM MAINTENANCE) FOR A PERIOD OF THIRTY-SIX MONTHS (36) MONTHS AT BROADBAND INFRACO SOC LIMITED.

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ATTENTION: BARBARA KHAMBULE

must be delivered to Broadband Infraco at Country Club Estate, Building 9, 21 Woodlands Drive, Woodmead, Sandton before **12h00 (RSA Time) on 18 March 2020.**

One original and one copy of the original tender and **must also** be provided on a USB.

NB* All information as per the hard copy proposal must be saved in the USB.

Incomplete information will be rejected and Broadband Infraco will NOT accept late responses.

3.1 Broadband Infraco's Representative's details for this RFP is:

Name	:	Barbara Khambule
Address	:	Woodmead Country Club Estate, Building 9, 21 Woodlands Drive, Woodmead, Sandton
Tel No.	:	+ 27 11 235 1605
E-Mail	:	Barbara.Khambule@infraco.co.za

3.2 Please take note that all questions or queries on this RFP must be communicated in writing to Infraco's Representative at the above-stated electronic mail address.

In terms of Broadband Infraco's Corporate Policy, all questions and queries received will be answered in writing. In the interests of fairness, the question together with



to those *bidders* who have submitted a **Receipt of Invitation Form** indicating an intention to tender. The name of the *bidder* who requested clarification and/or posed a question will not be reflected in the clarification and/or response.

3.3 The tender documents are:

3.3.1 This RFP and the documents attached to this RFP as set out in the Document List and,

3.3.2 Such addenda, responses to *bidders'* queries and clarifications as may be issued by Broadband Infraco from time to time.

3.4 The provisions of this RFP and Broadband Infraco's Standard Conditions of Tender (**Annexure B**) are taken to be mutually explanatory of one another but in the event of ambiguity, discrepancy, divergence, inconsistency or omission from or in or between this RFP and Broadband Infraco's Standard Conditions of Tender, the provisions of this RFP shall take precedence over the provisions of Broadband Infraco's Standard Conditions of Tender.

3.5 A *bidder* is a Person, Original, Partnership, Agent, Joint Venture, Firm or Company eligible to submit a tender in response to this RFP.

3.6 Broadband Infraco deems that a submission of a proposal by a *bidder* in response to this RFP constitutes the *bidder's* acceptance of the Standard Conditions of Tender and the additional terms contained in this RFP.

3.7 Broadband Infraco's reservations of rights in respect of the tender

3.7.1 *Bidders'* attention is specifically drawn to the fact that a contract in respect of the Employer's Requirements will not necessarily result from the tender responses Broadband Infraco receives in response to this RFP. Broadband Infraco reserves the right to conduct a further procurement process with or without a request for tender or to enter into negotiations with any one or more of the *bidders*, should it decide to proceed with contract award.

3.7.2 Broadband Infraco reserves the right to subject *bidders* and their facilities to assessment as part of the evaluation process or as a condition of the contract award.

3.7.3 Broadband Infraco reserves the right not to evaluate and/or consider any proposal by a *bidder* that do not comply strictly with the requirements as set out in this RFP and/or who do not meet one or more of the prerequisite tender requirements set out in the Specification (**Annexure F**).

3.7.4 Broadband Infraco reserves the right to decide on the contract award based solely on the information received in the responses to this RFP. Broadband Infraco also reserves the right to use relevant information not contained in any tender but which is within the knowledge of any employee or Board member of Broadband Infraco or its advisors, agents or representatives for the purposes of making its decision.

3.8 Disclaimer of liability for representations, warranties or statements

Broadband Infraco believes all information contained in this RFP (and all its schedules and annexes) and all guidelines or in any other written material furnished or information orally transmitted to a potential *bidder* (including, but not limited to any opinion,

orally transmitted to a potential *bidder* (including, but not limited to any opinion, information or advice that may be provided to a potential *bidder* by or on behalf of Broadband Infraco) to be correct but Broadband Infraco does not (save to the extent otherwise expressly provided for in a future written agreement with a successful *bidder*) make any representations or warranties, express or implied as to the accuracy or completeness of such information and expressly disclaims any and all liability for such representations, warranties or statements.

3.9 Black Economic Empowerment

Broadband Infraco requires all interested parties to provide their valid Broad Based Black Economic Empowerment status from a verified agency, sworn affidavits from QSEs and EMEs to be eligible to claim BBBEE points.

The *Employer* is committed to Broad Based Black Economic Empowerment principles and as such complies to the BEE Codes of Good Practice published by the Department of Trade Industry (DTI). The bidder is expected to be evaluated on these principles and must present a valid BBBEE status certificate and BBBEE Scorecard based on the DTI

Interpretative Guide to the Codes of Good Practice
(<http://www.thedti.gov.za/bee/InterpretiveGuide28june07doc.pdf>)

4. KEY TENDER DATES

4.1 The following key tender dates are applicable to this tender:

Activity	Key Tender Dates
Tender publication date:	17 February 2020
Issuing of RFP document	17 February 2020
Briefing Session (Compulsory)	20 February 2020 at 11H00 RSA Time
Closing date for written questions	28 February 2020
Deadline for responding to questions	06 March 2020
RFP closing date	18 March 2020 at 12H00 RSA Time

Any questions which may arise with regard to the interpretation of the RFP, or additional information required to clarify the RFP are to be submitted to:

Attention: Barbara Khambule
Broadband Infraco (SOC) Ltd
Telephone no. : +27 11 235 1605
Email: Barbara.Khambule@infraco.co.za

The bidder is requested to refer to the clause and sub-clause number(s) to which its questions relate.



- 4.2 The validity period of the tender is one hundred and twenty (120) days from the tender closing date with the possibility of extension should it be necessary to allow the evaluation process.

5. **BIDDERS OBLIGATIONS**

5.1 **Number of copies required.**

A hard copy of each tender must be submitted as an original along with one (1) additional hard copy and one electronic copy of the complete tender on USB.

5.2 **Required information for evaluation.**

Make available all information in the response indicating compliance and/or non-compliance of each item required by the bid.

Acknowledging that non-submission of information required to evaluate of administrative and functionality will disqualify or prejudice the bidder in claiming and getting points where points are allocated.

5.3 **Compliance and deviations**

Indicate clearly which item of the bid is not quoted for or any deviations to the scope and specification of this bid.

6. **CONDITIONS OF CONTRACT**

Broadband Infraco will only accept proposals from interested parties that are prepared to accept and comply with the contract conditions as per the New Engineering Contracts (NEC) – NEC3 Supply Contract – SC3), as published by Thomas Telford Publishing on behalf of the Institution of Civil Engineers, United Kingdom. Copies available from Thomas Telford Ltd, 1 Heron Quay, London. (ISBN 0 7277 2634 X).

In South Africa, the published NEC can be purchased from Thomas Telford Publications, telephone number (011) 803 3008, and fax number (011) 803 3009.

The NEC Supply Contract will be accompanied by the Service Level Agreement provided and signed for by both parties to the contract for a period of thirty-six (36) month.

7. **SCOPE OF WORK**

See attached specification (**Annexure F**)

8. **EVALUATION CRITERIA**

The tender will be evaluated by taking into account information requested in this RFP. Please refer to page number 23 of **this bid document and Annexure F for specifications and evaluation criteria.**

8.1 Mandatory administrative and tender requirements

Mandatory administrative and technical requirements (gatekeepers) of the bid (see *Annexure C, D and F for detailed mandatory administrative and technical requirements of this bid*).

8.2 Black Economic Empowerment

BBBEE is a deliberate socio-economic process or intervention strategy designed to redress the imbalances of the past and to facilitate the participation of Black people in the economy. Broadband Infraco shall apply the provisions of the Broad Based Black Economic Empowerment Act and its codes of good practice as verification of the bidders' BEE status.

Broadband Infraco has identified pre-qualification opportunities for this bid and pre-qualifications will be applicable in Annexure C.

8.3 Insurance

Provide details of local as well as international professional indemnity insurance (Not applicable).

8.4 Joint Ventures/Distributors/Agents

In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete or provide each of the documents mentioned below: -

- Company Registration Document and certified ID copies of directors/partners/members
- Fully completed SBD Forms
- Valid Tax Certificate
- Tax Pin Compliance Status Letter obtainable from SARS
- CSD Report
- Company profile
- JV Agreement
- Valid consolidated B-BBEE certificate/Affidavit

9. COMPANY INFORMATION REQUIRED

9.1 General Data

Registered Company Name	
Postal Address	
Contact Person	
Position in the Company	
Telephone number	
E-Mail address	

9.2 SARS Certificate (for South African registered companies only)

Bidder is required to submit printed or copy of Tax Clearance Certificate and the Broadband Infraco will verify the authenticity on eFiling.

Bidder is required to provide Broadband Infraco with the Tax compliance status verification PIN (Third party authorization) to be used by Broadband Infraco to verify the bidder's tax compliance status.

Bidder is required to provide Broadband Infraco with the Central Supplier Database Master Registration Number (MAAA number) to verify the bidder's tax compliance status.

9.3 Shareholding and Directors

The firm must indicate the nature of the shareholding of the firm and provide the names of directors of the firm. *Item 9.3 must indicate percentage owned by Black Women, Black youth and disabled people.*

9.4 National Treasury List of Restricted Service Providers

No bid will be awarded to a person or company who has been listed in the National treasury lists of restricted service provider/suppliers as updated by National treasury.

9.5 National Treasury's Central Supplier Database (NT - CSD)

With effect from 1 April 2016, accounting officers and accounting authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury's Central Supplier Database.

Bidder is required to provide Broadband Infraco with the Central Supplier Database Master Registration Number (MAAA number) or bidder's CSD report.

9.6 Other mandatory administrative and technical requirements are stipulated under page number 19, 20, 21 & 22 of this bid document.

10. DISCUSSIONS

Broadband Infraco reserves the right to call upon any bidder to discuss or present its proposals as and when deemed necessary at the bidder's cost.

Under no circumstances will a presentation by or negotiation with any bidder constitute an award or promise / undertaking to award the contract.

11. YOUR TENDER

To submit a valid and acceptable tender to Broadband Infraco, your tender proposal /offer must as a minimum include the following:

- A cover letter on your firm's official letterhead including acceptance of the requirements of the bid and the conditions in the bid document.

- All Accreditation, material database, products information and all administrative requirements of this bid must be fully complied with.
- All items as per technical specifications must be quoted, quantified as per the estimated quantities on the pricing schedule and must comply with the applicable standards.
- Refer to **Annexure C and D** for lists of Tender Returnable.

12. SPECIAL CONDITIONS OF THIS BID

These special conditions must be read in conjunction with the general conditions and NEC3 conditions that are applicable to this bid.

- The Broadband Infraco reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.
- The Broadband Infraco reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitably.
- Other conditions additional to the ones mentioned above will be discussed and agreed between Broadband Infraco and the successful bidder/s prior contracting.

13. SIGNED CONFIDENTIALITY AGREEMENT

The attached confidentiality agreement included in Annexure E must be signed by the person who is authorised to sign on behalf of the firm and **returned** with the response to this RFP.

14. BID APPROVAL

Invitation to submit a proposal for the appointment of a service provider to supply, deliver and install telephone management system (VOIP Cloud Hosting, PBAX and Virtual Call Centre including system maintenance) for a period of thirty-six (36) months at Broadband Infraco SOC Limited is hereby approved for publication and issuance.



Mr Mbulelo Hlobo
Acting General Manager – Supply Chain Management

Date: 17/02/2020

RECEIPT OF INVITATION FORM

TO:	Broadband Infraco (SOC) Ltd	FROM	
	Country Club Estate,	Name of firm	
	Building 9		
	21 Woodlands Drive,	Sender	
	Woodmead, Sandton		
Attention		Email	
	Barbara Khambule		
Tel No.	011 235-1605	Tel No.	

REQUEST FOR PROPOSALS: INF/TEN: 0261

CLOSING DATE: 18 MARCH 2020 @ 12h00

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL TELEPHONE MANAGEMENT SYSTEM (VOIP CLOUD HOSTING, HOSTED PBAX AND VIRTUAL CALL CENTRE INCLUDING SYSTEM MAINTENANCE) FOR A PERIOD OF THIRTY-SIX MONTHS (36) MONTHS AT BROADBAND INFRACO SOC LIMITED.

1 We have noted the *deadline for the RFP submission* and will be submitting our quotation before then and as instructed. We propose to submit a quotation in the name of the firm stated above.

2 We do not intend to submit a response for this service and return all of the attached documentation herewith. Our reason for not wishing to submit a quotation is as follows:

Nota Bene (NB)*

- This form must be sent back to Broadband Infraco's contact on the deadline of question responses – **28 February 2020** to allow Broadband to send responses and for individual bidders to prepare the responses so as the closing date cannot be affected by late questions and responses.
- Submission of this form will help Broadband Infraco compile a list of interested bidders who will be directly contactable when there are scope changes, addendums and/or for any formal communication for tender **INF/TEN: 0261**.

Yours faithfully

for the bidder

ANNEXURE A

Document List

1. RFP Document
2. Annexure A - Document list.
3. Annexure B - Broadband Infracore Standard Conditions of Tender.
4. Annexure C - Mandatory Administrative and requirements of Tender.
5. Annexure D - Tender Returnable.
6. Annexure E - Confidentiality Agreement.
7. Annexure F - Scope of Work
8. SBD 1 - Invitation to Bid
9. Annexure G - Declaration of interest SBD 4.
10. Annexure H - Declaration of bidder's past Supply Chain Management Practices SBD 8.
11. Annexure I - Independent bid determination SBD 9.
12. Annexure J - Preferential Procurement claim form SBD 6.1 2017
13. Annexure K - Bill of Quantities for General Office Stationery

ANNEXURE B

**BROADBAND INFRACO (SOC) LTD
STANDARD CONDITIONS OF TENDER**



January 2008

1 GENERAL

- | | | |
|--|---|---|
| Actions | 1 | Broadband Infraco (SOC) Ltd (Infraco), Broadband Infraco's <i>Representative</i> and each <i>bidder</i> submitting a tender shall act timeously as stated in these Conditions of Tender and in a manner, which is fair, equitable, transparent, competitive and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Tender Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Tender Data and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. |
| | 4 | The Conditions of Tender and the Tender Data shall not form part of any contract arising from this invitation to tender. |
| Communication | 5 | Each communication between Broadband Infraco and a <i>bidder</i> shall be to or from Broadband Infraco's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. Infraco takes no responsibility for non-receipt of communications from or by a <i>bidder</i> . |
| Broadband Infraco's rights to accept or reject any tender | 6 | Broadband Infraco may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. Broadband Infraco or Broadband Infraco's <i>Representative</i> will not accept or incur any liability to a <i>bidder</i> for such cancellation and rejection but will give written reasons for the action upon written request to do so. Broadband Infraco reserves the right to accept the whole of any part of any tender. |

After the cancellation of the tender process or the rejection of all tenders Broadband Infraco may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

2 BIDDERS OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a tender and shall:

- | | | |
|--------------------------|---|---|
| Eligibility | 1 | Submit a tender only if the <i>bidder</i> complies with the <i>criteria</i> stated in the Tender Data and the <i>bidder</i> , or any of his principals, is not under any restriction to do business with Broadband Infraco. |
| Cost of tendering | 2 | Accept that Broadband Infraco will not compensate the <i>bidder</i> for any costs incurred in the preparation and submission of a tender, including the costs of any testing necessary to demonstrate that aspects of the tender satisfy the evaluation criteria. |



Check documents	3	Check the <i>tender documents</i> on receipt, including pages within them, and notify Broadband Infraco's <i>Representative</i> of any discrepancy or omissions using the enclosed fax-back form.
Confidentiality and copyright of documents	4	Treat as confidential all matters arising in connection with the tender. Use and copy the documents provided by Broadband Infraco only for the purpose of preparing and submitting a tender in response to this invitation.
Standardised specifications and other publications	5	Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference.
Acknowledge receipt	6	Complete the Receipt of invitation and submit the tender fax-back form, which is attached to the Letter of Invitation, and return it within five days of receipt of the invitation.
	7	Acknowledge receipt of Addenda to the <i>tender documents</i> , which Broadband Infraco's <i>Representative</i> may issue, and if necessary, apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account.
Site visit and / or clarification meeting	8	Attend a site visit and/or clarification meeting at which <i>bidders</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions. Details of the meeting(s) are stated in the Tender Data.
Seek clarification	9	Request clarification of the <i>tender documents</i> , if necessary, by notifying Broadband Infraco's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
Insurance	10	Be informed that the extent (if any) of insurance provided by Broadband Infraco may not be for the full cover required in terms of the relevant category listed in Section 8 of the <i>conditions of contract</i> , the <i>bidder</i> is advised to seek qualified advice regarding insurance.
Pricing the tender	11	Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>bidder</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> .
	12	Show Value Added Tax (VAT) payable by Broadband Infraco separately as an addition to the tendered total of the prices.
	13	Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .
	14	State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Tender Data. The selected <i>conditions of contract</i> may provide for part payment in other currencies.

- | | | |
|---------------------------------|----|--|
| Alterations to documents | 15 | Not make any alterations or additions to the <i>tender documents</i> , except to comply with instructions issued by Broadband Infracore's <i>Representative</i> or if necessary, to correct errors made by the <i>bidder</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| Alternative tenders | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>bidder</i> proposes. |
| | 17 | Accept that an alternative tender may be based only on the criteria stated in the Tender Data and as acceptable to Broadband Infracore. |
| Submitting a tender | 18 | Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Tender Data. |
| | 19 | Return the <i>tender returnables</i> to Broadband Infracore, completing without exception all the forms, data and schedules included therein. |
| | 20 | Submit the tender as an original plus the number of copies stated in the Tender Data and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink. |
| | 21 | Sign the original and all copies of the tender where indicated. Broadband Infracore will hold the signatory duly authorised and liable on behalf of the <i>bidder</i> . |
| | 22 | Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside Broadband Infracore's address and invitation to tender number stated in the Tender Data, as well as the <i>bidders</i> name and contact address. |
| | 23 | Seal original and copies together in an outer package that states on the outside only Broadband Infracore's address and invitation to tender number as stated in the Tender Data. The outer package must be marked "CONFIDENTIAL" |
| | 24 | Accept that Broadband Infracore will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated |
| | | Note:
Broadband Infracore prefers not to receive tenders by post and takes no responsibility for delays in the postal system or in transit within or between Broadband Infracore offices. |



Where tenders are sent per fax, Broadband Infraco takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, Broadband Infraco takes no responsibility for tenders delivered to any other site than the tender office.

Broadband Infraco employees are not permitted to deposit a tender into the Broadband Infraco tender box on behalf of a bidder, except those lodged by post or courier.

- | | |
|---|---|
| Closing time | <p>26 Ensure that Broadband Infraco has received the tender at the address and in the tender box or fax specified in the Tender Data no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by Broadband Infraco as proof of delivery. Broadband Infraco will not accept a tender submitted telephonically, e-mail or by telegraph unless stated otherwise in the Tender Data.</p> <p>27 Accept that, if Broadband Infraco extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p> |
| Tender validity | <p>28 Hold the tender(s) valid for acceptance by Broadband Infraco at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>29 Extend the <i>validity period</i> for a specified additional period if Broadband Infraco requests the <i>bidder</i> to extend it. A <i>bidder</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent Broadband Infraco may allow for the effects of inflation over the additional period.</p> |
| Clarification of tender after submission | <p>30 Provide, on request from Broadband Infraco's <i>Representative</i> during the evaluation of tenders, any other material that has a bearing on the tender, the bidders commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by Broadband Infraco for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by Broadband Infraco's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>bidder</i> as corrected by Infraco's <i>Representative</i> with the concurrence of the <i>bidder</i>, shall be binding upon the <i>bidder</i></p> |
| Submit bonds, policies etc. | <p>31 If instructed by Broadband Infraco's <i>Representative</i> (before the formation of a contract), submit for Infraco's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>bidder</i> in terms of the <i>conditions of contract</i>.</p> <p>32 Undertake to check the final draft of the contract provided by Broadband Infraco's <i>Representative</i> and sign the Form of Agreement all within the time required by these Conditions of Tender.</p> |



- 33 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent must be submitted with the tender.
- Fulfil BEE requirements** 34 Comply with Broadband Infraco's requirements regarding BEE and Black Women-owned Suppliers.

3 BROADBAND INFRACO'S UNDERTAKINGS

- Broadband Infraco, and Broadband Infraco's *Representative*, shall:
- Respond to clarification** 1 Respond to a request for clarification received earlier than the *closing time for clarification of queries*. The response is notified to all *bidders*.
- Issue Addenda** 2 If necessary, issue Addenda that may amend, amplify, or add to the *tender documents*, to each *bidder*. If a *bidder* applies for an extension to the *deadline for tender submission*, in order to take Addenda into account in preparing a tender, Broadband Infraco may grant such an extension and Broadband Infraco's *Representative* shall notify the extension to all *bidders*.
- Return late tenders** 3 Return tenders received after the *deadline for tender submission* unopened to the *bidder* submitting a late tender. Tenders will be deemed late if they are not on the designated fax or in the designated tender box at the date and time stipulated as the deadline for tender submission.
- Non-disclosure** 4 Not disclose to *bidders*, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
- Grounds for rejection** 5 Consider rejecting a tender if there is any effort by a *bidder* to influence the processing of tenders or contract award.
- Disqualification** 6 Instantly disqualify a *bidder* (and his tender) if it is established that the *bidder* offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.
- Test for responsiveness** 7 Determine before detailed evaluation, whether each tender properly received
- meets the requirements of these Conditions of Tender,
 - has been properly signed, and
 - is responsive to the requirements of the *tender documents*.
- 8 Judge a *responsive tender* as one which conforms to all the terms, conditions, and specifications of the *tender documents*



		without material deviation or qualification. A material deviation or qualification is one which, in Broadband Infracore's opinion would
		<ul style="list-style-type: none"> • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change Broadband Infracore's or the <i>bidder's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>bidders</i> presenting responsive tenders, if it were to be rectified.
Non-responsive tenders	9	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
Arithmetical errors	10	Check responsive tenders for arithmetical errors, correcting them as follows: <ul style="list-style-type: none"> • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>bidder's</i> addition of prices, the total of the Prices, if any, will be corrected. • The corrected price will be communicated to the bidder. The bidder may withdraw the tender but may not change the tendered price.
	11	Reject a tender if the <i>bidder</i> does not accept the corrected total of the Prices (if any).
Evaluating the tender	12	Evaluate responsive tenders in accordance with the <i>procedure and criteria</i> stated in the Tender Data. The evaluated tender price will be disclosed only to the relevant Infracore tender committee and will not be disclosed to <i>bidders</i> or any other person.
Clarification of a tender	13	Obtain from a <i>bidder</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	14	Notify Broadband Infracore's acceptance to the successful <i>bidder</i> before the expiry of the <i>validity period</i> or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between Broadband Infracore and the successful <i>bidder</i> .

- | | | |
|--|----|---|
| Notice to unsuccessful bidders | 15 | After the successful <i>bidder</i> has acknowledged Broadband Infraco's notice of acceptance, notify other <i>bidders</i> that their tenders have not been accepted, following Infraco's current procedures. |
| Prepare contract documents | 16 | <p>Revise the contract documents issued by Broadband Infraco as part of the <i>tender documents</i> to take account of</p> <ul style="list-style-type: none"> • Addenda issued during the tender period, • inclusion of some of the <i>tender returnable</i>, and • other revisions agreed between Broadband Infraco and the successful <i>bidder</i>, before the issue of Broadband Infraco's notice of acceptance (of the tender). • The schedule of deviations attached to the form of offer and acceptance, if any. |
| Issue final contract | 17 | Issue the final contract documents to the successful <i>bidder</i> for acceptance within one week of the date of Broadband Infraco's notice of acceptance. |
| Sign Form of Agreement | 18 | Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of Broadband Infraco's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request. |
| Complete Adjudicator's Contract | 19 | Unless alternative arrangements have been agreed, arrange for both parties to complete and sign the Form of Agreement and Contract Data for the NEC Adjudicator's Contract with the selected adjudicator. |
| Provide copies of the contracts | 20 | Provide to the successful <i>bidder</i> the number of copies stated in the Tender Data of the signed copy of the contracts within three weeks of the date of Broadband Infraco's acceptance of the tender. |

ANNEXURE C – ADMINISTRATIVE AND TECHNICAL/FUNCTIONALY EVALUATION REQUIREMENTS

1. BID EVALUATION METHODOLOGY

Points will be allocated for the evaluation criteria as discussed in this RFP; bidders will be ranked in terms of overall score attained in terms of the PPPFA Act.

The Evaluation will be done in four stages, namely:

Phase 1 – Pre-qualification

For the purpose of this bid, Pre-qualification will be done on the basis of B-BBEE Status level contributor.

Phase 2 – Mandatory Requirements (Gatekeepers)

*All bidders will need to provide all the documents listed in this RFP document. **Bidders who fail to provide any of the required mandatory documents will be disqualified and eliminated from the evaluation process.***

Phase 3 - Functionality Evaluation (100 points)

All bidders will be evaluated in accordance with the evaluation criteria listed in the RFP document. (See item 2 of this document).

Phase 4 - Price & B-BBEE Evaluation (80 and 20 points respectively)

All bidders will be evaluated in accordance to the Commercial & B-BBEE criteria listed in the RFP document.

2. PHASE 1 – PRE-QUALIFICATION

As indicated above, Broadband Infraco has identified this bid for application of pre-qualification criteria as envisaged in the Preferential Procurement regulations 2017.

- For the purpose of this bid, Pre-qualification will be done on the basis of B-BBEE Status level contributor.
- Only bidders with **B-BBEE status level contributor of 1 to 2 with 51% Black Ownership and 30% Black Youth Ownership** will be regarded as acceptable and will be shortlisted for further evaluation.

Bidders who are not or who fail to produce proof to demonstrate compliance of being on **B-BBEE status contribution 1 to 2 with 51% Black Ownership and 30% Black Youth Ownership** will be disqualified and eliminated from further evaluation.

Compliance to Pre-Qualifications,	Comply	Not comply
Bidders will be checked against compliance to the Pre-qualification criteria, Bidders who are not or who failed to produce proof to demonstrate compliance of being on B-BBEE status contribution 1 to 2 with 51% Black Ownership and 30% Black Youth Ownership will be disqualified and eliminated from further evaluation.		
Substantiate/Comment		



3. PHASE 2 EVALUATION – TECHNICAL MANDATORY REQUIREMENTS

Below follows a list of mandatory requirements (gatekeepers):

3.1. Experience of service in the Public and Private Sector	Comply	Not comply
Capability and experience of the Service provider in the public sector and private sector		
Substantiate/Comment		

3.2. Methodology	Comply	Not comply
Demonstrate how the telephone system will work: i.e. <ul style="list-style-type: none"> • Reporting • Billing • Management and Support • Administration • Call Rates (Cost) 		
Substantiate/Comment		

3.3. Adherence to the Specifications	Comply	Not comply
The bidder has adhered to the specifications		
Substantiate/Comment		

3.4. Professional Indemnity Cover	Comply	Not comply
The bidder must have Professional Indemnity cover of no less than R5 million.		
Please provide a valid certified copy of your fidelity guarantee cover.		
Substantiate/Comment		

3.5. Submission of additional information for functionality evaluation.	Comply	Not comply
Bidders must provide company profile and other relevant information required to allow Broadband Infraco to evaluate your bid in terms of functionality.		
Non-submission of relevant information as required in the bid will reduce or limit bidder's chances of awarded points for functionality.		
Substantiate/Comment		

3.6. Invitation to Bid – SBD 1	Comply	Not comply
Bidder(s) must provide completed SBD 1 – Invitation to Bid		
Substantiate/Comment		

3.7. Completion and submission of SBD 4	Comply	Not comply
Bidders must provide completed SBD 4 – “Declaration of interest”.		
Substantiate/Comment		

3.8. Completion and submission of SBD 6.1	Comply	Not comply
Bidders must provide completed SBD 6.1 – “Preference Points Claim form in Terms of The Preferential Procurement Regulations 2017”.		
Substantiate/Comment		

3.9. Completion and submission of SBD 8	Comply	Not comply
Bidders must provide completed SBD 8 – “Declaration of bidder’s past SCM Practices”.		
Substantiate/Comment		

3.10. Completion and submission of SBD 9	Comply	Not comply
Bidders must provide completed SBD 9 – “Declaration of bidder’s independent bid determination”.		
Substantiate/Comment		

3.11. South African Revenue Services Certificate	Comply	Not comply
Bidder is required to submit a copy of the Tax Clearance and Tax Pin Certificate and verification information to be used by Broadband Infraco to validate the copy on the SARS website.		
Substantiate/Comment		

3.12. National Treasury Central Supplier Database (CSD)	Comply	Not comply
With effect from 1 April 2016, accounting officers and accounting authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury’s Central Supplier Database. Please attach the first page of the Central Supplier Database (CSD) from National Treasury to the bid response Please provide proof of registration with National Treasury		
Substantiate/Comment		



3.13. National Treasury Listed of Restricted suppliers	Comply	Not comply
No bid will be awarded to a person or company who has been listed in the National treasury lists of restricted service provider/suppliers as updated by National treasury.		
Substantiate/Comment		

3.14 Sworn Affidavits OR BEE certificate	Comply	Not comply
Bidders must provide a certified BEE certificate or a copy of a certified sworn affidavit		
Substantiate/Comment		

*** Bidders who fail to provide any of the required mandatory documents will be disqualified from the evaluation process and will not be considered for Phase 3 (Functional Evaluation) and Phase 4 (Commercial & B-BBEE).**

4. PHASE 3 – FUNCTIONALITY EVALUATION

Bidders who succeed in the first and second phase of the evaluation (Pre-qualification and Administrative requirements) will be evaluated further to check if the following functionality information has been submitted and to verify if the submitted information complies with the terms of reference / specification as attached (see Annexure F)

4.1 Minimum functionality requirements.

Bidders must achieve minimum functionality points of **35 over 50** to be considered for further evaluation on Price and Preference. Bidder who receives less than the required functionality points will be eliminated from the process.

Table 3 – Functionality Evaluation

	Technical Criteria	Applicable Score	Score
1	<p>Capability and experience of the Service provider in the public sector and private sector (Reference Letters <i>must be attached, and it must include the following on the experience:</i></p> <ul style="list-style-type: none"> • Organization where a similar service was provided. • Hardware Training Provided. • What did the training entail (brief summary)? • References. 	<ul style="list-style-type: none"> • little to no relevant capability and experience = 0 • 3-5 years or more capability and experience = 10 • 5 years or more capability and experience = 20 	20
2	<p>Methodology: Demonstrate how the telephone system will work: i.e.</p> <ul style="list-style-type: none"> • Reporting • Billing • Management and Support • Administration • Call Rates (Cost) 	<ul style="list-style-type: none"> • Poor course outline = 1 • Average course outline = 5 • Excellent course outline = 10 	10
3	<p>Adherence to the Specifications</p>	<ul style="list-style-type: none"> • Poor course outline = 1 • Average course outline = 10 • Excellent course outline = 20 	20
	Total		50

Only bidders who achieve a minimum functionality of **35 out of 50** points will be evaluated further on price and B-BBEE. Bidders(s) who receives less than the required functionality points will be eliminated and will not be evaluated further

5. PHASE 4 – PRICE & PREFERENCE EVALUATION (80/20 POINTS RESPECTIVELY AS PER PPPFA AND REGULATIONS 2017)

Acceptable bids will be evaluated for price and preferences according to the 80/20 Preferential Point Scoring System.

- Only bidders who have submitted a valid and acceptable B-BBBEE certificate, letters from registered accounting officers/auditors, sworn affidavits for QSEs and EMEs or valid consolidated JV B-BBBEE certificates will qualify for points as per table of points below.
- The successful bidder must be tax compliant. Where the recommended bidder is not tax compliant, the bidder must be notified in writing of their non-compliant status and the bidder must be requested to submit written proof from SARS of their tax compliance status or proof that they have arranged to meet the outstanding tax obligations within 7 working days. The bidder should thereafter provide accounting officer or accounting authority with proof of their tax compliance status which should be verified via the Central Supplier Database or eFiling.
- The highest scoring bidder after Price and Preference consideration will be subjected to security vetting by State Security Agency (SSA). Any adverse finding by State Security Agency that poses a risk to National Security, Broadband Infraco's business, its employees or aggravate the risks of concluding a valid contract will be an elimination criterion.

Broadband Infraco reserves the right to conduct security clearance on any bidder/s prior to award of this bid.

Broadband Infraco will shortlist a maximum of one (01) bidder who scored the highest number of preference points in price and BBBEE.

Table 4: Preference points table

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

Broadband Infraco will shortlist a maximum of one (01) bidder who scored the highest number of preference points in price and BBBEE.

Annexure D (TENDER RETURNABLES CHECKLIST)

Supplier:
Number:

Bid

Item Number	Description	YES	NO
Administrative requirements			
1.	Full copy of submission on USB		
2.	2 tender hard copy, (1 original, 1 copy)		
	3 Sections		
3.	General Commercial (including costs offer for the month, year and for three years)		
4.	Technical response indicating compliance to the requirements of the bid		
5.	Financial statements		
	Company information		
6.	General data		
7.	Company profile covering all the administrative, technical and functionality requirements of the bid		
8.	Completion and submission of SBD 4 "Declaration of Interest"		
9.	Completion and submission of SBD 8 "Bidder's past SCM experience"		
10.	Completion and submission SBD 9 "Independent Bid determination"		
11.	Valid SARS Tax clearance certificate accompanied by a third-party authorisation PIN as provided by the tax authority to each bidder.		
12.	Shareholding and Directors percentage ownership		
13.	Cover letter indicating acceptance of NEC's Professional Service Contract conditions		
14.	Signed confidentiality agreement		
15.	Acceptance of validity of tender – 120 days from closing of bid		
16.	No bid will be awarded to a person or company who has been listed in the National treasury lists of restricted service provider/suppliers as updated by National treasury.		
17.	With effect from 1 April 2016, accounting officers and accounting authorities may not award any bid to a supplier/service provider not registered as a prospective supplier in the National Treasury's Central Supplier Database. Please attach the first page of the Central Supplier Database (CSD) from National Treasury to the bid response.		
	B-BBEE		
18.	Valid B-BBEE status certificate from accredited verification agencies, Accounting officers or accredited auditors, Sworn affidavits for QSEs and EMEs.		
Technical requirements			
19.	Refer to Scope of works and annexure C Doc No.: EA-ToR-0001		
	- Compliance to the operational arrangements / all other requirements of the specifications.		

Annexure E

**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
“Agreement”**

Between

BROADBAND INFRACO SOC LIMITED

And

[NAME OF OTHER PARTY]

THE PARTIES TO THIS AGREEMENT ARE: -

- I. **BROADBAND INFRACO (SOC) LIMITED** a company incorporated under the laws of the Republic of South Africa, having its registered office at Country Club Estate, building 9, 21 Woodlands Drive, Woodmead, Sandton, Republic of South Africa, with registration number 1989/001763/07 [hereinafter referred to as the "Disclosing Party").
- II. **NAME OF OTHER PARTY** a company incorporated under the laws of [insert name of country], having its registered office at [registered address], Republic of South Africa, with registration number [insert registration number] [hereinafter referred to as the "Receiving Party").

Hereinafter individually referred to as a "Party" and jointly as the "Parties".

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- 1.2.1 The Disclosing Party intends providing the Receiving Party with certain information relating to the Disclosing Party for tendering for – appointment of a service provider to supply, deliver and install telephone management system (VOIP Cloud Hosting, PBAX and Virtual Call Centre including system maintenance) for a period of thirty-six (36) months at Broadband Infraco SOC Limited.
- 1.2 The parties wish to record the terms and conditions upon which the Disclosing Party shall disclose Confidential Information to the Receiving Party, which terms and conditions shall constitute a binding and enforceable Agreement between the parties and their agents.
- 1.3 Notwithstanding the date of signature hereof, this agreement shall be binding upon the parties with effect from the date upon which the Disclosing Party shall have disclosed any Confidential Information to the Receiving Party, whichever date is the earliest.
- 1.4 Neither this Agreement nor the exchange of information contemplated hereby shall commit either party to continue discussions or to negotiate, or to be legally bound to any potential business relationship. The parties shall only be bound to a business relationship by way of a further definitive written Agreement signed by the Parties.
- 1.4 The party disclosing the Confidential Information shall be known as the "**Disclosing Party**" and

the party receiving Confidential Information shall be known as the “**Receiving Party**”

2. THE CONFIDENTIAL INFORMATION

“**Confidential Information**” shall for the purpose of this Agreement include, without limitation, any technical, commercial or financial information, know-how, trade secrets, processes, machinery, designs, drawings, technical specifications and data relating to the Project (including, but not limited to, the information set out in 1.1 above) in whatever form, relating to the disclosing Party's business practices or the promotion of the disclosing Party's business plans, policies or practices, which information is communicated to the receiving Party, or otherwise acquired by the Receiving Party from the Disclosing Party, during the course of the Parties' commercial interactions, discussions and negotiations with one another, whether such information is formally designated as confidential or not.

3. DISCLOSURE OF CONFIDENTIAL INFORMATION

- 3.1 The Disclosing Party shall only disclose the Confidential Information to the Receiving Party to the extent deemed necessary or desirable by the Disclosing Party in its discretion.
- 3.2 The Parties acknowledge that the Confidential Information is a valuable, special and unique asset proprietary to the Disclosing Party.
- 3.3 The Receiving Party agrees that it will not, during or after the course of its relationship with the disclosing party under this agreement and/or the term of this Agreement, disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Disclosing Party and to the extent of such authorisation, save in accordance with the provisions of this Agreement. In this Agreement “**third party**” means any party other than the Receiving and Disclosing Parties or their Representatives.
- 3.4 Notwithstanding anything to the contrary contained in this Agreement the Parties agree that the Confidential Information may be disclosed by the Receiving Party to its respective employees, agents, officers, directors, subsidiaries, associated companies, shareholders and advisers (including but not limited to professional financial advisers, legal advisers and auditors) (“Representatives”) on a need-to-know basis and for the purposes of the Project; provided that the Receiving Party takes whatever steps are necessary to procure that such Representatives agree to

abide by the terms of this Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties. For purposes of this clause, the Receiving Party's Representatives shall be deemed to be acting, in the event of a breach, as the Receiving Party's duly authorized agents.

- 3.5 Except as otherwise contemplated in this Agreement, the Parties agree in favour of one another not to utilize, exploit or in any other manner whatsoever use the Confidential Information disclosed pursuant to the provisions of this Agreement for any purpose whatsoever other than the Project without the prior written consent of the Disclosing Party.
- 3.6 Accordingly, the Receiving Party agrees to indemnify, defend and hold the Disclosing Party harmless from and against any and all suits, liabilities, causes of action, claims, losses, damages, costs (including, but not limited to, cost of cover, reasonable attorneys' fees and expenses), or expenses of any kind (collectively, "Losses") incurred or suffered by the Disclosing Party and/or its Representatives arising from or in connection with the Receiving Party's unauthorized use or disclosure of the Disclosing Party's Confidential Information in violation of the Agreement.

4. TITLE

All Confidential Information disclosed by the Disclosing Party to the Receiving Party is acknowledged by the Receiving Party to be proprietary and the exclusive property of the Disclosing Party. This Agreement shall not confer any rights of ownership or license on the Receiving Party of whatever nature in the Confidential Information.

5. RESTRICTING ON DISCLOSURE AND USE OF THE CONFIDENTIAL INFORMATION

- 5.1 The Receiving Party undertakes not to use the Confidential Information for any purpose other than:
- 5.1.1 the Project; and
- 5.1.2 in accordance with the provisions of this Agreement.

6. STANDARD OF CARE

The Receiving Party agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Agreement using the same standard of care that it applies to safeguard its own proprietary, secret or Confidential Information but no less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorised disclosure thereof.

7. RETURN OF MATERIAL CONTAINING OR PERTAINING TO THE CONFIDENTIAL INFORMATION

7.1 The Disclosing Party may, at any time, and in its sole discretion request the Receiving Party to return any material and/or data in whatever form containing, pertaining to or relating to Confidential Information disclosed pursuant to the terms of this Agreement and may, in addition request the Receiving Party to furnish a written statement to the effect that, upon such return, the Receiving Party has not retained in its possession, or under its control, either directly or indirectly, any such material and/or data.

7.2 If it is not practically able to do so, the Receiving Party shall destroy or ensure the destruction of all material and/or data in whatever form relating to the Confidential Information disclosed pursuant to the terms of this Agreement and delete, remove or erase or use best efforts to ensure the deletion, erasure or removal from any computer or database or document retrieval system under its or the Representatives' possession or control, all Confidential Information and all documents or files containing or reflecting any Confidential Information, in a manner that makes the deleted, removed or erased data permanently irrecoverable. The Receiving Party shall furnish the Disclosing Party with a written statement signed by one of its directors or duly authorized senior officers to the effect that all such material has been destroyed.

7.3 The Receiving Party shall comply with any request by the Disclosing Party in terms of this clause, within 7 (seven) business days of receipt of any such request.

8. EXCLUDED CONFIDENTIAL INFORMATION

The obligations of the Receiving Party pursuant to the provisions of this Agreement shall not apply to any Confidential Information that:

- 8.1 is known to, or in the possession of the Receiving Party prior to disclosure thereof by the Disclosing Party;
- 8.2 is or becomes publicly known, otherwise than as a result of a breach of this Agreement by the Receiving Party;
- 8.3 is developed independently of the Disclosing Party by the Receiving Party in circumstances that do not amount to a breach of the provisions of this Agreement;
- 8.4 is disclosed by the Receiving Party to satisfy an order of a court of competent jurisdiction or to comply with the provisions of any law or regulation in force from time to time; provided that in these circumstances, the Receiving Party shall advise the Disclosing Party to take whatever steps it deems necessary to protect its interests in this regard and provided further that the Receiving Party will disclose only that portion of the Confidential Information which it is legally required to disclose and the Receiving Party will use its reasonable endeavours to protect the confidentiality of such Confidential Information to the greatest extent possible in the circumstances;
- 8.5 is disclosed to a third party pursuant to the prior written authorisation and limited to the extent of such approval of the Disclosing Party;
- 8.6 is received from a third party in circumstances that do not result in a breach of the provisions of this Agreement.

9. TERM

This Agreement shall commence upon the date referred to in paragraph 1.3 and shall endure for a period of 2 (two) years.

10. ADDITIONAL ACTION

- 10.1 Each Party to this Agreement shall execute and deliver such other documents and do such other acts and things as may be reasonably necessary or desirable to give effect to the provisions of this Agreement.

- 10.2 Nothing contained in the Agreement shall be construed as creating an obligation on the part of either Party to refrain from entering into a business relationship with any third party. Nothing contained in the Agreement shall be construed as creating a joint venture, partnership or employment relationship between the Parties. Except as specified herein, neither Party shall have the right, power or implied authority to create any obligation or duty (express, implied or otherwise) on behalf of the other Party. For the avoidance of doubt, nothing in this Agreement shall oblige either of the Parties to enter into any agreements or transactions whatsoever.

11. BREACH

In the event that the Receiving Party should breach any of the provisions of this Agreement and fail to remedy such breach within seven (7) business days from date of a written notice to do so, then the Disclosing Party shall be entitled to invoke all remedies available to it in law including, but not limited to, the institution of urgent proceedings as well as any other way of relief appropriate under the circumstances, in any court of competent jurisdiction, in the event of breach or threatened breach of the Agreement and/or an action for damages.

12. AMENDMENTS

No amendment, interpretation or waiver of any of the provisions of this Agreement shall be effective unless reduced in writing and signed by the duly authorised representatives of both Parties.

13. ENFORCEMENT

The failure or delay by the Disclosing Party to enforce or to require the performance at any time of any of the provisions of this Agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this Agreement or any part hereof or the right of the Disclosing Party to enforce the provisions of this Agreement.

14. HEADINGS

The headings of the clauses of this Agreement are used for convenience only and shall not affect the meaning or construction of the contents of this Agreement.

15. REPRESENTATIONS & WARRANTIES

- 15.1 Each Party represents that it has authority to enter into this Agreement and to do all things necessary to procure the fulfilment of its obligations in terms of this Agreement.
- 15.2 The Disclosing Party warrants that disclosure of the Confidential Information to the Receiving Party:
- 15.2.1 will not result in a breach of any other Agreement to which it is a party; and
- 15.2.2 will not, to the best of its knowledge and belief, infringe the rights of any third party; and the Disclosing Party hereby indemnifies and holds the Receiving Party harmless against any liability for third party claims on such a basis.

16. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior agreements between the Parties, whether written or oral, with respect to the subject matter of this Agreement.

17. GOVERNING LAW

This Agreement and the relationship of the Parties in connection with the subject matter of this Agreement and each other shall be governed and determined in accordance with the laws of the Republic of South Africa.

18. DOMICILIA AND NOTICES

- 18.1 The Parties hereby choose *domicilium citandi et executandi* ("domicilium") for all purposes under the Agreement the addresses set out below:

PARTY	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE NO.	CONTACT PERSON
BROADBAND INFRACO STATE OWNED COMPANY LIMITED	COUNTRY CLUB ESTATE, BUILDING 9, 21 WOODLANDS DRIVE, WOODMEAD, SANDTON	Postnet Suite 321, Private Bag X26, Sunninghill, 2157	011 235-1605	BARBARA KHAMBULE
INSERT PARTICULARS OF OTHER PARTY				

18.2 Any notice given by one party to the other is deemed to have been received by the addressee:

18.2.1 on the date on which the same was delivered to the addressee's address if delivered by hand; or

18.2.2 on the seventh calendar day after the date of posting if sent by pre-paid registered post to the addressee's address; or

18.2.3 on despatch, if sent to the addressee's then telefax number.

18.3 A party may change that party's address for this purpose, by notice in writing to the other party, such a change of address being effective seven days after the deemed receipt by the addressee of such written notice, provided that the changed address must be a physical address. A notice will also be necessary in respect of new or changed telefax number.

19. SEVERABILITY

In the event of any one or more of the provisions of this Agreement being held for any reason to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provisions was not a part of this Agreement, and this Agreement shall be carried out as nearly as possible in accordance with its original terms and intent.

20. ASSIGNMENT

- 20.1 Neither Party may assign or otherwise transfer any of its rights or obligations under this Agreement to any third party without the prior written consent of the other Party.
- 20.2 This Agreement shall be binding on and shall inure for the benefit of the successors and permitted assigns and personal representatives (as the case may be of the parties).

21. PUBLICITY

Neither party will make or issue any formal or informal announcement or statement to the press or any third party in connection with this Agreement without the prior written consent of the other Party.

SIGNED by the Parties and witnessed on the following dates and at the following places respectively:

SIGNED at _____ on _____

AS WITNESS:

For: **BROADBAND INFRACO (SOC)
LIMITED**

DULY AUTHORISED

[SPECIFY FULL NAME OF SIGNATORY]

(NAME OF WITNESS IN PRINT)

SIGNED at _____ on _____

AS WITNESS:


For: **[NAME OF OTHER PARTY]**

DULY AUTHORISED

[SPECIFY FULL NAME OF SIGNATORY]

(NAME OF WITNESS IN PRINT)

ANNEXURE F: SPECIFICATION DOCUMENT / TERMS OF REFERENCE

Doc No.: EA-ToR-0001	Terms of Reference to appoint an external service provider capable of delivering a Telephone Management System (VoIP Cloud Hosting, Hosted PABX, Virtual Call Centre) to Broadband Infracore SOC Limited for a period of thirty-six (36) months.	 Broadband Infracore
----------------------	--	--

VoIP Cloud Hosting, Hosted PABX, Virtual Call Centre

1 CALLING FEATURES

- Caller ID/On Call Waiting: Know who's calling before you answer
- Call Forwarding: Redirect calls to your mobile or other phone so you don't miss any calls
- Follow Me: Have one of your numbers/extensions rings for a period of time and if unanswered forward to a second number and then third and so forth OR all ring the mail concurrently
- Caller ID Based Forwarding: Follow Me Based on number called
- Inbound Number Tagging: Tag an inbound caller ID for easy reception management for multiple companies
- Call Hold: Easily put a call on hold while you answer another call
- Call Transfer: Attended Transfer (alert forwarding party before transfer) & Blind Transfer (transfer the call directly)
- Call Conferencing: Join a conference room by dialling a feature code or get transferred in
- Call Waiting: Be notified when someone else is trying to call if you are already on a call
- Do Not Disturb: Callers go directly to voicemail or call forward when you don't want to be disturbed
- Call Logs: Access detailed call records by extension or account
- Bring or port your own numbers
- FAX to Email/Web to FAX

CLOUD CONTACT CENTRE

- Detailed Agent Reporting & Statistics
- Wallboards
- Routing of calls to alternative numbers and voicemail
- Professional auto-attendants
- Call queuing systems
- Real-time viewing of calls
- Customized integration into a variety of different platforms
- CRM Integration
- Call Recording

VOICEMAIL FEATURES

- Password Protected Voicemail: Prevent unauthorized access to voicemail
- Voicemail Greeting Options: Unavailable / Personal Message
- Voicemail to Email: Receive voice messages as a wav file (or _audio file_) attached to an email
- Digital receptionist (IVR)
- Multi-level IVR menu management
- Manage multiple IVR menus for different Inbound DIDs
- Day and Night Mode Schedule: Create different greetings according to time of day and day of week
- Custom Greetings: Upload third-party professional greetings to use as Digital Receptionist greetings

HUNT LISTS / RING GROUPS

- Ring groups: Simultaneously ring a set of phones based on a DID
- Hunt lists: Set a linear line of ring groups (1 extension or many) for a period of time, before transferring to a second and third ring group etc.

CALL RESTRICTIONS

- Block outgoing calls to specified numbers

OPERATOR PANEL

QUEUE MANAGER

MEDIA MANAGEMENT

- Custom Music-on-Hold
- Custom Digital Receptionist Recordings
- Custom voicemail messages

CALL RECORDING

- Adhoc call recording
- Secure call recording storage
- Archiving call recordings

REPORT MANAGEMENT

- Real time inbound and outbound call details records
- Outbound call source listed by extension
- Outbound call source lists for virtual extensions

EXTENSION MANAGER

- Access, search and download call recordings
- Personal profile editing
- Detailed call analytics

CLOUD PBX INTERFACE - MANAGEMENT

- Manage and record voice prompts or adverts
- Create and customize IVRs
- Set and change working hours
- Add new devices in minutes

- Control hunt groups and call queues
- View incoming and outgoing detailed call records
- Download and analyze call records
- See at a glance which users are online and using the phone (Operator Panel)
- Manage user access levels
- Call Forwarding and Call restricting
- Extension manager

INSTRUMENTS

- 10x Call Centre, voice, headset, desktop, physical phone
- 7x Executive, voice, video calling capability
- 1x Receptionist, voice, call routing +
- 3x Exec PA, voice, intercom, etc.
- 179x normal employee, voice, call conferencing
- 1x Polycom Trio (which support Microsoft Teams and Skype for Business)

CALLING PLANS AND RATES

- Local
- International - Destination dependent
- Cellular

OPEX MODEL

- Phones covered for repair and replacement under Managed services

STANDARD BIDDING DOCUMENT 1 - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD

BID NUMBER:	INF/TEN: 0261	CLOSING DATE:	18 March 2020	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL TELEPHONE MANAGEMENT SYSTEM (VOIP CLOUD HOSTING, HOSTED PBAX AND VIRTUAL CALL CENTRE INCLUDING SYSTEM MAINTENANCE) FOR A PERIOD OF THIRTY-SIX MONTHS (36) MONTHS AT BROADBAND INFRACO SOC LIMITED.				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO:

Broadband Infraco (SOC) Ltd
 21 Woodlands Drive
 Building 9 Woodmead Country Club Estate
 Woodmead Sandton
 2157

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX CLEARANCE NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
<p>SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>DATE</p>	
<p>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>			

Annexure G: Standard Bidding Document 4

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

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

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

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

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

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed:
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES /NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1If so, furnish particulars:

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

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

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

4
DECLARATIONS

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

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

.....
Signature Date

.....
Position Name of bidder

Annexure H: Standard Bidding Document 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure I – Standard Bidding Document 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all proposals¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when proposals are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

I, the undersigned, in submitting the accompanying bid:

INF/TEN: 0261– APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL TELEPHONE MANAGEMENT SYSTEM (VOIP CLOUD HOSTING, HOSTED PBAX AND VIRTUAL CALL CENTRE INCLUDING SYSTEM MAINTANANCE) FOR A PERIOD OF THIRTY-SIX MONTHS (36) MONTHS AT BROADBAND INFRACO SOC LIMITED.

(Bid Number and Description)

in response to the invitation for the bid made by:

BROADBAND INFRACO SOC

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. 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 of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to proposals and contracts, proposals 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

Annexure J - Standard Bidding Document 6.1

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

- a) 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations,

advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (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	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		NO	
-----	--	----	--

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		NO	
-----	--	----	--

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 least 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		
OR		
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

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

COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.7 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

.....

.....

ANNEXURE K: PRICING SCHEDULE

Pricing Schedule							
Item No	Description	Unit Price	Quantity	Year 1Total	Year 2 Total	Year 3 Total	3 Year Total
1	Call Centre, voice, headset, desktop, physical phone		10				R
2	Executive handsets, voice, video calling capability		7				R
3	Receptionist, voice, call routing – Expansion Module + Bluetooth hands free		1				R
4	Exec PA handsets with voice recording.		3				R
5	Normal employee, voice, call conferencing – re-dialling, voice recording, handset		179				R
6	Polycom Trio (which support Microsoft Teams and Skype for Business)		3				R
7	Meeting recorder with wireless mics for boardrooms (supports USB)		1				R
	Sub-Total						R
	VAT						R
	Total						R