



BID SPECIFICATION

**CONDUCT VAT REVIEW ON THE INCOME AND
EXPENSE AND TO DETERMINE THE VAT
PAYABLE OR RECEIVABLE FOR THE
UNIVERSITY OF VENDA FOR A PERIOD OF
THREE (3) YEARS.**

TENDER NO: FIN/02/2022

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

Mr Tshepo Mampuru

EMAIL: tshepo.mampuru@purcosa.co.za copying univentenders@univen.ac.za

Date: 11 July 2022

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

1.	PART 1: TENDER NOTIFICATION	3
2.	BACKGROUND AND INTRODUCTION	4
3.	SCOPE OF WORK AND DELIVERABLES.....	4
4.	BUSINESS INFORMATION.....	6
5.	MANDATORY SUBMISSIONS – STAGE.....	7
6.	PROHIBITION OF RESTRICTIVE PRACTICES	8
7.	RIGHTS RESERVED.....	8
8.	PARENT/SUBSIDIARY COMPANY.....	8
9.	TAXES AND DUTIES.....	8
10.	DECLARATION OF INTEREST	8
11.	CONSORTIUMS AND JOINT VENTURES	8
12.	SUBMISSION OF FINANCIAL RECORDS.....	9
13.	VALIDITY PERIOD	9
14.	ACCEPTANCE OR REJECTION OF A TENDER	9
15.	PRICES.....	9
16.	PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000	9
17.	PROTECTION OF PERSONAL INFORMATION ACT, 2013	9
18.	LEGITIMACY OF INFORMATION	10
19.	NATURE OF SERVICE.....	10
20.	TERMS OF CONTRACT.....	10
21.	TERMS & CONDITIONS OF TENDER.....	10
21	PURCO SA – SERVICE FEE.....	12
22.	PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 (POPIA)	12
23.	VALIDITY OF PROPOSALS	12
24.	PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION	13
	CONFLICT OF INTEREST	21
	SWORN STATEMENT.....	22

1. PART 1: TENDER NOTIFICATION

The University of Venda, together with PURCO SA invite interested service providers to submit proposals for the facilitation of a VAT review on the income and expense of the University and to determine the VAT payable or receivable in this regard. This contract will be for a period three (3) financial years, reviewed on annual basis based on performance, for the University of Venda which is situated in Thohoyandou, Limpopo Province.

It must be noted that should there be any other requirements or niche services which fall outside of the scope of this tender, the University reserves the right to procure those services by means of a separate process, if found to be more effective at the sole discretion of the University, as part of this tender.

Bidders are requested to complete the information in accordance with the General Conditions of Offer and to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

Tender documents to be submitted online using the below link:

<https://purcosa.co.za/webform/vat-calculation-services-FIN-02-2022>

CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF TENDER DOCUMENTS:

02 August 2022 at 23h59 - NOTE: No late submissions will be accepted.

NON-COMPULSORY INFORMATION SESSION:

An online non-compulsory Information Session will be facilitated via Microsoft Teams on 19 July 2022 from 10h00 until 11h00.

Tenderers are requested to direct their questions in writing to the following contacts:

FOR ANY ENQUIRIES

Contact Name: Tshupo Mampuru

Email: tshupo.mampuru@purcosa.co.za copying univentenders@univen.ac.za

2. BACKGROUND AND INTRODUCTION

The University of Venda is looking for a service provider to assist with the following:

- 2.1 Calculation of Input and Output VAT and the submission of VAT returns for three (3) financial years to SARS. The calculation must be done twice a year, first on in in June, with the final one to be completed by the end of January of the next financial year.
- 2.2 The annual determination of the VAT apportionment rate to be applied by Univen for the term of the contract in terms of the applicable SARS VAT ruling.
- 2.3 The annual review of the Input and Output VAT per financial year based on the audited financial statements and the claiming of additional input VAT from SARS.
- 2.4 Dealing with any SARS queries and audits relating to the above-mentioned submissions.
- 2.5 Provide training to the University employees during the duration of the contract.

3. SCOPE OF WORK AND DELIVERABLES

The scope is as follows:

To conduct a VAT review on the income and expense and to determine the VAT payable or receivable. This would include:

- 3.1 Assessment of systematic deficiencies and remedial actions and compensating controls;
- 3.2 Reviewing the VAT coding of the cost centres in the ITS system;
- 3.3 The vat coding of the income and expense accounts;
- 3.4 The assessment and coding of cost centres in line with applicable vat rulings;
- 3.5 The set-up of the counter and cash book sub-systems;
- 3.6 The classification of taxable, exempt and zero-rated supplies;
- 3.7 Review of the supplier database (vendors) to ensure compliance with the VAT Act;
- 3.8 Interpretation and Application of the Vat ruling;
- 3.9 The review of HR and Payroll transactions to ensure compliance with the VAT Act in terms of fringe benefits;
- 3.10 Providing on-going advice and updates on any Vat rulings related issues on the following but not limited to:
 - 3.10.1 Contracts relating to the funding of specific projects;
 - 3.10.2 Donations;
 - 3.10.3 Grants;
 - 3.10.4 Government grants and subsidies;
 - 3.10.5 Supplies and other goods and services;
 - 3.10.6 Review of Research Contracts and proposals;
 - 3.10.7 Foreign Donor funded projects;
 - 3.10.8 Imported services rendered to the University;
 - 3.10.9 Fringe benefits;
 - 3.10.10 The appropriate coding of research cost centres (basic applied or contract research);
- 3.11 Submission of the necessary computations and returns to SARS;

- 3.12 Following up with SARS with regards to claims and other admin matters.
- 3.13 Assist in the preparation of the required journal entries to make adjustments to the general ledger;
- 3.14 Work with management to attend to any audit related queries relating to the preparation of the Annual Financial Statements;
- 3.15 Preparations of quarterly VAT compliance reports;
- 3.16 Train staff of the University on all aspects of the VAT for higher education institutions (Universities) to ensure that after the end of the three year period of the contract, they are able to run with VAT exercise independently.
- 3.17 Preparations and submission of the monthly VAT returns;
- 3.18 Preparation and submission of monthly VAT recons (both input and output)
- 3.19 Assist the University with any SARS verification audits;
- 3.20 Assist the University with the ITS set-up for VAT;
- 3.21 Assist with any other data related services;
- 3.22 The University reserves the right to increase or decrease the scope of work.

Service provider's terms of reference

It is the intention of UNIVEN to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of UNIVEN as an entity and the knowledge and experience of the service provider.

These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

Completion of Tender Documents

(i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

(ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

4. BUSINESS INFORMATION

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	

5. MANDATORY SUBMISSIONS – STAGE

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only	Kindly Indicate Page No
1	Company Registration Certificate – CIPC			
2	Valid SARS Tax Pin			
3	Signed JV Agreement (where applicable)			
4	Comprehensive Company Profile			
5	Valid Certified ID Copies of all Company Directors within 3 months old from date of closure.			
6	Proof of Business Address			
7	Fully Initialled & Completed all tender document pages			
8	Bank Account Confirmation Letter			
9	Board Resolution: Certificate for authority for signature			
10	Proof of Tender Document Purchase			
11	Audited Annual Financial Statement within 12 months (2019/2020)			
12	Completion of the Standard Bidding Forms (SBD 4)			
13	Professional Indemnity insurance document (R 2million)			
13	Tax Practitioner from SAIPA or SAIT			

All relevant sections completed and signed, and all pages of tender document initialled by authorized signatory. Proof should be attached that signatory is duly authorized to enter into contractual agreement with University of Venda on behalf of the organization.

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....
Name Signature Date
.....

Capacity Name of Firm

6. PROHIBITION OF RESTRICTIVE PRACTICES

- 6.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 6.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 6.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

7. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

8. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal person and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

9. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid SARS Tax pin.

10. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

11. CONSORTIUMS AND JOINT VENTURES

No consortiums and Joint Ventures are applicable for this tender.

12. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Financial Statements are to be attested by a qualified Chartered Accountant (SA).

13. VALIDITY PERIOD

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

14. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

15. PRICES

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, with the exception of any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

16. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

17. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide in the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

18. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

19. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

20. TERMS OF CONTRACT

The term of the contract will be for three (3) years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

21. TERMS & CONDITIONS OF TENDER

- 21.1 The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 21.2 The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
- 21.3 The highest scoring bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- 21.4 No sub-service providers/sub-contracting will be allowed.
- 21.5 The price should be vat inclusive at 15%.
- 21.6 The tender submitted must remain Valid for 120 days after closing date.
- 21.7 The University discloses to bidders that there shall be rotation amongst suppliers/ service providers.
- 21.8 All returnable documents must be in a separate file, clearly indexed and separated by marked sheets.
- 21.9 Initials must be on all pages in the tender document.
- 21.10 All proposals are to be sealed. No open proposal will be accepted.
- 21.11 All proposals are to be clearly marked with the Project number/ Tender number and the name of the bidder.
- 21.12 Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers).
- 21.13 No tender will be considered after the closing date and time.
- 21.14 The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.

- 21.15 Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 21.16 In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- 21.17 No regret letters will be sent to unsuccessful bidders.
- 21.18 Any enquiry regarding this bid invitation and specification shall be submitted in writing to Mr Tshepo Mampuru at tshepo.mampuru@purcosa.co.za copying univentenders@univen.ac.za with tender number as reference or subject.
- 21.19 Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- 21.20 All documentation submitted in response to this tender must be in English.
- 21.21 Univen reserves the right to:
- 21.21.1 Extend the closing date through the same medium of communication used for invitation.
 - 21.21.2 Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - 21.21.3 Verify any information contained in the tender proposal.
 - 21.21.4 Request any further documentary proof regarding any declaration
 - 21.21.5 Award this tender as a whole or in part.
 - 21.21.6 Cancel or withdraw this tender as a whole or in part.
- 20.21 The contract will be reviewed annually based on performance where applicable.
- 20.22 The Service Provider will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the VAT field.
- 20.23 The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 20.24 No sub-service providers/sub-contracting will be allowed.
- 20.25 It will be expected that the prices will be competitive and comparable with similar enterprises.

21 PURCO SA – SERVICE FEE

PURCO SA – the Purchasing Consortium Southern Africa NPC – is a group-purchasing organisation for Higher Education Institutions with a membership consisting of all 26 South African Public and 2 Namibian Public Universities, 13 Associate Members and 20 TVET Colleges. This gives a total membership of 61 institutions.

The Tenderer must provide for a 2% service fee calculated on the total value of each invoice issued by the Supplier for or otherwise relating to supply of goods and/ or performance of the services to the Univen (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of relevant invoice to the Univen. The successful Tenderer is required to send a copy of monthly invoice and statement to both PURCO SA and the Univen. Upon receipt of the invoice from the tenderer, PURCO SA shall invoice the Tenderer a 2% service fee based on the Rand value of the total invoice which is payable to PURCO SA within 30 days of date of statement.

The price proposal submitted by the Tenderer must be an all-inclusive price i.e. including the 2% service fee payable to PURCO SA.

22. PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 (POPIA)

Bidders agree to comply with the provisions of the POPIA when dealing or exchanging personal information of each other.

23. VALIDITY OF PROPOSALS

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

24. PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

24.1 EVALUATION PROCEDURES - METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

Hurdle requirements as described in the proposal document; Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of proposals will be based on *Functionality* and the BBEE Preference point system as criteria:

This phase of the evaluation is conducted in two (2) stages – first *functionality* will be assessed and then in accordance with 80/20 preference point system.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical *capacity* and *ability* to execute and maintain a contract.

Note: No proposal will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 1 will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

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

Where:

P_s = Points scored for comparative price of proposal or Proposal under consideration;

P_t = Comparative price of proposal or Proposal under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or Proposal.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for Functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 3 will be the *calculation of points for the B-BBEE status level of contribution* where 20 points will be awarded to a proposer for attaining the B-BBEE status level of 1, and lower points will be awarded to proposer with lower B-BBEE status levels as per table below:

BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: *Non-compliant contributors* or failure to provide *certification* substantiating the B-BBEE status level of contribution will result in the Proposer being awarded zero (0) points for the preference point system.

The following evaluation method will be used;

- After the closing date of the bid invitation, appointed evaluation committee members of the University and possibly other external experts (when necessary) will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in the Univen Procurement Policy.

Prospective bidders must note the following:

- UNIVEN may request additional information, clarification or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing;
- UNIVEN may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider's information and capabilities (Including visiting the Service provider's various premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide UNIVEN with all necessary access and assistance;
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal;
- UNIVEN will evaluate the Proposals with reference to UNIVEN's set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

All proposals submitted will be evaluated on two categories:

- (i) Functionality (technical content)
- (ii) Price

Bids are evaluated in accordance with the Univen Procurement Policy.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold of 70%. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for BBBEE criteria.

EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards.

Only Service providers scoring 70% and more will be considered for the Price stage of the tender.

FUNCTIONALITY EVALUATION (100 points)

TECHNICAL CHARACTERISTICS

Functionality Criteria	Weights
Company References and Experience: Provide three (3) contactable references that are not older than three years. References should be for similar service	Maximum 40 points
3 Client References provided	30
2 Client References provided	20
1 Client Reference provided	10
1 Client Reference from a Higher Education Sector	10
Key Personnel Expertise & Qualification	Maximum 25 points
Relevant Qualification (Minimum Diploma in Taxation)	5
More than 5 years' experience = 20 points <ul style="list-style-type: none"> • From 4 to 5 years' experience = 12 points • From 3 but less than 4 years' experience = 9 points • From 2 but less than 3 years' experience = 6 points • Above 1 years but less than 2 year =3 points • Less than 1 year experience = 1 point • No Experience = 0 points 	20
Contract Methodology – Relevant to the Scope of Work	Maximum 20 points
Initiation	5
Implementation	10
Execution	5
Proof of Locality	Maximum 15 points
Location of Business within Vhembe District Municipality= 15 points	15
Location of Business within Limpopo province = 10 Points	10
Location of Business outside Limpopo province = 5 Points	5
TOTAL FUNCTIONALITY POINTS FOR STAGE 1	100 POINTS

Evaluation Criteria

- Total score is 100 points including where applicable
- If any item is not applicable to your company, indicate with "N/A". No blank box is allowed
- All Suppliers are expected to score at least 70% at this stage in order to be considered in the next stage i.e. Technical Evaluation
- Points achieved at this shall not be carried to the next stage

FOR OFFICE USE ONLY

Evaluation Outcome

24.2 TECHNICAL CHARACTERISTICS

- Minimum score required to succeed to the next level is 70%.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.

Table for schedule of rates:

- i) Prices shall be fixed for a period of one year;
- ii) Any future increase on the prices during the **three year contract period** shall be inflation linked;
- iii) Bidders are required to quote a formula, referenced to Statistics South Africa CPIX index which shall be used for calculating any future annual price increases on the dates of annual review;
- iv) Separate prices shall be quoted and the method of their calculation, for each of the services identified on the terms of reference of this tender;
- v) Pricing must be fixed and in rand value, no variables, no average costing etc.

Please see table below

	Year 1 (Inclusive of VAT)	Year 2 -3 (Inclusive of VAT)
Total Cost Per Year for the entire assignment including all direct and indirect incremental cost (incidental, tariff increase as per CPI, subsistence)	R	R
Total for the 3 Year Contract (Inc VAT)	R	

DECLARATION

I, in my capacity as, declare that

The information provided above is a true reflection of the capacity of our system.

Signature:Date:

FOR OFFICE USE ONLY	
TOTAL SCORE	
TOTAL POINTS	100
%	

TOTAL EVALUATION

- The total (100%) score is points
- Minimum score required to succeed to the next level is 70%
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage

FOR OFFICE USE ONLY	
A	
TOTAL	
% score	
RECOMMENDATION	

FOR OFFICE USE

AUXILIARY REQUIREMENTS

24.3 LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

SWORN STATEMENT
SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature:Position:.....

Business Address:

.....
.....

Office Telephone:Mobile:

Date:

