



University of Venda  
*Creating Future Leaders*

## **BID SPECIFICATION**

### **PROJECT DESCRIPTION:**

**REQUEST FOR PROPOSAL FOR THE PROVISION OF  
HAZARDOUS WASTE MANAGEMENT AND HYGIENE  
SERVICES FOR PERIOD OF FIVE YEARS**

**TENDER NO: IN/24/2023**

<b>NAME OF BIDDERS</b>	
<b>TENDER AMOUNT</b>	

**FOR MORE INFORMATION**

EMAIL: [univen.tender@univen.ac.za](mailto:univen.tender@univen.ac.za)

**SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL**

<b>BSC MEMBERS</b>	<b>SIGNATURE</b>	<b>DATE OF APPROVAL</b>
Chairperson		
SCM		
Technical (End User)		
Legal Department		

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**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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University of Venda(Univen)considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to UNIVEN. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of UNIVEN.

## 2. Enquiries

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2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

2.2

Email address: Univen.tender@univen.ac.za

2.3 Enquiries in relation to this RFP will not be entertained as indicated on advertisement.

2.4 The UNIVEN may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the UNIVEN on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

## 4. Instructions on submission of Bids

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4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **IN/24/2023: Request for proposal for the provision of hazardous waste management services.**

4.2 Bids must be submitted in the prescribed response format, herein reflected as Response Format.

4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.

4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The UNIVEN will not be held responsible for any delays where bid documents are handed to the UNIVEN Receptionist.**

4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the UNIVEN's policy not to consider late bids for tender evaluation.**

4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

## **5. Preparation of Bid Response**

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- 5.1** All the documentation submitted in response to this RFP must be in English.
- 5.2** The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3** Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4** The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by UNIVEN in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5** Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

## **6. Supplier Performance Management**

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Supplier Performance Management is viewed by the UNIVEN as a critical component in ensuring value for money acquisition and good supplier relations between the UNIVEN and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the UNIVEN, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier performance and ensure effective delivery of service, quality and value-add to UNIVEN's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. Enterprise and Supplier Development**

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The UNIVEN promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the UNIVEN and the successful bidder.

## 8. UNIVEN's Rights

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- 8.1 The UNIVEN is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the UNIVEN have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the UNIVEN's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The UNIVEN reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the UNIVEN.
- 8.3 The UNIVEN reserves the right to award this bid as a whole or in part.
- 8.4 The UNIVEN reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The UNIVEN reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The UNIVEN reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the UNIVEN to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.7 The UNIVEN reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the UNIVEN on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should UNIVEN require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the UNIVEN during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with UNIVEN, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become UNIVEN property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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- 10.1** The UNIVEN reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the UNIVEN with its SARS issued Tax Verification PIN code giving access to the UNIVEN to electronically verify tax compliance;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
- 10.1.6 bidders who fail to comply with FICA requirements

## **11. Local Production and Content**

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The UNIVEN promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. UNIVEN reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on: [http://www.dti.gov.za/industrial\\_development/ip.jsp](http://www.dti.gov.za/industrial_development/ip.jsp).



## 12. Response Format (Returnable Schedules)

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Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

**12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

**12.2 Schedule 1:**

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

**12.3 Schedule 2**

12.3.1 Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;

12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

12.3.3 Copy of Board Resolution, duly certified;

12.3.4 Originally certified copy of ID document for the Company Representative

12.3.5 Annexure 2 of this RFP document (duly completed and signed);

12.3.6 Annexure 3 of this RFP document (duly completed and signed);

12.3.7 Annexure 4 of this RFP document (duly completed and signed);

12.3.8 Annexure 5 of this RFP document (duly completed and signed);

12.3.9 Annexure 6 of this RFP document (duly completed and signed);

12.3.10 Annexure 7 of this RFP document (duly completed and signed);

12.3.11 Annexure 11 of this RFP document (duly completed and signed, **if relevant**);

12.3.12 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

12.3.13 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

**12.4 Schedule 3:**

12.4.1 Response to Section 3 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 7 of this RFP document, duly completed and signed

**12.5 Schedule 4:** Price Proposal (response to Section 4 of this RFP document) **(Must be submitted in a separate envelope within the sealed envelope of the bid)**

## 13. Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following process:

**13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
- Submission of Company Registration Forms as referenced 12.3.2 above
- Submission of ID copy for the Company Representative as referenced in 12.3.4 above
- BEE Status Certification as referenced in 12.3.12 above and the consideration of the Specific Bid Conditions as referenced in Section 2
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 3: Statement of compliance with the Functional Evaluation Criteria for this RFP
  - Section 4: Cost Proposal and Price Declaration Form
  - Annexure 1: Acceptance of Bid Conditions
  - Annexure 2: Tax Compliance Requirements
  - Annexure 3: Supply Chain Management Questionnaire
  - Annexure 4: Declaration of Interest
  - Annexure 5: Certificate of Independent Bid Determination
  - Annexure 6: Shareholders' Information/ Group Structure
  - Annexure 7: Bidders Experience & Project Team
  - Annexure 8: BEE Commitment Plan
  - Annexure 9: Disclosure Statement
  - Annexure 10: Local Content Declaration (If Relevant)

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

### 13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

#### 13.2.1 Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

No.	Functionality Criteria – Tender Rating Matrix			Factor																															
A	FINANCIAL CREDIBILITY	The tenderer is to provide a bank rating from his/her Banking institution to justify credit risk			5																														
		Scoring Ref.	Score	Description of Criteria																															
		A1	5 Points	Credit rating of A																															
		A2	4 Points	Credit rating of B																															
		A3	3 Points	Credit rating of C																															
		A4	1 Points	Credit rating of D																															
<p><b>NB: Tenderer is to obtain and submit a bank rating relevant to the estimated project value. Failure to submit/attach such will result in the tenderer no being awarded the points.</b></p>																																			
		<p>Points are allocated for required competencies and qualifications of allocated personnel for the project in consideration/ Required key personnel are: SHEQ plan</p> <p><b>Contract Manager</b></p> <table border="1" data-bbox="400 954 1406 1520"> <thead> <tr> <th>Scoring Ref.</th> <th>Score</th> <th>Description of Criteria</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td>5 = 10 Points</td> <td>Five (5) or more years' experience on projects of similar nature appointed as hazardous waste collector</td> </tr> <tr> <td>B2</td> <td>4-3 = 7 Points</td> <td>Four (4) to Three (3) yeas experience on projects of similar nature appointed as hazardous waste collector</td> </tr> <tr> <td>B3</td> <td>2-3 = 5 Point</td> <td>Two (2) to One (1) years' experience on projects of similar nature appointed as hazardous waste collector</td> </tr> <tr> <td>B4</td> <td>1 = 2 Points</td> <td>The tenderer has failed to address the question and has not proved competency of the proposed hazardous waste collector</td> </tr> <tr> <th>Scoring Ref.</th> <th>Score</th> <th>Description of Criteria</th> </tr> <tr> <td>B5</td> <td>10 Points</td> <td>B-tech/ Degree in Environmental Science/Safety Management/ Occupational health and Safety or Similar</td> </tr> <tr> <td>B6</td> <td>6 Points</td> <td>Diploma in Environmental Science/ Safety Management/Occupational health and Safety</td> </tr> <tr> <td>B7</td> <td>4 Points</td> <td>Certificate in Occupational Health and Safety</td> </tr> <tr> <td>B8</td> <td>0 Points</td> <td>No qualification</td> </tr> </tbody> </table> <p><b>NB: Tenderers are encouraged to submit CV's with contactable references and certified qualifications of proposed key personnel. Failure to submit will result in the tenderer not being awarded points on the above criteria. Certified copies should not be older than three (3) months. The proposed personnel are to be used throughout the duration of the contract unless a change is agreed upon mutually between the University and the Service provider.</b></p>			Scoring Ref.	Score	Description of Criteria	B1	5 = 10 Points	Five (5) or more years' experience on projects of similar nature appointed as hazardous waste collector	B2	4-3 = 7 Points	Four (4) to Three (3) yeas experience on projects of similar nature appointed as hazardous waste collector	B3	2-3 = 5 Point	Two (2) to One (1) years' experience on projects of similar nature appointed as hazardous waste collector	B4	1 = 2 Points	The tenderer has failed to address the question and has not proved competency of the proposed hazardous waste collector	Scoring Ref.	Score	Description of Criteria	B5	10 Points	B-tech/ Degree in Environmental Science/Safety Management/ Occupational health and Safety or Similar	B6	6 Points	Diploma in Environmental Science/ Safety Management/Occupational health and Safety	B7	4 Points	Certificate in Occupational Health and Safety	B8	0 Points	No qualification	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 5px;"></div> <div style="margin: 0 5px;">10</div> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 5px;"></div> <div style="margin: 0 5px;">20</div> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 5px;"></div> <div style="margin: 0 5px;">10</div> </div>
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C	SAFETY, HEALTH, ENVIRONMENT AND QUALITY (SHEQ)	<p>Tenderers are required to submit a SHEQ/Health Safety plan on how to comply with health and safety regulations regarding the OHS Act industry and ensure environmental conservation.</p> <table border="1" data-bbox="400 1957 1406 2067"> <thead> <tr> <th>Scoring Ref.</th> <th>Score</th> <th>Description of Criteria</th> </tr> </thead> <tbody> <tr> <td>C1</td> <td>25 Points</td> <td>Detailed SHEQ file/ Safety plan with ISO 14001, ISO 18001, ISO 9001 certificates</td> </tr> </tbody> </table>			Scoring Ref.	Score	Description of Criteria	C1	25 Points	Detailed SHEQ file/ Safety plan with ISO 14001, ISO 18001, ISO 9001 certificates	25																								
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		C2	15 Points	Detailed SHEQ file with no ISO certificates
		C3	0 Points	No SHEQ file
		<b><u>NB: Tenderers are required to attach practical completion certificates. Failure to submit/attach practical completion certificates for the projects will result in the bidder not being awarded points.</u></b>		

<b>D</b>	<b>PREVIOUS EXPERIENCE</b>	Tenderers are required to submit standard operating procedure on how to handle hazardous waste collection			<b>30</b>	
		<b>Scoring Ref.</b>	<b>Score</b>	<b>Description of Criteria</b>		
		D1	30 Points	3 Completed projects within the past 5 years		
		D2	20 Points	2 completed projects within the past 5 years		
		D3	10 Points	1 competed project withing the past 5 years		
		<b><u>NB: Tenderers are encouraged to submit contactable references and list the most relevant hazardous waste related projects. Failure to submit/attach positive reference letters which indicates the project cost and duration will result in the tenderer not being awarded the points.</u></b>				
<b>E</b>	<b>CAPACITY EQUIPMENT</b>	Tenderers are required to submit a schedule of the available plant, equipment and resources relevant to this project in the form of ownership certificates, copies of invoices or pictures.			<b>20</b>	
		<b>Scoring Ref.</b>	<b>Description of Criteria</b>	<b>Score Owned</b>		<b>Score Leased</b>
		E1	Trucks, Bakkie, electronic calibrated scale	6 Points		3 Points
		E2	Bins with stickers, infectious waste box sets	4 Points		2 Points
		E3	Speci-bins, 25l open top drums with labelling stickers, polycan 25l	4 Points		2 Point
		E4	Bio- hazard tape, sharps 5l & 10l, pharmaceutical bins	6 Point		3 Points
		<b><u>NB: Each panel member will rate on the above-mentioned criteria</u></b>				
<b>TOTAL</b>		Minimum points to be scored for Functionality is <b>70%</b> of the points			<b>100</b>	

**Note: The minimum qualifying score for functionality is 70%. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and specific goal evaluation.**

### 13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
Specific goal	20
<b>TOTAL</b>	<b>100 points</b>

## 14. Specific goal to claim points

FOR specific goal EVALUATION: Kindly submit as indicated on the specific goal table.

Preferential /specific goals.	Number of points allocated (80/20 system)	Means of verification	Supplier name/firm
Black People	6	CSD report and copy of company CIPC registration certificate	
Women	4	CSD report	
Persons with Disability	2	Original or Certified Copy of certificate/confirmation of Disability Status	
Youth	3	CSD report	
Enterprises located in Limpopo Province	5	Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than 3 months)	
Total score	20		

## SECTION 2: SPECIFIC CONDITIONS OF BID

## **1. Bid Pre-qualification criteria**

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- 1.1 In terms of PPPFA Regulations issued 04 November 2022, the UNIVEN requires that bidders meet the following pre-qualification criteria:
- (a) Bidders must submit CSD report, disability letter and Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than 3 months) to claim points.
- 1.2 The UNIVEN will only consider a bid if the relevant bidder meets these pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

**SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## **SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION**

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### **1. Special instructions to bidders**

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- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify UNIVEN Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### **2. Purpose**

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The Facilities Management department seeks to obtain the services of a capable Hazardous Waste Management expert to collect, remove, transport and dispose of Hazardous waste from the UNIVEN Main Campus in Thohoyandou.

### **3. Background Information**

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The Facilities Management Department is responsible for the hazardous waste management services at the University of Venda (Univen) campus. It is against this backdrop that the support services Directorate is tasked with appointing one accredited hazardous waste management service provider to take overall responsibility of hazardous waste management services at the Univen main Campus as outline below. The service provider is required to manage the hazardous waste management service and deliver on the mandate of collection, transportation, and safe disposal of all hazardous waste streams with a focus on the above mentioned.

The successful service provider will perform all tasks in strict compliance to all relevant legislative frameworks, by-laws and internal Univen policies, including transportation of hazardous waste using accredited hazardous waste service provider, accredited vehicles and drivers to transport hazardous waste; and disposing of hazardous waste safely and responsibly to a licensed and authorised hazardous waste management facilities. This is a full contract of five (5) years.

#### **3.1. Hazardous Waste Removal Process**

Hazardous waste is generated from the School Environmental Science Laboratories, School of Agriculture Laboratory, Life Science Building Laboratories and the Clinic. This waste is then sent for interim storage in provided 240litres mobile bins which are then taken by the hazardous waste management contractor to the main waste areas.



#### 4. Problem Statement

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The University of Venda (UNIVEN) does not have internal capacity for this service hence the need to go out and procure these services from experts.

#### 5. Scope of Work

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During the term of this contract the service provider shall collect, remove, transport and dispose of Hazardous waste from UNIVEN. The service provider will be required to render the following services:

Waste Stream measures in kilograms
Infectious
Anatomical
Pharmaceutical
Liquid/chemicals
Sharps 5,10 & 20l
Fluorescent tubes

##### 5.1. Hazardous Waste Removal and Disposal Services

The bidder will be required to ensure timely removal and proper disposal of, but not limited to, the following waste types:

- Removal and disposal of hazardous waste e.g. Electrical and Electronic waste (fluorescent tubes, batteries, IT Equipment and consumables); medical any nappy waste.
- Removal of infectious/Biological waste
- Pharmaceutical waste
- Chemical/ Liquid waste
- Fluorescent tubes
- Sanitary Waste (SHE bins)
- Sharps 5,10 & 20L e.g. used injections from the clinic

**The bidder must provide disposal certificates after each removal of hazardous waste.**

##### 5.2. Safety, Health, Environment and Quality

- Submit a SHEQ plan on how to comply with Health and Safety regulations regarding the OHS Act industry and ensuring environmental conservation and quality
- ISO 14001
- ISO 18001

- ISO 9001

### 5.3. On site Management

The bidder will be required to place two (2) trained personnel on-site. The personnel/resources would be required to be on-site fortnightly from 08h00 to 17h00. The personnel will assist with the day-to-day activities of the facility's hazardous waste management, as follows:

- Removal of waste bins from designated waste areas to main waste area;
- Upkeep of waste room facilities' hygiene;
- Daily hygiene management of waste skips & bins (clean & degrease) and general cleaning of waste areas;
- Waste management areas must be at all times be free of smell or any pest infestation
- Upkeep of waste containers (daily cleaning, rinse and sanitizing of waste bins);
- Cleaning of waste areas (degrease floors and walls, mop up and pressure hose area)

### 5.4. Supply of equipment (on rental basis) and consumables.

The bidder will be required to provide, on rental basis, all of the required waste management equipment, as follows:

- Red 240 Litre wheeled bins with lids;
- Fluorescent and globes storage containers which can accommodate 1 200 mm fluorescent tubes;
- 5l, 10L & 20 L Sharps containers
- Infectious waste box sets 50L
- Pharmaceutical bins
- Red bin liners

**Please refer to Annexure 5 for more details in terms of the descriptions, sizes and quantities of the required equipment.**

### 5.5. Reporting

The service provider will be required to provide reports reflecting statistics on hazardous waste on monthly basis.

**Note: The bidder will be expected to advise UNIVEN on best practices on waste management on an on-going basis in order to assist UNIVEN deal with waste management in a sustainable and efficient manner.**

## 6. Project Timelines

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The appointed service provider will be required to start immediately after signing the contract and provide the services for a period of **five (5) years**. The UNIVEN reserves the right to extend the term of appointment, subject to service provider's performance review.

## 7. Technical Evaluation Criteria

### 7.1 Mandatory Technical Requirements

	<p>The procedure for evaluating responsive tenders is Method 4 (Financial offer, quality and preference). The total number of tender evaluation points shall be determined in accordance with the following procedure.</p> <p><b>A. Phase 1: SCM Compliance</b></p> <ul style="list-style-type: none"> <li>This is the first phase where service provider's proposals and attachment will be checked as per Responsiveness Criteria as well as mandatory requirements.</li> </ul> <p><b>B. Phase 2: Functionality Evaluation.</b></p> <p><b>C. Phase 3: Evaluation in terms of Preference Point Systems.</b></p>
	<p><b>A. Responsiveness and Evaluation Criteria – SCM Compliance</b></p> <p>The <b>University of Venda</b> will consider no bid unless it meets the following responsiveness criteria and relevant documents have been submitted.</p>
	A1. Partnerships / Joint venture (JV) to attached partnership / joint venture agreement and any related document that makes a legally formed JV and signed JV agreement.
	A2. Company Registration Certificate (COR14.3) has been attached.
	A3. Workmen's Compensation (Letter of good standing)
	A4. Comprehensive company or entity business profile
	<p>A5. Current and previous project profile – Experience indicating the following:</p> <ul style="list-style-type: none"> <li>Project name and description</li> <li>Client representative and contact Cell phone and telephone</li> <li>Project final contract amount</li> <li>Project start and completion date (month and year)</li> <li>Project /location</li> </ul>
	<p>A6. The bidder must attach licensed landfill site / waste handling facility for disposal / treatment of hazardous waste generated at UNIVEN facilities.</p> <p>The bidders must provide proof that the proposed landfill site / waste handling facility is licensed and proof of account/ relationship with the proposed landfill / waste handling facility</p>
	<p>A7. Project Implementation / Methodology and Quality Management Plan</p> <ul style="list-style-type: none"> <li>Detailed timeline for implementation and procurement of resources</li> <li>Procedures to be followed in the preparation for the commencement of the contract.</li> <li>Standard operating procedures.</li> <li>Progress Monitoring and control</li> <li>Quality Management Systems</li> <li>Management of non-conformance and management reports.</li> </ul>
	A8 copies of Director (s) / Shareholder (s) identity document of not less than three (3) months. (Not copies of certified documents)
	A9. Tender Document Fully Completed and Signed where necessary
	A10 Audited Annual Financial Statements within twelve (12) months of the current year, If the company is required by law to be audited or independently reviewed If the company is not required by law to be audited, please provide us with a letter from a registered accountant stating that you are not required to be audited and the reasons thereof
	A11 Confirmation of bank letter
	A12 Valid SARS Tax Pin

	A13 SBD4 (Declaration of interest) make sure it is signed and thoroughly completed
	A14 CSD detailed/registration report reflecting a date of two weeks before the closing date of the tender

## **SECTION 4: PRICE PROPOSAL**

## SECTION 4: Cost Proposal

1 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES

NO

**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?

Yes

No

***If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:***

6

Payments will be linked to specified deliverables after such deliverables have been approved by the UNIVEN. Payments will be made within 30 days from date of invoice.

Comply

Not Comply

7

The UNIVEN reserves the right to consider the guidelines on consultancy rates as set out in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures** which took effect from 01 January 2014, where relevant.

Comply

Not Comply

The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.

Substantiate / Comments

**8. COSTING MODEL**

**8.1(A) On-site Waste Management personnel**

	Monthly Fee per personnel (VAT Excl.)	Total Monthly Fee (for 2 personnel) (VAT Excl.)	Total Annual Fee (VAT Excl.)
On-site Waste Management Personnel (2 personnel)			
<b>Year 1</b>			
<b>Year 2</b>			
<b>Year 3</b>			
<b>Year 4</b>			
<b>Year 5</b>			
<b>Sub-Total (A) (VAT Excl.)</b>			

**Note: The fee must cover all costs associated with the provision of the two waste management resources/ personnel on-site.**

**8.2(B) Rental of Site Equipment**

Description		Qty	Rental Fee per Unit (VAT Excl.)	Total Monthly Rental Fee (VAT Excl.)	Annual Rental Fee (VAT Excl.)
1	240 litre wheeled bins with lids	60			
2	Fluorescent and globes storage containers which can accommodate 1200mm fluorescent tubes	6			
3	50 litre Nappy disposal container/bin	2			
4	142 Litre Nappy disposal container/ bin	2			
5					
6					
7					
8					
9					
10					
<b>Year 1</b>					
<b>Year 2</b>					
<b>Year 3</b>					
<b>Year 4</b>					
<b>Year 5</b>					
<b>Sub-Total (B) (VAT Excl.)</b>					

### 8.3(C) Consumables

The quantities listed in the table below are estimates based on the current average monthly usage; therefore, these quantities may change (increase or decrease) based on the actual usage. The quoted prices must be fixed for the first 12 months of the contract.

Cost Element	Monthly Quantities	Unit Cost (VAT Excl.)	Monthly Cost (VAT Excl.)	Annual Cost (VAT Excl.)
90 litre red bin liners	1000			
10 litre red bin liners	1000			
Biohazardous tape 50/100	6			
<b>Year 1</b>				
<b>Year 2</b>				
<b>Year 3</b>				
<b>Year 4</b>				
<b>Year 5</b>				
<b>Sub-Total (C) (VAT Excl.)</b>				

### 8.4(D) Waste Removal Service

The quantities and frequencies listed in the table below are estimates based on the current average monthly quantities and frequencies; therefore, these quantities and frequencies may change (increase or decrease) based on the actual requirements.

Description	Collection Frequency	Average Quantity/ Load in KG per collection	Cost per collection (VAT Excl.)	Monthly Service Fee (VAT Excl.)	Annual Service Fee (VAT Excl.)
Sharps	Fortnightly	500			
Infectious	Fortnightly	900			
Anatomical	Fortnightly	500			
Pharmaceutical	Fortnightly	500			
Chemicals	Fortnightly	500			
Fluorescent tubes	Fortnightly	2300			
Red bin liner	Fortnightly	1500			
<b>Year 1</b>					
<b>Year 2</b>					
<b>Year 3</b>					
<b>Year 4</b>					



<b>Year 5</b>	
<b>Sub-Total (D) (VAT Excl.)</b>	

**8.5(E) Management Fee**

<b>Description</b>		<b>Monthly Fee (VAT Excl.)</b>	<b>Annual Fee (VAT Excl.)</b>
Management Fee	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
<b>Sub-Total (E) (VAT Excl.)</b>			

**Note: The management fee must be inclusive of all costs relating to the effective management of service, administration, reports etc.**

<b>TOTAL BID PRICE (A + B+ C+D+E) (VAT EXCL.)</b>	
---	--

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **IN/015/2019**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide waste management services for the UNIVEN Main Campus in Thohoyandou for the period of five (05) years at the following total amount, at a total amount of:

**R..... (Excluding VAT)**

**In words**

**R..... (Excluding VAT)**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that UNIVEN will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the UNIVEN.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

Designation

\_\_\_\_\_  
\_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME

Tel No

Fax No

Cell No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 5: ANNEXURES**

## Annexure 1: Acceptance of Bid Conditions and Bidder's Details

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Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

<b>Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</b>	
<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

<b>Indicate the type of Bidding Structure by marking with an 'X':</b>	
<b>Individual Bidder</b>	
<b>Joint Venture/ Consortium</b>	
<b>Prime Contractor with Sub Contractors</b>	
<b>Other</b>	

### REQUIRED INFORMATION

<b>If Individual Bidder:</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

<b>If Individual Bidder:</b>	
Email address	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

<b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

## Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

### Annexure 3: Supply chain management practices questionnaire

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Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

#### Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African National Treasury's database 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 South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		



Item	Question	Yes	No
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, provide particulars:			
3.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, provide particulars:			
3.4	<p>Does the Bidder relate to any UNIVEN employee or part of UNIVEN current or past staff (employee) establishment?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, provide particulars:			

Item	Question	Yes	No
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annexure 5: Equipment and Consumables

New equipment to be provided on rental basis for hazardous waste management services

Table 6.1

Description		Size	Qty	Comments
<b>Waste Equipment to rented</b>				
1	Sharps container	5L,10L & 25L		Colour coding to be confirmed on award
2	Wheeled bins with lids	240 Litre	50	Colour coding to be confirmed on award
3	Fluorescent and globes storage containers which can accommodate 1 200 mm fluorescent tubes		4	
4	Nappy disposal container/ bin	50 Litre	3	Bin should have a closing lid with sealable plastic liners (Internal storage)
5	Nappy disposal container/ bin	142 Litre	2	Bin should have a closing lid with sealable plastic liners (External storage)
7	Spill kit		8	
8				
9				
10				
11				
<b>Consumables to be supplied on a need basis</b>				
Description		Size	Monthly Qty	Comments

Description		Size	Qty	Comments
1	Red bin liners	140 Litre	3000	Bags to be used for lining the bins in the laboratories and clinic
2	Bio Hazard box set	142L	200	Boxes to be used for the disposal of dressings, swabs, gloves, etc

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## Annexure 6: Certificate of Independent Bid Determination

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

---

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## Annexure 8: Response Format for Section 3

### Bidder's Relevant Experience

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]*

**The bidder must provide the following information:**

**Table (a) Details of the bidder's current and past experience in the coordination, design and provision of exhibition stands document: (Please refer to Section 3 of this RFP document):**

Client' Name	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client



## Annexure 10: Disclosure Statement

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### **Disclosure Statement**

**In terms of the tender condition 8.6, which allows the UNIVEN to conduct background checks on bidders and its shareholders and directors, the UNIVEN hereby requires bidders to provide the following additional information:**

- 9.1 The UNIVEN considers the integrity of its appointed service providers to be of critical importance. The UNIVEN reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the UNIVEN requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the UNIVEN to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
  - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
  - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to UNIVEN indicating the nature and extent of such changed circumstances.
- 9.5 The UNIVEN reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the UNIVEN.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the UNIVEN will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the UNIVEN; and if it reaches an adverse conclusion the UNIVEN will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....  
 Signature Date

.....  
 Position Name of bidder