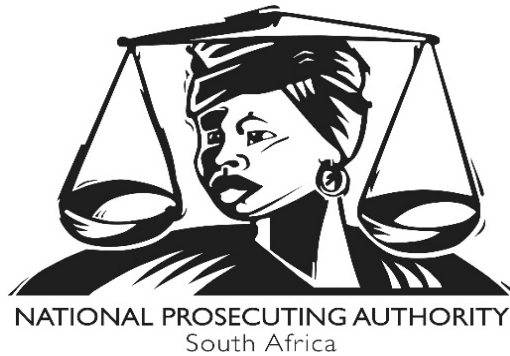


Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	



## INVITATION TO BID

### BID DETAILS

<b>BID NUMBER</b>	: NPA 17-17/18
<b>ISSUE DATE</b>	: 06 April 2018
<b>CLOSING DATE</b>	: 07 May 2018
<b>CLOSING TIME</b>	: 11h00
<b>DESCRIPTION</b>	: Appointment of a service provider to provide maintenance and support of the video conferencing solution to the National Prosecuting Authority.
<b>MAINTENANCE AND SUPPORT CONTRACT</b>	: Three (3) Years

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

CSD SUPPLIER NUMBER	UNIQUE REGISTRATION NUMBER

Please indicate whether this document is an original or copy, tick the applicable block.

**ORIGINAL**

**COPY**

**SOFT COPY**

**NB: AS PER NATIONAL TREASURY CIRCULAR BIDDERS ARE REQUIRED TO REGISTER, THEIR COMPANIES ON THE CENTRAL SUPPLIER DATABASE (CSD) SINCE SUPPLIERS WHO ARE NOT REGISTERED MAY NOT BE AWARDED BIDS WITH EFFECT FROM 1 JULY 2016. [HTTPS://WWW.CSD.GOV.ZA](https://www.csd.gov.za)**



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
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**DOCUMENTS CHECK LIST**

Bidders are requested to use the checklist below for documents to be submitted with a bid.

NO	DOCUMENTS SUBMITTED	TICK (✓)
1.	Bidders must provide the resources Certificate(s) in audio-visual training or relevant qualifications in the maintenance of video conferencing.	
2.	Certified Broad Based Black Economic Empowerment (B-BBEE) / Certificate or Sworn Affidavit signed by the Commissioner of Oaths (SAPS) Affidavits may only be commissioned by a person designated as an Commissioner of Oaths in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 - 10 July 1998.	
3.	Bidders profile	
4.	Certified copies of Identity Documents of Directors/Members/Shareholders	
5.	Bidders must provide Curriculum Vitae's (CV's) of the experienced resources that will be utilised for the duration of this contract.	
6.	At least two (2) or more signed reference letters of clients where similar services were/is conducted, listing the services received, the period of the contract i.e. start and end date of contract as well as completing <b>Section 13</b> of this document	
7.	One (1) original and Two (2) copies and optional CD of the bid document	



Service provider Initial/Signature: \_\_\_\_\_

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**FULL DETAILS OF BIDDER**

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

**CONTACT PERSON** : \_\_\_\_\_

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

**E-MAIL ADDRESS** : \_\_\_\_\_

**TELEPHONE NUMBER** : \_\_\_\_\_

**CELLULAR NUMBER** : \_\_\_\_\_

**FAX NUMBER** : \_\_\_\_\_

**PHYSICAL ADDRESS** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POSTAL ADDRESS** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**TOTAL BID PRICE INCL VAT** : \_\_\_\_\_



*Service provider Initial/Signature:* \_\_\_\_\_

## CONTENT PAGE

Bidders are to ensure that they receive all pages of this document, which consists of the following:

### Structure of Proposals

#### Glossary

- Section 1 : Invitation to Bid (SBD 1)
- Section 2 : General Conditions of Contract
- Section 3 : Special Conditions of Contract
- Section 4 : Bid Submission Requirements
- Section 5 : Evaluation and Selection Process
- Section 6 : Terms of reference
- Section 7 : Pricing Schedule
- Section 8 : Preference Point Claim Form for B-BBEE Status Level of Contribution (SBD 6.1)
- Section 9 : Declaration of Interest (SBD 4)
- Section 10 : Declaration of Bidders Past SCM Practices (SBD 8)
- Section 11 : Certificate of independent bid determination (SBD 9)
- Section 12 : Confirmation Form
- Section 13 : Bidder's experience

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
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## GLOSSARY

Award	Conclusion of the bid process and the final notification to the successful bidder
Bid	Written offer in a prescribed form in response to an invitation by NPA for the provision of goods, works or services
Briefing Session	A session that is held after the bid document is issued and before the closing date of the bid during which information is shared with potential bidders
Bidder	Organization with whom NPA will conclude a formal contract and potential Service Level Agreement subsequent to the final award of the contract based on this Request for Bid
Dti	Department of Trade and Industry
GCC	General Conditions of Contract
IP	Intellectual Property
NIPP	National Industrial Participation Programme
NPA	National Prosecuting Authority
Original Bid	Original document signed in ink
SCM	Supply Chain Management
SBD	Standard bidding document
SLA	Service Level Agreement



*Service provider Initial/Signature:* \_\_\_\_\_

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**SECTION 1**

**SBD 1**

**INVITATION TO BID (PART A)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL PROSECUTING AUTHORITY</b>					
BID NUMBER:	NPA 17-17/18	CLOSING DATE:	07 May 2018	CLOSING TIME:	11H00
DESCRIPTION	Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

<b>National Prosecuting Authority</b>					
<b>VGM Building Weavind Park</b>					
123 Westlake Avenue					
Silverton					
Pretoria					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18		<b>National Prosecuting Authority</b>	
Prepared By: Supply Chain Management Unit			
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	National Prosecuting Authority	CONTACT PERSON	Obert Masango
CONTACT PERSON	Thembi Ndleleni	TELEPHONE NUMBER	
FACSIMILE NUMBER	012 843 2054	E-MAIL ADDRESS	<a href="mailto:tenders@npa.gov.za">tenders@npa.gov.za</a>
E-MAIL ADDRESS	<a href="mailto:tenders@npa.gov.za">tenders@npa.gov.za</a>		

VALIDITY: OFFER TO BE VALID FOR 90 DAYS FROM CLOSING DATE OF THE BID



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
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## TERMS AND CONDITIONS FOR BIDDING (PART B)

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 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.	
2.3 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.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



Service provider Initial/Signature: \_\_\_\_\_



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**SECTION 2**

**GENERAL CONDITIONS OF CONTRACT**

**THE GENERAL CONDITIONS OF THE CONTRACT WILL FORM PART OF ALL BID DOCUMENTS AND MAY NOT BE AMENDED**

**1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its



Service provider Initial/Signature: \_\_\_\_\_

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sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.



Service provider Initial/Signature: \_\_\_\_\_

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- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier 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 so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad,



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acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or  
 (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where



Service provider Initial/Signature: \_\_\_\_\_

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appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
  - (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

- 14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
  - (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and



Service provider Initial/Signature: \_\_\_\_\_

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(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

- 15. Warranty**
- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.



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- |   |      |  |
|---|------|--|
| <b>20. Subcontracts</b>                         | 20.1 | The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.   |
| <b>21. Delays in the supplier's performance</b> | 21.1 | Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.  |
|   | 21.2 | If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract. |
|   | 21.3 | No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.  |
|   | 21.4 | The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.  |
|   | 21.5 | Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.  |
|   | 21.6 | Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.  |
| <b>22. Penalties</b>                            | 22.1 | Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.  |
| <b>23. Termination for default</b>              | 23.1 | The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:   |



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- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which control over the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer/Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and/or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 and 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been



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endorse on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

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| <b>24.</b>   | 23.8 |   |
| <b>25. Anti-dumping and countervailing duties and rights</b> | 24.1 | When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him |
| <b>26. Force Majeure</b>                                     | 25.1 | Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.   |
|  | 25.2 | If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.   |
| <b>27. Termination for insolvency</b>                        | 26.1 | The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.   |
| <b>28. Settlement of Disputes</b>                            | 27.1 | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.   |
|  | 27.2 | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.   |
|  | 27.3 | Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.   |



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- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 29. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; an
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 30. Governing language**
- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 31. Applicable law**
- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 32. Notices**
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 33. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 34. National Industrial Participation Program (NIPP)**
- The NIPP program administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



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**35. Prohibition of Restrictive practices**

- 34.1 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).
- 34.2 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.
- 34.3 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 concerned.

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**SECTION 3**

**SPECIAL CONDITIONS OF THE BID**

1. Bids submitted must be in line with the detailed specification. Failure to bid accordingly will result in the disqualification of the bids.
2. Bidders' attention is drawn to the fact that amendments to any of the Special Conditions will result in their bids being disqualified.
3. The NPA reserves the right;
  - Not to appoint and/or cancel the bid at any time and shall not be bound to accept the lowest bid or proposal.
  - To award a bid to one or more service providers.
  - To award the bid as a whole or in part.
  - To enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract before or after the conclusion of the contract. (BAFO "Best and Final Offer")
  - To amend any bid condition, validity period, or extend the closing date of bids.
  - To cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after shortlisted bidders have been notified of their status.
  - To conduct site inspections and or due diligence, or explanatory meetings in order to verify the nature and quality of services offered by the bidder. This will be done before/or after adjudication of the bid. The site inspection and or due diligence will be carried out with shortlisted bidders only.
4. The NPA may, at any time or times prior to the bid submission date, issue to the bidders any amendment, annexure or addendum to bid documents. No amendment, annexure or addendum will form part of the bid documents unless it is in writing and expressly stated that it shall form part of the bid document.
5. The NPA may request written clarification or further information regarding any aspect of this bid. The bidders must supply the requested information in writing within two (2) working days after the request has been made, otherwise the proposal may be disqualified.
6. The NPA will not be liable for any expenses incurred by the bidders during the bidding process.
7. As per National Treasury Instruction, note no. 7 of 2017/2018, bidders are required to register their companies on the government Central Supplier Database (CSD) and include in their bid a copy of their Master Registration Number (Supplier Number) in order to enable the NPA to verify the bidder's tax status on Central Supplier Database.
8. Bidders are required to provide tax compliance status PIN to enable the NPA to view their tax profile and verify the bidder's tax compliance status.



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9. Foreign suppliers with neither South African tax obligation nor history of doing business in South Africa must complete a pre-award questionnaire on the Standard Bidding Document 1 for their tax obligation categorisation.
10. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof/ Sworn Affidavit signed by the Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims. In case of a trust, consortium or joint venture, a consolidated B-BBEE Status Level Verification Certificate must be submitted. Affidavits may only be commissioned by a person designated as an Commissioner of Oaths in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 - 10 July 1998.
11. Any completion of bid documents in **pencil, correction fluid (Tippex) or erasable** ink will not be acceptable and will automatically disqualify the submitted bid.
12. Preferential consideration will be given to bidders that are legal entities. In the case of Regional Sub-contracting or joint venture agreement, the NPA will enter into a single contract with a principal service provider.
13. **CONFLICT OF INTEREST, CORRUPTION AND FRAUD**
  - The NPA reserves its right to disqualify any bidder who with or without their company / business, whether in respect of the NPA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"), –
  - engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder or company / business in respect of the subject matter of this bid;
  - seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
  - makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the NPA's officers, directors, employees, advisors or other representatives;
  - accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
  - pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
  - has in the past engaged in any matter referred to above.

14. **INDEMNITY**

If a Bidder breaches the conditions of this bid and, as a result of that breach, the NPA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process or enforcement of intellectual property rights / confidentiality obligations), then the Bidder indemnifies and holds the NPA harmless from any and all such costs which the NPA may incur and for any damages or losses the NPA may suffer.



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**15. PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

**16. TAX COMPLIANCE**

No award shall be made to a Bidder whose tax affairs are not in order. The NPA reserves the right to withdraw an award made to a service provider in the event that it is established that such service provider does not remain tax compliant for the full term of the contract.

**17. GOVERNING LAW**

South African law governs this bid and the bid response process. The Bidder agree to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

18. Bidding companies must clearly indicate if they envisage sub-contracting part of the project. The status of the company to which work is outsourced with regard to the B-BBEE status level contribution must be clearly indicated.

19. The NPA will enter into a Service Level Agreement with the successful bidder, effective from the date of bid award, taking all aspects of the contract into account.

20. Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

21. The successful service provider will be subjected to a security screening investigation by the NPA at any stage during the duration of this contract. If the results thereof are negative and/or unfavourable and/or have a material or adverse effect to the carrying out of this contract, NPA shall be entitled to cancel this contract immediately, in writing.

22. Bidders are requested to endorse their signature/initial on every page of the bid document. Furthermore, bidders must ensure that each and every place where a signature is required is correctly and fully signed including witnesses where applicable.

23. The service provider must have the infrastructure (physical premises) and the capacity to supply and/or deliver items/service required.

24. The successful service provider must supply and/or deliver the items or service as specified on the official signed NPA purchase order within the agreed time by both parties after receipt of such purchase order. Such bidder will be required to sign an SLA with the NPA which will include penalties for non-performance that will be determined on contracting.

**25. PROPOSAL DOCUMENT SHOULD INCLUDE BUT NOT LIMITED TO THE FOLLOWING:**

25.1 **Bidder's profile** – short summary and description of the key features of the bidder.

- The legal name of the entity, the principal business, if applicable an overview of the consortium with a description of the corporate organization of the proposing entity, including all members of the consortium and/sub-contracts.
- If applicable, a description of the role of the lead partner and participating companies of the consortium.



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- 25.2 **Track Record and Experience in management of software solution** – The bidder must provide information that demonstrates related experience (video conferencing solution) and track record where similar services were/is conducted indicating the start and end date of each contract. Such information must be supported to permit the NPA to verify claimed capabilities. To support the experience presented and to assist the NPA in reviewing and evaluation of the proposals, the bidders are requested to provide the following:
- At least two (2) or more signed reference letters of clients where similar services were/is conducted, listing the services received, the period of the contract i.e. start and end date of contract as well as completing **Section 13** of this document. (Note that the focus to these letters should address the relevant work experience of the bidder regarding the maintenance and support of the video conferencing solution in terms of configuration and support.
- 25.3 **Curriculum Vitae's and certified certificate** - The bidders must provide Curriculum Vitae's and valid certified certificate(s) of experienced resources in audio-visual training or relevant qualifications in the maintenance of video conferencing that will be utilized for the duration of the contract.
- 25.4 **Provide a proposal on the proposed methodology.** Bidders must provide a detailed approach and understanding of the service indicating how its service components and deliverables will be carried out including timelines to ensure that the video conferencing solution is stable and adequately supported. The following should be indicated and highlighted on the proposal i.e.
- Provide a detailed maintenance plan with timelines, in order to ensure the solution is stable and adequately supported. Indicate how the solution will be supported.
  - Quality video conferencing professionals with relevant certification.

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**SECTION 4**

**BID SUBMISSION REQUIREMENTS**

**1. WHO MAY SUBMIT A RESPONSE TO THIS BID?**

1.1 NPA invites bids from bidders who comply with the requirements for this bid. In view of the scope of work required in this bid, NPA has decided that the bidder must:

- Be able to deliver the scope and breadth of services as required.
- Comply with all other requirements as stipulated in the bid document.

**2. FRAUD AND CORRUPTION**

2.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

**3. CLARIFICATION / QUERIES**

3.1 Telephonic requests for clarification will not be considered. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference/specifications, or any other aspect concerning the bid or bid document, is to be requested in writing (letter, facsimile or e-mail) from the following contact person, stating the bid reference number:

Bid Enquiries	:	Thembi Ndleleni
E-mail	:	<a href="mailto:tenders@npa.gov.za">tenders@npa.gov.za</a>
Fax	:	012 843-3013

3.2 Queries received will be responded to within two (2) working days of receiving the query.

3.3 The NPA will not respond to any enquiries received less than seventy-two (72) hours before the closing date and time of the bid.

3.4 Bidders will get a copy of the bid document at the reception, **VGM Building (Corner Westlake & Hartley) 123 Westlake Avenue, Weavind Park, Silverton, Pretoria**, and the soft copy will be available on the NPA website ([www.npa.gov.za](http://www.npa.gov.za)).

**4. SUBMITTING BIDS**

4.1 One (1) original and two (2) copies and optional CD of the bid proposals must be handed in / delivered to the address indicated below:

<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>
NATIONAL PROSECUTING AUTHORITY VGM BUILDING WEAVIND PARK 123 WEST LAKE AVENUE SILVERTON PRETORIA	NATIONAL PROSECUTING AUTHORITY THE BID OFFICE PRIVATE BAG X 752 PRETORIA 0001

4.2 It is the responsibility of the bidder to ensure that bid documents reach the NPA on or before the closing date and time of the bid on the addresses as outline in paragraph 4.1 above. The NPA will NOT take responsibility for any bid documents received late.



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**NB: Bidders must indicate on the cover page of each document whether it is an original or a copy.**

- 4.3 Should there be any bona fide discrepancy between the original document and the copy the original will be regarded as the valid document. Malicious discrepancies may result in the disqualification of the bidder.
- 4.4 All paper copies must be neatly bound. All additions to the bid documents, i.e. appendices, supporting documentation, pamphlets, photographs, technical specifications and other support documentation covering the equipment offered etc. shall be neatly bound as part of the schedule concerned.
- 4.5 The NPA will not accept responsibility for any documentation that gets lost.
- 4.6 An original version of the bid must be submitted. An authorized employee must sign the original version in ink, or representative of the bidder and each page of the proposal shall contain the initial of the same signatory/ies.
- 4.7 Bulky documents: Bidders are requested to arrange prior to submitting the bulky documents .NPA will not take responsibility for the bid documents left anywhere else either than the tender box as indicated in paragraph 4.1 above. Bidders are encouraged to call 012 845 6037/6077 or to email to tenders@ npa.gov.za to make arrangements
- 4.8 Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.

**5. MARKING ON BID ENVELOPE / PACK**

- 5.1. Bids should be submitted in a sealed envelope, or sealed pack if too big for an envelope, marked as follows:
  - Attention : The Tender Box
  - Bid number : Supply Chain Management
  - Closing date and time : NPA 17-17/18
  - The name and address of the bidder : 07 May 2018 at 11:00 am
- 5.2 Failure to do so may result in the proposal not being identified as a bid document. The NPA will not accept responsibility for any misplaced bids.
- 5.3 Documents submitted on time by bidders shall not be returned.

**6. LATE BIDS**

- 6.1. Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00am or any time thereafter. The tender (bid) box shall be locked at exactly 11:00am and bids arriving late will not be considered under any circumstances, such as traffic problems, getting lost etc. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of bid.
- 6.2 The official Telkom time (Dial 1026) will be used to verify the exact closing time.



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**7. DIRECTIONS TO THE NPA OFFICES FOR DELIVERY OF BIDS**

**1..1 From Pretoria City Centre**

Take the Pretoria Road (extension of Church Street East) leading to Silverton. Turn left (north) into Creswell Street opposite the Botanical Gardens. Proceed until you get to the second street and turn left into Hartley Street. Continue straight ahead, this will take you to the main entrance of the VGM building.

**1..2 N1 from North**

Take the Stormvoël turn-off. Turn left at the traffic light. At the next robot turn right into the street leading to Koedoespoort. Proceed through Koedoespoort over the 3-way stop. At the next street, turn right into Hartley Street which will lead you to the main entrance of the VGM Building.

**1..3 N1 from South (coming from Johannesburg)**

Take the Polokwane/Krugersdorp turn-off and follow the Polokwane N1 leading to the North. Proceed past Centurion and skip the following turn-offs: Botha Avenue, Alberton (old Jan Smuts), Rigel Avenue and Atterbury Road.

Take the Lynnwood Road turn-off and turn right into Lynnwood Road, over the highway and immediately left into Meiring Naude (direction CSIR). Pass the CSIR until you get to a T-junction with Cussonia Street. Turn left, keeping to the right side of the road. Take the curve right in front of the CBC School. At the second robot turn left into Creswell Road and at the second street thereafter turn left into Hartley Street. This will take you to the main entrance of the VGM Building. **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

**8. ACCESS TO INFORMATION**

- 8.1 All bidders will be informed of the status of their bid once the bid process has been completed.
- 8.2 Requests for information regarding the bid process will be dealt with in line with the NPA SCM Policy and relevant legislation.

**9. REASONS FOR REJECTION**

- 9.1 NPA shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 9.2 NPA may disregard the bid of any bidder if that bidder, or any of its Directors:
  - 9.2.1 Have abused the SCM system of NPA;
  - 9.2.2 Have committed proven fraud or any other improper conduct in relation to such system;
  - 9.2.3 Have failed to perform on any previous contract and the proof exists; such actions shall be communicated to the National Treasury.
- 9.3 Bidders that submit incomplete information and documentation not according to requirements of the terms of reference and special conditions.
- 9.4 Bidders that fail to submit proposal.
  - 9.4.1 Bidders who receive information not available to other vendors through fraudulent means.



Service provider Initial/Signature: \_\_\_\_\_

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**10. CANCELLATION OF BID PROCESS**

10.1 The bid process can be postponed or cancelled at any stage provided such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.



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**SECTION 5**

**SELECTION AND EVALUATION PROCESS**

Bids received will be evaluated in accordance with the **80/20** preference point system as prescribed in the Preferential Procurement Regulation of 2017.

**Phase 1: Screening process**

During this phase, bids will be reviewed to determine compliance with all standard bidding documents, and a duly authorized representative must sign such documents.

**Phase 2: Functional evaluation**

Only bidders that have qualified on technical mandatory requirements will be evaluated on functionality. The evaluation process will be based on the bidder’s responses in respect of the bid proposal. Bidders who score a minimum qualifying score of 60% (percent) or more out of 100 on functionality will qualify to the next phase.

Proposals will be evaluated on a scale of **0-5** in accordance with the criteria below. The rating will be as follows: zero=non-submission; 1=poor; 2=Average; 3=Good; 4= Very Good and 5= Excellent

<b>FUNCTIONALITY EVALUATION CRITERIA</b>	<b>WEIGHT</b>
<b>1. Proposed Methodology</b>	
<p>Bidders must provide a detailed approach and understanding of the service indicating how its service components and deliverables will be carried out including timelines to ensure that the video conferencing solution is stable and adequately supported. The following should be indicated and highlighted on the proposal i.e.</p> <ul style="list-style-type: none"> <li>▪ Provide a detailed maintenance plan with timelines, in order to ensure the solution is stable and adequately supported. Indicate how the solution will be supported.</li> <li>▪ Quality video conferencing professionals with relevant certification.</li> </ul>	<p><b>10</b></p> <p><b>10</b></p>
<b>2. Experience and performance capabilities</b>	
<p>Bidders must demonstrate related experience (video conferencing solution) and performance capabilities by providing documentary proof in the form of at least two (2) or more reference letters (on letter head of referee and signed by the relevant authority) confirming the period of the contract where similar services were/are conducted indicating the start and end date of each contract.</p> <p style="margin-left: 40px;">           Less than One (1) year                      = 0 point            One (1) to less than four (4) years       = 3 points            Four (4) to less than seven (7) years     = 4 points            Seven (7) years and above                 = 5 points         </p> <p>Non-submission of reference letter will score Zero (0) Points.</p> <p><b>Note:</b> <u>In case where bidders fail to submit reference letters with no confirmation of the period of the contract, the bidder will be allocated zero (0) points.</u></p>	<b>30</b>
<b>3. Resources and Experience</b>	
<p>Bidders must provide Curriculum Vitae’s (CV’s) of the experienced resources that will be utilised for the duration of this contract clearly highlighting areas of experience/ competence relevant to video conferencing configurations and support including the resources Certificate(s) in audio-visual training or relevant qualifications in the maintenance of video conferencing</p>	



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<b>FUNCTIONALITY EVALUATION CRITERIA</b>	<b>WEIGHT</b>
<p><b>EXPERIENCE</b></p> <p>Two years and less = 1 Point</p> <p>Up to three (3) years = 2 Points</p> <p>Up to four (4) years = 3 Points</p> <p>Up to five (5) years = 4 Points</p> <p>Above five (5) years and more = 5 Points</p> <p>Non-submission of Curriculum Vitae's and / or Certificate will be scored zero (0).</p>	<b>50</b>
<b>Functional Total</b>	<b>100</b>
<b>Threshold</b>	<b>60%</b>

The percentage for functionality will be calculated as follows

$$P_s = \frac{so}{ms} \times 100$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms= maximum possible score, i.e. 5x (a) 100 = 500

Ap = percentage allocated for functionality (in this bid = 100)

- i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- ii. The scores for each criterion will be added to obtain the total score.
- iii. This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 60 percent on functionality will be evaluated and scored in terms of Price and B-BBEE status level contribution preference points.
- iv. Bidders not meeting a minimum qualifying score of 60 percent on functionality

### **Phase 3: Price and B-BBEE Status Level Contribution**

Preference points claimed by service providers will be calculated and added to the points scored for Price.



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## SECTION 6

### **SPECIFICATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MAINTENANCE AND SUPPORT OF VIDEO CONFERENCING SOLUTION TO THE NPA FOR A PERIOD OF THREE (3) YEARS.**

#### **1. PURPOSE**

1.1 The purpose of this bid is to appoint of a service provider to provide maintenance and support services of video conferencing solution to the NPA for a period of three (3) years.

#### **2. BACKGROUND**

2.1 The NPA video conferencing footprint comprises of Head Office and regional offices with a number of audio-visual equipment installed across its environment. The main objective of this service is to provide maintenance and support the Video Conferencing Solution of the NPA; for the full list of equipment installed. The current equipment is four (4) years old and has been serviced for the last three (3) years.

**Refer to sites on paragraph 4.1.7 and Annexure A & B.**

2.2 To effectively support this equipment for the next three (3) years outside the OEMs warranty, provisions needs to be made for on-site maintenance on the equipment.

2.3 If any devices catered for in the agreement needs to be replaced it should be replaced with a similar unit of similar quality and usage. Faulty cables will be replaced with similar or similar quality and length cables. **All reports should be submitted quarterly to the National Prosecuting Authority.**

#### **3. TECHNICAL REQUIREMENTS**

**3.1 On-site maintenance for installed equipment:** The maintenance plan must cover the equipment installed in the Boardrooms and in the Auditoriums. The maintenance of the equipment should cover the following activities:

- Checks and cleaning of equipment during the quarterly checks
- Display screen must be cleaned with anti-static cleaning materials.
- The units must be tested if it powers on.
- The clarity of the display must be checked.
- Cables to be neatened to ensure that it does not cause any H&S risks.
- Projectors lenses must be cleaned with anti-static cleaning materials.
- The units must be tested if it powers on.
- The lamp must be tested for clarity and be replaced if it is not to standard.
- Cables to be neatened to ensure that it does not cause any H&S risks.

#### **3.2 Video Conferencing units**

- The remote control must be cleaned.
- The batteries must be checked and replaced if it does not work. (Battery replacements do not include missing batteries).
- All buttons on the remote must be tested to be functional. Faulty remotes will be replaced.
- The camera lens must be cleaned with anti-static cleaning materials.
- Faulty cameras must be repaired or replaced if it is not repairable.
- The LifeSize Express 220 must be tested if it power on.



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- Clean the unit with anti-static materials. Check the contact list to be available.
- Make an IP call. Make an ISDN call. Multi point call test will be conducted
- Check all cables and neatened all cable that it does not cause any H&S risks.
- Faulty units must be repaired or replaced if it is not repairable

### 3.3 Audio

- Check that the AMP Power on. Clean the AMP with anti-static materials.
- Check all cables and neatened all cable that it does not create any H&S risks
- Faulty AMP's must be repaired or replaced if not repairable.
- Test all microphones to power on
- Check the batteries and replace batteries what is not in a good condition. (Battery replacement does not include missing batteries).
- Test the clarity of microphones. Clean all microphones with anti-static cleaning materials
- Faulty mic must be repaired and replaced if not repairable
- Test all speakers to power on.
- Clean all speakers with anti-static materials
- Test the quality and clarity of the sound from the speakers
- Faulty speakers must be repaired or replaced if not repairable

### 3.4 Touch Panels

- Touch panels power must be tested.
- The units lay out must be checked and reloaded if it is corrupt.
- The unit must be cleaned with anti-static materials.
- Faulty units must be repaired or replaced if not repairable.
- The controller must be tested if it power on.
- The unit must be cleaned with anti-static materials.
- All cables must be checked and neatened that it does not cause any H&S risks.
- Faulty units must be repaired or replaced if not repairable
- The matrix switcher will be tested if it power on.
- The unit must be cleaned with anti-static material.
- All cable must be checked and neatened that it does not create any H&S risks.
- Faulty units must be repaired or replaced if it is not repairable.
- HDMI Matrix switchers must be cleaned with anti-static materials.
- The unit will be tested to power on.
- Cables must be checked and neatened that it does not create any H&S risks.
- Faulty units must be repaired or replaced if it is not repairable.

## 4. SLA Deliverables: Through the Service Level Agreement (SLA) for support services, the following services should be provided to the NPA for a period of three (3) years:

- 4.1 Onsite Engineer:** An on-site Engineer must be placed on-site three (3) working days excluding weekends and public holidays at the NPA's Head Office in Pretoria, Silverton. **Note:** Should a need arise to replace the on-site engineer, an engineer of similar/ better calibre and experience must be provided. **The duties of site engineer will include but not limited to:**
- i. Perform all the services listed under the technical requirements. (Refer to paragraph 3.1 – 3.4) above.
  - ii. Maintain the solution architecture of the system installed. Ensuring adherence to Manufacturer standards, and functional description of all components that are used.

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iii. Ensure that all installed equipment are equipped and adhere to the following initial requirements:

**a) Auditorium**

- i. 2 projectors, one for conferencing and another for presentations
- ii. Camera
- iii. Ceiling mounted microphones with interface/controllers
- iv. 2 x Hand-held wireless microphones
- v. 4 x lapel microphones for the auditoriums
- vi. 2 x Podium microphones
- vii. Wall mounted speakers
- viii. Management and control unit
- ix. Recording of entire conference
- x. Management of the Bridge device or technology that allows the Sixteen (16) offices to connect and record their conferences.

**b) Boardrooms**

- i. Management of the 2 display units, one for conferencing and another for presentations
- ii. Camera
- iii. Ceiling mounted microphones with interface/controllers
- iv. Wall mounted speakers
- v. Management and control unit
- vi. Connecting up to 4 offices for a single conference
- vii. Voice conference device for voice conferences

4. The services must be provided to ensure that any hardware maintenance requirements will comply with the requirements as listed below:

- i. Hours to respond within business hours to any faults reported on the equipment.
- ii. 4 hour to repair/replace hardware reported as faulty<sup>1</sup>
- iii. Software support of 2 hours to respond to any software related failures, and 4 hours to repair software related failures.
- iv. All incidents/requests will be reported via the NPA Help Desk (\*5050/ helpdesk@npa.gov.za)

5. The SLA should make provisions for remote support from the NPA's VGM Building.

6. The on-site engineer and the NPA users should have access to a 24 hour / 7 days a week Call Center that will assist in troubleshooting errors.



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- i. The video conferencing solution must be available during normal working hours (8h00 – 16h30).  
**Note:** Exceptional cases might require support services to be available outside normal working hours.
- ii. The SLA for support Services must provide a mechanism where the calls logged are responded to and resolved within the SLA time frames.
- iii. The Service Management Services of which the On-site Engineer falls within covers the following Offices:

<b>National Prosecuting Authority Sites</b>
1. NPA VGM Auditorium
2. NPA VGM NDPP Boardroom
3. NPA VGM Executive Boardroom
4. NPA VGM Press room
5. NPA DPP Cape Town Auditorium
6. NPA DPP Cape Town 4th Floor Executive Boardroom
7. NPA DPP Cape Town 3rd Floor Boardroom
8. NPA DPP Durban Boardroom
9. NPA DPP Pietermaritzburg Boardroom
10. NPA DPP Bloemfontein Boardroom
11. NPA DPP Kimberley Boardroom
12. NPA DPP East London Boardroom
13. NPA DPP Grahamstown Boardroom
14. NPA DPP Mthatha Boardroom
15. NPA DPP Bhishe Boardroom
16. NPA DPP Port Elizabeth Boardroom
17. NPA DPP Mafikeng Boardroom
18. NPA DPP Johannesburg 10th Floor Boardroom
19. NPA DPP Pretoria Boardroom
20. NPA DPP Polokwane Boardroom

**iv. Services to be provided under the SLA will further include the following:**

- a) Assist NPA officials who need to use the video conferencing facilities with setting up the Conference and with all the VC functionalities.
- b) Provide Ad-hoc basic assistance to users on how to use the facility
- c) Setup pre arrange conference calls for the Client staff members.
- d) Provide Monthly reports to NPA Management on calls logged and completed for the month, and any Service level related reports as may be required by the NPA.



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**ANNEXURE A: LIST OF INSTALLED EQUIPMENT**

Item Code	Description	Qty	Serial Number	Ass Tag
<b>Site Name: NPA VGM (Server room)</b>				
999998U1896355	FILE SERVER 3350 UVC BUNDLE	1	SPV5906000152	IT38145
	FILE SERVER 1150 UVC BUNDLE	1	SPT5905000253	IT38144
	FILE SERVER 1150 UVC BUNDLE	1	SPT5905000244	IT38143
99998U1896316	DISTRIBUTOR VIDEO UVC VIDEO CENTRE	1		
999998U1896278	NETWORKER S/T	1	BS68390690772	IT38167
	NETWORKER S/T	1	BS69030690976	IT38166
	NETWORKER S/T	1	BS683906907c7	IT38170
	NETWORKER S/T	1	BS68400690796	IT38168
999998U1895237	POWER SUPPLY NETWORKER	1		
999998U1895238	POWER SUPPLY NETWORKER	1		
999998U1895239	POWER SUPPLY NETWORKER	1		
999998U1895240	POWER SUPPLY NETWORKER	1		
<b>Site Name: VGM Auditorium</b>				
999998U1896304	LIFESIZE ROOM 220	1	FV68190C62C7	IT37978
		1	JR690700A4021	IT37977
		1	KP691107975D0	IT37976
999998U1896278	NETWORKER ST	1	BS684006907D0	IT38169
999998U1895237	POWER SUPPLY NETWORKER	1		
999998T7973896	LIFESIZE CAMERA AND POWER SUPPLY	1	JR690600A3467	IT37975
<b>Site Name: DPP Cape Town Auditorium</b>				
999998U1896278	NETWORKER ST	1	BS69030690A22	IT38165
999998U1895237	POWER SUPPLY NETWORKER	1		
999998U1895213	EXPRESS 220	1	HK684908AD644	IT38037
	PHONE	1	KP69110795156	IT38173
	CAMERA	1	JR690600A3399	IT38038
<b>Site Name: DPP Mafikeng</b>				
999998U1896278	NETWORKER ST	1	BS682806904B1	IT38151
999998U1895213	EXPRESS 220	1	HK684908ABCA4	IT38122
	PHONE	1	KP69110797CA4	IT38187
	CAMERA	1	JR6907009AC84	IT38123
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Bloemfontein</b>				
999998U1896278	NETWORKER ST	1	BS68280690174	IT38152
999998U1895213	EXPRESS 220	1	hk684908ab901	it38116
	PHONE	1	kp69110797d94	it38186
	CAMERA	1	jr6907009da96	it38117
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Kimberly</b>				



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999998U1896278	NETWORKER ST	1	BS68280690477	IT38153
999998U1895213	EXPRESS 220	1	HK684908AC766	IT38114
	PHONE	1	KP69110797765	IT38185
	CAMERA	1	JR6907009D197	IT38115
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Durban</b>				
999998U1896278	NETWORKER ST	1	BS68280690499	IT38154
999998U1895213	EXPRESS 220	1	HK684908AB7A9	IT38108
	PHONE	1	KP69110797BB4	IT38184
	CAMERA	1	JR6907009D287	IT38109
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Pietermaritzburg</b>				
999998U1896278	NETWORKER ST	1	BS68280690590	IT38155
999998U1895213	EXPRESS 220	1	HK684908AC5A8	IT38102
	PHONE	1	KP69110798025	IT38183
	CAMERA	1	JR69000099039	IT38103
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Polokwane</b>				
999998U1896278	NETWORKER ST	1	BS68280690501	IT38156
999998U1895213	EXPRESS 220	1	HK684908AC6C1	IT38096
	PHONE	1	KP69110795ED7	IT38182
	CAMERA	1	JR690600A2AD9	IT38097
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Cape Town 4th Floor</b>				
999998U1896278	NETWORKER ST	1	BS68280690589	IT38157
999998U1895213	EXPRESS 220	1	HK684908AC6E3	IT38089
	PHONE	1	KP69110797A68	IT38181
	CAMERA	1	JR6907009D535	IT38090
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Cape Town 3rd Floor</b>				
999998U1896278	NETWORKER ST	1	BS682806904E4	IT38158
999998U1895213	EXPRESS 220	1	HK684908AB888	IT38082
	PHONE	1	KP69110798520	IT38180
	CAMERA	1	JR6907009E075	IT38083
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP East London</b>				
999998U1896278	NETWORKER ST	1	BS69030690910	IT38160
999998U1895213	EXPRESS 220	1	HK684908ACFE2	IT38068
	PHONE	1	KP69110798C83	IT38178
	CAMERA	1	JR6907009EC22	IT38069
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Bhisho</b>				



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999998U1896278	NETWORKER ST	1	BS69020690863	IT38161
999998U1895213	EXPRESS 220	1	HK684908AD868	IT38061
	PHONE	1	KP69110797B58	IT38177
	CAMERA	1	JR6907009D984	IT38062
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Grahamstown</b>				
999998U1896278	NETWORKER ST	1	BS69030690A99	IT38162
999998U1895213	EXPRESS 220	1	HK684908AC182	IT38054
	PHONE	1	KP69110797DE9	IT38176
	CAMERA	1	JR690600A3164	IT38055
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Mthatha</b>				
999998U1896278	NETWORKER ST	1	BS69030690808	IT38163
999998U1895213	EXPRESS 220	1	HK684908AD082	IT38048
	PHONE	1	KP69110795572	IT38175
	CAMERA	1	JR690600A4200	IT38049
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Port Elizabeth</b>				
999998U1896278	NETWORKER ST	1	BS69030690AF5	IT38164
999998U1895213	EXPRESS 220	1	HK684908AC665	IT38042
	PHONE	1	KP691107978F5	IT38174
	CAMERA	1	JR690600A3D00	IT38043
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: VGM Executive Boardroom</b>				
999998U1896278	NETWORKER ST	1	BS69030690B34	IT38159
999998U1895213	EXPRESS 220	1	HK684908ACF86	IT38075
	PHONE	1	KP691107978D3	IT38179
	CAMERA	1	JR6907009F1F5	IT38076
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP JHB 10<sup>th</sup> floor Boardroom</b>				
999998U1896278	NETWORKER ST	1	BS68160690395	IT38149
999998U1895213	EXPRESS 220	1	hk684908ad846	IT38142
	PHONE	1	kp691107981f9	IT38189
	CAMERA	1	jr6907009c5d4	IT38141
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: VGM NDPP Boardroom</b>				
999998U1896278	NETWORKER ST	1	BS	IT38135
999998U1895213	EXPRESS 220	1	HK684908ab6c0	IT38147
	PHONE	1	KP69100797360	IT38190
	CAMERA	1	JR6907009dfd5	IT38146
999998U1895237	POWER SUPPLY NETWORKER	1		
<b>Site Name: DPP Pretoria Boardroom</b>				
999998U1896278	NETWORKER ST	1	VS68120690144	IT38148



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999998U1895213	EXPRESS 220	1	HK67280739468	IT36015
	PHONE	1	KP67370769B42	IT38242
	CAMERA	1	JR6737005COE7	IT38258
999998U1895237	POWER SUPPLY NETWORKER	1		
Site Name:	<b>VGM Press Room</b>			
999998U1896278	NETWORKER ST	1	bs68120690133	IT38150
999998U1895213	EXPRESS 220	1	hk684908ab608	it38140
	PHONE	1	kp69110798407	it38188
	CAMERA	1	jr690700a2906	it38139
999998U1895237	POWER SUPPLY NETWORKER	1		

Item Code	Description	Qty	Serial Number	Ass Tag
Site Name:	<b>VGM Auditorium</b>			
999998U1896215	WALL/FLOOR MEDIA TRANSMITTER (LOUDSPEAKER)	1	10071282	IT37988
999998U1896227	CEILING MOUNT SPEAKER	1	13060145	IT34429
999998U1896227	CEILING MOUNT SPEAKER	1	13060146	IT34430
999998U1896227	CEILING MOUNT SPEAKER	1	13060147	IT34431
999998U1896227	CEILING MOUNT SPEAKER	1	13060148	IT34432
999998U1896227	CEILING MOUNT SPEAKER	1	13060149	IT34433
999998U1896227	CEILING MOUNT SPEAKER	1	13060150	IT34434
999998U1896227	CEILING MOUNT SPEAKER	1	13060151	IT34435
999998U1896227	CEILING MOUNT SPEAKER	1	13060152	IT34436
999998U1896227	CEILING MOUNT SPEAKER	1	13060153	IT34437
999998U1896227	CEILING MOUNT SPEAKER	1	13060154	IT34438
999998U1896227	CEILING MOUNT SPEAKER	1	13060155	IT34439
999998U1896227	CEILING MOUNT SPEAKER	1	13060156	IT34440
999998U1896241	TOUCH PANEL	1	10648010	IT38192
999998U1895326	POWER SUPPLY TOUCH PANEL	1	10388558	IT37979
999998T6786192	VIVTEK PROJECTOR	1	WD966HD-WT4030195	IT38237
999998T6786192	VIVTEK PROJECTOR	1	WD966HD-WT4030107	IT38238
999998U1896191	GOOSENECK WIRELESS MICROPHONE	1		IT37987
999998U1896189	SHURE WIRELESS PRESENTER	1	1ML1060449	IT37983
999998U1896189	SHURE WIRELESS PRESENTER	1	1ML1060459	IT37982
999998U1896177	SHURE LAPEL MIC SYSTEM	1	1NC0468237	IT37980
999998U1895338	4X4 MATRIX REMOTE TX	1	1140188100050	IT38236
999998U1895415	12 BUTTON PANEL	1	10228324	IT38241
999998U1896165	AUDIO MIXER AMPLIFIER	1	1101-0078	IT38240
999998U1896153	AUDIA 4 CHANNEL AMPLIFIER	1	1212-0751	IT38239
999998U1895391	DIGITAL MEDIA CONTROLER	1	9987967	IT37974
999998U1895264	FACEPLATE	1		
999998U1895252	25U CABINET	1		IT34441



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

Site Name:	<b>DPP CAPE TOWN Auditorium</b>			
999998U1896342	TOUCH PANEL	1	10648168	IT38194
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810848	IT38036
999998U1895340	MEDIA TRANSMITTER	1	9954869	IT38035
999998U1895391	MC3 CONTROL SYSTEM	1	9323593	IT38196
999998U1896189	SHURE WIRELESS PRESENTER	1	1ML1060465	IT37985
999998U1896189	SHURE WIRELESS PRESENTER	1	1MJ2802912	IT37981
999998U1896177	SHURE LAPEL MIC SYSTEM	1	1NC0468231	IT37984
999998U1896191	GOOSENECK WIRELESS MICROPHONE	1		IT37986
999998U0979753	SAMSUNG SMART TV	1	LGY7384F50000 7	IT38017
999998U0979753	SAMSUNG SMART TV	1	LGY7384F50003 2	IT38016
Site Name:	<b>DPP Mafikeng</b>			
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0201	IT38231 / IT38230
999998U1896342	TOUCH PANEL	1	10761846	IT38127
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413687	IT38126
999998U1895340	MEDIA TRANSMITTER	1	9954905	IT38125
999998U1895391	MC3 CONTROL SYSTEM	1	9862829	IT38124
999998U1895302	SMART POP UP	1		IT38031
999998U0979753	SAMSUNG SMART TV	1	LGY7384F50001 3	IT38022
	SAMSUNG SMART TV	1	LGY7384F50000 5	IT38023
Site Name:	<b>DPP Bloemfontein</b>			
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0244	IT38229 / IT38228
999998U1896342	TOUCH PANEL	1	10762242	it38121
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810693	it38120
999998U1895340	MEDIA TRANSMITTER	1	9954892	it38119
999998U1895391	MC3 CONTROL SYSTEM	1	9862838	it38118
999998U1895302	SMART POP UP	1		IT38030
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500011	IT37991
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500017	IT37990
Site Name:	<b>DPP Kimberly</b>			
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0240	IT38227 / IT38226
999998U1896342	TOUCH PANEL	1	10762554	IT38113



Service provider Initial/Signature: \_\_\_\_\_



Bid Number: NPA 17-17/18		National Prosecuting Authority		
Prepared By: Supply Chain Management Unit				
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.				
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413587	IT38112
999998U1895340	MEDIA TRANSMITTER	1	9954853	IT38111
999998U1895391	MC3 CONTROL SYSTEM	1	9862831	IT38110
999998U1895302	SMART POP UP	1		IT38029
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500010	IT37993
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500058	IT37992
<b>Site Name: DPP Durban</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0239	IT38224 / IT38225
999998U1896342	TOUCH PANEL	1	10762543	IT38107
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413716	IT38106
999998U1895340	MEDIA TRANSMITTER	1	9954856	IT38105
999998U1895391	MC3 CONTROL SYSTEM	1	9862452	IT38104
999998U1895302	SMART POP UP	1		IT38028
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500064	it37995
	SAMSUNG SMART TV	1	lgy7384f500004	it37994
<b>Site Name: DPP Pietermaritzburg</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0214	IT38223 / IT38222
999998U1896342	TOUCH PANEL	1	10761858	IT38101
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413578	IT38100
999998U1895340	MEDIA TRANSMITTER	1	9954817	IT38099
999998U1895391	MC3 CONTROL SYSTEM	1	9862983	IT38098
999998U1895302	SMART POP UP	1		IT38027
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500027	it37997
	SAMSUNG SMART TV	1	lgy7384f500063	it37996
<b>Site Name: DPP Polokwane</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0204	IT38220 / IT38221
999998U1896342	TOUCH PANEL	1	10648656	IT38095
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413828	IT38094
999998U1895340	MEDIA TRANSMITTER	1	9954936	IT38093
999998U1895391	MC3 CONTROL SYSTEM	1	9862989	IT38092
999998U1895302	SMART POP UP	1		IT38026
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500062	it37999
	SAMSUNG SMART TV	1	lgy7384f500008	it37998



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

<b>Site Name: DPP Cape Town 4th Floor</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0238	IT38218 / IT38219
999998U1896342	TOUCH PANEL	1	10648639	IT38088
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810691	IT38087
999998U1895340	MEDIA TRANSMITTER	1	9954878	IT38086
999998U1895391	MC3 CONTROL SYSTEM	1	9862820	IT38085
999998U1895302	SMART POP UP	1		IT38084
999998T6786192	VIVTEK PROJECTOR	1	4080056	IT37968
999998T6786192	VIVTEK PROJECTOR	1	4080039	IT37969
<b>Site Name: DPP Cape Town 3rd Floor</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0237	IT38216 / IT38217
999998U1896342	TOUCH PANEL	1	10761743	IT38081
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810710	IT38080
999998U1895340	MEDIA TRANSMITTER	1	9954862	IT38079
999998U1895391	MC3 CONTROL SYSTEM	1	9862814	IT38078
999998U1895302	SMART POP UP	1		IT38077
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500057	it38003
	SAMSUNG SMART TV	1	lgy7384f500061	it38002
999998U1896189	SHURE WIRELESS PRESENTER	1	1ml1060465	IT37985
999998U1896189	SHURE WIRELESS PRESENTER	1	1mj2802912	IT37981
999998U1896177	SHURE LAPEL MIC SYSTEM	1	1nc0468231	IT37984
999998U1896191	MX412S/C	1		IT37986
<b>Site Name: DPP East London</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0213	IT38212 / IT38213
999998U1896342	TOUCH PANEL	1	10761843	IT38067
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413552	IT38066
999998U1895340	MEDIA TRANSMITTER	1	9954874	IT38065
999998U1895391	MC3 CONTROL SYSTEM	1	9862825	IT38064
999998U1895302	SMART POP UP	1		IT38063
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500015	it38007
	SAMSUNG SMART TV	1	lgy7384f500006	it38006
<b>Site Name: DPP Bhishe</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0211	IT38210 / IT38211
999998U1896342	TOUCH PANEL	1	10761716	IT38060



Service provider Initial/Signature: \_\_\_\_\_



Bid Number: NPA 17-17/18		<b>National Prosecuting Authority</b>		
Prepared By: Supply Chain Management Unit				
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999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413712	IT38059
999998U1895340	MEDIA TRANSMITTER	1	9954842	IT38058
999998U1895391	MC3 CONTROL SYSTEM	1	10524720	IT38057
999998U1895302	SMART POP UP	1		
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500018	it38009
	SAMSUNG SMART TV	1	lgy7384f500012	it38008
<b>Site Name: DPP Grahamstown</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0242	IT38208 / IT38209
999998U1896342	TOUCH PANEL	1	10761976	IT38053
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413583	IT38052
999998U1895340	MEDIA TRANSMITTER	1	9954929	IT38051
999998U1895391	MC3 CONTROL SYSTEM	1	10524644	IT38198
999998U1895302	SMART POP UP	1		IT38050
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500066	it38011
	SAMSUNG SMART TV	1	lgy7384f500020	it38010
<b>Site Name: DPP Mthatha</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0215	IT38206 / IT38207
999998U1896342	TOUCH PANEL	1	10761836	IT38047
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413666	IT38046
999998U1895340	MEDIA TRANSMITTER	1	9954917	IT38045
999998U1895391	MC3 CONTROL SYSTEM	1	9324662	IT38197
999998U1895302	SMART POP UP	1		IT38044
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500002	it38013
	SAMSUNG SMART TV	1	lgy7384f500021	it38012
<b>Site Name: DPP Port Elizabeth</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0216	IT38204 / IT38205
999998U1896342	TOUCH PANEL	1	10645461	IT38193
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810847	IT38041
999998U1895340	MEDIA TRANSMITTER	1	9954628	IT38040
999998U1895391	MC3 CONTROL SYSTEM	1	9515638	IT38195
999998U1895302	SMART POP UP	1		IT38039
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500065	it38015
	SAMSUNG SMART TV	1	lgy7384f500059	it38014



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

Site Name:		<b>VGM Executive Boardroom</b>		
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0212	IT38214 / IT38215
999998U1896342	TOUCH PANEL	1	10761956	IT38074
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413670	IT38073
999998U1895340	MEDIA TRANSMITTER	1	9954900	IT38072
999998U1895391	MC3 CONTROL SYSTEM	1	9862819	IT38071
999998U1895302	SMART POP UP	1		IT38070
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500014	it38005
	SAMSUNG SMART TV	1	lgy7384f500056	it38004
Site Name:		<b>DPP JHB 10<sup>th</sup> floor Boardroom</b>		
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0241	IT38233 / IT38232
999998U1896342	TOUCH PANEL	1	10648633	IT38131
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413722	IT38134
999998U1895340	MEDIA TRANSMITTER	1	9953833	IT38133
999998U1895391	MC3 CONTROL SYSTEM	1	9862451	IT38132
999998U1895302	SMART POP UP	1		IT38033
999998U0979753	SAMSUNG SMART TV	1	LGY7384F500024	IT38019
	SAMSUNG SMART TV	1	LGY7384F500060	IT38018
Site Name:		<b>VGM NDPP Boardroom</b>		
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0210	IT38200 / IT38203
999998U1896342	TOUCH PANEL	1	10648168	IT38194
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810848	IT38036
999998U1895340	MEDIA TRANSMITTER	1	9954869	IT38035
999998U1895391	MC3 CONTROL SYSTEM	1	9323593	IT38196
999998U1895302	SMART POP UP	1		IT38033
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500007	it38017
	SAMSUNG SMART TV	1	lgy7384f500026	it38016
Site Name:		<b>VGM Press Room</b>		
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0243	IT38234 / IT38235
999998U1896342	TOUCH PANEL	1	10648086	IT38191
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	11413570	IT38138



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18		<b>National Prosecuting Authority</b>		
Prepared By: Supply Chain Management Unit				
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.				
999998U1895340	MEDIA TRANSMITTER	1	9954924	IT38137
999998U1895391	MC3 CONTROL SYSTEM	1	9862823	IT38136
999998U1895302	SMART POP UP	1		IT38091
999998U0979753	SAMSUNG SMART TV	1	lgy7384f500025	IT38025
	SAMSUNG SMART TV	1	lgy7384f500003	IT38024
<b>Site Name: DPP Pretoria Boardroom</b>				
999998U1895353	LOUDSPEAKER AUDIO SET 2 WAY ST	1	1309-0209	IT38202/ IT38201
999998U1896342	TOUCH PANEL	1	SN107762242	IT38121
999998U1895326	POWER SUPPLY TOUCH PANEL	1		
999998U1895264	DOCKING STATION	1		
999998U1895338	MEDIA RECEIVER	1	10810733	IT38130
999998U1895340	MEDIA TRANSMITTER	1	9954882	IT38129
999998U1895391	MC3 CONTROL SYSTEM	1	9862947	IT38128
999998U1895302	SMART POP UP	1		IT38034
999998U0979753	SAMSUNG SMART TV	1	LGY7384F50002 3	IT38021
	SAMSUNG SMART TV	1	LGY7384F50002 2	IT38020

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

**ANNEXURE B: QUANTITIES OF INSTALLED EQUIPMENT**

SERVICE/PRODUCT	DESCRIPTION	QUANTITY
Life size Equipment	LifeSize Express220	18
	LifeSize 2nd Gen Phone	18
	LifeSize Networker	24
	LifeSize Room220	1
	LifeSize Camera 10X	1
	LifeSize UVC access (75 pack or more)	1
	LifeSize UVC Core Bundle - Large Enterprise	1
	Projectors	6
	55" LCD Monitor	18
	Crestron MC3-The debut control system from Crestron	20
	Crestron TPMC-4SMD-B-S Stylish, compact, and affordable touch screen	18
	Crestron - TPS-6 Backing Box	18
	Crestron C2N-VEQ4 - Channel Digital Volume Control, 4x4 Matrix Mixer	20
	Kramer - 4x4 Component Video & Digital Audio Matrix Switcher	20
	Kramer - 4x4 HDMI Matrix Switcher	20
	Kramer VP443 -10-Input Analog & HDMI ProScale™	18
Audio visual Equipment	Apart Audio -SDQ5PIR-BL - Design 2-way active stereo cabinet loudspeaker	36
	Crestron CNX-BN12-A-T -12 button keypad	1
	Nexacs Amplifier - 8 microphone Mixer	1
	Apart Audio - PA 240P -Power amplifier 240 w @ 100V with program	1
	Shure SLXL4 - Hand held wireless mics	2
	Shure SLXL4 - Lapel Microphones	4
	Shure MX412 Goose Neck -Poduim Microphones	2
	Apart Audio - Mask 8 BL -MDF wooded Hi-Fi Pro design speaker	1
	Apart Audio CM20T- 8" 2-Way Hi-Fi built-in loudspeaker, surround sound	12
	Crestron TPS-6-An incredibly stylish and compact 5.7" table top tilt touch panel	1
	Crestron - TPS-6 Backing Box	1



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

**SECTION 7**

**PRICING SCHEDULE – FIXED PRICES**

Name of the bidder.....	Bid Number: <b>NPA 17-17/18</b>
Closing time 11:00	Closing Date: <b>07 May 2018</b>

1. Bidders must complete the **pricing schedule in full** for Life-Size equipment extended maintenance plan on Audio Visual Equipment and Service Level Agreement (including Service Management Services).

NO	ITEM	SERVICE DESCRIPTION	SERVICE LEVEL AGREEMENT AMOUNT		TOTAL AMOUNT
1.	Life Size Equipment (VC Network components)	Maintenance and Support (Boardrooms)	Annual SLA price for year 1	R.....	R..... (SLA price for three (3) year period)
			Annual SLA price for year 2	R.....	
			Annual SLA price for year 3	R.....	
2.	Audio Visual Equipment	Maintenance and Support (Auditoriums)	Annual SLA price for year 1	R.....	R..... (SLA price for three (3) year period)
			Annual SLA price for year 2	R.....	
			Annual SLA price for year 3	R.....	
<b>Total Bid Amount for Maintenance and Support (Inclusive of all applicable costs) – Transferred to the SBD 1</b>					<b>R.....</b>



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

**1. THREE (3) YEARS MAINTENANCE AND SUPPORT**

- Bidders are required to indicate a three (3) years maintenance and support amount on the above pricing schedule. **(Note: Prices accepted should remain fixed from the date of acceptance for a contract period of three (3) years. The bidder must consider any possible price increases and/or escalations as no additional costs will be admitted later).**

**2. IMPORTED ITEMS**

- Bidders are required to keep their bid price fixed for imported items (spare parts) for a period of 90 days from the date of the acceptance of the quotation and thereafter Rate of Exchange (RoE) may be considered.
- Bidders are required to indicate which spare parts are subjected to RoE if applicable. The provision of spare parts will be procured separately as and when required. **Note: Prior to the installation and replacement of spare parts, approval must be obtained from the NPA.**

**3. CONDITIONS APPLICABLE TO THE SERVICE PROVIDER PRICING**

- The bidders must complete the pricing schedule (Inclusive of any escalation and/or all costs deemed necessary, as no additional costs will be admitted later).
- The total amount indicated on the pricing schedule should be transferred to SBD 1 and will be utilised in calculating the points for price. **Note: If there are any discrepancies in the pricing proposal, the NPA may reject the bid based on the discrepancy.**
- All prices must be quoted in South African Rands and must be inclusive of all applicable taxes.
- Prices are to remain fixed and valid.

**NOTE: Bidders are required to complete the above pricing schedule in full not part thereof. Failure to complete the pricing schedule will result in disqualification.**

Declaration

I/We have examined the information and conditions provided in pricing schedule. I/We confirm that the prices quoted in this are fixed and valid for the stipulated period.

**Signature of the bidder:** .....

**Date:** .....



Service provider Initial/Signature: \_\_\_\_\_

Bid Number: NPA 17-17/18	<b>National Prosecuting Authority</b>
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of service provider to provide maintenance and support services of the video conferencing solution to the NPA for a period of three (3) years.	

**SECTION 8**

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2
  - a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



Service provider Initial/Signature: \_\_\_\_\_

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations,



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preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

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

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

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

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



Service provider Initial/Signature: \_\_\_\_\_

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

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

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

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....COMPANY

**CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.7 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in



Service provider Initial/Signature: \_\_\_\_\_

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paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>



Service provider Initial/Signature: \_\_\_\_\_

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**SECTION 9**

**SBD 4**

**DECLARATION OF INTEREST**

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

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

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

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

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means –

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

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:



Service provider Initial/Signature: \_\_\_\_\_

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

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

.....  
 Position occupied in the state institution .....

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

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

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

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

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

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

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

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

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

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

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**



Service provider Initial/Signature: \_\_\_\_\_

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of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

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

**4 DECLARATION**

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

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder



Service provider Initial/Signature: \_\_\_\_\_

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**SECTION 10**

**SBD 8**

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

4.1	Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



Service provider Initial/Signature: \_\_\_\_\_

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SBD 8

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



*Service provider Initial/Signature:* \_\_\_\_\_



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**SECTION 11**

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

**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)



Service provider Initial/Signature: \_\_\_\_\_

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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.

<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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder



Service provider Initial/Signature: \_\_\_\_\_

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**SECTION 12**

**Confirmation**

HAS A VALID ORIGINAL TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD2) YES / NO  
 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE SERVICES OFFERED BY YOU YES / NO

**Declaration**

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are fixed and valid for the stipulated period. I/We confirm the availability of the proposed team members/ and or services. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

**Signature of bidder:** .....

Date: .....

Are you duly authorized to commit the bidder: YES / NO

Capacity under which this bid is signed .....

**Domicilium**

---

NPA chooses the following as its domicilium citandi et executandi for all purposes of and in connection with the final contract:  
**NATIONAL PROSECUTING AUTHORITY , VGM BUILDING, WEAVIND PARK, 123 WEST LAKE AVENUE, SILVERTON, PRETORIA**

.....

The bidder must indicate its domicilium citandi et executandi for all purposes of and in connection with the final contract.

.....

**Any discrepancies between the information supplied here and the other parts of the bid may result in your bid being disqualified.**



Service provider Initial/Signature: \_\_\_\_\_

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**SECTION 13**

Name of Bidder: .....Bid Number: **NPA 17-17/18**

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in section 3, paragraph 25.2) of this bid document. If the bidder requires more space than the provided below the bidder must prepare a document in same format setting out all the information referred to and return it with the proposal.]*

**The bidder must provide the following information: (a) Details of the bidder's current and past projects of similar type, size and complexity to the required services set out for this bid**

Clients' Name, contact person and contact details	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities



Service provider Initial/Signature: \_\_\_\_\_