



SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF ICT EQUIPMENT, AND BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC PROJECTOR SCREEN INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY) AT POLOKWANE INTERNATIONAL AIRPORT

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/119/2024/2025

SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF ICT EQUIPMENT AND BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC SCREEN INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY) AT POLOKWANE INTERNATIONAL AIRPORT.

CLOSING DATE AND TIME OF BID

11 OCTOBER 2024 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE





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1. INTRODUCTION

Gateway Airports Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider for supply, delivery, installation and configuration of ICT equipment, and boardroom solutions that is compliant with virtual meetings applications (e.g. Microsoft teams, Zoom etc.), decommissioning and reinstallation of the parrot electronic projector screen, inclusive of three (3) years warranty and onsite support (next business day) at Polokwane International Airport.

The boardroom facilities must enable seamless and efficient meetings, presentations, and collaboration using virtual meetings applications (e.g. Microsoft Teams, Zoom etc.) and Audio-visual Conferencing or Boardroom Solution. The entity currently has one parrot electronic screen that must be decommissioned, and reinstalled/mounted in another training facility. The fully equipped boardroom solutions, high-definition projectors, and remote controls will be supplied, installed and configured, inclusive of the parrot electronic projector screen.

Full comprehensive testing and quality assurance must be conducted prior to signing off the project and payment of any invoices, to ensure that equipment's and boardroom solutions are installed, functional and configured up-to-standard. The service provider must understand and practice quality management in providing ICT equipment and maintenance; have a system in





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place to record all logged calls for equipment with onsite support, and three (3) years warranty (NBD) to ensure consistent standards and that the equipment functions properly.

2. SCOPE OF WORK

2.1 SPECIFICATIONS

The potential service provider must be able to supply, delivery, installation and configuration of ICT equipment, and boardroom solutions that is compliant with virtual meetings applications (e.g. Microsoft teams, zoom etc.), decommissioning and reinstallation of the parrot electronic screen, inclusive of three (3) years warranty and onsite support (next business day) at Polokwane International Airport as per below specification requirements.

2.1.1 SUPPLY AND DELIVERY OF LAPTOPS WITH THREE (3) YEARS ON-SERVICE WARRANTY AS PER BELOW SPECIFICATION.

Item	Description	Quantity
Laptops	Laptops must strictly meet the minimum	06
	below specification, or be above the minimum	
	requirements, including 3 years on-service	
	warranty	
	 Product Type: Notebook 	
	 Microsoft Windows 11 	





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Processor: 13 th Generation
 Display Diagonal: 15.6 inch
 HD Type: WUXGA
 Processor Model: Intel Core i7
Internal Memory: 16GB RAM
 Total Storage: 512 GB SSD
 Graphics Card: RTX A1000 Graphics
card
Ethernet Card: RJ45 on-board NIC
 Security Lock: Security Cable Lock
 Mouse: Cordless Mouse
 Warranty: 3 Years on-site support (next
business day)
 Laptop Bag: Quality laptop bag with
waterproof function and protective laptop
storage for 15.6-inch laptop

2.1.2 SUPPLY AND DELIVERY OF LAPTOPS WITH THREE (3) YEARS ON-SERVICE WARRANTY AS PER BELOW SPECIFICATION.

ITEM	Description	Quantity
Laptops	Laptops must strictly meet the minimum below specification, or be above the minimum	08
	requirements, including 3 years on-service warranty - equivalent to HP/ DELL. Product Type: Notebook	
	 Microsoft Windows 11 Processor: 13th Generation Display Diagonal: 14-inch 	





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HD Type: WUXGA Touch Screen
 Processor Model: Intel Core i7
 Internal Memory: 16 GB RAM DDR5
 Total Storage: 512 SSD
 Security Lock: Security Cable Lock
Mouse: Cordless Mouse
Docking Station: 11 in 1 Type-C
multiport Docking Station
 Warranty: 3 Years on-site support (next
business day)
 Laptop Bag: Quality laptop bag with waterproof
function and protective laptop storage for 14-
inch laptop (with wheels)

2.1.3 SUPPLY AND DELIVERY OF DESKTOPS WITH THREE (3) YEARS ON-SERVICE WARRANTY AS PER BELOW SPECIFICATION.

Description	Quantity
Desktops must strictly meet the minimum below	06
specification, or be above the minimum	
requirements, including 3 years on-service	
warranty – equivalent to HP/ DELL.	
 Product Type: Desktop Microsoft Windows 11 	
Processor: Core i7-12700	
Display Diagonal: 23.8"	
,	
	Desktops must strictly meet the minimum below specification, or be above the minimum requirements, including 3 years on-service warranty – equivalent to HP/ DELL. Product Type: Desktop Microsoft Windows 11 Processor: Core i7-12700 Display Diagonal: 23.8"





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 Total Storage: 512 GB M.2 PCle NVMe 	
SSD	
 Graphics Card: Intel® UHD Graphics 	
 Ethernet Card: RJ45 on-board NIC 	
 Security Lock: Security Cable Lock 	
■ Wi-Fi enabled	1
	1
 Warranty: 3 Years on-site support (next 	
business day)	

2.1.4 SUPPLY AND DELIVERY OF LAPTOP CHARGERS

ITEM	Description	Quantity
Laptop	 Type 65Watts Universal Laptop Charger 	10
Charger	 Compatible with ASUS Expert Book B3402FB and Dell Latitude 5320 	

2.1.5 SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF NETWORK SWITCHES

ITEM	Description	Quantity
48 Port Network	48-Port POE+ Network Switch, equivalent to Cisco Catalyst 2960-S Series	02
Switch	Power Cable	02
	Rack Ears/Rack Mount Kit	04
	28-Port POE+ Network Switch, equivalent to Cisco Catalyst 2960-X Series	04





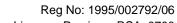
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28	Port	Power Cable	04
Netwo		Rack Ears/Rack Mount Kit	08
Switc	h		

2.1.6 SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF UNINTERRUPTED POWER SUPPLY (UPS)

Item	Description	Quantity
UPS	 Smart-UPS 10kVA/10kW On-Line, Rackmount 3U 230V/400V 6x C13+4x C19 IEC outlets Network Card + Smart Slot Extended Runtime Rail Kit Included, with Battery Bank Installation, configuration with existing equipment to ensure its functional 	02
UPS	Small UPS2kVA 1600W Pf 0.8 On-line Tower UPS-2000=WPTU+	06



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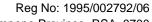


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2.1.7 SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF PROJECTORS, BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC PROJECTOR SCREEN, INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY)

The scope of the project shall cover the acquisition and implementation of the following:

- Acquisition of the hardware and software infrastructure.
- Installation of boardrooms solutions and mounting from the ceiling and roofing poles.
- Integration of new boardroom solutions with existing telephony.
- Decommissioning and re-installation of the parrot electronic projector screen, and provision of remote controls
- Supply of 2 High-Definitions Projectors.
- On the job training/skills transfer and enablement for business continuity and to minimize the risk of disruptions upon handing over and at the expiry of the contract.
- Training of end-users on implementation of the installed services and boardroom solutions.





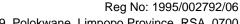
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<u>PLEASE NOTE:</u> ITEM, DESCRIPTION AND QUANTITY to assist with pricing and quoting the correct amount as per the below technical specification.

	·	
lt	em Description	Quantity
The roo	m shall have the main components in the solution as	03
follows:		
8	6" D-LED touch screen Intelligent Collaboration Device,	
4	K60 resolution Smart Touchscreen displays (equivalent	
te	Hikvision), can be an interactive white board and must	
ir	nclude	
• T	he Professional-Level 4K Video Camera.	
• 2	um² ultra-large photosite size doubles the signal-to-noise	
ra	atio (SNR).	
• +	lorizontal viewing angle: 80°, vertical viewing angle: 50°	
■ A	uto-framing, automatically adjusts the camera based on	
tł	ne location of the participants. The camera displays all	
р	articipants in a panoramic view and ensures that the	
р	articipants are displayed in the center.	
• T	wo speakers, frequency response range: 100Hz-20KHz,	
to	otal power not less than 40W.	
• S	peaker tracking, automatically switch to the close-up	
р	icture of the speaker without manual intervention.	1292





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- Collaboration Unbounded.
- Multi-Window and App Multiplier, deliver an enriched office ecosystem.
- Hub controller.
- Presentations using media transfer unit share Key for wireless presentations.
- VC comprising Virtual Meeting rooms (eg. Microsoft Teams Rooms, Zoom etc.) and Bring Your Own Device (BYOD) using share key with seamless transfer from personal devices to the main display.
- Camera tracking system with voice lift.
- At least 6 microphone arrays.
- Acoustic echo cancellation (AEC), automatic gain control (AGC), automatic noise reduction (ANR).
- Al-powered Audio and Video.
- Voice tracking, Auto-Framing and acoustic baffle deliver immersive experience. 12-meter sound pickup.
- The performance shall be no less than 15-10500, 8G DDR4 and 128SSD.
- 4 Spare inputs as requested for DSTV etc.
- Smart Touchscreen must be mounted on the ceiling and roofing poles.



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 Supply of Full HD 1080p Projectors with 4000 Lumens 	02
 Wi-Fi Capability and 2 HDMI ports 	
 VGA, Dual USB Ports, SD Slot and HDMI Compatible 	
 3 Years Carry-in Warranty 	
 23 x 10m HDMI Cables 	
 Extra 2 Projector Lamps 	
■ Initial once off technical set-up of all 3 X (Boardroom	04
Solutions)	
 Decommissioning, reinstallation and mounting of One (01 	
X projector screen), inclusive of all mounting accessories	
Supply, installation and configuration inclusive of any other	
relevant technical set-up	
 Set-up of Rules 	
 Skills transfer/on the job training for ICT officials. 	
 Training of end-users on implementation of the installed 	
services and boardroom solutions.	





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2.1.8 SUPPLY AND DELIVERY OF ICT NETWORK TOOL KIT

ITEM	Description	Quantity
ICT	1 x Desoldering Pump	04
Network Toolkit	 1 x Tin Wire Tube 1 x Wire Cutter 1 x Screwdriver 1 x Anti-Static Tweezers 1 x Soldering 1 x Crimping Tool 1 x Network Cable Tester 1 x Yellow Wire Stripper 1 x 2m Measuring Tape 1 x Punch Down Tool 1 x Tone Generator/LAN Cable Tracer 	04
	1 x Carry Bags	

2.1.9 SUPPLY AND DELIVERY OF CAMERA

ITEM	Description	Quantity
Camera	 Camera kit with 24 - 120 mm Lens equivalent to Nikon F850 RF 200-800mm Lens with zoom telephoto Godox AD200 Pro Pocket Flash Camera carry back with safety pockets 	01





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2.1.10 SUPPLY AND DELIVERY OF MOBILE/MOVABLE SPEAKER

ITEM	Description	Quantity
Mobile/Movable Speaker and Microphones	 Portable Powered Speaker with (2 x Wireless) Microphone equivalent to Hybrid PA15B Portable Portable, Battery Operated 15" Full Range Bluetooth, USB, FM Radio 2 x Wireless VHF Microphone. (with Batteries Included) Bass, Mid and Treble EQ Controls. Aux Input (RCA and 3.5mm Jack) External Mic Input and Line XLR Output. 75 Watt RMS. Battery Duty Cycle – 6 Hour at 	01
Podium/ Mobile Speaker Table	 Max Output. 1pc Mobile Speaker Table/Podium with Water Cup Shelf, Acrylic Speaker Table/Podium Easy to Move, Suitable for meeting speech/Classroom teacher lecture multiple scenes/hotel welcome reception 	01

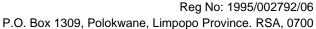




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2.1.11 SUPPLY AND DELIVERY OF RECORDING DEVICE AND PORTABLE SPEAKERS

ITEM	Description		Description Qu	
Recording Device	 8GB portable recorder with built-in LCD display for status updates. The internal flash memory is 8GB, which can record high quality voice for several hours. Can be charged via USB or adapter with DC5V output (not included) Audio playback in multiple formats; includes an auto power on/off function. High speed data connection with USB 2.0 as well as 3.5mm earphone socket. Battery last up to 30 hours. 	04		
Portable Video Conferencing Speaker	 Portale Video Conferencing Speaker Device type: Universal, connectivity technology. Maximum operating distance: 100 m. Connectivity technology: Wired & Wireless Interface: USB/Bluetooth, Bluetooth profiles: A2DP, HFP, HSP. Power Source Type: Battery, Battery life (max): 15 h, Power requirements: 5V DC. 	05		





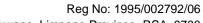
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2.1.12 SUPPLY AND DELIVERY OF EXTERNAL HARD DRIVE, ETHERNET TO USB ADAPTER

ITEM			Description	
External Hard			1TB 2.5-Inch USB 3.0 Portable	06
Drive		External Hard Drive		
External	DVD	-	External DVD-RW	03
Drives		•	Type-C External DVD Drive USB 3.0	

2.1.13 SUPPLY, DELIVERY AND INSTALLATION OF ENTERPRISE NETWORK ATTACHED STORAGE (NAS)

ITEM	Description	Quantity
Enterprise	NAS	01
Network	17 Bay NAS Intel 9 th Xeon E-2224	
Attached	8GB DDR4 ECC UDIMM	
Storage	1 GbE X 4 M.2 Drive Slots x2 (22110/2280/2260/2242	
(NAS)	SATA/NVMe SSD) `	
	PCle Gen, AS-32GECD4-U, 128GB ECC UDIMM DDR 288Pin RAM	
	Seagate Ironwolf ST6000VN006 6TB	
	3.5" HDD NAS Drives x17	
	SATA 6GB/s Interface	
	1-8 Bays Supported, MUT 180TB/Year	





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RV: Yes	
Dual, 180 TB/Year	
RV: Yes	
Dual Ethernet Adapter	A

2.1.14 SUPPLY AND DELIVERY OF OFFICE PRINTERS/PHOTOCOPIER

ITEM	Description	Quantity
3-in-1 Offic printer/photocopie	 3in1 Color Laser Printer Equivalent with toner equivalent to HP Color LaserJet Pro MFP M277dw Printer Functions: Print, copy, scan Print technology: Laser Printing: Color printing Print quality black (best): 1200 x 1200 DPI Fine Lines Print speed black (ISO, A4): Up to 40 ppm Duplex printing: Automatic (default) Duty cycle (monthly, A4): Up to 80,000 pages 	Quantity 06
	 Recommended Monthly Page Volume: 750 to 4,000 Scanner Type: Flatbed, ADF Scanning: Color Scanning Optical Scanning Resolution: 1200 x 1200 DPI Scan Speed (normal, A4): Up to 29 ppm/46 ipm (b&w), up to 20 ppm/34 ipm (color) 	





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	Duplex ADF Scanning: Yes
	Scan Speed Duplex (normal, A4): Up to
	46 ipm (b&w), up to 34 ipm (color)
_	Coop Toobhology: Contact Image

- Scan Technology: Contact Image Sensor (CIS)
 Copying: Mono/Colour copying
- Maximum Copy Resolution: 600 x 600 DPI
- Maximum ISO A-series Paper Size: A4
- Connectivity Standard: 1x Hi-Speed USB 2.0; 1x rear host USB; 1x Front USB port; 1x Gigabi Ethernet LAN 10/100/1000BASE-T network; 802.3az(EEE); 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio + BLE

3. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative/mandatory requirements, functionality/functional requirements and preference point system.



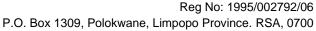


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Administrative (mandatory) Criteria	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria	
(Gate 0)		(Gate 2)	
Suppliers must submit all	Bidder(s) are required to	Supplier(s) will be evaluated	
documents as outlined in	achieve a minimum of 95	on price (weighted price) as	
paragraph 3.1 (Table 1) below.	points out of 130 points to	per scope of work and	
Only bidders that comply with all	proceed to Gate 3 (Price	specific goals claimed points	
these criteria will proceed to	and Specific goals).	as stipulated on SBD 6.1	
Gate 1.		(paragraph 4.2).	

3.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.



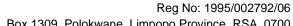
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Table 1: Documents that must be submitted for administrative/mandatory requirements.

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. Full CSD Report Medical certificate for disability Proof of address not older than three months.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report)	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).
OEM Partnership Letter(s) for the brands that will be supplied.	Yes	Bidder must submit OEM Partnership Letter(s) for the brands that will be supplied.
International Standard Organisation 9001 certificate	Yes	Bidders must submit ISO 9001 certificate.



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The supplier must be registered/listed on SITA contract RFB 740/2022 for the provision of outright purchase for personal computers, mobile devices and services, outright purchase of computer peripherals, consumables and services Only bidders listed on SITA contract RFB 740/2022 and accredited for Limpopo Province are eligible to respond to this bid.	Yes	Bidder must submit appointment letter from SITA stating the province/s accredited with the approved specific brand/s for ICT equipment.
Pricing Schedule/Bid offer	YES	Bid offer /pricing structure must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

3.2. Gate 2: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:



GAAL

GATEWAY AIRPORTS AUTHORITY LIMITED

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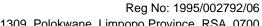
SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF ICT EQUIPMENT, AND BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC PROJECTOR SCREEN INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY) AT POLOKWANE INTERNATIONAL AIRPORT

Functionality Evaluation – Bidders will be evaluated out of 130 points and are required to achieve minimum threshold of 95 points to proceed to Gate 2 for Price and Specific goals evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

Criteria	Sub-Criteria	Weight of Criterion	Bidder Score
Contactable reference	Submit a contactable reference	5 Letters = 25	
letter(s) covering	letter covering provision of ICT	4 Letters = 20	
provision of ICT	equipment.	3 Letters = 15	
equipment.		2 Letters = 10	
		1 Letter = 5	
		0 Letter = 0	
Contactable reference	Submit a contactable reference	4 or more Letters = 20	
letter(s) covering	letter covering provision and	3 Letters = 15	
provision and	implementation of	2 Letters = 10	
implementation of	boardroom solution or audio	1 Letter = 5	
boardroom solution or	video conferencing.	0 Letter = 0	

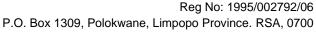


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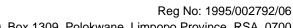
audio video			
conferencing.			
The Bidder must	Submit CV of the Two (2)	2 CV's of the 2	
provide Two (02)	resources and Certified	resources with 2	
resources with IT	copies of Qualification in IT or	Certified Copies of	
Diploma/Degree or	any equivalent not older than	Qualification not older	
equivalent	6 months.	than 6 months = 40	
qualification. The			
resources must		1 CV for 1 resource	
provide a certificate in		with 1 Certified Copy	
the brand or equipment		of Qualification not	
they will be providing		older than 6 months =	
and supporting.		20	
		No CV and No	
		Qualification = 0	
The Bidder must provide	Submit CV of the One (1)	1 CV's of the resource	
One (01) resource	resource and Certified copy	with 1 Certified Copy	
certified in Audio-	of Qualification in Audio-	of Qualification not	
Visual/Unified	Visual/Unified Communication	older than 6 months =	
Communication or	or Networking or any	10	
Networking.			





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Financial Viability	equivalent not older than 6 months. Bidders must submit stamped Bank Letter Confirming ability to execute project for the period of the contract with minimum of R 3 000 000.	No CV and No Qualification = 0 Above 3 million = 15 points Above 2 to 3 million = 10 points 1 to 2 million = 5 points Below 1 million = 0 point
Company Demographic address/Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address	Provide a valid Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Outside of Limpopo Province = 5 Outside Capricorn District = 10 Capricorn District = 20



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not older months.	than	6		
Total			130	

3.3 Gate 3: Preference Point System

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

4. BID SUBMISSION

All bids and supporting documents must be placed and/or couriered in a bid box located at Admin Block, Polokwane International Airport on or before the stipulated closing date and time as indicated in the SBD1.

Bids will only be considered if received by the entity on or before the closing date and time.





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Suppliers are required to submit their quotations and supporting documents in a clearly marked envelopes as follows: -

ENVELOPE 1 (ADMINISTRATIVE	ENVELOPE 2 (PRICE & SPECIFIC
AND/OR MANADATORY &	GOALS)
FUNCTIONALITY)	
Exhibit 1:	Exhibit 3:
Administrative and mandatory documents	SBD 6.1: Preference Points Claim Form
(Refer to Section 3.1 - Gate 0:	in terms of the Preferential Procurement
Administrative requirements (Table 1)) and	Regulations 2022.
Detailed Pricing Schedule (Pricing	
Submission)	
Exhibit 2:	Exhibit 4:
Functionality Responses and Bidder	General Conditions of Contract (GCC)
Compliance Checklist for Technical	
Evaluation.	
Supporting documents for technical	
responses. (Refer to Section 3.3 - Gate 2:	
Functionality Evaluation Criteria)	
	Exhibit 5:
	Company ProfileAny other supplementary information





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5. TERMS AND CONDITIONS

5.1 Supplier Due Diligence

5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

5.2 Counter Conditions

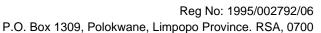
5.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

5.3 Negotiation

5.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

5.4 Bid Enquiries

5.4.1 All enquiries should be in writing to scmgroup@gaal.co.za, for technical enquiries to monicca.mnisi@gaal.co.za. The closing date for receipt of all





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enquiries is 4 October 2024. All enquiries beyond the closing date will not be considered.

- 5.5 Communication and Confidentiality
- 5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).
- 5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.



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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

SBD₁

BID NUMBER: GA	AL/119/2024/2025	CLOSING D	ATE: 11 OCTOBER 20 2	24 CLOSING TIME: 11H00
SU	PPLY, DELIVERY,	INSTALLAT	TION AND CONFIGURA	ATION OF ICT EQUIPMENT AND
				UAL MEETINGS APPLICATIONS (E.G.
				REINSTALLATION OF THE PARROT
			N INCLUSIVE OF THREE	(3) YEARS WARRANTY AND ONSITE
	PPORT (NEXT BUSI		N THE DID DOY OUTHATE	
	CUMENTS MAY BE	DEPOSITED I	N THE BID BOX SITUATE	ED AT (STREET ADDRESS)
ADMIN BLOCK				
N1 NORTH TO MAK	HADO			
GATEWAY WEG				
POLOKWANE, 0700				
BIDDING PROCEI	OURE ENQUIRIES	MAY BE		
DIRECTED TO			TECHNICAL ENQUIRIES	MAY BE DIRECTED TO:
CONTACT PERSON	JULIUS RAMA	TJIE	CONTACT PERSON	MONICCA MNISI
TELEPHONE NUMB	ER 087-291-1088		TELEPHONE NUMBER	087-291-1054
FACSIMILE NUMBE	R 015-288-0125		FACSIMILE NUMBER	015-288-0122
E-MAIL ADDRESS	scmgroup@ga	ial.co.za	E-MAIL ADDRESS	monicca.mnisi@gaal.co.za
SUPPLIER INFORM	ATION			
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMB	ER CODE		NUMBER	
CELLPHONE NUMB	ER			
FACSIMILE NUMBE	R CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATI	ON			
NUMBER				





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SUPPLIER	TAX					
COMPLIANCE	COMPLIANCE		OR	CENTRAL SUPPLIE	R	
STATUS	SYSTEM PIN:			DATABASE No:	MAAA	
ARE YOU THE						
ACCREDITED	Yes		\ \DE \	OU A FOREIGN		
REPRESENTATIVE IN	No			D SUPPLIER FOR	☐Yes	□No
SOUTH AFRICA FOR				GOODS /SERVICES		
THE GOODS	[IF YES ENCLO	SE	OFFE		[IF YES, ANSWE	
/SERVICES	PROOF]		0112	(LD.	QUESTIONNAIRI	E BELOW]
OFFERED?						
QUESTIONNAIRE TO B	IDDING FOREIGI	N SUPPLIERS	S			
IS THE ENTITY A RESID	ENT OF THE RE	PUBLIC OF	SOUTH	AFRICA (RSA)?		ES NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						
DOES THE ENTITY HAV	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					
DOES THE ENTITY HAV	'E ANY SOURCE	OF INCOME	IN THE	RSA?	□ Y	ES NO
IS THE ENTITY LIABLE						ES NO
IF THE ANSWER IS "NO COMPLIANCE STATUS	O" TO ALL OF T	HE ABOVE,	THEN	IT IS NOT A REQUIRE	EMENT TO REGIS	TER FOR A TAX
REGISTER AS PER 2.3		DDE FROIN I	HE 30	UIN AFRICAN REVEN	NUE SERVICE (SA	IKS) AND IF NOT
REGIOTER AGT ER 2.3	DLLOII.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF



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APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

DEVIDED THE DID INVALID

DATE:

- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

RENDER THE BID INVALID.	
SIGNATURE OF BIDDER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED: (Proof of authority must be submitted e.g. company resolution)	

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY



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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

	e of bidder		Bid number: GAAL/119/2024/2025 Closing date: 11 OCTOBER 2024
OFFER	TO BE VALID FOR	150 DAYS FROM THE	CLOSING DATE OF BID.
ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:		
-	At:		
=	Brand and model		



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FOR SUPPLY, DELIVERY, INSTALLATION, **SPECIFICATION** CONFIGURATION OF ICT EQUIPMENT, AND BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC PROJECTOR SCREEN INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY) AT POLOKWANE INTERNATIONAL AIRPORT

•	Country of origin	
	Does the offer comply with the specification(s)?	*YES/NO
	If not to specification, indicate deviation(s)	
	Period required for delivery	*Delivery: Firm/not firm
•	Delivery basis	
Note:	All delivery costs must be included in the bid pric	e, for delivery at the prescribed destination.

^{** &}quot;all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

^{*}Delete if not applicable



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BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,

employed by the state?

YES/NO

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

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



Full Name

Reg No: 1995/002792/06

P.O. Box 1309, Polokwane, Limpopo Province. RSA, 0700

Name of State institution

Tel: 015 288 0122 Fax: 015 288 0125

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Identity Number

0.0	
2.2	Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO
2.2.1	If so, furnish particulars:
2.3	Does the bidder or any of its directors / trustees / shareholders / members / partners or any
	person having a controlling interest in the enterprise have any interest in any other related
	enterprise whether or not they are bidding for this contract? YES/NO
2.3.1	If so, furnish particulars:





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3 DECLARATION

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² 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.





SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF ICT EQUIPMENT, AND BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC PROJECTOR SCREEN INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY) AT POLOKWANE INTERNATIONAL AIRPORT

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



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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Date
Position	Name of bidder





SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF ICT EQUIPMENT, AND BOARDROOM SOLUTIONS THAT IS COMPLIANT WITH VIRTUAL MEETINGS APPLICATIONS (E.g. MICROSOFT TEAMS, ZOOM etc.), DECOMMISIONING AND REINSTALLATION OF THE PARROT ELECTRONIC PROJECTOR SCREEN INCLUSIVE OF THREE (3) YEARS WARRANTY AND ONSITE SUPPORT (NEXT BUSINESS DAY) AT POLOKWANE

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

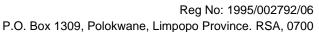
This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

INTERNATIONAL AIRPORT

- 1.1 The following preference point systems are applicable to invitations to tender:
 - 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 To be completed by the organ of state
- a) The applicable preference point system for this tender is the 80/20 preference point system.
 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.
- 1.4 To be completed by the organ of state:





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The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and





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- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES
- 3.1. **POINTS AWARDED FOR PRICE**
- 3.1.1 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

$$Ps = 80\left(1 - \frac{Pt - P\min\square}{P\min\square}\right)$$
 or $Ps = 90\left(1 - \frac{Pt - P\min\square}{P\min\square}\right)$

Where

Ps = Points scored for price of tender under consideration

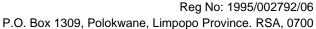
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10





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$$Ps = 80\left(1 + \frac{Pt - P \max \square}{P \max \square}\right)$$
 or $Ps = 90\left(1 + \frac{Pt - P \max \square}{P \max}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	5	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	
Small, Medium and Micro Enterprises (SMMEs and QSEs)	4	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....





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4.4.	Company registration number:	
4.5.	TYPE OF COMPANY/ FIRM	
	 □ Partnership/Joint Venture / Consortium □ One-person business/sole propriety □ Close corporation □ Public Company □ Personal Liability Company □ (Pty) Limited □ Non-Profit Company □ State Owned Company [TICK APPLICABLE BOX] 	
4.6.	I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company firm for the preference(s) shown and I acknowledge that:	

- 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - recover costs, losses or damages it has incurred or suffered as a result (b) of that person's conduct;



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- (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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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

	SIGNA TURE(S) OF TENDERER(S)
SURNAME AND NAME: DATE:	
ADDRESS:	