

## LTS BID DOCUMENTS: VOLUME 1

Reference: FILE number:  
Enquiries:

Dear prospective bidder,

1. You are hereby invited to bid for requirements of the Western Cape Education Department (WCED) in respect of the service indicated below and you are encouraged to carefully read ALL information contained within this invitation and the bid documentation.

BID NUMBER :  
BID DESCRIPTION :  
CLOSING DATE AND TIME :  
VALIDITY PERIOD :

2. To be eligible to submit a bid, a bidder must be registered on the Western Cape Supplier Database (WCSD) as well as on the Central Supplier Database (CSD) at bid closure. Failure to do so will render a bid non-responsive.
3. Bidders may contact Ariba Tradeworld at the Western Cape Supplier Helpdesk on 086 122 5577 or (021) 680 4666 / via email on [supplierdatabase@ariba.com](mailto:supplierdatabase@ariba.com) / via fax on (021) 441 1288 regarding the registration process. Currently registered bidders may update their status by contacting the Western Cape Supplier Helpdesk on the abovementioned contact details. Bidders not registered on the CSD are required to self-register on [www.csd.gov.za](http://www.csd.gov.za). Assistance in this regard may be requested from the National Treasury on (012) 315 5509 / via email on [csd@treasury.gov.za](mailto:csd@treasury.gov.za).
4. Responsive bids are bids that comply with the following requirements –
  - a) submit the official forms as downloaded from the National Treasury eTenders Portal ([www.etenders.gov.za](http://www.etenders.gov.za)) or as issued by the relevant Education District Office. No documents will be issued by the WCED;
  - b) furnish all information as required in the bidding documentation;
  - c) bids must be tailored to conform to the advertised evaluation criteria;
  - d) submit ALL required supporting documentation;
  - e) if the bid is submitted by a consortium or joint venture, each party to the consortium or joint venture must be actively registered on the WCSD and the CSD;
  - f) the following documentation must be attached to the bid:
    - i) vehicle license and registration documents of all vehicles to be used on the routes. Bidders must ensure that these vehicles have the capacity to transport the number of authorised learners indicated in the bid documentation;
    - ii) where a bidder does not own a vehicle and leases it from the owner a lease agreement must be completed by both the lessee and lessor in the form attached to the bid documentation. Leasing vehicles does not constitute sub-contracting. Only if the bidder does not intend rendering the **entire service** itself, will this constitute sub-contracting;
    - iii) the pricing schedule (WCB 3.5) must be completed and attached to all bids and in the event that it is not completed in full, the bid will be non-responsive; and
    - iv) a copy of the Master Registration Number (Supplier number) in order to enable the WCED to verify the bidder's tax status on the Central Supplier Database (CSD).
  - g) should the bid be submitted by a consortium or joint venture, the bid must be submitted together with the consortium or joint venture's Memorandum of

Understanding or Agreement outlining the roles and responsibilities of each party.

**This bid contains a checklist to enable bidders to submit a responsive bid. It is incumbent upon each bidder to ensure that all the required documents are completed in their entirety and submitted with the bid by the closing date.**

5. The bid documents include a WCBD 4 Declaration of Interest Form as well as an Addendum. These documents must be completed in full and returned with the bid. The WCED will verify the information divulged within the WCBD 4 Declaration of Interest Form and Addendum. Should it transpire that a bidder has submitted a false declaration, the remedies at the Department's disposal will be considered (a bid may be disqualified if a bidder has attempted to breach or have abused the supply chain management system).
6. The Preferential Procurement Regulations, 2017 effective from 1 April 2017 apply to this bid and bidders are required to acquaint themselves with these Regulations. Points for BBBEE status level of contribution will only be awarded to bidders who claim such points through the completion of the WCBD 6.1 Preference Points Claim Form, in full (and which you are required to read in its entirety) and submit proof of such BBBEE status level of contribution, which can be in the form of any of the following –
  - a) a BBBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS);
  - b) an affidavit confirming annual total revenue and level of black ownership together with the bid; or
  - c) an affidavit issued by the Companies Intellectual Property Commission (CIPC)
7. The General Conditions of Contract (GCC) and if applicable, any other special conditions of contract, which are reflected in the WCBD 3.4 Specifications Compliance Schedule will prevail in this bid. Bidders are requested to refrain from setting their own conditions of contract as such bids will invariably be regarded as non-responsive to the bid invitation.
8. Bid documents must be deposited in the bid box situated at:

Ground Floor, Grand Central Towers  
Lower Plein Street  
CAPE TOWN

This bid box is accessible 24 hours a day, 7 days a week and is located as indicated above. The slot opening can be accessed from the street level and there is no need to enter the building to deposit the bid into the box. **If the bid is late, it will not be accepted for consideration.**

**Only if the bid documents are too bulky to be deposited through the slot opening of the bid box, may bid documents be hand delivered to:**

The Deputy Director: SCM Operations (Att: R Africa)  
6<sup>th</sup> Floor, Room 603  
Grand Central Towers  
Lower Plein Street  
Cape Town

Should a bidder opt to deliver its bid via courier, the onus remains with the bidder to

ensure that the bid is submitted timeously and to the correct address.

10. Should the bidder have difficulties with the interpretation of certain clauses or requirements of the bid documents or the completion of forms, enquiries may be directed during office hours (08h00 – 15h30) to:

**Name:**

**Telephone number:**

**Email address:**

11. The outcome of the bid will be communicated to all bidders. Should a bidder not have received a response from the WCED in relation to the outcome during the validity period of the bid offer, bidders should refrain from directing enquiries to any WCED officials. The WCED will definitely communicate the outcome of the bid to all parties concerned.
12. In the event of a grievance, the aggrieved party must obtain the Grievance Review Application form from the WCED Supply Chain Management unit and complete it. Failure to adhere to the Grievance Review Process will result in unnecessary delays and communication. The following process is applicable pre and post award –
- 12.1 Pre-award process:  
File a grievance within ten (10) business days after becoming aware of the basis of the grievance. However, this must be done within the stipulated validity period of the bid.
- 12.2 Post-award process:  
File a grievance within fourteen (14) business days after becoming aware of the basis of the grievance. However this must be done before the commencement of the contract with the successful bidder.
13. Where possible the appointed Grievance Review Committee will strive to complete the review process within thirty (30) calendar days of receipt of such grievance. The Accounting Officer or his/her delegate may extend any time period set out above in exceptional circumstances or on the basis of fairness.

Yours faithfully

**ASSISTANT DIRECTOR: SPECIFICATIONS & QUOTATIONS**

**DATE:**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WESTERN CAPE EDUCATION DEPARTMENT</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION:					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCB7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
GROUND FLOOR, GRAND CENTRAL BUILDING, LOWER PLEIN STREET, CAPE TOWN					
<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					
	CSD No: _____				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		BBBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes
	<input type="checkbox"/> No				<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
TICK THE APPLICABLE BOX	<input type="checkbox"/>	A BBBEE VERIFICATION CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	AN AFFIDAVIT CONFIRMING ANNUAL TOTAL REVENUE AND LEVEL OF BLACK OWNERSHIP TOGETHER WITH THE BID			
	<input type="checkbox"/>	AN AFFIDAVIT ISSUED BY COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC)			
<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 BBBEE]</b>					

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<p>ARE YOU THE ACCREDITED REPRESENTATIVE <b>IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No [IF YES ANSWER PART B:3 BELOW ]</p>
<p><b>SIGNATURE OF BIDDER</b></p>	<p>.....</p>	<p><b>DATE</b></p>	
<p><b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b></p>			
<p><b>TOTAL NUMBER OF ITEMS OFFERED</b></p>	<p><b>TOTAL BID PRICE (ALL INCLUSIVE)</b></p>		
<p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>		<p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>		<p>CONTACT PERSON</p>	
<p>CONTACT PERSON</p>		<p>TELEPHONE NUMBER</p>	
<p>TELEPHONE NUMBER</p>		<p>FACSIMILE NUMBER</p>	
<p>FACSIMILE NUMBER</p>		<p>E-MAIL ADDRESS</p>	
<p>E-MAIL ADDRESS</p>			

## PART B TERMS AND CONDITIONS FOR BIDDING (WCBD1)

### 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 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. BBBEE CERTIFICATE OR SWORN AFFIDAVIT FOR BBBEE 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. BBBEE CERTIFICATE OR SWORN AFFIDAVIT FOR BBBEE 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.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / CSD NUMBER.
- 2.5 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  
 YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND REGISTER AS PER 2.3 ABOVE.**

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

**WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

**BID (OFFER) AND CONTRACT FOR THE PROVISION  
OF LEARNER TRANSPORT TO PUBLIC SCHOOLS**

<b>BID NUMBER:</b>	<input type="text"/>
<b>VALIDITY PERIOD AND DATE:</b>	<input type="text"/>
<b>CLOSING DATE/TIME:</b>	<input type="text"/>
<b>ADVERTISING DATE:</b>	<input type="text"/>
<b>ROUTE DESCRIPTION AND GPS CO-ORDINATES:</b>	<input type="text"/>
<b>RETURN DISTANCE (KMS):</b>	<input type="text"/>
<b>NUMBER OF LEARNERS:</b>	<input type="text"/>
<b>EDUCATION DISTRICT:</b>	<input type="text"/>
<b>MUNICIPAL AREA:</b>	<input type="text"/>
<b>CONTRACT PERIOD:</b>	<input type="text"/>
<b>CONTRACT COMMENCEMENT DATE:</b>	<input type="text"/>

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I, (full names and surname) \_\_\_\_\_ the undersigned certify and declare that:

- (a) The information furnished in this bidding document is true and correct.
- (b) I am granting the WCED permission to check my tax compliance status at any time during the bidding process and/or during the tenure of the contract should my bid be accepted as the successful bid by the WCED.
- (c) I accept that the WCED may reject my bid or act against me (not limited to the provisions of the general conditions of contract) should this declaration prove to be false.
- (d) Should my bid be accepted, I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.
- (e) The points claimed, based on the BBBEE status level of contribution indicated in this bid and the submitted certificate qualifies the bidding entity for the preference shown.
- (f) The preference points claimed are in accordance with the general contract conditions contained in Volume 3 of the bid documents.
- (g) In the event of a contract being awarded as a result of points claimed based on the BBBEE status level of contribution the bidder may be required to furnish documentary proof to the satisfaction of the WCED that the claims are correct.
- (h) If the BBBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the WCED may, in addition to any other remedy –
  - (i) disqualify the bidder from the bidding process;
  - (ii) recover costs, losses or damages incurred or suffered as a result of the bidders conduct;
  - (iii) cancel the contract and claim any damages suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (iv) restrict the bidder, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 (ten) years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (v) forward the matter for criminal prosecution.

**ENTITY NAME:** .....

**(the name of the bidding entity (i.e. company, close corporation, joint venture, consortium) must be stated here and not the name of the person completing the bid document. If the name recorded here does not match the trade or legal names of the bidding entity as registered on the two databases, the bid will be invalid).**

\_\_\_\_\_  
**AUTHORISED SIGNATORY**

**NAME IN PRINT:** .....

**DATE:** .....



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**CAPACITY IN TERMS OF WHICH THIS BID IS SIGNED**

**(In the case of a joint venture or consortium, the authorised signatory must sign alternatively all parties to the joint venture or consortium are required to sign if one party has not been granted signing rights)**

**SIGNED AT (ADDRESS):** .....  
.....

**Witnesses:**

1. ....
2. ....