

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



**Bid Document for KwaZulu Natal Provincial Office Lease**

---

**BID NUMBER: SAHRC KZN 02-2024**

---

<b>TENDER NUMBER</b>	<b>SAHRC KZN 02-2024</b>
<b>DESCRIPTION</b>	To obtain leased office premises for the South African Human Rights Commission's (Commission) KwaZulu Natal Provincial office.
<b>ADVERTISEMENT</b>	DATE: 04 February 2025
<b>TENDER BRIEFING: Non-compulsory</b>	DATE: 13 February 2025 TIME: 10H00 (GMT +2) ADDRESS: First floor, 136 Margaret Mncadi Avenue, Durban VENUE: Teams webinar meeting link: <a href="#">Registration to Microsoft Teams webinar</a>  All enquiries should be in writing as follows: Administration/Supply Chain Management: Mabatho Mahlako Technical: Pavershree Padayachee <a href="mailto:tenderoffice@sahrc.org.za">tenderoffice@sahrc.org.za</a>
<b>CLOSING DATE</b>	DATE: 04 March 2025 TIME: 11H00 (GMT +2) ADDRESS: First floor, 136 Margaret Mncadi, Durban

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



**Contents**

Background ..... 4

Purpose..... 4

The Commissions Office Building Specifications ..... 4

    3.1 Proposed Office Space ..... 4

Deliverables ..... 6

Pricing ..... 6

Independence and objectivity of staff ..... 6

Confidentiality ..... 6

Duration of the contract ..... 7

Evaluation criteria ..... 7

    Gate 0: Pre-qualification Criteria ..... 7

    Table 1: Documents to be submitted for Pre-qualification ..... 8

    Gate 1: Checklist to be completed by the bidder ..... 9

    Gate 2: Technical Evaluation Criteria = 100 points ..... 10

    Table 1: Functionality evaluation ..... 11

    Gate 3: Price and Specific Goals Evaluation (80+20) = 100 points ..... 14

    Stage 1 – Price Evaluation (80 Points) ..... 15

    Stage 2 – Specific Goals (20 Points)..... 15

    Submission Requirements and Contact Details ..... 16

    Contact and communication ..... 16

Late bids..... 17

Counter conditions ..... 18

Fronting..... 18

Supplier due diligence..... 18

Submission of proposals ..... 18

Presentation / demonstration..... 19

General conditions of contract ..... 19

Contract price adjustment ..... 19

Service level agreement ..... 19

Special conditions of this bid..... 19

South African Human Rights Commission requires bidder(s) to declare..... 20

Conflict of interest, corruption and fraud ..... 20

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



Misrepresentation during the lifecycle of the contract .....21

Preparation costs .....21

Indemnity .....22

Precedence .....22

Limitation of liability.....22

Tax compliance.....22

Tender defaulters and restricted suppliers .....22

Governing law.....23

Responsibility for sub-contractors and bidder’s personnel.....23

Confidentiality .....23

South African Human Rights Commission Proprietary Information .....23

Availability of funds .....23

ANNEXURE A.....25

ANNEXURE B .....26

SBD 1 PART A.....28

SBD 3.1 .....31

SBD 4.....32

SBD 6.1 .....35

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### **Background**

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms chapter 9 of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2013. The SAHRC is under the executive authority and strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

### **Purpose**

The invitation to bid is intended to obtain leased office premises for the South African Human Rights Commission's (Commission) KwaZulu Natal Provincial Offices.

The Commission requires office space for their offices at KwaZulu Natal, for a 5-year lease, starting from 1 July 2025 until 30 June 2030 with an **exit clause due to any material breach of contract**. The office premises should be close to public transport

The building should be accessible for people with disabilities, children, and older persons. It should also take into account security concerns as the Commission host engagements with high profile international and national stakeholders.

The building should also include parking for executives, high profile international and national stakeholders, and staff.

## **The Commissions Office Building Specifications**

### **3.1 Proposed Office Space**

Please refer to **ANNEXURE A** on the proposed space for the Commission offices.

### **Requirement**

The actual office space should be **+300 m<sup>2</sup>**. The air conditioners in the open plan offices should have a function to control temperature for each section of the office. Fire safety certificate must be submitted.

In addition to the above, a proposed building must meet the following requirements:

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



- a) The building should be Grade A or B building - Proof of same should be attached
- b) It must comply with the OHS Act-National Building Regulation and Building Standards Act of 1977
- c) Office premises must be wheelchair accessible
- d) Premises must have back-up water and generator or solar system with batteries
- e) Premises must have separate male and female toilets and a disability toilet
- f) Server Room should have concrete wall, false floor and air conditioner and hot air ducts.
- g) Records Strong room should have heavy strong door.
- h) Sick room should have washing basin or be closer to bathroom
- i) At least 12 parking bays of which 5 is secured under cover. All should be within the premises.
- j) Offices must provide for natural ventilation.
- k) Utilities bill must be provided during the evaluation phase to verify that all outstanding municipal services have been paid for and up to date.
- l) The bidder must be a company submitting and making proposals.
- m) The location of offices must be within the areas Durban central, Westville and Greyville.
- n) The bidder must provide for a portion of tenant installations and the designer will be chosen by the Commission together with the bidder. The design plans must be carried out by the bidder for occupation of the Commission.
- o) The bidder must provide for pre-occupation where rental will not be paid but to carry out tenant installations and ready the building for occupation for at least one month or until such a time that tenant installations have been concluded.

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### **Deliverables**

Building or office promises must meet stated specifications and requirements must be ready for occupation by 1 July 2025

Preoccupation and access to the building must be given to the Commission without incurring rental expenses for a reasonable period before occupation date to carry out tenant installations, IT and other related infrastructure and readying the building for employees to move in on the 1<sup>st</sup> of July 2025.

*Only one (1) proposal per bidder will be allowed, in the case of two (2) or more proposals submitted, the cheapest one will be considered, and the other submissions will be automatically disqualified from the process. Similarly, where two or more bidders are submitting for the same building, they will both be disqualified.*

### **Pricing**

Pricing requirements must be inclusive of all applicable taxes (VAT) and consideration should be given to the following:

**ANNEXURE B** must be submitted for pricing requirements including the contributed amount per square meter for tenant installations.

The proposed project must be inclusive of all costs.

The SAHRC reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

### **Independence and objectivity of staff**

In carrying out the work, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

### **Confidentiality**

The service provider will hold material and information exchanged in the course of the implementation of this assignment in the strictest confidence, and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the Commission. To ensure that at all times compliance with legal obligations including recent laws such as POPIA.

## SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### Duration of the contract

The Commission will each enter into a contract with the winning bidder. Contract shall commence on the 1 July 2025 and end on 30 June 2030 with an **exit clause due to any material breach of contract. All bidders making submissions for this tender will agree to this clause.**

### Evaluation criteria

South African Human Rights Commission has set minimum standards (Gates) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Checklist to be completed by the bidder (Gate 1)	Technical Evaluation Criteria (Gate 2)	Price and Specific Goals (Gate 3)
Bidders must submit all documents as outlined in (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidders must fill out the checklist, where non-compliance is identified, the bidder will be automatically disqualified from the process and will not be evaluated further.	Bidder(s) are required to achieve a minimum threshold of 70 points to proceed to Gate 3 (Price and Specific Goals).	Bidder(s) who have successfully progressed through gate 0, 1 and 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2022. 80 points will be awarded for price whilst 20 points will be allocated for preference points for specific goals as prescribed in the regulations.

### Gate 0: Pre-qualification Criteria

Without limiting the generality of South African Human Rights Commission's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



**Table 1: Documents to be submitted for Pre-qualification**

<b>Document that must be submitted</b>	<b>Non-submission will result in disqualification</b>	
<b>Invitation to Bid – SBD 1</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Declaration of Interest – SBD 4</b>	<b>YES</b>	Complete and sign the new supplied pro forma document
<b>Registration on Central Supplier Database (CSD)</b>	<b>YES</b>	The service provider must be on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit your CSD report as part of the proposal
<b>Preference of Points Form – SBD 6.1</b>	<b>YES</b>	Complete and sign the new supplied pro forma document
<b>Pricing Schedule ANNEXURE B and SBD 3.1</b>	<b>YES</b>	Submit full details including totals of the pricing proposal including vat, additional annexures are welcomed with detailed costing breakdown, this must be submitted separately to the main documents.
<b>Submit 1 hard copy and 1 soft copy of the proposal</b>	<b>YES</b>	All bidders are required to submit one (1) hard copy of the proposal in the tender box and one (1) soft copy on a USB flash drive or portable hard drive. CD's and DVD's will not result as a soft copy. Failure to submit either will result in disqualification.



**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



**Gate 1: Checklist to be completed by the bidder**

Number	Description	Index	Submitted with bid Yes/No
1	<b>THE BUILDING MUST EXIST AT THE TIME OF THE CLOSING OF THE BID</b>		
1.1	State street address of the premises on the bid offered		
1.2	State the ERF number of the premises on the bid offered. The ERF number offered must correspond with the ERF number stated on the documentary proof to be provided.		
1.3	The bidder must confirm the proposed square meters of the existing premise being offered		
1.4	Provide the floor plans of the premise being offered		
2	<b>SUBMIT PROOF OF OWNERSHIP OF THE BUILDING AT CLOSE OF BID</b>		
2.1	The bidder must submit the documentary proof that the bidder is the registered and beneficial owner of the building offered and attached to this bid. Only a copy bond registration document from the bank and/or a title deed /endorsed deeds of transfer by the Registrar of Deeds will be accepted.		
2.2	Where the bidder is bidding on behalf of the owner of the premises being offered– the bidder must submit a written mandate from the owner of the premise with the documentation on 2.1 which must be attached. Failure to supply supporting documentation on 2.1 or 2.2 will result in the bid being eliminated and not evaluated further.		
3	<b>BUILDING REQUIREMENTS COMPLIANCE CONFORMANCE</b>		
3.1	Confirmation that the designated building is not a heritage building. (“Heritage building” is a building possessing architectural, aesthetic, historic or cultural values which is declared as heritage building by the Planning Authority/Heritage conservation committee or any other Competent Authority in whose jurisdiction such building is situated)		

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



3.2	The Landlord to confirm that the building offered, the floors to be leased are consecutive floors for the SAHRC occupation if the building is a multi-story building.		
3.3	Proof of grade of building must be attached with the tender documents		
3.4	The landlord agrees to include the exit clause for any material breach of contract.		
<b>4</b>	<b>COMMITMENTS WITH TENANT INSTALLATIONS</b>		
4.1	Bidder to contribute a portion of the tenant installation costs		
4.2	Amount contribution for tenant installations		
4.3	Designs and layout will be done together with the SAHRC and can only be approved once approval is given by SAHRC on layout, colour schemes and design etc.		

**Gate 2: Technical Evaluation Criteria = 100 points**

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) and Checklist in Gate 1 will be evaluated in Gate 2 for functionality. Functionality will be evaluated as follows, bidders that have not passed Gate 0 and Gate 1 will be disqualified from the process and not evaluated further.

Technical Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points

The overall score must be equal or above 70 points to proceed to Gate 3 for Price and Specific Goals evaluations.

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



The Bidder’s information will be scored according to the following points system:

Functionality	Maximum Percentage Achievable	Minimum Threshold
Technical (functionality)Evaluation	100	70 points

**Table 1: Functionality evaluation**

Number	Criteria	Guidelines	Scoring	Maximum score
1	Reference letters	<p>Proven track record with reference letters of public and/or private sector organisations confirming occupation of a current leased building</p> <p>Scoring is to be done with the submission of reference letters that <b>MUST</b> contain the following:</p> <ul style="list-style-type: none"> <li>- Letters must be on the letterhead of the company of the tenant</li> <li>- Letters must be signed by the lessee</li> <li>- Letters must be dated at least in the last <b>5 years</b></li> <li>- Letters must include that the lease is still ongoing</li> </ul> <p>Non submission or if any of the</p>	<p>0 No valid letters = 0</p> <p>1 valid letter = 5</p> <p>2 valid letters = 10</p> <p>3 valid letters = 15</p>	15

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



		above is omitted will not be considered as a valid reference letter.		
2	Proposed plans on tenant installations and designs	<p>Bidder to submit a proposed plan on the tenant installations which should include the following:</p> <p>Duration of installation</p> <p>Design of the tenant installation</p> <p>Time required for the tenant installation to be carried out.</p>	<p>No submission of proposed plan = 0</p> <p>Proposed plan with duration of installation = 5</p> <p>Proposed plan with possible design of offices = 5</p> <p>Proposed plan with installation time frames = 5</p>	15
3	Public Accessibility	The public transport should be accessible to staff and members of the public within the vicinity of the building.	<p>Public Transport Accessibility</p> <p>within 100m - 10 Points</p> <p>within 200m - 5 Points</p> <p>within 300m - 3 Points</p> <p>Greater than 300m - 0 Points</p>	10
4	Location	The property should be in these areas of preference.	<p>Westville- 15</p> <p>Durban central - 10</p> <p>Greyville - 5</p> <p>Locations outside of this vicinity will receive 0</p>	15
<b>TOTAL FOR CRITERIA</b>				<b>55</b>

**Total Scores as per 1- 4 above = 55 points**

**NB: (site visit would only be conducted with providers that scores 35 points or more between the criteria 1 and 4 above)**

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



5	Site visits and inspection	<p>Lettable space:                      The amount lettable to the Commission should be provided when site visitations occur via a floor plan.</p>	<p>The floor plan should be in line with the tender document on the ideal size required                      no floor plan on size = 0                      floor plan on size=3</p>	3
		<p>The building should have a back-up generator and/or solar system to cater for load shedding</p>	<p>No generator and/or solar system = 0                      Generator and/or solar system or installation thereof by providing plans by the bidder = 5</p>	5
		<p>Security standards/measures/features of the building.</p>	<p>One of the below - 1                      Two of the below - 3                      None of the below - 0</p> <ul style="list-style-type: none"> <li>• Control access into the building</li> <li>• Cameras</li> </ul>	3
		<p>The building must have workable air conditioning system in place, artificial and natural ventilation.</p>	<p>No working air conditioning system or no air conditions, no natural lights = 0                      Bidder to physically verify the air conditioning system works = 3</p>	3
		<p>The building must have a backup water supply system in place for any water outages.</p>	<p>No back up water supply system = 0                      Back up water supply system or plans of a water back up system installed by the bidder = 3</p>	3
		<p>The building must cater for disability needs (ramp, ablutions, reasonable lift sizes-should the allocated space higher than the ground floor etc)</p>	<p>No disability needs met = 0                      Ramp to enter the building = 1                      Disability friendly Ablutions=1                      Reasonable lift sizes = 1</p>	3
		<p>Access to parking for staff and public</p>	<p>The bidder to readily demonstrate the parking facilities for the Commission and for public parking for visitors:                      within 100 m of building = 5                      within 200 m of building = 4                      within 300 m of building = 3                      within 400 m of building = 2                      within 500 m of building = 1</p>	5

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



			within 600 m of building or more = 0	
		Assessment of the building by inspection	All the below will be considered and added up: Neatness and building structure design = 5 Layout of the offices in the building, consideration of congestion, old or dilapidated and not in line with the floor plan will be considered when scoring = 5 Confirmation of the graded building with onsite inspection = 5 Access to building vicinity does not pose a risk to safety of the Commission stakeholders and staff members = 5 Upon inspection if any of the above line items is not present the service provider will receive 0 for the line item	20
	<b>TOTAL FOR CRITERIA</b>			<b>45</b>

TOTAL

100

**Gate 3: Price and Specific Goals Evaluation (80+20) = 100 points**

Only Bidders that have met the 70 points thresholds in Gate 2 will be evaluated in Gate 3 for price and specific goals. Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

The bid price (maximum 80 points)

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



Specific Goals (maximum 20 points)

**Stage 1 – Price Evaluation (80 Points)**

Criteria	Points
Price Evaluation  $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

**Stage 2 – Specific Goals (20 Points)**

**Specific goals will be allocated in the following manner for all bid submitted:**

A maximum of 20 points may be allocated to a bidder for attaining the specific goals as indicated below, the specific goals calculation will be done through the Central Supplier Database report submitted with the tender documents together with the SBD 6.1 where the tenderer indicates how they claim the points for specific goals. For each specific goal, bidders will be allocated points towards the percentage owned.

SPECIFIC GOALS	POINTS
Suppliers with ownership of 51% or more by person/s who are black person/s	10
Suppliers with ownership of 51% or more by person/s who are women	5
Suppliers with ownership of 51% or more by person/s who are youth	3
Suppliers with ownership of 51% or more by person/s with disability	2

## SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### Submission Requirements and Contact Details

Kindly submit the following for the tender:

Proposal

Company Profile

SBD 1

SBD 3.1

SBD 4 document

CSD report at time of tender

SBD 6.1

SBD 7

Note: If a bidder is submitting a bid as a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s) together with the signed agreement of a Consortium/Joint Venture/Prime Contractor

### Contact and communication

Activity	Due Date
Advertisement of bid on SAHRC website/ eTender portal	04 February 2025
Briefing session: Non-compulsory	13 February 2025 via teams
Questions relating to the bid from bidder(s) must be emailed	<a href="mailto:ARassool@sahrc.org.za">ARassool@sahrc.org.za</a> <a href="mailto:Tenderoffice@sahrc.org.za">Tenderoffice@sahrc.org.za</a>
Bid closing date	<b>04 March 2025</b>
Validity period must be adhered to by the service provider	120 days
Notice to bidder(s)	South African Human Rights Commission will endeavour to inform bidders of the progress until conclusion of the tender.



## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



**Please submit all tender documents at First floor, 136 Margaret Mncadi Avenue, Durban, by 04 March 2025, before 11h00.**

The delegated office of South African Human Rights Commission may communicate with Bidder(s) where clarity is sought in the bid proposal. For any SCM related issues kindly contact [Tenderoffice@sahrc.org.za](mailto:Tenderoffice@sahrc.org.za). Any communication to an official or a person acting in an advisory capacity for South African Human Rights Commission in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

All communication between the Bidder(s) and South African Human Rights Commission must be done in writing.

Whilst all due care has been taken in connection with the preparation of this bid, South African Human Rights Commission makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete. South African Human Rights Commission and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current, or complete.

If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by South African Human Rights Commission (other than minor clerical matters), the Bidder(s) must promptly notify South African Human Rights Commission in writing of such discrepancy, ambiguity, error, or inconsistency in order to afford South African Human Rights Commission an opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by South African Human Rights Commission will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid, or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

Service providers that make submissions to this bid agree that the names of bidders will be displayed and not limited on the E tender portal and our website. The winning service provider agrees that the name of the bidder and any other details of the bid will be published and not limited on E tenders and our website.

### **Late bids**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### **Counter conditions**

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

### **Fronting**

Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the Government condemn any form of fronting.

The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies South African Human Rights Commission may have against the Bidder / contractor concerned.

### **Supplier due diligence**

South African Human Rights Commission reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

### **Submission of proposals**

Bid documents may be placed in the tender box in the aforementioned address on or before the closing date and time and must sign the submission register.

Bid documents will only be considered if received by South African Human Rights Commission before the closing date and time.

**The bidder(s) are required to submit one (1) hard copy of the proposal and one (1) memory stick / USB flash drive with content of the technical proposal of each file by the closing date, 04 March 2025 at 11:00. Each file and memory stick / USB flash drive must be marked correctly and sealed separately for ease of reference during the evaluation process.**

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### **Presentation / demonstration**

South African Human Rights Commission reserves the right to request presentations/demonstrations from the short-listed Bidders as part of the bid evaluation process.

### **General conditions of contract**

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which South African Human Rights Commission is prepared to enter a contract with the successful Bidder(s).

The bidder submitting the General Conditions of Contract to South African Human Rights Commission together with its bid, duly signed by an authorised representative of the bidder.

### **Contract price adjustment**

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E	Table E - All Items
-------------------------------	---------------------

### **Service level agreement**

Upon award South African Human Rights Commission and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by South African Human Rights Commission

South African Human Rights Commission reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to South African Human Rights Commission or pose a risk to the organisation.

### **Special conditions of this bid**

South African Human Rights Commission reserves the right:

To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)

To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



To accept part of a tender rather than the whole tender.

To carry out site inspections, product evaluations or explanatory meetings to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

Award to multiple bidders based either on size or geographic considerations.

### **South African Human Rights Commission requires bidder(s) to declare**

In the Bidder's Technical response, bidder(s) are required to declare the following:

Confirm that the bidder(s) is to: –

Act honestly, fairly, and with due skill, care, and diligence, in the interests of South African Human Rights Commission

Have and effectively employ the resources, procedures, and appropriate technological systems for the proper performance of the services.

Act with circumspection and treat South African Human Rights Commission fairly in a situation of conflicting interests.

Comply with all applicable statutory or common law requirements applicable to the conduct of business.

Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with South African Human Rights Commission.

Avoidance of fraudulent and misleading advertising, canvassing, and marketing.

To conduct their business activities with transparency and consistently uphold the interests and needs of South African Human Rights Commission as a client before any other consideration; and

To ensure that any information acquired by the bidder(s) from South African Human Rights Commission will not be used or disclosed unless the written consent of the client has been obtained to do so.

### **Conflict of interest, corruption and fraud**

South African Human Rights Commission reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of South African Human Rights Commission

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



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 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 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 South African Human Rights Commission's officers, directors, employees, advisors, or other representatives.

makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors, or other representatives to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity.

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; or

has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

### **Misrepresentation during the lifecycle of the contract**

The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that South African Human Rights Commission relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by South African Human Rights Commission against the bidder notwithstanding the conclusion of the Service Level Agreement between South African Human Rights Commission and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

### **Preparation costs**

The Bidder will bear all its costs in preparing, submitting, and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



construed as placing South African Human Rights Commission, its employees, or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

### **Indemnity**

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

### **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.

### **Limitation of liability**

A bidder participates in this bid process entirely at its own risk and cost. South African Human Rights Commission shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered because of the Bidder's participation in this Bid process.

### **Tax compliance**

No tender shall be awarded to a bidder who is not tax compliant. South African Human Rights Commission reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder if it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to South African Human Rights Commission, or whose verification against the Central Supplier Database (CSD) proves non-compliant. South African Human Rights Commission further reserves the right to cancel a contract with a successful bidder if such bidder does not remain tax compliant for the full term of the contract.

### **Tender defaulters and restricted suppliers**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners, or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. South African Human Rights Commission reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

## **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



### **Governing law**

South African law governs this bid and the bid response process. The bidder agrees 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.

### **Responsibility for sub-contractors and bidder's personnel**

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors, and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. If South African Human Rights Commission allows a bidder to make use of sub-contractors, such sub-contractors will always remain the responsibility of the bidder and South African Human Rights Commission will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

### **Confidentiality**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with South African Human Rights Commission's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored, or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by South African Human Rights Commission remain proprietary to South African Human Rights Commission and must be promptly returned to South African Human Rights Commission upon request together with all copies, electronic versions, excerpts, or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure South African Human Rights Commission's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

### **South African Human Rights Commission Proprietary Information**

Bidder will on their bid cover letter make declaration that they did not have access to any South African Human Rights Commission proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

### **Availability of funds**

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the South African Human Rights Commission may terminate the Agreement at its own discretion or temporarily suspend



**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.



**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



**ANNEXURE A**

**ANNEXURE A**

Description	15	8.64		6	8.64	34.6	8.64	8.64	15	20	8.64	8.64	4.32	11.3	12		
	Executive offices	Open plan	Total workstations	Reception including switchboard	Waiting area and security	Executive boardroom 16	Consulting room	Meeting room 2 seater	Coffee area	Lunch area	Kitchen area	Sick bay	Focus areas	Store rooms	Filing rooms	Total facilities	Total square meters
Facilities				1	1	1	2	2	1	1	1	1	1	4	1		184.28
Provincial Offices	2	4	6														64.56
Other		2	2														17.28
Legal team office		4	4			1											34.56
<b>Total</b>			12	1	1	2	2	2	1	1	1	1	1	4	1	18	<b>300.68</b>

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600

**ANNEXURE B**

**PRICING SCHEDULE APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING OF OFFICE SPACE FOR THE KWAZULU NATAL OFFICE LEASE (KZN)  
 SAHRC KZN 02-2024**

Name of bidder: \_\_\_\_

**Please provide prices (VAT Inclusive)** per the requirements listed in the tables below. For comparative purposes, prices must be quoted on the following services using Table 1 and Table 2:

**Table 1**

PERIOD	DESCRIPTION	USABLE AREA(M2) NO.PARKING BAYS	RATE PER M2 PER MONTH/RATE PER PARKING BAY PER MONTH	MONTHLY CHARGE	VAT	TOTAL MONTHLY RENTAL INCLUDING VAT	TOTAL ANNUAL RENTAL INCLUDING VAT
Year 1	Office space						
Year 1	Covered parking						
Year 1	Uncovered parking						
Year 1	Tenant installation costs						
Year 1	Other						
<b>TOTAL</b>							

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



Please provide with the monthly cost (Vat Inclusive) for the duration of the contract (5 years) inclusive of annual price adjustment in the table below. The monthly cost should be derived from the total monthly cost on Table 1 above.

**Table 2**

<b>Annual Rental Escalation Rate:</b>	
Office Space	%
Covered Parking	%
Uncovered Parking	%

period	Annual office Space rental	Annual parking bay rental	Total annual Rental excluding vat	Other costs	vat	Total Annual rental including vat
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						
<b>Total</b>						

Total bid offered rand value which will be used for evaluation R\_\_\_\_\_

Value written in words \_\_\_\_\_

Bidder Signature \_\_\_\_\_ Date: \_

**NB: THIS DOCUMENT MUST BE SUBMITTED SEPARATELY WITH SBD 3.1 AS PRICE PROPOSAL.**

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



**SBD 1 PART A**  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION</b>					
<b>BID NUMBER:</b>		<b>CLOSING DATE: 04</b>		<b>CLOSING TIME:</b>	<b>11:00am</b>
<b>DESCRIPTION</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Tender office</b>		CONTACT PERSON		
TELEPHONE NUMBER	<b>011 877 3641</b>		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>Tenderoffice@sahrc.org.za</b>		E-MAIL ADDRESS		
<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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<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>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES	<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 THE QUESTIONNAIRE BELOW ]	



/WORKS OFFERED?			
-----------------	--	--	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO  
 DOES THE ENTITY HAVE A BRANCH IN THE RSA?  
 YES  NO  
 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO  
 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO  
 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
 YES  NO  
**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

PART B  
TERMS AND CONDITIONS FOR BIDDING

**BID SUBMISSION:**

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.  
**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**  
 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 SPECIAL CONDITIONS OF CONTRACT.  
**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**TAX COMPLIANCE REQUIREMENTS**

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  
 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.  
 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.  
 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.  
 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.  
 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.  
 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.”

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

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



**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**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....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 .....

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 price, for delivery at the prescribed destination.

\*\* "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

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



**SBD 4  
BIDDER’S DISCLOSURE**

**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.

**Bidder’s declaration**

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

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.

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

**SBD4**

Full Name	Identity Number	Name of institution	State



**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600




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

If so, furnish particulars:

.....  
.....

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**

If so, furnish particulars:

.....  
.....

**DECLARATION**

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

**SBD4**

I have read and I understand the contents of this disclosure;  
I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;  
The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.  
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.

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



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.

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.

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.

**SBD4** 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



**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**

---

**GENERAL CONDITIONS**

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).

**To be completed by the organ of state**  
*(delete whichever is not applicable for this tender)..*

The applicable preference point system for this tender is the 80/20 preference point system.

Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:  
Price; and  
Specific Goals.

**To be completed by the organ of state:**  
The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



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.

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.

**DEFINITIONS**

“**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;

“**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

“**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

“**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

“**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**POINTS AWARDED FOR PRICE**

**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

$$Ps = 80 (1 - Pt - P min / P min )$$

$$Ps = 90 (1 - Pt - P min / P min )$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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

**POINTS AWARDED FOR PRICE**

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

80/20

or

90/10

$$Ps = 80 (1 + Pt - P_{max} / P_{max})$$

$$Ps = 90 (1 + Pt - P_{max} / P_{max})$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**POINTS AWARDED FOR SPECIFIC GOALS**

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:

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—

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

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.

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
 Sunnyside Office Park  
 32 Princess of Wales Terrace  
**Parktown**  
 2193

Private Bag X 2700  
**Houghton**  
 2041

Tel.: 011 877 3600



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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Suppliers with ownership of 51% or more by person/s who are black person/s		10		
Suppliers with ownership of 51% or more by person/s who are women		5		
Suppliers with ownership of 51% or more by person/s who are youth		3		
Suppliers with ownership of 51% or more by person/s with disability		2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

Name of company/firm.....  
 Company registration number: .....  
 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]

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Sentinel House  
Sunnyside Office Park  
32 Princess of Wales Terrace  
**Parktown**  
2193

Private Bag X 2700  
**Houghton**  
2041

Tel.: 011 877 3600



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;

The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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;

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 –

- disqualify the person from the tendering process;
- recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- 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;
- 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
- forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....