



**Premier**  
Department  
Office of the Premier  
PROVINCE OF THE NORTHERN CAPE



# SOUTH HILL TRADING

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**REQUEST FOR PROPOSALS TO APPOINT SERVICE PROVIDERS  
FOR THE NORTHERN CAPE PROVINCIAL  
GOVERNMENT/MERSETA EQUIPMENT PROCUREMENT.**

**DURATION: 2024**  
**EQUIPMENT PROCUREMENT**  
**[NCPGSDP/2023/RFQ/03]**

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**DATE ISSUED: 26 APRIL 2024**

**CLOSING DATE AND TIME: 17 MAY 2024 AT  
12:00PM**

**BID VALIDITY PERIOD: 90 DAYS**



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## **OTP/ MERSETA SKILLS DEVELOPMENT PROGRAM**

REQUEST FOR QUOTATION (RFQ) 3

### **CLIENT**

NORTHERN CAPE OFFICE OF THE PREMIER (OTP)

### **PROJECT MANAGER**

SOUTH HILL TRADING PTY LTD

#### **1. Background**

South Hill Trading has been appointed by Office of the Premier as an Implementing Agent for the overall Administration and Project Management of the Northern Cape Provincial Government Skills Development Project.

As part of the project's key contractual requirements South Hill Trading PTY LTD must source and secure suitably qualified service providers to procure technical equipment for the project.

As SH we recognize and remain committed to all contractual obligations as contained in the SLA.

The technical interventions are required for the following department,

- Northern Cape Department of Social Development (DSD)

#### **2. Legislative Framework of the Bid**

##### **2.1 Tax Legislation**

Bidder(s) must be compliant when submitting a proposal and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful bidder are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign bidders/ individuals who wish to submit bids.

It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

Bidders are required to be registered on the Central Supplier Database (CSD) and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

Where Consortia / Joint Ventures/ Sub - Contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

### **2.2 Pricing Model**

The grand total pricing should be firm and VAT inclusive. VAT should only be charged by service providers who are registered as a VAT Vendor with SARS. A detailed price schedule must be attached.

### **3. Enquiries**

Any inquiries and requests for clarification regarding the scope and extent of the work to be executed should be directed to: [e-procurement@southhilltrading.co.za](mailto:e-procurement@southhilltrading.co.za) ,

**NB: There is no scheduled briefing session.**

### **4. Submission of Bid Documents**

#### **4.1 Tender box address**

South Hill Trading  
8 Jameson Avenue  
Rhodesdene  
Kimberley

**Bid documents may either be posted to the aforementioned address preferably by a registered mail or placed in the tender box to the aforesaid address on or before the closing date and time.**

## 5. Invitation

Against the above background, South Hill Trading PTY LTD hereby invites quotations from interested equipment procurement service providers. We seek proposals for the supply of equipment and related services, aiming to fulfill the needs of our targeted beneficiaries. The detailed scope of the equipment procurement relevant to this request for quotation is outlined below.

## 6. Equipment Details

Interested Service Providers will be required to adhere to the client's specifications as described below in Table 1.

**Table 1:** Equipment details and requirements

Item	Specification
Welder Tools	<p><b>Tools &amp; Equipment:</b></p> <ul style="list-style-type: none"> <li>- Set Combination Spanner (6mm-24mm) – (5:1)</li> <li>- Set Combination Spanner, Slightly Bend (6mm-24mm) – (5:1)</li> <li>- 4 Pound Hammer – (5:1)</li> <li>- 2.5 Pound Hammer – (5:1)</li> <li>- Ball Penn Hammer – (5:1)</li> <li>- Stilson Wrench (700mm) – (5:1)</li> <li>- Soft Head Hammer – (5:1)</li> <li>- Flat File, With Handle (365mm) – (1:1)</li> <li>- Round File, With Handle (356mm) – (1:1)</li> <li>- Half Round Half Flat File, With Handle (356mm) – (1:1)</li> <li>- Set Allen Keys, Metric, General – (1:1)</li> <li>- Long Nose Pliers (180mm) – (1:1)</li> <li>- Engineering Pliers – (1:1)</li> <li>- Vice Grip – (1:1)</li> <li>- Cylinder Lighter – (1:1)</li> <li>- Shifting Spanner (300mm) – (1:1)</li> <li>- Shifting Spanner (450mm) – (1:1)</li> <li>- Hack Saw – (1:1)</li> <li>- Chipping Hammer – (1:1)</li> <li>- Set Square (With Level) – (1:1)</li> <li>- Outside Circular Plier – (1:1)</li> <li>- Inside Circular Plier – (1:1)</li> </ul>

- Socket Set (½ Drive) – (1:1)
- Set Pin Punches – (1:1)
- Set Screwdrivers (Flat) – (1:1)
- Set Screwdrivers (Phillips) – (1:1)
- Side Cutter (180mm) – (1:1)
- Carpenter Square – (1:1)
- Combination Cutting Torch & Blowpipe – (1:1)
- Power Bar (½ Drive 450mm) – (5:1)
- Stud Remover – (1:1)
- Cold Chisel (250mm) – (1:1)
- Cold Chisel 120mm) – (1:1)
- Set Easy Outs – (1:1)
- Chipping Hammer – (1:1)

**Measuring Equipment:**

- Tape Measure (5m) – (1:1)
- Vernier, (0mm-150mm) – (1:1)
- Outside Calliper – (1:1)
- Inside Calliper – (1:1)
- Outside Calliper, With Arch – (1:1)
- Inside Calliper, With Arch – (1:1)
- Rules 150mm And 300mm – (1:1)

**Workshop Equipment:**

- Welding Helmet – (1:1)
- 4 X Bassie Clamps – (1:1)
- Wire Brush – (5:1)
- G Clamps
- Small Hand Drill – (2:1)

**Basic Lifting:**

- Chain Block - 1
- Coffing Block - 1
- Shackles - 1
- Chain Slings - 1
- Wire Rope Slings - 1
- Tirsors - 1
- Gullotine - 1
- Power Saw – 1

**Oxy-Fuel Gas Welding And Brazing:**

- Gas Cylinders – (2:1)
- Regulatros – (2:1)
- Hoses And Connections – (2:1)

	<ul style="list-style-type: none"> <li>- Torch – (2:1)</li> <li>- Welding Tips – (2:1)</li> <li>- Filler Rods – (2:1)</li> <li>- Spark Lighter – (2:1)</li> <li>- Nozzle Cleaner – (2:1)</li> <li>- Blow Pipes – (2:1)</li> <li>- Flash Back Arrestor – (2:1)</li> </ul> <p><b>Shielded Metal Arc Welding (Manual Metal):</b></p> <ul style="list-style-type: none"> <li>- Welding Machines – (2:1)</li> <li>- Cables And Connections – (2:1)</li> <li>- Electrode Holder – (2:1)</li> </ul> <p><b>Gas Metal Arc Welding:</b></p> <ul style="list-style-type: none"> <li>- Gas Cylinder (Shielded Gas) – (2:1)</li> <li>- Power Source – (2:1)</li> <li>- Wire Feed And Control Unit – (2:1)</li> <li>- Welding Cables – (2:1)</li> <li>- Electrode Wire – (2:1)</li> <li>- Gas Connections – (2:1)</li> <li>- Rubber Hoses – (2:1)</li> <li>- Water Connection (If Used) – (2:1)</li> <li>- Welding Gun – (2:1)</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>- Welder Gloves – (1:1)</li> <li>- Rigger Gloves – (1:1)</li> <li>- Welder Apron – (1:1)</li> <li>- Safety Goggles – (1:1)</li> <li>- Arc Welding Helmet – (1:1)</li> <li>- Overall – (1:1)</li> </ul>
Electrician Occupational Tools	<p><b>Hand Tools:</b></p> <ul style="list-style-type: none"> <li>- Hacksaw – (1:1)</li> <li>- Cable Knife – (1:1)</li> <li>- Combination Pliers – (1:1)</li> <li>- Crimper Hand Tool 2-16mm – (4:1)</li> <li>- Cutter Diagonal 200mm – (1:1)</li> <li>- Set File, Bastard, Second Cut And Smooth 300mm – (1:1)</li> <li>- Flat File 300mm – (1:1)</li> <li>- Round File – (5:1)</li> <li>- Half Round – (5:1)</li> <li>- Set Screw Drivers (Insulated) (6 Piece) – (1:1)</li> <li>- Tube Spanner (8 &amp; 10) – (1:1)</li> <li>- Combination Spanner Set (6-13) – (5:1)</li> <li>- Water Pump Pliers – (1:1)</li> <li>- Centre Punch – (1:1)</li> <li>- Shifting Spanner (200mm) - 1:1</li> <li>- Wire Stripper - 1:1</li> <li>- Scriber - 1:1</li> <li>- Pliers Long Nose 180mm - 1:1</li> </ul>



- File Brush - 5:1
- Ball Pein Hammer 200g - 1:1
- Ball Pein Hammer 700g - 1:1
- Prick Punch - 1:1
- Tap Wrench - 5:1
- Set Of Combination Spanners - (1:1)
- Allen Key Set –Metric - 1:1
- Allen Key Set – Imperial - 1:1
- Water Pipe Wrench - 1:1
- Mallet Hammer - 5:1
- Inside Circlip Pliers - 5:1
- Outside Circlip Pliers - 5:1
- Ball Pein Hammer 200g - 1:1

**Special Equipment/Tools:**

- Spring Bender 20mm - 5:1
- Pipe Bender 20mm - 5:1
- Reamer - 5:1
- Fishtape - 5:1
- Soldering Iron - 1:1
- Solder Sucker / Solder Wick - 1:1
- Function Generator / Power Supply - 5:1
- Straight Edge - 10:1
- Combination Set - 10:1
- Bearing Puller - 10:1
- C Spanner - 10:1
- Thread File - 10:1
- De-Burring Tool - 10:1

**Measuring Equipment:**

- Tape Measure (3m) - 1:1
- Spirit Level - 5:1
- Combination Square - 5:1
- Steel Ruler - 1:1
- Tong Tester - 5:1
- Meter Insulation Tester - 5:1
- Multimeter Digital - 1:1
- 250ma Earth Leakage Tester (Three Phase) - 15:1
- Earth Leakage Tester. (Single Phase) - 5:1
- Capacitance Meter (Can Be Incorporated In Multi-Meter) - 5:1
- Loop Tester - 15:1
- Oscilloscope - 5:1
- Vernier Calipers - 1:1

**Machinery:**

- Drill Electrical (Portable) - 15:1
- Bench Grinder - 15:1
- Jigsaw - 15:1
- Angle Grinder - 15:1
- Bearing Induction Heater - 15:1
- Bearing Puller - 15:1

	<ul style="list-style-type: none"> <li>- Pedestal Drill - 15:1</li> <li><b>Equipment (Long Term Consumables):</b></li> <li>- Bench Vice (150 Mm) - 5:1</li> <li>- Pipe Vice - 5:1</li> <li>- Installation Board – Construction Min Size 1750mm(W) X 1100mm (H) - 3:1</li> <li>- Relay Panel (Fault) - 5:1</li> <li>- Fault Finding On A Three Stage, F/R Panel - 5:1</li> <li>- Forward Reverse Control Panel Star /Delta - 5:1</li> <li>- PLC Panel (8 I/O) - 5:1</li> <li>- DC Panel (3 Stage) - 5:1</li> <li>- 3 Phase Motor - 5:1</li> <li>- 1 Phase Motor (Cap Start /Cap Run) - 5:1</li> <li>- Slip- Ring Motor - 5:1</li> <li>- Cable Test - 5:1</li> <li>- Auto Transformer - 5:1</li> <li>- Auto Star Delta - 5:1</li> <li>- 2 Speed Starter With Selector Switch - 5:1</li> <li>- Manual 2 Speed Starter - 5:1</li> <li>- 2 Speed Starter Automatic - 5:1</li> <li>- Automatic Resistance Starter - 5:1</li> <li>- Current &amp; Power Transformers - 5:1</li> <li>- Energy Meters (Single Phase Meters) Load Balancing 6 Loads - 10:1</li> <li>- Energy Meters (Single Phase Meters) Load Balancing 7 Loads</li> <li>- Energy Meters (Three Phase Meter) Load Balancing 6 Loads - 10:1</li> <li>- Energy Meters (Three Phase Meter) Load Balancing 7 Loads</li> <li>- 3 Phase Forward And Reverse - 5:1</li> <li>- Sequence Panel 1</li> <li>- Sequence Panel 2</li> <li>- Sequence Panel 3</li> <li>- Sequence Panel 4 - 5:1</li> <li>- Sequence Panel 5</li> <li>- Sequence Panel 6</li> <li>- Sequence Panel 7</li> <li>- Single Phase Forward / Reverse With Selector Switch - 5:1</li> <li>- Single Phase Forward / Reverse With Contactor</li> <li>- Oscillating Panel - 5:1</li> <li>- Installation Test Panel (3 Phase / Single Phase) - 5:1</li> <li>- PLC Panel - 5:1</li> <li>- AC Drive - 5:1</li> <li>- Basic Electronic Components Box - 5:1</li> </ul>
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**Consumables:**

- Wire 1mm Solid (Assorted Colours) - A
- Wire 1.5mm GP (Assorted Colours Including Green/Yellow & Black) - A
- Wire 2.5mm GP (Assorted Colours Including Green/Yellow & Black) - A
- Light Duty Cable Tray 50mm - A
- SWA Cable 2.5mm 3 Core - A
- Sufex 2.5mm 2 Core+ Earth - A
- 20 Mm PVC Conduit - A
- 20mm Bosal Conduit - A
- 40 X 40 PVC Trunking - A

**Assessment Material:**

- 20mm PVC Adaptor Male - A
- 20mm PVC # 0 Compression Gland - A
- 20mm PVC Angle Box - A
- 20mm PVC "T" Piece - A
- 20mm PVC Saddles - A
- 20mm PVC Coupling - A
- 20mm Bosal Adaptor - A
- 20mm Steel Lock Nuts - A
- 20mm Brass Bush - A
- 20mm Steel Earth Tag - A
- 20mm Steel Saddles - A
- 20mm Bosal Couplings - A
- 10mm Poly Saddles - A
- SWA #1 Cable Gland - A
- #1 Cable Gland Shroud - A
- Obstruction 70mm X70mm - 3:1
- 4 X 2 Switch Box (PVC / Steel) - A
- 12way DB (PVC / Steel) - A
- Light Switch 2way - A
- 4 X 2 Switched Socket Outlet - A
- 60 Amp Single Phase Overcurrent Earth Leakage - A
- 10amp Single Pole Circuit Breaker - A
- 20amp Single Pole Circuit Breaker - A
- Lamp / Baton Holder (PVC /Brass) - A
- Chipboard Screws 25mm – A

**LOGISTICS AND LAY-OUT:**

- Workshop / Stores With Appropriate Demarcations.
- Learners Should Have Adequate Floor Space, (Non-Restrictive) During Testing.
- Candidates During Testing Must Not Be Working Within 1 Meter Of Each Other. In The Case Of A Cubical Only One Candidate Per Cubical.
- Area Conducive For Theoretical Assessment
- Area Conducive For Induction

	<ul style="list-style-type: none"> <li>- Area / Table Conducive To Written Reports, Testing, Etc. Within The Trade Test Area.</li> <li>- Clock</li> <li>- Floor Layout Plan</li> <li>- Storage For Memorandum's For All Tasks</li> </ul> <p><b>Assessment Aids:</b></p> <ul style="list-style-type: none"> <li>- Panel &amp; Drawing Matching. Labeled</li> <li>- Memorandum's For All Tasks.</li> <li>- Camera</li> <li>- SANS 10242-1 (Rewinding And Refurbishment Of Rotating Electrical Machines Part 1 Low Voltage 3 Phase Induction Motors)</li> <li>- SANS 10142-1 (Wiring Of Premise Part 1 Low Voltage Installations)</li> </ul> <p><b>Personal Protective Equipment:</b></p> <ul style="list-style-type: none"> <li>- Safety Clothing (Provided By Learner)</li> <li>- Safety Boots / Shoes (Provided By Learner)</li> <li>- Safety Glasses</li> <li>- Welding PPE</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>- Safety Signage (Emergency And Warning Signs)</li> <li>- Evacuation Plan</li> <li>- Statutory Appointments (OSH Act And Conts Regulations)</li> <li>- Statutory Inspections And Testing (Tools And Equipment)</li> <li>- Demarcation Of Storage Areas</li> <li>- First Aid Kit</li> </ul>
Computer Equipment	<ol style="list-style-type: none"> <li>1. 10 x Desktop Computers with the following included:        Windows Operating System – 11 Business        MS Office (Home &amp; Business) – 365        External Drives        Anti-virus Toolkits        Internal Security – Built-in Antivirus</li> <li>2. 7 x Overhead Projectors – Epson CO-WX01 Office Projector.</li> <li>3. 7 x BP-20C25T - Colour Copier Machines:        Light Production Professional Colour Machine.        25 ppm Network – print, copy, scan, network        A4/A3        Minimum Paper Capacity 100 Sheets A4        Standard PCL6 Printing        Scanner 600dpi to FTP, e-mail, USB memory        Duplex simple pass feeder with minimum 50 sheet capacity        Up to 220g/m2 from the paper tray</li> </ol>

	BP - C10 500 Sheet tray BP - DS 10 High Standard
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## **7. Required Documents**

Interested equipment service providers are mandated to submit their quotations along with the following essential documents:

- Proof of Registration with the Central Supplier Database (CSD)
- SARS Tax Pin
- BBB-EE Sworn Affidavit/Certificate.

**The selected service provider, eligible for the award, will be required to present a comprehensive equipment procurement proposal, including details of the available equipment and expected delivery period, within a period of seven (7) days prior to entering into a Service Level Agreement (SLA) with South Hill Trading.**

Note:

The Project Manager shall report to the Client on the feasibility of tender sums or rates of tenderers who tendered exceptionally low tender sums or rates. Exceptionally low tender sums or rates are those that are more than ten percent (10%) less than what the Project Management Team estimated to be market related.

- i) If the tender sums, rates, or provisional sums of those tenderers who tendered exceptionally low are deemed feasible, the Project Manager may continue to include these tenders in his tender evaluation.
- ii) If the tender sums, rates, or provisional sums of those tenderers who tendered exceptionally low are deemed not feasible, the Project Manager may disqualify these tenders from his tender evaluation.

## **8. Closing Date for the Submission of Quotations and Bids**

**Interested service providers are required to submit their quotation by the 17<sup>th</sup> of May 2024, 12h00 to the following address:**

**NUMBER 8 JAMESON STREET  
RHODESDENE  
KIMBERLEY  
8301**

**NOTE THAT NO LATE BIDS WILL BE ACCEPTED!**

**Take Note**

Kindly be aware that South Hill Trading retains the right to conduct supplier due diligence before issuing the final award, and at any point during the contract period. This process may involve reference checks conducted through legally accepted and adopted means.

Equipment procurement service providers are expected to submit reports detailing the work conducted for all tasks outlined in the SLA aligned to deliverables.

## SH Qualifying Criteria

South Hill has established minimum standards that Service Providers must meet to be evaluated as successful bidders. These standards include adherence to the specified criteria, and any bidder failing to meet these requirements may not be considered for the contract.

Pre-Qualification Criteria <b>Gate 0</b>	Technical Evaluation <b>Gate 1</b>	Price and Specific Goals and Evaluation <b>Gate 2</b>
Bidders must submit all documents as required (references, compliance treasury documents etc.). Only bidders that comply with all set criteria will proceed to Gate 1.	Bidders are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Bidder will be evaluated out of 100 points and Gate 2 will only to bidder (s) who have met and exceeded the threshold of 70 points.

### 9. Rating Scale that Bid Evaluation Committee Members Will Use.

Definition	Score
<b>Exceeds</b> the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
<b>Satisfies</b> the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
<b>Satisfies</b> the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
<b>Satisfies</b> the requirement with major reservations. Considerable, reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services with little or no supporting evidence.	2
Does not meet the requirements. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	1



The Bidder's information will be scored according to the following functionality criteria weights:

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>
Product Portfolio	
Vendor Experience	
Locality	

### **10. Product Portfolio:**

The evaluation considers the range of products available, assessing whether it aligns with the diverse needs of the project. The quality of equipment is paramount, ensuring that it meets industry standards. Additionally, the availability of a diverse array of specialized equipment indicates the provider's capacity to cater to specific project requirements, offering tailored solutions that enhance the overall effectiveness and efficiency of the procurement process.

A robust product portfolio not only signifies a comprehensive understanding of client needs but also reflects the provider's commitment to delivering high-quality and specialized equipment to meet the unique demands of the project at hand.

### **11. Locality**

Indicate and provide proof if your company has a local office within the Northern Cape.

- Head Office in Northern Cape = 5 points
- Head Office in another province with representation in Northern Cape = 3 points
- No representation in the Northern Cape = 1 point

### **12. Scope of Work**

The successful equipment procurement service providers will be responsible for:

- a. Sourcing and delivering equipment in line with specified project requirements.
- b. Providing necessary documentation and resources related to equipment procurement.
- c. Ensuring the efficiency and appropriateness of the equipment supplied.
- d. Submitting regular progress reports to South Hill Trading PTY LTD regarding the equipment procurement process.
- e. Collaborating with South Hill Trading Pty. Ltd. to contribute to the overall success of the procurement initiative for equipment.
- f. Upon delivery of equipment, the service provider is expected to submit an OEM certificate.

### **13. Eligibility Criteria**

Interested equipment service providers must meet the following eligibility criteria:

- a. Possession of adequate infrastructure and resources to support the proposed equipment procurement services.
- b. Financial stability and the ability to meet contractual obligations in the context of equipment supply and procurement.

### **14. Submission Requirements**

Interested equipment service providers must submit the following documents:

- a. Completed PROCUREMENT Proposal.
- b. Company profile emphasizing relevant experience in equipment procurement.
- c. Financial statements for the past three years, demonstrating financial stability in the equipment procurement sector.
- d. Proposed equipment supply programs and methodologies.
- e. Price quotation for the procurement of specified equipment.
- f. Any additional relevant documentation related to equipment procurement capabilities.

### **15. Evaluation Criteria**

BID proposals from equipment service providers will be evaluated based on the following criteria:

- a. Proposed product portfolio quality.
- b. Financial viability and stability specific to equipment procurement operations.
- c. Price competitiveness in the context of equipment supply and services.

### **16. Bid Submission Deadline**

The deadline for the submission of BID proposals is **17 May 2024 at 12:00pm**.

### **17. Bid Opening**

BID proposals will be opened on 17 May 2024 at 12:01pm at South Hill Trading 8 Jameson Avenue, Rhodesdene, 8301.

### **18. Contact Information**

For inquiries related to this tender, please contact: [e-procurement@southhilltrading.co.za](mailto:e-procurement@southhilltrading.co.za)

## 19. Terms and Conditions

The tender shall be submitted in accordance with all documents forming part of this tender.

BIDDERS shall be deemed to have accepted the TERMS AND CONDITIONS herein and any proposed exception(s) hereto shall be noted in the tender in which case the SH reserves the right to review and negotiate.

## 20. Closing Date

Closing date for submission of the tenders is on **17/05/2024 @12h00**. The onus is on the bidder tendering to ensure that the tender is correctly marked, addressed, and delivered by hand or posted by registered mail to reach the address provided on/before the closing date.

## 21. Submissions of Bids

No unauthorized alterations shall be made to the Form of Tender or to any other Bidder's documents. If any such alterations are made, or if the schedules or lump sum prices are not properly completed, or if these instructions are not fully complied with, the Tender may be rejected.

No Tippex or any other form of amendment or correction fluids on any document, pricing or wording will be permitted.

All spaces in the forms must be completed, handwritten or typewritten. The person(s) executing the tender on behalf of the BIDDERS must initial any alterations to the parts so completed. This must be done immediately adjacent to the alterations.

The tender shall be signed by an authorized Director or so duly appointed person(s) of the tendering company and a copy of the relevant resolutions authorizing such person(s) will accompany the tender submitted.

## 22. Tenders Submitted

Tenders to be submitted in sealed envelopes addressed, marked and delivered as follows:

### **South Hill Trading (Pty) LTD**

#### **DELIVERED TO:**

**Tender Box  
SHT (Pty) Ltd  
8 Jameson Avenue  
Rhodesdene  
Kimberley  
8301**

Enquiries: [e-procurement@southhilltrading.co.za](mailto:e-procurement@southhilltrading.co.za)

Closing Date: **17/05/2024 @ 12h00**

## **23. Queries**

Any queries may be directed to [e-procurement@southhilltrading.co.za](mailto:e-procurement@southhilltrading.co.za). All questions must be raised in writing, which will be disseminated to all parties involved with scope of work being tendered upon.

## **24. Instruction to Bidders**

### **Validity Period**

Tenders must be valid for acceptance for 90 days

from **17/05/ 2024**.

### **Declaration**

We reserve the right to accept or reject any Tender, not necessarily the lowest, and will not be obliged to give reasons for our decisions. Furthermore, we reserve the right to accept any tender wholly or in part.

### **Pricing**

Pricing to be valid for 90 days.

### **Value Added Tax**

Value Added Tax is applicable.

### **Duties, Charges, Licenses Etc.**

The Tendered price shall include all taxes, duties, charges, license fees and any other costs that may apply to the Scope of Work that may not have explicitly been stipulated.

## **25. Information to Bidders**

All information is furnished in good faith for the guidance of the bidder, but in no way shall such information relieve the Tenderer of the responsibility of ascertaining to his own satisfaction the Scope of Conditions of this Tender. The Tenderer shall make investigations necessary to inform himself thoroughly as to the character and magnitude of the Scope of Work, the facilities for delivery, placing and operating procured equipment and for delivery and handling material at the site. No plea of ignorance of conditions which exist or may hereafter exist, or of conditions or difficulties which may be countered, will be accepted as a reason for failure to complete the Tender or as a basis for claims for additional compensation or extension of time.

## **26. Specific Requirement for this Tender**

Bidders are required to provide satisfactory evidence of experience and competence in the nature of work being tendered upon. The bidder will provide a detailed project plan / roll plan with all anticipated activities indicating deliverables, completion stages and completion of projects.

## **27. Rates/ Pricing**

**The bidder will provide a schedule of project rates if applicable, pricing per unit and the overall sum tendered must be clearly stated. This can be submitted on a separate proposal sheet it is permissible.**

## **28. Empowerment of Previously Disadvantaged Communities**

South Hill is dedicated to fostering the development and empowerment of previously disadvantaged communities, and to uphold this commitment, the organization has implemented a policy that aligns with and supports this objective. While the absence of Historically Disadvantaged South African (HDSA) status will not lead to bid exclusion, due consideration will be given to this aspect during the Tender evaluation phase.

Equipment service providers are required to include in their Tender submission details about the current equity status held by HDSA individuals, along with their policies aimed at promoting and establishing empowerment initiatives for previously disadvantaged communities within their business. A certificate from an accredited rating agency verifying this information is a mandatory requirement.

**29. Declaration Signed by Bidding Entity Confidential Information**

South Hill Trading will treat all information from all bidders as confidential and that all information shared and submitted as expected by the POPI Act will not be used for any other reason but this submission purpose.

Signed on \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ thus accepting the confidentiality agreement.

REPRESENTATIVE : \_\_\_\_\_

NAME AND SURNAME : \_\_\_\_\_

POSITION/TITLE : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

WITNESS:

NAME AND SURNAME : \_\_\_\_\_

POSITION/TITLE : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

**30. Bidders Checklist with Tender Submission**

BIDDER NAME		TENDER NO	DATE		
SUBMISSION REFERENCE:					
ITEM NO	DOCUMENT DESCRIPTION	ATTACHED			
		YES	NO	N/A	
1	ACCREDITATION CERTIFICATES – SOLUTIONS OFFERING				
2	BANK LETTER				
3	BBBEE CERTIFICATE				
4	COID – LETTER OF GOOD STANDING				
5	COMPANY LETTERHEAD				
6	COMPANY UTILITY ACCOUNT – PROOF OF RESIDENCE				
7	COMPANY ORANOGRAM				
8	COMPANY PROFILE				
9	COMPANY REGISTRATION DOCUMENT				
10	COMPANY SHAREHOLDING DOCUMENTS				
11	DIRECTORS IDENTITY DOCUMENTS				
12	FINANCIAL STATEMENTS (MAN ACCOUNTS)				
13	PROOF OF ACCREDITATION				
14	TAX CLEARANCE CERTIFICATE				
15	PERSONNEL CV'S				
16	ROLL OUT PLAN				
17	PROJECT REFERECES LETTERS				

**31. Company Information to be completed.**

<b>COMPANY DETAILS</b>	<b>Company Name</b>		<b>Trading as (If different from name)</b>	
	<b>Company Registration no</b>		<b>VAT Registration no.</b>	

<b>BUSINESS PHYSICAL ADDRESS DETAILS</b>	<b>Complex</b>		<b>BUSINESS PHYSICAL ADDRESS DETAILS</b>	<b>PO Box/</b>	<input type="checkbox"/>
				<b>Private Bag</b>	<input type="checkbox"/>
				(Tick which appropriate )	
	<b>Street Name &amp; No</b>			<b>No</b>	
	<b>City</b>			<b>City</b>	
	<b>Province</b>			<b>Province</b>	
		<b>Country</b>			
		<b>Postal Code</b>			

<b>VENDOR/ SERVICE PROVIDER INFORMATION</b>	Have you or any family member ever been employed by South Hill Trading (Pty) Limited in the past 3 years?	
	If yes, in what position was he/she employed?	
	How long did he/she work for South Hill Trading (Pty)Limited	
	Do you know anybody currently employed by South Hill Trading (Pty) Limited, and what information on whom?	
	Have you read the Terms and Conditions contained within this document?	YES <input type="checkbox"/> NO <input type="checkbox"/>

I, \_\_\_\_\_, the undersigned, hereby declare that all the above information to be accurate and true in every respect.



**32. Legal Entity Type**

Submit the information specified below. Attach additional information if necessary.

- The applicant is a:  
(tick the applicable box)
- |                          |  |                          |                                      |
|--------------------------|--|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <i>Sole Trader</i>                       | <input type="checkbox"/> | <i>Proprietary Limited (Pty Ltd)</i> |
| <input type="checkbox"/> | <i>Partnership</i>                       | <input type="checkbox"/> | <i>Public Company</i>                |
| <input type="checkbox"/> | <i>Other</i><br><i>(provide details)</i> | <input type="checkbox"/> | <i>Close Corporation</i>             |

Organization Name: » .....

Legal  
Entity  
Type

Submit the information specified below. Attach additional information if necessary.

- The applicant is a:  
(tick the applicable box)
- |                          |                         |                          |                               |
|--------------------------|-------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Partnership             | <input type="checkbox"/> | Sole Trader                   |
| <input type="checkbox"/> | Other (provide details) | <input type="checkbox"/> | Proprietary Limited (Pty Ltd) |
| <input type="checkbox"/> | Public Company          |                          |                               |
| <input type="checkbox"/> | Close Corporation       |                          |                               |

Organization Name:  
» .....

The Organization commenced trading on (date):  
» .....

Is the applicant a subsidiary company?  
If Yes, the name and company number of the ultimate holding company is:  
Yes / No

» .....

**33. Relationship Management and Cooperative Contracting/ Willingness to Contract**

Provide verifiable information demonstrating the applicant’s commitment to, and proven record of, working in partnership with end users, clients, consultants, and other stakeholders. Include examples with particular reference to collaborative arrangements and beneficial outcomes (e.g. completion ahead of time) and/or lessons learned.

In light of the geographic spread of the Northern Cape Province, please indicate your companies’ willingness to accept being placed as per the project needs may determine by signing hereunder.

.....

I....., (ID)..... hereby declare that all information as provided is a true reflection of (company name)

.....

Date :  
Position :