



Request for Proposals (RFP) for

The Appointment of Recruitment Agencies for the CSIR

RFP No. 3322/23/08/2019

Date of Issue	08/08/2019	
Compulsory Briefing Session	Date: 19/08/2019 Venue: CSIR Pretoria, Building 22, Central Station Time: 13:00 – 14:00	
Closing Date	23/08/2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

The CSIR therefore wishes to partner with suitable recruitment services providers OR (search companies) to assist in filling pivotal roles of the organisation. In order to achieve this, the CSIR requires the services of a select group of highly capable service providers (search) providers who will source the most suitable candidates for employment in the niche areas at the CSIR. Suitably qualified service providers are hereby invited to express an interest to be registered as preferred suppliers to the CSIR to provide Recruitment Services for Permanent and/or Temporary Placements as set out (RFP specifications) hereunder.

2 BACKGROUND

As one of the leading scientific and technology development organisation in Africa, the CSIR has unique recruitment which requires a targeted approach. The organisation is currently using selected pool of service providers to provide recruitment services for Permanent and/or Temporary Placements on an adhoc basis. This approach is time consuming as it results in each HR team (unit/department based) engaging with its own recruitment agency which results in inconsistent application of rules.

3 INVITATION FOR PROPOSAL

Suitably qualified recruitment agencies are hereby invited to submit proposals for the provision of recruitment services. The RFP will result in the selection of a panel of preferred service providers of not more than five (5), for the provision of recruitment services for a period of five (5) years, on "as and when required basis. The service providers need to provide a comprehensive range of recruitment, search and placement services to facilitate:

- Permanent Staff Placement; and
- Temporary Staff Placement.

The bidders **MUST** indicate which roles they are tendering for i.e. permanent and temporary staffing solutions (a letterhead must be submitted clearly indicating which role(s) the bidder is tendering for), and provide references to substantiate that they have provided services for permanent or temporary placements.

RFP SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

Following the CSIR approved evaluation process based on the evaluation criteria set in section 5 (evaluation process and criteria), shortlisted service providers may be invited to do a presentation to the CSIR.

All RFP's are to be submitted in a format specified in this enquiry (as applicable).

3.1 PERMANENT / TEMPORARY STAFF PLACEMENT

This should cover:

- 3.1.1 Sourcing of suitable candidates as per job specification provided by the CSIR
- 3.1.2 Pre-screening of all potential candidates, that is interviews, employment checks, ITC, criminal and qualification checks
- 3.1.3 Scheduling of interviews with the shortlisted candidates
- 3.1.4 Response handling
- 3.1.5 The service provider should demonstrate the value-add to CSIR in terms of the following:
 - Process efficiencies;
 - Reduced turnaround times; and
 - Improved staff retention.

4 PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

- 4.1 Only agencies with Level 1 B-BBEE contributor status will be considered.
- 4.2 A valid B-BBEE Certificate or sworn affidavit must be provided, and submitted in the technical envelope and not financial envelope.

5 FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the RFP will be based on the following criteria:

5.1 Technical Evaluation Criteria (Permanent / Temporary Staff)

No.	Evaluation criteria	Weighted score												
1.	<p>Company Experience</p> <p>A company profile must be submitted, stipulating the number of years the company has been rendering permanent/temporary staffing services. The company must have been in existence for at least 5 years, rendering similar services</p> <p>If the company is a start-up company, provide proof that the directors appointed to perform the function have done similar jobs before.</p>	20												
2.	<p>References</p> <p>The bidder or consultants in its employ must have demonstrable experience in providing permanent/temporary staffing services. At least 5 references must be provided. The service provider must reproduce the table below and provide a comprehensive list of references.</p> <table border="1" data-bbox="316 1283 1334 1475"> <thead> <tr> <th>Client</th> <th>Contact person</th> <th>Contact number</th> <th>Email</th> <th>Position placed</th> <th>Year position placed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Client	Contact person	Contact number	Email	Position placed	Year position placed							40
Client	Contact person	Contact number	Email	Position placed	Year position placed									
3.	<p>Resources</p> <p>The service provider must provide the team structure, including brief profiles of key personnel and their experience in rendering permanent/temporary staffing services</p> <p>The key personnel must have a minimum of 5 years' experience in permanent/temporary staffing.</p>	20												
4.	<p>Methodology and approach</p> <p>The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document.</p>	20												

	<p>This service provider must provide in detail the proposed approach, methodology and tools and how they will assist CSIR in achieving the objectives of this request.</p> <p>The service provider must provide an outline of the project deliverables, indicating key milestones and turnaround times.</p>	
	TOTAL	100

- 5.2 Shortlisted bidders may be invited for presentations and shall be notified thereof no later than 4 (four) days before the actual presentation date
- 5.3 RFP's with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and 50% on any of the individual criteria will not be considered for listing on the panel.
- 5.4 Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.
- 5.5 The bidder must submit their complete placement terms and conditions.
- 5.6 The bidder must provide the applicable rates as a percentage, for both permanent and temporary placements. The applicable rates will be used for evaluation purposes to shortlist the bidders to evaluate bidders on pricing and B-BBEE for purposes of shortlisting the panel to at 10 recruitment agencies.

6 ELIMINATION CRITERIA

RFP's will be eliminated under the following conditions:

- Submission after the deadline;
- Failure to attend the compulsory briefing session; and
- Responses submitted at incorrect location.
- Failure to meet the prequalification criteria to advance certain groups as stipulated in section 5. A valid B-BBEE Certificate or sworn affidavit **must be provided**.

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder, it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database. Registrations can be completed online at: www.csd.gov.za; and
- provide the CSIR of their CSD registration number.

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR RFP SUBMISSION

All REQUEST FOR PROPOSALS must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

9 RFP PROGRAMME

The RFP program, as currently envisaged, incorporates the following key dates:

- Issue of RFP documents: 08/08/2019
- Compulsory Briefing session: 19/08/2019
- Closing / submission Date: 23/08/2019

10 SUBMISSION OF RESPONSES

- a. All proposals are to be sealed. No open proposals will be accepted.
- b. All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:
 - PART 1:** Technical Proposal: 3322/23/08/2019
 - PART 2:** Pricing Proposal and B-BBEE Documentation:3322/23/08/2019Proposals submitted by companies must be signed by a person or persons duly authorised.
- c. The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

11 DEADLINE FOR SUBMISSION

RFP's shall be submitted at the address mentioned above no later than the closing date of 23/08/2019 during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where an RFP is not received by the CSIR by the due date and stipulated place, it will be regarded as a late RFP. Late RFP's will not be considered.

12 EVALUATION PROCESS

The RFP evaluation process will include a functionality/technical evaluation. No price evaluation will be done at this stage. To be a preferred supplier the service provider shall meet the minimum threshold for functionality and will have a B-BBEE level 1 certificate. Approved suppliers shall meet a minimum threshold for functionality.

13 VALIDITY PERIOD OF RESPONSES

Each RFP shall be valid for a minimum period of three (3) months calculated from the closing date.

14 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with "**RFP No 3322/23/08/2019 - The Provision of Recruitment Services for to CSIR**" as the subject.

15 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

16 COST OF RFP

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of RFP preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

17 CORRECTNESS OF RESPONSES

17.1 The service provider must confirm satisfaction regarding the correctness and validity of their RFP.

18 VERIFICATION OF DOCUMENTS

18.1 Service providers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

18.2 **ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)** of each RFP must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

18.3 Emailed RFP submissions will not be accepted.

18.4 If a courier service company is being used for delivery of the RFP document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the date as mentioned above.

19 ENGAGEMENT OF CONSULTANTS

All potential service providers need to note that consultants will only be remunerated at the rates:

19.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

19.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

19.3 Prescribed by the body - regulating the profession of the consultant.

20 TRAVEL EXPENSES

All potential service providers need to note that travel expenses will be managed as followed should they need to travel on behalf of the CSIR in future:

- 20.1** All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursments, must be in line with the CSIR's travel policy. The following will apply:
 - 20.1.1 Only economy class tickets will be used.
 - 20.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
 - 20.1.3 No car rentals of more than a Group B will be accommodated.

21 ADDITIONAL TERMS AND CONDITIONS

- 21.1** Service providers shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 21.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 21.3** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.
- 21.4** Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.
- 21.5** The CSIR may, at its sole discretion, award assignment or any part thereof to more than one panel member.
- 22.9** The CSIR reserves the right, at its discretion, to source appropriate other recruitment services outside the panel of attorneys, depending on business requirements.

22 CSIR RESERVES THE RIGHT TO

- 22.1** Extend the closing date;
- 22.2** Verify any information contained in a response;
- 22.3** Request documentary proof regarding any tendering issue;
- 22.4** Cancel or withdraw this RFP as a whole or in part; and

22.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

24 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its RFP, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

25 ANNEXURE A

25.1 Technical Evaluation Criteria (Permanent / Temporary Staff)

Competence	Criterion	Key Aspects of Criterion	Points
Company Experience [20%]	A company profile must be submitted, stipulating the number of years the company has been rendering permanent/temporary staffing services. The company must have been in existence for at least 5 years, rendering similar services. If the company is a start-up company, provide proof that the directors appointed to perform the function have done similar jobs before.	More than 8 years recruitment experience	10
		7 – 8 recruitment experience	7
		5 – 6 recruitment experience	5
		Less than 5 years' experience	0
Reference [40%]	The bidder or consultants in its employ must have demonstrable experience in providing permanent/temporary staffing services. At least 5 references must be provided, clearly indicating the position filled.	More than 10 references	10
		8 – 10 references	7
		5 – 7 references	5
		Less than 5 references	0
Resources [20%]	The service provider must provide the team structure, including brief profiles of key personnel and their experience in rendering permanent/temporary staffing services. The key personnel must have a minimum of 5 years' experience in permanent/temporary staffing.	More than 8 years recruitment experience	10
		7 – 8 years recruitment experience	7
		5 – 6 years recruitment experience	5
		Less than 5 years' experience	0
Methodology and approach [20%]	The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. This service provider must provide in detail the proposed approach, methodology and tools and how they will assist CSIR in achieving the objectives of this request. The service provider must provide an outline of the project deliverables, indicating key milestones and turnaround times.	A detailed, well-articulated proposal which describes the approach the bidder will use is provided. The approach and tools to be used to assist CSIR in achieving the objectives of this request are clearly structured in the document. The outline of the project deliverables, indicating key milestones and turnaround times are also provided.	10

		The methodology and approach provided are sufficient to meet the project objectives. The outline of the project deliverables, indicating key milestones and turnaround times are also provided.	7
		The methodology and approach lacks sufficient detail on how the service provider will meet the objectives of this request.	5
		The proposal is not submitted/unclear/unstructured or not in sync with the requirements of this request.	0
TOTAL (100%)			

10 ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES (1 st ENVELOPE RETURNABLES)		
ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)		
Description	Included	
	Yes	No
Prerequisite documents Valid B-BBEE Certificate or Sworn affidavit		
Company Experience – (Company Profile / detailed CV of directors if start-up company) <ul style="list-style-type: none"> • Number of years the company has been providing executive placement training. The company must not have less than 5 years. • If a start-up company provide proof that the directors appointed to perform the function have done similar jobs for not less than 5 years. 		
Company Experience – (Client reference letters) <ul style="list-style-type: none"> • The service provider must provide evidence they have successfully executed executive headhunting services. • A minimum of 5 references are required • Reference Letters, with the following information as a minimum <ul style="list-style-type: none"> - Client - Contact Person - Contact Number - Email - Position placed - Year position placed - Performance rating for service rendered 		
Methodology and Approach including Work plan/timelines – (Detailed Methodology, Approach and Gantt Chart/time line) <ul style="list-style-type: none"> - Demonstrate a clear methodology and approach for filtering and final selection for long and short lists including interviews. - Demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. - Provide in detail the proposed approach, methodology and tools and how they will assist CSIR in achieving the objectives of this request. - An outline of the project deliverables, indicating key milestones and turnaround 		

times. - Demonstrate the value-add to the CSIR in terms of the following: <ul style="list-style-type: none"> o Process efficiencies; o Reduced turnaround times; and o Improved staff retention. 		
PART B: PRICING PROPOSAL (2nd ENVELOPE RETURNABLES)		
ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY)		
Pricing Proposal – applicable rates for both permanent and temporary placements		
Complete placement terms and conditions		
Completed SBD1 Form		

Any other relevant document may be submitted, to substantiate the bidder’s proposal.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	CSIR RFP No.	CLOSING DATE:		CLOSING TIME:	04:30
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CSIR GATE 03 - Main Reception Area (in the Tender box)					
Meiring Naude Road					
Brummeria					
Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	CSIR STRATEGIC PROCUREMENT UNIT		CONTACT PERSON	CSIR STRATEGIC PROCUREMENT UNIT	
TELEPHONE NUMBER	012 841 2400		TELEPHONE NUMBER	012 841 2400	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.gov.za	
SUPPLIER INFORMATION					
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:		OR	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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
25.1.1.1	ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		25.1.1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> 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

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE ENGAGED WITH NEGOTIATIONS BY THE CSIR THAT MIGHT RESULT IN THE ISSUING OF A PURCHASE ORDER.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE CSIR TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE

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

SIGNATURE OF BIDDER:

.....

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

.....

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

DATE:

.....

.....