BID NUMBER	**RFQ: AP7813**
CLOSING DATE AND TIME	**18 NOVEMBER 2026 AT 12H00**
DESCRIPTION	**SUPPLY, CONFIGURATION, IMPLEMENTATION AND SUPPORT OF A CLOUD-BASED INVENTORY MANAGEMENT SYSTEM SOFTWARE**
NAME OF TENDERER/BIDDER	
CSD NUMBER	
TOTAL BID PRICE (VAT INCLUDED)	
VALIDITY PERIOD OF BID	**60 DAYS**

SUBMISSION OF DOCUMENTS

All RFQ documents to be uploaded onto the Casidra RFQ/Tender portal. No e-mailed or hard copy documents will be accepted.

NOTE TO BIDDERS:

Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of number of uploads they are submitting. Please do not wait for the last minute to submit. A bidder can upload 30MB and up to 10 documents per upload and multiple uploads are permitted

FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 60 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET

Document	Description	Compulsory	Comment
CBD 1	**Invitation to bid**	✓	
CBD 2	**Conditions to submit bid**	✓	
CBD 3	**Terms of Reference**	✓	
CBD 4	**Pricing schedule**	✓	

CBD 5	Supply Chain – Preferential Procurement Regulations 2022 and Codes of good practice	✓	

Name of bidder	
Postal address	
Street address	
Telephone number (code and number)	
Cellphone number	
Faxcimilie number (code and number)	
E-mail address	
VAT registration number	

SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)		YES	☐	NO	☐
Originally certified B-BBEE status level certificate/Original Sworn Affidavid (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE)		YES	☐	NO	☐
CIDB Registration number	Number:	YES	☐	NO	☐
Registration for electrical compliance with département of labour	Number:	YES	☐	NO	☐
COIDA	Number:	YES	☐	NO	☐

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature of bidder		**Date**	

Capacity under which this bid is signed	

1. BID SUBMISSION:

1.1. Bids must be delivered by the stipulated time to the correct address. **Late bids will not be accepted**.
1.2. All bids must be submitted on the official forms provided (not to be re-typed).
1.3. Bidders must be registered on the Central Supplier Database (CSD).
1.4. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE.
1.5. Bids are subject to the **Casidra** SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

2.1. Bidders must ensure compliance with their tax obligations.
2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by **Casidra** SOC Ltd.
2.3. Foreign suppliers with no tax obligation in South Africa must complete SBD1 that will be submitted to SARS for verification and the issuing of a Confirmation of Tax Obligation letter.
2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. Is the bidder a resident of the Republic of South Africa (RSA)	Yes ☐	No ☐
3.2. Does the bidder have a branch in RSA?	Yes ☐	No ☐
3.3. Does the bidder have a permanent establishment in the RSA?	Yes ☐	No ☐
3.4. Does the bidder have any source of income in the RSA?	Yes ☐	No ☐

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

4. TENDER CONDITIONS

CASIDRA reserves the right to:

- disregard any bids where the declaration has not been signed;
- accept parts of the bid items or split bids based upon item prices;
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and
- to award the bid to a bidder which does not necessarily have the lowest price.

The bid may be cancelled if:

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation);
- false information was supplied by the bidder;
- Cancellation of bid will be placed in the same media as initially advertised.

Other notes:

- Final points scored will be rounded off to the nearest 2 decimal places.
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.
- **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

PROJECT: CERES: SUPPLY, CONFIGURATION, IMPLEMENTATION AND SUPPORT OF A CLOUD-BASED INVENTORY MANAGEMENT SYSTEM SOFTWARE

GENERAL REQUIREMENTS

The works, as described, are situated close to Ceres. The quoted amount will be a lump bid and must include all equipment and labour. The successful bidder must have the capacity to start the works within 7 (seven) days of appointment.

FUNCTIONAL REQUIREMENTS

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

Bids that fail to meet the minimum score, for individual criteria and total for functional criteria as stipulated in the tender document, will be an unacceptable tender.

This bid is subject to the evaluation of functional requirements.

The following criteria will be used for evaluation:

No	Evaluation criteria	Weight (A)	Score (B)	Minimum score required	Total (A x B)
1	Experience of similar work	50%	For office use	4	For office use
2	References of previous work	50%	For office use	4	For office use
TOTAL SCORE - A minimum score of **80%** is required for functional requirements for this bid to be considered for further evaluation				**% = Total / 5**	**For office use**

	1 Poor: Non-compliant	2	3	4	5 Excellent: Fully compliant

Functional Item					
Experience of similar work.	Has no work experience	Has Limited exposer to work at hand. Has done software configuration, implementation and support for less than 12 months for all 3 references.	Has experience to work at hand. Has done software configuration, implementation and support for 1 to 3 years for atleast 2 for all 3 references.	Has experience to work at hand. Has done software configuration, implementation and support for 3 to 5 years for atleast 2 for all 3 references.	Has experience to work at hand. Has done software configuration, implementation and support for 5 years and more for all 3 references.
References from clients on similar nature related previous work	No references	Very poor rapport by all three references	Some minor problems experienced by all three references	Recommended by all three references	Highly recommended by all three references

LABOUR LOG SHEETS

One of Casidra's agreed mandate with the Western Cape Department of Agriculture is to report on jobs created for the individual projects. To assist Casidra with accurate reporting it is a condition of this bid document that the successful bidder will have to submit labour log sheets with all required information properly completed.

Documentation **MUST be submitted with every payment claim** from the Contractor on a monthly basis. Failure to submit this information will result in default by the contractor and may affect payment certificates being issued.

Documentation will consist of excel spreadsheet combined total person days, weekly log timesheet & relevant copies of South African ID Documents of workers claimed for under person days. This documentation will be emailed to the successful bidder. Weekly log sheet MUST be signed by workers on the site. The person days claimed for workers must have South African citizenship.

The Protection of Personal Information Act 4 of 2013 (also known as POPIA), regulates and controls the processing, usage and storage of personal information. In order to be compliant with POPIA, Casidra commits not to share your information with any third party outside Provincial & National Departments of Agriculture, project management agencies, co-workers and associates / partners as per our business approval and evaluation, and reporting processes.

SCOPE OF WORKS

1. Purpose of the Procurement

Casidra SOC Ltd invites suitably qualified suppliers to submit quotations for the supply, configuration, implementation and support of a cloud-based inventory management system.
The purpose of the system is to improve inventory accuracy, purchasing control, stock traceability, sales and dispatch management, cost control, operational efficiency and management reporting.
The proposed solution must integrate with an existing Xero accounting system to ensure that relevant inventory and financial transactions are accurately recorded and synchronised, minimising duplicate data entry and manual reconciliation.

Suppliers may propose any commercially available application that meets the requirements below.

2. Scope of Supply

The appointed supplier will be required to provide:

- A software subscription and the necessary user licences for 6 user for a minimum 12 months.
- Configuration of the system to suit our clients, Jacobs Jam's operational requirements.
- Integration with the existing Xero accounting system.
- Setup of product records, stock codes, units of measure and inventory locations.
- Import or migration of agreed existing inventory and supplier data.
- Configuration of user roles, permissions and approval workflows.
- Training for designated employees and system administrators.
- Testing, commissioning and handover of the operational system.
- User documentation, technical support, maintenance and software updates.
- Ongoing technical assistance and support for the Xero integration.
- Preference will be given to software available directly from within the Xero app store.

3. Mandatory Technical Requirements

The proposed system must meet all the mandatory requirements listed below.

3.1 Cloud-Based Application and Accessibility

- The application must be accessible through a secure web browser.
- The system should support access from desktop computers, laptops and compatible mobile devices.
- The application must provide secure, individual user accounts.

3.2 Product and Inventory Master Data

The system must allow authorised users to create, maintain and update product records containing, at a minimum:

- Unique product or stock-keeping unit (SKU) code.
- Product description and category.
- Barcode, where applicable.

- Unit of measure and pack size.
- Supplier details and supplier product codes.
- Purchase cost and selling price, where applicable.
- Applicable tax treatment.
- Minimum, maximum and reorder stock levels.
- Current stock on hand, allocated stock and available stock.
- Inventory valuation and cost information.
- Product status, including active and discontinued items.

The system must support product searches, filtering, bulk imports and exports, and the updating of product records without requiring individual manual re-entry.

3.3 Stock Control and Inventory Movements

The system must provide real-time or near-real-time stock visibility and record all material inventory movements.

Required functionality includes:

- Recording stock receipts and issues.
- Recording sales-related stock reductions
- Recording stock transfers between locations.
- Recording returns, damaged stock, wastage and write-offs.
- Recording authorised stock adjustments with reasons.
- Maintaining an audit trail of stock movements.
- Viewing stock balances by product and location.
- Identifying stock allocated to outstanding orders.
- Distinguishing between physical stock, available stock and stock on order.
- Preventing unauthorised stock adjustments and, where configurable, negative stock balances.
- Conducting physical stock counts and reconciling count variances.

All stock movements must be traceable to a transaction, date, user and relevant reference number.

3.4 Purchasing and Supplier Management

The system must support the procurement and receiving process, including:

- Maintaining supplier records and contact details.
- Creating and approving purchase orders.
- Recording supplier quotations and agreed purchase prices.
- Tracking outstanding and partially fulfilled purchase orders.
- Receiving goods against purchase orders.
- Recording discrepancies between ordered and received quantities.
- Recording supplier invoices and supplier credits, where supported.
- Tracking outstanding deliveries and expected delivery dates.
- Reporting on purchasing history by supplier and product.
- Generating reorder suggestions based on minimum stock levels or demand.

The system must provide sufficient controls to distinguish ordered quantities from quantities actually received.

3.5 Sales and Order Management

The system must support the following functions, where applicable to Jacobs Jam's sales operations:

- Capturing customer orders.
- Checking stock availability before confirming orders.
- Allocating stock to orders.
- Generating picking lists and dispatch documentation.
- Recording partial deliveries and outstanding quantities.
- Recording completed sales and returns.
- Maintaining customer and sales transaction histories.
- Producing sales reports by product, customer and period.
- Recording discounts and applicable taxes.
- Supporting the generation or transfer of sales invoices to Xero.

The supplier must explain whether the application supports point-of-sale transactions, e-commerce platforms or other sales channels, and identify any additional licence or integration costs.

3.6 Barcode Scanning

The system should support barcode scanning using compatible handheld scanners or mobile devices.

Barcode functionality should include:

- Identifying products by barcode.
- Receiving goods.
- Conducting stock counts.
- Picking and dispatching orders.
- Recording stock transfers and adjustments.

The supplier must specify supported barcode formats and whether scanning requires additional hardware, mobile applications or subscription fees.

3.7 Inventory Valuation and Cost Management

The system must provide inventory costing and valuation functionality suitable for accounting and management reporting.

The supplier must specify whether the system supports:

- Weighted-average costing.
- FIFO (first-in, first-out) costing.
- Landed costs, including freight and other directly attributable costs.
- Cost of goods sold (COGS) reporting.
- Inventory valuation at a selected date.
- Reporting on stock losses, write-offs and adjustments.
- Reconciliation of inventory values with the accounting records in Xero.

The supplier must explain how inventory values and cost-of-goods-sold transactions are calculated and transferred to Xero.

3.8 Batch, Lot and Expiry-Date Tracking

The supplier must state whether the system supports batch or lot tracking and expiry-date management.

Where supported, the functionality should include:

- Recording batch or lot numbers.
- Recording expiry dates.
- Tracing stock receipts and subsequent stock movements by batch.
- Identifying stock approaching expiry.
- Producing batch traceability reports.

Suppliers must clearly distinguish functionality included in the quoted subscription from functionality available only through a paid add-on.

4. Mandatory Xero Integration

Integration with Jacobs Jam's existing Xero accounting system is a mandatory requirement.
The proposed system must provide a supported, documented integration with Xero. A supplier's claim that its system is compatible with Xero must be supported by evidence of the actual integration method and functionality.
4.1 Required Integration Capabilities
The integration must, as applicable to the selected workflow, support:
- Synchronisation or controlled transfer of product codes and descriptions.
- Customer and supplier contact synchronisation, where supported.
- Sales invoices and credit notes.
- Supplier bills and supplier credits.
- Purchase-related transactions and receipts, where supported.
- Inventory adjustments and the associated accounting entries.
- Cost of goods sold and inventory valuation accounting.
- Tax codes and transaction values.
- Mapping of transactions to the appropriate Xero general ledger accounts.
- Recording of transaction references to support reconciliation.
- Identification and reporting of synchronisation errors.

The supplier must provide a detailed integration matrix showing exactly which data fields and transaction types are transferred, in which direction, and at what frequency.

4.2 Integration and Accounting Controls

The solution must:
- Use a supported connection to Xero, with appropriate authorisation and access controls.
- Support automatic synchronisation or scheduled synchronisation.
- Provide a means to identify, investigate and retry failed synchronisation attempts.
- Avoid creating duplicate invoices, bills or accounting entries when transactions are retried.
- Allow reconciliation between inventory transactions and Xero accounting records.
- Clearly identify which system is the master record for products, stock quantities, sales, purchasing and accounting.
- Support a controlled month-end reconciliation process.

The supplier must explain any limitations in synchronisation, including transactions that require manual intervention.
Important: Jacobs Jam must retain a clearly defined accounting control process. Inventory quantities and warehouse movements should be controlled in the inventory application, while Xero should remain the accounting system of record unless Jacobs Jam formally approves a different arrangement. The supplier must explain how inventory valuation and general ledger entries will be reconciled between the two systems.

5. Reporting and Management Information

The system must provide standard reports and allow authorised users to export data to Excel or CSV.

Required reports include:
- Current stock on hand by product and location.
- Available, allocated and stock-on-order quantities.
- Inventory valuation at a specified date.
- Stock movement history.
- Stock adjustments, losses, damages and write-offs.
- Low-stock and reorder reports.
- Outstanding purchase orders and supplier deliveries.
- Sales by product, customer and reporting period.
- Cost of goods sold and gross margin, where supported.
- Slow-moving, obsolete and dormant stock.
- Physical stock count variances.
- Xero integration and synchronisation exceptions.

The system should provide a management dashboard summarising stock value, stock availability, purchasing commitments and key inventory performance indicators.

6. User Access, Security and Audit Trail

The system must provide:
- Role-based access controls.
- Separate user accounts and appropriate authentication.
- Restrictions on sensitive functions, including stock adjustments, approvals and system configuration.
- A record of significant transactions and changes.
- Date, time and user identification for relevant audit events.
- Secure data transmission and storage.
- Routine data backups and a documented recovery process.
- A process for removing access when employees leave or change roles.

The supplier must disclose its hosting arrangements, data storage locations, backup frequency, recovery arrangements and security incident procedures.
The supplier must explain how its solution supports applicable South African data protection requirements, including POPIA where personal information is processed.

7. Implementation and Training

The supplier must provide an implementation plan covering:
- Requirements confirmation and process mapping.
- System configuration.
- Product and supplier data preparation.
- Migration of agreed opening inventory balances and other agreed records.
- Xero integration and account mapping.
- User access configuration.
- Testing of stock movements and accounting transactions.
- User acceptance testing and correction of identified defects.
- Staff training.
- Go-live, handover and post-implementation support.

The supplier must specify the proposed implementation duration, Jacobs Jam's required staff involvement, the resources required from Xero administrators and the arrangements for resolving implementation problems.
The system must not be accepted as fully implemented until Jacobs Jam has approved the agreed acceptance tests.

8. Support and Service Requirements

Suppliers must provide details of:
- Support hours and support channels.
- Response and resolution targets for critical, high, medium and low-priority incidents.
- Software maintenance and upgrades.
- Service availability commitments.
- Escalation procedures.
- Support for Xero integration failures.
- Training and refresher training.
- Contract renewal, cancellation and data-export arrangements.

The supplier must disclose any additional charges for premium support, implementation assistance, technical consulting or integration maintenance.

9. Data Ownership and Portability

All Jacobs Jam business and inventory data must remain the property of Jacobs Jam.

The supplier must confirm that:
- Jacobs Jam can export its records in a commonly usable format.
- Data can be retrieved upon contract termination.
- The supplier will provide reasonable assistance with data migration or system transition.
- The contract clearly specifies data-retention and deletion procedures.

No material export or exit fees apply unless expressly disclosed in the quotation and contract.

END OF WORK TO BE DONE

BID CONDITIONS

Lump Sum Bid / Measured

These documents are for a lump sum/measured bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the hourly or unit rates rate of the services should also be given if requested on the form **CBD 4.**

No unit rate price adjustment of whatever nature, except for decreases or increases in the Value-Added Tax (VAT) and / or Variation Orders, will be applicable in this contract. The bidder shall make provision in his bid price for possible fluctuations in costs.

Premises in Occupation

The premises for the works **will** be in occupation during the contract period. Approval to access the premises must be obtained from the land owner.

Fixed Price Bids

No contract price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Contractor will make provision in his bid for possible fluctuations in costs.

If the instruction / appointment for the construction of certain phases is done after the validity of the bid has expired, prices may, on request, be updated or re-negotiated within the reasonable norms of escalation.

Expenses in Preparation of Bid

The Client will not be responsible for, subject to the Preferential procurement regulations, nor pay any expenses for losses which the bidder may incur in preparation of this bid.

Inspection of Site

Bidders must familiarise themselves with the local conditions, the accessibility of the site, the full extent and nature of the work to be done and the conditions affecting the execution and pricing of the bid. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

If a site meeting is held, notice of attendance must be forwarded to the contact person.

Only information given in writing to the Contractor by the Engineer during the tender period will be regarded as binding on the Contract. Verbal information, given during the site inspection or at any other time prior to the award of the Contract, will not be regarded as binding on the Contract.

Site

The site to be occupied will be clearly pointed out to the Contractor at the site handover. The Contractor will not be allowed to extend his operations beyond the boundaries of the site.

Water for the Works

The Contractor may use if available. He will obtain permission from the Land Owner before any connection to or extension of the existing supply is made, which will be executed, removed and made good on completion of the works at the Contractor's own expense.

Electricity & Lighting for the Works

The Contractor may use the existing power if available. He will obtain permission from the Land Owner before any connection to or extension of the existing supply is made, which shall be executed, removed and made good on completion of the works at the Contractor's own expense.

The Contractor will allow for the risk of failure in the electrical supply or in case of an insufficient supply, in which case he will make his own arrangements and all costs that may arise shall be for his own account.

Scaffolding & Hoisting Equipment

The Contractor will provide for the supply, erection and removal of scaffolding and / or hoisting equipment as required.

Tools, Equipment & Machinery

The Contractor will provide all his own tools and equipment as well as facilities and transport for this project. Machinery should be sufficient to complete the works in the allocated time.

Existing Services

If the Contractor encounters any existing services such as cables, pipes or sewers during the execution of the works, he must immediately notify the Client, halting all work in the vicinity thereof, until instructions to proceed have been given by the Project Manager.

Electric wires, telephone wires, pipes, etc. will not be interfered with during the course of the contract but if it should be necessary to disconnect or cut any such wires or pipes, the Client will be advised thereof and his instruction awaited.

Accounts and Payments

Payment of accounts received by the Client in terms of the works completed, shall be affected within 30 days after receipt of a correctly completed and approved invoice for the work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork.

Payments will be done maximum on a fortnight basis and will only be made for work done/completed. Payment will be based upon a completed payment schedule which will be completed by bidder on award of tender. Payments will only be made upon physical inspection and sign off of completed work. Please allow timeous notice for inspections so that the necessary travel arrangements can be made.

age rates

Be responsible for all the sub-Contractors appointed by him to complete the works. A minimum **of 75%** of local labour must be incorporated in the project and all workers must be SA citizens.

The area for which local labour is to be sourced is in a 50km radius from site.

The following guidelines should be considered when setting rates of pay for workers:

- The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary.
- The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure a reasonable quality of work.
- It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.
- Men, women, disabled persons and the aged must receive the same pay for work of equal value.
- Provision should be made in the tender for value for payment of UIF and COIDA statutory levies.

Construction Insurance

Proof of construction insurance for planned work must be submitted by the successful contractor **within 14 calendar days upon receipt of letter of award**. If you do not have insurance, for smaller (less than R100 000) projects, Casidra can put it under its insurance portfolio for your own costs (0.5% of the contract value). We must be given enough prior notice regarding this.

Inspections, tests and analysis

All pre-bidding testing will be for the account of the contractor.

If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the contractor shall be open, at all reasonable hours, for inspection by a representative of the Client or an organization acting on behalf of the Client.

If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the Client shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

If the inspections, tests and analyses show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Client.

Where the supplies or services do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the contractor.

Supplies and services which do not comply with the contract requirements may be rejected.

Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the contractor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the contractors cost and risk. Should the contractor fail to provide the substitute supplies forthwith, the Client may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the contractor.

The provisions of above clauses regarding inspection & testing shall not prejudice the right of the Client to cancel the contract on account of a breach of the conditions thereof, or to act in terms of the conditions of contract.

Warranty

The contractor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The contractor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Client's specifications) or from any act or omission of the contractor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

This warranty shall remain valid for **twelve (12) months** after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

The Client shall promptly notify the contractor in writing of any claims arising under this warranty. Upon receipt of such notice, the contractor shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Client.

If the contractor, having been notified, fails to remedy the defect(s) within the period specified, the Client may proceed to take such remedial action as may be necessary, at the contractor's risk and expense and without prejudice to any other rights which the Client may have against the contractor under the contract.

Please read notes on next page.

NAME OF BIDDDER	
BID NUMBER	

Are you registered in terms of sections 23(1) of 23(3) of the Value-Added Tax Act 1999 (Act no 89 of 1991)?[1]	**Yes** ☐	**No** ☐
If yes to above, provide your VAT number		
Bill of quantities (if yes, it will be attached separately)	**Yes** ☐	**No** ☒

Item no	Quantity	Description	Bid price (RSA currency) (see 3a)
1	**1**	**ONCE-OFF SUPPLY, INSTALLATION AND CONFIGURATION COSTS**	
2	**12**	**ANNUAL OR MONTHLY LICENCE FEES**	
3	**1**	**ADDITIONAL LICENCE COSTS, WHERE APPLICABLE.**	
4	**12**	**TRAINING AND TECHNICAL SUPPORT COSTS.**	
		SUB TOTAL	
		VAT	
		GRAND TOTAL	

Signature of bidder	
Date	

[1] https://www.gov.za/sites/default/files/gcis_document/201505/act-89-1991s.pdf

NOTES (applicable where indicated)

A. PRICE (where applicable)

1. FIRM PRICES

a. Only firm prices will be accepted.
b. No non-firm prices will be considered.
c. All delivery cost must be included in the bid price for delivery at prescribed destination.
d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

2. NON-FIRM PRICES

a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices.
b. Price adjustments will be allowed at periods and times specified in the bidding documents.
c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid.

3. PROFESIONAL SERVICES

a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

B. CONSTRUCTION (applicable to construction only)

1. The total price for the service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings (where applicable).
2. The tender will be evaluated on the criteria for a market related price.
3. The contractor must attach a **detailed and comprehensive** proof of competency of a construction manager in terms of Construction Regulations 2014, Clause 8 including experience regarding construction health & safety regulations.
4. The contractor **must** attach the proof of CIBD grading as specified in the scope of works.
5. The contractor **must** be in possession of a valid COIDA letter of good standing and it must be attached.
6. Where applicable, the contractor **must** attach valid proof or registration with the Department of Labour for the installation of the main electrical supply.

C. OTHER NOTES (applicable to all bids)

1. The tender will be evaluated on the criteria for a market related price.
2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid.
3. The prices must be **valid for a period of 90 days** from date of closure of the bid to allow for evaluation and appointment.
4. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

D. COMPANY PROFILE (applicable when requested)

1. The contractor must attach a **detailed and comprehensive** company profile including **core competencies of personnel.** The company profile must summarize information about the organisation.
2. The company profile must include the following:
   a. Company core business activities (describe products and services and markets in which it operates).
   b. Company background (state number of years in business, location, history of company etc.)
   c. Company resources (number of employees, core competencies of personnel, structure of company)

E. WARRANTY (applicable when requested)

1. Where requested, the bidder must attach proof of warranty offered on the letterhead of the bidder.

F. BROCHURE (applicable when requested)

1. Bidder must provide detailed brochure and technical specifications of products where requested.
2. Bidder must be able to provide proof of service location within applicable radius as specified in CBD 3 (Scope of works).

G. AFTER SALES SERVICES AGREEMENT (applicable when requested)

1. Where applicable, the bidder must sign and submit the after sales agreement.

H. APPOINTMENT (applicable to construction and professional services)

1. The successful contractor will be given notification in writing by means of an appointment letter
2. The successful contract must sign the **CBD 8**, together with this document, which will form the contract.

CHANGES MADE BY BIDDER	
If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid. **Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.**	
Item	**Suggested change**

PROOF OF RELEVANT EXPERIENCE AND REFERENCES
The following must be completed in detail by bidder. 1. Supply at least **three (3)** different references from **three (3)** different companies with contact numbers. **2. References to either complete the scoresheet which must be submitted with the bid document or provide the bidder with a reference of which a copy must be attached to the bid document.** 3. Description of work must be relevant to nature of this contract. **Do not list work if it does not fall within the scope of works.** 4. Elaborate on project under Description by being specific at to the works executed in the contract to support relevant experience.

REFERENCES PROVIDED BY TENDERER

BIDDER IS NOT SUPPOSED TO SIGN THESE DOCUMENTS. THE REFERENCE FORM MUST BE SIGNED BY PERSON SUBMITTING THE REFERENCE

Reference company name					
Contact information					
Description of work					
Duration	Start date:		End date:		
Performance of the contractor according below criteria:					
	Poor/bad	**Done**	**Average**	**Good quality**	**Excellent**
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature of company reference					
Date					

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Performance of the contractor according below criteria:					
	Poor/bad	**Done**	**Average**	**Good quality**	**Excellent**
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
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	Poor/bad	**Done**	**Average**	**Good quality**	**Excellent**
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature of company reference					
Date					