



REQUEST FOR PROPOSALS (RFP): INVITATION FOR SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NECT FOR A PERIOD OF THREE (3) YEARS “ON AN AS AND WHEN REQUIRED BASIS.

BID NUMBER: NECT/2026/05/008

RFP SUBMITTED BY:

Name of Company: National Education Collaboration Trust

Contact Person: Martha Nkosi

Contact Numbers: (Tel) 012 752 6200

E-mail: scm@nect.org.za

NECT: SCM ENQUIRIES	TECHNICAL ENQUIRIES
Contact person: Martha Nkosi	Contact Person: Martha Nkosi
Tel: 012 752 6200	Tel: 012 752 6200
E-mail: <u>scm@nect.org.za</u>	Email : <u>scm@nect.org.za</u>
CLOSING DATE:	29 May 2026
CLOSING TIME:	11:00
COMPULSORY VIRTUAL BRIEFING SESSION:	Join:
DATE: 13 May 2026	<u>https://teams.microsoft.com/meet/332760878870334?p=OQYtKpQkCu1mI6pTSH</u>
TIME : 10:00-11:00	Meeting ID: 332 760 878 870 334
TENDER VALIDITY:	Passcode: gH36AV3y
	90 DAYS
SUBMISSIONS: HEAD OFFICE (GAUTENG)	
Address: 272 West Avenue, Block D Lakefield office Park, Centurion, 0163	The bid documents may be delivered or couriered (at sender’s risk) to the NECT, 272 West Avenue Lakefield Office Park, Ground Floor Block D, Centurion , in good time so as to reach the NECT before the above-mentioned closing date and clearly indicated attention supply chain management unit .The bid documents will be accepted on condition that it is handed to the procurement official assigned. Please note that the submission should be between 08:00 and 16:00 from Monday to Friday, however on the 29 th of May (Last day) the cut-off time will be 11:00 as stated above.

MANDATORY DOCUMENTS

CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

Document	Comments	Submitted? (Yes / No)
Tax Clearance Certificate	Certificate must be original and valid	
Declaration of interest	Make sure it is fully signed	
Preference Points in terms of PPPFA of 2017	Make sure it is completed and points claimed are allocated as per BBBEE certificate and fully completed and signed	
Certified copies of Original of Company Registration Documentation NB: Certification stamp must be original and no more than 3 months old as at date of closing of tender	1. certificate of registration, 2. change of name certificate (if applicable) 3. register of directors, and most current registered business address (Company Registration: CM1 and CK1, Change of Name Certificate: CM9, Latest Registered address: CM22, Most current register of directors CM29 and CK2)	
Total Bid Price	Bidders to complete price schedule or provide a separate financial proposal	
Vat Registration Certificate	If applicable	
BBBEE Certificate & BBBEE Statement or Sworn Affidavit	Valid certified copies must be submitted	
Company Profile	Bidders must submit a detailed company profile outlining the structure of the company, years of experience, core business activities, and details of current and previous clients/customers relevant to the services required under this RFP.	



TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) herewith invites proposals from interested service providers to submit quotations for the supply of: Fleet Management services.

1. ENTITY BACKGROUND

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

NECT's point of departure is that government and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Civil society, with its diversity and flexibility, is able to support government by innovation and accelerated delivery. Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system.

2. OBJECTIVE AND SPECIFICATIONS OF THIS RFQ

The purpose of this Request for Proposal is to appoint a service provider to provide Travel management to the NECT. The objective is to appoint a service provider who will assist NECT with all travel services that are consistent and reliable and will maintain a high level of traveller satisfaction in line with the service levels and achieve significant cost savings for the NECT without any degradation in service.

3. SCOPE OF WORK

The primary objective in issuing this RFP is to enter into an agreement with a successful bidder who will provide the NECT with the travel management services that are consistent, reliable, efficient and economical that meets the staff needs. The travel management services will include inter alia:

- a) The travel services will be provided to all travellers travelling on behalf of the NECT, locally. This will include employees and contractors, consultants and clients where the agreement is that the NECT is responsible for the arrangement and cost of travel.
- b) Provide fleet management services during normal office hours (Monday to Friday 08h00 -17h00) and provide after hours and emergency services.
- c) Familiarisation with current the NECT business processes and controls.
- d) Familiarisation with current travel suppliers and negotiated agreements that are in place between the NECT and third parties. Assist with further negotiations for better deals with travel service providers.

- e) Ensure compliance with the NECT finance and procurement policies and procedures
- f) Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the agency's account, subject to the outcome of a formal dispute process.
- g) Provide a facility for the NECT to update their travellers' profiles.
- h) Ensure timeous receipt of invoices from third parties.
- i) Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.
- j) Provide workshop management services e.g., booking of fit for purpose hotels, onsite support.

3.1 Reservations

- a) Receive travel requests from travellers and/or travel bookers, respond with quotations (confirmations) and availability. Upon the receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel booker and traveller via the agreed communication medium.
- b) Always endeavour to make the most cost-effective travel arrangements based on the request from the traveller and/or travel booker.
- c) Apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the Traveller of alternative plans that are more cost effective and more convenient where necessary.
- d) Obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.
- e) Book the negotiated discounted fares and rates where possible.
- f) Must keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- g) Book parking facilities at the airports where required for the duration of the travel.
- h) Respond timely and process all queries, requests, changes and cancellations timeously and accurately.
- i) Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)
- j) Must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates and times.
- k) Advise the Traveller of all visa and inoculation requirements well in advance.
- l) Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- m) Facilitate any reservations that are not bookable on the Global Distribution System (GDS).
- n) Facilitate the bookings that are generated through their own- or third-party Online Booking Tool (OBT) where it can be implemented.
- o) Note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.
- p) Visa applications will not be the responsibility of the TMC.
- q) Negotiated airline fares, accommodation establishment rates, car rental rates, etc. that are negotiated directly or established by National Treasury or by the NECT are non- commissionable,

where commissions are earned for the NECT bookings all these commissions should be returned to the NECT on a quarterly basis.

- r) Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by the NECT.
- s) Timely submission of proof that services have been satisfactorily delivered (invoices) as per the NECT' instructions.

3.2 Air Travel Services

- a) The TMC must be able to book full-service carriers as well as low-cost carriers
- b) The TMC will book the most cost-effective airfares possible for domestic travel.
- c) For international flights, the airline which provides the most cost effective and practical routings may be used.
- d) The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller.
- e) The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).
- f) Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.
- g) The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.
- h) The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fares where applicable.
- i) Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- j) Assist with lounge access if and when required.

3.3 Car Rental and Shuttle Services

- a) The TMC will book the approved category vehicle in accordance with the NECT Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- b) The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.
- c) The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.
- d) For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses and transfers.
- e) The TMC will book transfers in line with the NECT Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- f) The TMC should manage shuttle companies on behalf of the NECT and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.
- g) The TMC must during their report period provide proof that negotiated rates were booked, where applicable.

3.4 Communication

- a) The TMC may be requested to conduct workshops and training sessions for Travel Bookers of the NECT.
- b) All enquiries must be investigated, and prompt feedback be provided in accordance with the Service Level Agreement.
- c) The TMC must ensure sound communication with all stakeholders. Link the business traveller, travel coordinator, travel management company in one smooth continuous workflow.

3.5 Financial Management

- a) The TMC must implement the rates negotiated by the NECT with travel service providers or the discounted fares, or the maximum allowable rates established by the National Treasury where applicable.
- b) The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to the NECT for payment within the agreed time period.
- c) Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.
- d) The TMC will be required to offer a 30-day bill-back account facility to institutions should a lodge card not be offered. 'Bill back', refers to the supplier sending the bill back to the TMC, who, in turn, invoices the NECT for the services rendered.
- e) Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.
- f) Consolidate Travel Supplier bill-back invoices.
- g) In certain instances, where institutions have a ground transportation is consolidated through a corporate card vendor.
- h) The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the NECT' Financial Department on the agreed time period (i.e. weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.
- i) Ensure Travel Supplier accounts are settled timeously.

3.6 Technology, Management Information and Reporting

- a) The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.
- b) The implementation of an Online Booking Tool to facilitate domestic bookings should be considered to optimise the services and related fees.
- c) All management information and data input must be accurate.

- d) The TMC will be required to provide the NECT with a minimum of three (3) standard monthly reports that are in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost.
- e) Reports must be accurate and be provided as per the NECT's specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveller, date of travel, spend category (example air travel, shuttle, accommodation).
- f) The NECT may request the TMC to provide additional management reports.
- g) Reports must be available in an electronic format for example Microsoft Excel.

3.7 Account Management

- a) An Account Management structure should be put in place to respond to the needs and requirements of the Government Department and act as a liaison for handling all matters regarding delivery of services in terms of the contract.
- b) The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the NECT's account.
- c) The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.
- d) A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.
- e) Ensure that the NECT's Travel Policy is enforced.
- f) The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.
- g) Ensure that workshops/training are provided to Travellers and/or Travel Bookers.
- h) During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

3.8 After hours and emergency services

- a) The TMC must provide a consultant to assist travellers with after hours and emergency reservations and changes to travel plans.
- b) A dedicated consultant/s must be available to assist Travellers with after hour or emergency assistance.
- c) After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 08h00) and twenty-four (24) hours on weekends and Public Holidays.
- d) A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- e) The TMC must have a standard operating procedure for managing after hours and emergency services.



4. SUBMISSION AND PROCESSING OF PROPOSALS

- a) All proposals must be submitted on company letterheads.
- b) All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) OR AN Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points or sworn affidavit for B-BBEE exempted micro enterprises.
- c) Late and incomplete submissions will not be accepted.
- d) In bids wherein the consortiums and joint ventures are involved, an agreement fully signed by all partners involved must be submitted.

5. REASONS FOR DISQUALIFICATION

A service provider may be disqualified for failure to comply with the following:

- e) Provision of a valid Tax clearance certificate by the closing date.
- f) Submitting information that is fraudulent, factually untrue, or inaccurate.
- g) Failure to attach a declaration of interest.
- h) Failure to attach company registration (for both parties in case of joint venture/consortium).
- i) Failure to attach a B-BBEE certificate or sworn affidavit.
- j) Failure to attend a compulsory virtual briefing session.
- k) Failure of service provider to indicate previous experience in software development / application customisation.

6. EVALUATION METRICS & CRITERIA

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- a) This RFQ will be conducted in accordance with NECT procurement policy.
- b) Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.
- c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in three (3) steps, namely:
 - **Step 1: Mandatory requirement**
 - **Step 2: Functionality evaluation**
 - **Step 3: BEE and Pricing**
- d) Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality will be invited to proceed to Phase 2 (submission of full and costed proposal).

- e) The evaluation criteria for the assessment of the proposals will be based on qualitative and quantitative aspects of the proposal.

7. SUBMISSION REQUIREMENTS

Step 1: Mandatory requirements

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- Tax clearance certificate
- Declaration of interest
- Company registration documents including Identity documents of Directors.
- Banking details – original cancelled cheque or bank statement/ Confirmation letter.

Step 2: Functionality Evaluation

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluation.

CRITERIA	MAX POINTS
1. Relevant experience in travel management services: Demonstrated experience in providing travel management services of similar scope and complexity (supported by appointment letters). 8 or more years of experience = 25 points 5 - 7 years of experience = 15 points 1–4 years relevant experience = 5 points - Less than years of experience = 0 points	25
2. Portfolio evidence/contactable references: Bidders are required to submit appointment letters and corresponding reference letters, on official letterhead, confirming that similar contracts have been successfully undertaken within the past five (5) years. These must be from reputable previous clients or organisations: - Contracts with a value exceeding R5 million, supported by at least three (3) appointment letters and reference letters: 26-30 points - Value of contracts with a value between R3 - R5 million, supported by at least three (3) appointment letters and reference letters: 11-25 points - Value of contracts with a value between of over 1 million and less than R3 million, supported by at least three (3) appointment letters and reference letters: 5-10 points - Value of contract of less than R3 million = 0 points	30

CRITERIA	MAX POINTS
Note: Must demonstrate similar services (corporate travel, group bookings, MICE)	
3. Team Experience and Composition: Skills and expertise for resources to be deployed to the project (attach CV's and Qualifications): Submission of organogram, CVs, and qualifications. Years of experience must be clearly indicated. 3.1 Experience of Key Personnel (10 Points) 10 years or more = 20 points 5-10 years = 10 points - Less than 5 years = 0 points 3.2 Team Balance and Coverage (10 Points) - Fully balanced team covering corporate travel, group bookings, MICE, after-hours/emergency, and system support = 10 points - Adequate team with minor gaps = 6 – 9 points - Limited coverage with key gaps = 3 – 5 points - Poor team structure = 0 – 2 points	20
4. Technical Approach (Project Design, Management Plan)- Methodology/approach to implement services and a clearly defined implementation plan. The service provider should demonstrate the capability to manage group bookings (Describe your capability of Managing Group bookings, Meetings, Conference & Events) including the Afterhours and Emergency Services. The Service provider should include the tool/system to manage the bookings in line with the NECT procurement procedures and policies.	25
Total	100

Methodology and Approach Scoring	
SCORING	
Very Good: 16-25	Important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of their area of expertise.
Good: 10-15	The approach is tailored to address the specific objectives and requirements and is sufficiently flexible to accommodate changes that may occur during the execution. There is a fair degree of details that facilitate understanding of the proposed work plan.
Satisfactory: 6-10	The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule but are not detailed

Poor: 1-5	Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.
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Step 3: B-BBEE and Pricing

Bidders who scored overall score of 75 points and above will be evaluated on price and specific goals.

Quotations above will be evaluated on 80/20 preference points system (PPPFA), where 80 is for price and 20 for specific goals.

The following table would apply for allocation of preference points

Specific Goals (PPPFA sec 2 (1) (d) Enterprises	Number of points (80/20 system)	Proof to be submitted to claim specific goals
Owned by black people (50% or more)	5	Valid B-BBEE certificate or Affidavit
Owned by black people who are youth	5	Certified ID copies of directors
Owned by Black people who are woman (30% or more)	5	Valid B-BBEE certificate or Affidavit
Owned by black people with disabilities	5	Medical certificate
TOTAL	20	

Bidders are required to provide proof of claim for each specific goal and failure to provide proof, zero will be allocated on that specific goal.

8. PRICING RATE SCHEDULE

Bidders are encouraged to submit their own alternative pricing format, provided that all required information is clearly and comprehensively presented.

ITEM	TRANSACTION TYPE	Travel agency fee	Maximum charge amount per transaction Price (excl VAT)	Vat @ 15%	Total Price (incl VAT)
1	Air Travel - International/Regional Economy Class				

ITEM	TRANSACTION TYPE	Travel agency fee	Maximum charge amount per transaction Price (excl VAT)	Vat @ 15%	Total Price (incl VAT)
2	Air Travel - International/Regional Business & First Class				
3	Air Travel - Domestic Economy class				
4	Air Travel - Domestic Business class & First Class				
5	Air Travel - Low-cost carriers (not in the central reservation system)				
6	Air Travel - International/Regional Economy Class (Re-Issue)				
7	Air Travel - International/Regional Business & First Class (Re-Issue)				
8	Air Travel - Domestic Economy class (Re-Issue)				
9	Air Travel - Domestic Business class & First Class (Re-Issue)				
10	Air Travel - International/Regional (Re-Validation)				
11	Air Travel - Domestic (Re-Validation)				
12	Refund Admin Fee - Air Domestic				
13	Refund Admin Fee - Air International/Regional				
14	Voyager Tickets Domestic				
15	Accommodation - Domestic at B&B, Guest House, Hotel or Lodge (Individual Boo				
16	Accommodation - International/Regional Hotels (Individual booking)				
17	Bus/Coach Bookings Domestic				
18	Car Rental - Domestic				
19	Car Rental - Monthly (Longterm)				
20	Car Rental - International /Regional				
21	Transfers/Shuttle - Domestic				
22	Transfers/Shuttle - International/Regional				
23	Train bookings - International/Regional				
24	Train bookings - Domestic				
25	SMS notification				
26	Email Notifications				
27	Airport Parking bookings				
28	Delivery of Travel Documentation - Office hours				
29	Delivery of Travel Documentation - After-hours				
30	Ordering of Foreign Exchange				

ITEM	TRANSACTION TYPE	Travel agency fee	Maximum charge amount per transaction Price (excl VAT)	Vat @ 15%	Total Price (incl VAT)
31	Visa Assistance (Relevant Information and advice)				
31	Visa Assistance (Relevant Information and advice)				
32	Travel Insurance				
33	Cancellations of Air Travel				
34	Cancellations of Accommodation Bookings				
35	Cancellations of Car Rental Bookings				
36	Cancellations of Transfer Bookings				
37	Changes of booking prior to departure				
38	After-hours services				
39	Additional Ad-hoc Reports (per report)				
40	Account Management				
41	After-hours admin services				
42	Customized Reports (per report)				
43	Debtors' Account Reconciliation				
44	Bill Back Voucher Admin Fee				
45	Conference/Any Group bookings				
45	Other				

Note: Payment to the travel agency is subject to 30 days in arrears. The travel agency will be responsible for settling bookings with service providers upfront.

9. TERMS AND CONDITIONS OF THE BIDDERS

- 9.1 NECT reserves the right not to award the bid/project/contract.
- 9.2 NECT reserves the right to call for interviews with short-listed bidders before final selection.
- 9.3 Successful Bidder/s may be invited for presentation when deemed necessary.
- 9.4 NECT reserves the right to negotiate price with the preferred bidder.
- 9.5 NECT reserves the right to appoint more than one (1) service provider.
- 9.6 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should

therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

- 9.7 The NECT reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the NECT.
- 9.8 The NECT reserves the right to award this bid as a whole or in part.
- 9.9 The NECT reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 9.10 The NECT reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 9.11 The NECT reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the NECT to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 9.12 The NECT reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 9.13 The NECT reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 9.14 The NECT reserves the right to consider professional conduct and experience it had with any bidder which rendered similar services to the NECT in the past 5 years over and above the references put forward by the bidder in its response.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:



.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid



submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder