

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q6919-2020	CLOSING DATE:	09 October 2020	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER TO SUPPLY AND INSTALLATION OF LUXURY VINYL TILE AT NATIONAL ZOOLOGICAL GARDEN.				
	<u>Please note:</u>				
	<u>It is estimated that tenderers must have a CIDB contractor grading designation of Level 1GB or Higher</u>				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Giyama at N.Giyama@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noloyiso Giyama		CONTACT PERSON	Chumisa Loyilane	
TELEPHONE NUMBER	012 339 2750		TELEPHONE NUMBER	0123392710	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	N.Giyama@sanbi.org.za		E-MAIL ADDRESS	c.loyilane@sanbi.org.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐ NO	
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

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 ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR 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 REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 ORGAN OF STATE 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 PIN 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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity
Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
...
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
...

2.6 VAT Registration Number:

.....

“State” means –

- "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7.1 If so, furnish the following particulars:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

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of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R500 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(***Tick applicable box***)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

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[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on

a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS

.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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--

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all quotations¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
- 6 Includes price quotations, advertised competitive bids, limited bids and proposals.
- 7 Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower

the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

SANBI: Q6919 - 2020- THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF LUXURY VINLY TILE AT NATIONAL ZOOLOGICAL GARDEN.

(Quotation Number and Description)

In response to the invitation for the quote made by:

SANBI

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

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5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. 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.
11. 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.

.....
Signature

.....
Date

.....
Position

.....
Name

1 Background and context to which the services are required

The existing floor in the executive office which is situated in the upper floor within the Administration building at the National Zoological Garden is approximately 116 square metres in area. The floor is covered with a combination of carpet and wood laminate tiles. Approximately 80 square metres are covered with carpet while 25.4 square metres are covered with wooden laminate tiles.

The NZG seeks to appoint an experienced Contractor to replace the existing floor coverings with Luxury Vinyl Tiles (LVT).

2 Scope of works

The scope of work entails:

- the removal of existing floor covering and dispose off site;
- The supply and installation of Luxury Vinyl Tiles; and
- Painting of internal walls within the office space.

Removal of existing floor coverings

The existing floor coverings shall be carefully and neatly removed and taken away from site. The Contractor shall exercise care not to damage the fitted filing cabinets and shall make allowance in his price for protective film to cover and protect the fixed furniture/cabinets.

Supply and installation of new Luxury Vinyl Tiles

General

Only quality materials or goods that comply to international standards (ISO, EN, ASTM, etc) and local standards (SANS) shall be accepted. The preferred products are listed in the Bills of quantities (BOQ) and the Employer shall only accept approved equivalent materials or goods. Equivalent shall be interpreted to mean that the goods supplied provide the same performance standard as the preferred one. The bidder shall provide data sheets of the proposed equivalent materials or goods when responding to this request for quotation. Non submission of a data sheet will lead to disqualification.

Luxury Vinyl Tiles

The tile shall be designed to comply with EN ISO 10582: Resilient floor coverings with a total thickness of 2mm with a minimum wear layer of 0.3mm tested in accordance with EN ISO 24346 and EN ISO 24340 respectively. The tile shall conform to the requirements of EN

14041 *Resilient, textile and laminate floor coverings - Essential characteristics* and such information shall be indicated on the packaging and the data sheet provided.

Installation

- a) Installation shall be done strictly in accordance with the manufacturer's instructions. A letter of compliance shall be issued by the manufacturer upon installation.
- b) Reference within SANS 1200 to the Engineer, is replaced with Employer for the purpose of this project.
- c) The degree of accuracy for the works shall be 1, as more fully detailed in the relevant sections of SANS 10109-2, unless otherwise specified herewith.
- d) Before commencement of the works, the Contractor shall prepare and maintain a quality control plan (QCP) which shall be informed by a method statement detailing how the activities will be executed. The QCP and method statement shall be approved by the Employer before commencement of work.

3. Potential Service Providers are required to submit the following documentation

- a. SBD forms (SBD 1, 4, 6.1, 8 and 9). The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.
- b. An original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate/sworn affidavit mentioned above will result in the tenderer not being awarded B-BBEE preference points)
- c. A current copy of the Central Suppliers Database (CSD) registration report or registration number must be provided.
- d. Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- e. Proof of CIDB Grading Level 1 GB or Higher
- f. Quotations must be provided on the pricing data
- g. Data Sheet of the Luxury Vinyl Tile being offered.

4. Pricing Data

The amount quoted shall cover all costs related to the materials, equipment, labour and costs of samples and testing.

Item No	Payment Clause	Short Description	Unit	Quantity	Rate	Amount R c
A1	SANS 1200 AA	BILL NO.1 : PRELIMINARY AND GENERAL				
		Fixed-charge items				
A1.1	8.3.1	Contractual requirements	Sum	1		
		Provision of facilities on the Site				
A1.2	8.3.2	Facilities for Contractor:	Sum	1		
A1.3	8.3.3	General responsibilities and other fixed-charge obligations	Sum	1		
A1.4	8.3.4	Removal of Site establishment on completion	Sum	1		
A2		Scheduled time-related items				
A2.1	8.4.1	Contractual requirements	Sum	1		
		Operate and maintain facilities on the Site for duration of construction except where otherwise stated				
A2.2	8.4.2.	Facilities for Contractor:	Sum	1		
A2.3	8.4.3	General responsibilities and other time-related obligations	Sum	1		
SUB TOTAL BILL NO.1 : PRELIMINARY AND GENERAL						R

Item No	Payment Clause	Short Description	Unit	Quantity	Rate	Amount R c
		BILL NO. 2: REMOVAL OF EXISTING WORKS				
		PREPARATORY WORK, MAKING GOOD, ETC TO EXISTING				
		<u>Taking up and removing floor coverings, etc and preparing base concrete for new floor coverings (new floor coverings elsewhere):</u>				
1		Carefully remove meranti skirting and dispose	m	46		
2		Carefully remove carpet and dispose off site	m ²	80		
3		Carefully remove wooden laminate tiling and take away from site.	m ²	25		
		<u>Preparing surfaces for new luxury vinyl tile finishes, etc:</u>				
4		Prepare the base concrete by mechanical scabbling or scarification to a uniform hard (with no cracks) surface, clean, free of dust, dampness, oil or other contaminants.	m ²	116		
5		Apply 1:4 Cement-sand screed on existing screed concrete to desired level up to a maximum thickness of 25mm	m ²	116		
SUB TOTAL BILL NO. 2: REMOVAL OF EXISTING WORKS R						

Item No	Payment Clause	Short Description	Unit	Quantity	Rate	Amount R c
3		BILL NO. 3: NEW FLOOR COVERINGS				
		New Luxury Vinyl Tile (LVT) Gerflor Creation 30 "Arena" colour or equivalent laid to approved rapid self levelling screed with approved high performance LVT adhesive compound in accordance with manufacturer's instructions				
3.1		Supply and install new Arena Creation 30 Gerflor LVT or equivalent approved.	m ²	116		
3.2		Supply and install High performance LVT adhesive compound to suit specified floor covering (Gripite V50 LVT adhesive or equivalent approved)	m ²	116		
3.3		Supply and install 25MPa rapid setting self-levelling screed of thickness up to a maximum of 5mm bonded to prepared substrate in line with manufacturer's instructions. (Levelite F30 or equivalent approved)	m ²	116		
3.4		Supply and apply polymer based primer/bonding agent applied in accordance with manufacturer's instructions (Bondite levelite primer or equivalent approved).	m ²	116		
3.5		Supply and install new meranti skirting 75mm high with smoothing compound	m	46		
3.6		30 x 3mm Flat section brass transition strip between different floor finishes.	No.	3		
SUB TOTAL		BILL NO. 3: NEW FLOOR COVERINGS			R	

Item No	Payment Clause	Short Description	Unit	Quantity	Rate	Amount R c
4		BILL NO. 4: PAINTWORK				
		PREVIOUSLY PAINTED SURFACES				
		Prepare surface and apply three coats of PVA emulsion paint. (Plascon or equivalent approved).				
4.1		On internal walls	m ²	45		
4.2		On partitioned drywalls	m ²	22		
		Prepare surface and apply two coats of high gloss wood preservation paint (Silkseal Timber vanish or equivalent approved).				
4.3		On new meranti skirting	m	46		
SUB TOTAL BILL NO. 4: PAINTWORK						R

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Call our Fraud Hotline 0800 434 373 (toll-free) anytime**

SUMMARY OF PRICED BILLS

BILL NO. 1	PRELIMINARY & GENERAL	
BILL NO. 2	ALTERATIONS	
BILL NO. 3	NEW FLOOR COVERINGS	
BILL NO. 4	PAINTWORK	
SUBTOTAL 1		
ADD 5% CONTIGENCIES (<i>Subject to strict conditions <u>and approval</u> during execution of the works</i>)		
SUBTOTAL 2		
ADD 15% VAT		
TOTAL OFFER		

5. Agreements and Contract Data

5.1 Form of Offer and Acceptance

The Employer, identified in the Acceptance signature block, has solicited offers to enter a contract in respect of the following works:

SUPPLY AND INSTALLATION OF LUXURY VINYL TILES AT THE NATIONAL ZOOLOGICAL GARDEN

The tenderer, identified in the Offer signature block, has examined the documents listed in the Request for Quotation (RFQ) and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions set out in the RFQ.

The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)

R (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

For the Tenderer:

Signature(s)

Name(s)

Capacity

Name and address of organisation:

.....

.....

.....

Signature and name of witness:

Signature:

Name(s):

Date:

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

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The terms of the Contract are contained in

- Agreements and Contract Data *[which includes this Agreement]*
- Pricing Data
- Scope of Work
- Site information

and documents or parts thereof, which may be incorporated by reference into sections above.

Deviations from and amendments to the documents listed in the RFQ and any Addenda thereto listed in the RFQ Schedules, as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from the said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within the time required to submit documentation as stated in the Contract Data after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding Contract between the parties.

**For the
Employer:**

Signature(s)

Name(s)

Capacity

Name and address of organisation:

.....

.....

.....

Signature and name of witness:

Signature:

Name(s):

Date:

Schedule of Deviations

Notes:

1. The extent of deviations from the RFQ documents issued by the Employer prior to the closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tender's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

- 1 Subject
- Details
- 2 Subject
- Details

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the Tenderer:

For the Employer:

..... Signature

..... Name

..... Capacity

Name and address of organisation:

Name and address of organisation:

.....
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.....

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.....
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..... Witness signature

..... Witness name

..... Date

Name and address of organisation:

Name and address of organisation:

.....

.....

.....
.....

..... Witness signature.....

..... Witness name.....

..... Date.....

.....

5.2 Contract Data

FOR THE SUPPLY AND INSTALLATION OF LUXURY VINYL TILES AT THE NATIONAL ZOOLOGICAL GARDEN

PART 1: DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The General Conditions of Contract for Construction Works, Third Edition (2015) published by the South African Institution of Civil Engineering, Private Bag X200, Halfway House, 1685, is applicable to this Contract and is obtainable from www.saice.org.za. The bidder is required to purchase a copy at their own expense.

CONTRACT SPECIFIC DATA

The following contract specific data, referring to the General Conditions of Contract for Construction Works, Third Edition (2015) are applicable to this Contract:

Clause No	Data
Clause 1.1.1.13	The Defects liability period is 3 months from the date of issue of Certificate of Completion.
Clause 1.1.1.14	The Due completion date shall not exceed 10 weeks from date of acceptance of purchase order. A lead time of 6 – 8 weeks is the allowable lead time for ordering and delivery of material and 2 weeks for the installation.
Clause 1.1.1.15	The name of the Employer is The South African National Biodiversity Institute (SANBI) , represented by Mr L. Mudimedi and/or such persons or person duly authorised to represent the Employer in writing.
Clause 1.1.1.26	The Pricing strategy is Re-measurement Contract
Clause 5.3.1	The documentation required before commencing with the Works are: 1. Health and Safety Plan (Refer to Clause 4.3) 2. Initial programme (Refer to Clause 5.6) 3. Quality Control Plans (QCP)
Clause 5.3.2	The time to submit the documentation required before commencement of the Works is 7 days.

Clause 5.4.2	Due to limited storage availability, the works shall be planned and executed in phases. The furniture shall be stored in one office space and later moved into another office space upon completion.
Clause 6.10.5	The retention money will be paid to the Contractor upon expiry of the Defects Liability period.
Clause 4.4.	The contractor shall notify the Employer in writing of all subcontracts that will be used under this contract upon award of contract.
Clause 5.13.1	The penalty for failing to complete the Works is R500.00 per day
Clause 5.16.1	The latent defects period is 5 years.
Clause 6.10.1.5	No advance payment will be paid.
Clause 6.10.3	The limit of retention money is 10% of the Contract value ex VAT.
Clause 6.8.2	Contract price adjustment application is not provided for in this contract and shall not be entertained.
Clause 6.10.4	The employer shall pay the amount due to the Contractor within 30 days of receipt of the approved invoice and statement of account by the Employer in line with the provisions of the Contract.

PART 2: DATA PROVIDED BY THE CONTRACTOR

<u>Clause No</u>	<u>Data</u>
<u>Clause 1.1.1.9</u>	<u>The name of the Contractor is</u>
<u>Clause 1.2.1.2</u>	<u>The address of the Contractor is (e-mail address where the Contractor will receive communication).</u>

HEALTH & SAFETY SPECIFICATIONS FOR SUPPLY AND INSTALLATION OF LUXURY VINYL TILES AT THE NATIONAL ZOOLOGICAL GARDEN.

1. PURPOSE

The objective of the Health and Safety Specifications is to provide guidelines to the principal contractor for complying with the requirements of the Occupational Health and Safety Act (OHSA), Act 85 of 1993 and its regulations.

The Health and Safety Specifications do not replace the OHSA and relevant regulations, but is a supplementary document to the requirements of the relevant legislation and the conditions of the contract agreement between SANBI and the Principal Contractor.

It does not imply that sections of legislation not referred to in full in this document are of less importance and/or not relevant. The Contractor remains responsible to comply with the Act, its regulations and the contracting company's own health and safety plan.

In terms of Section 37 of the Occupational Health and Safety Act (1993), SANBI is required to control persons/organisations conducting activities for or on their behalf (Mandatories). The Construction Regulations 2014 promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993), is requiring SANBI to compile an occupational health and safety specification for any intended project classified as construction work and to provide the specification to prospective tenderers/mandatories.

The dual objective of this specification is to ensure that the mandatories and service providers entering into a contractual agreement/relationship with SANBI achieves and maintains an acceptable level of occupational health, safety and environmental performance whilst conducting activities while performing the contract work.

2. Scope of Occupational Health, Safety and Environmental (SHE) Specification

The scope of this Occupational Health, Safety and Environmental (SHE) Specification is to address the reasonable and foreseeable aspects of occupational health, safety and environmental management, which will be affected by the contract work and it covers any of the following activities:

- The removal of existing floor covering and dispose off-site;
- The supply and installation of Luxury Vinyl Tiles; and
- Painting of internal walls within the office space.

3. Health and safety risks (baseline assessment)

The following are potential risks associated with the above work activities:

- Risk of contracting COVID-19 due to lack of safe work plan
- Risk of eye injury from flying particles and dust when removing carpet and wood laminate tiles
- Risk of dust inhalation when removing carpet
- Risk of pain or injury from working in awkward position
- Slips, trips and falls due to untidy work area
- Manual handling activity injuries
- Risk of using various types of machinery and tools
- Risk of hands cuts due to sharp edges of wood laminate tiles
- Risk of eye injury from solvent splashes or vapour
- Risk of throat irritation and breathing problems due to paint fumes

4. SITE SPECIFIC HEALTH AND SAFETY REQUIREMENTS BASED ON PROJECT SCOPE

1. The principal contractor and all appointed sub-contractors shall be registered with the Department of Labour Compensation Commissioner or an appropriate similar private insurer and have available a valid Letter of Good Standing at all times from such.
2. Ensure a SHE file is submitted before work commences to SANBI's Occupational Health and Safety department of the Corporate Services Division for evaluation.
3. Ensure all employees undergo medical examination and are declared fit for the job they are employed for by a registered medical practitioner.
4. Ensure all employees under their control undergo company specific induction and SANBI site specific induction.
5. Ensure before work commences that employees are trained in the health and safety risks associated with the work they are conducting.
6. Ensure employees are trained in company procedures, policies, method statements and informed of SHE requirements as per the specification.
7. Ensure legislative requirements are complied with for the duration of the contract and ensure that its employees comply.
8. Ensure that the 37 (2) Agreement has been signed before any work commences and that a copy is kept on the SHE file.
9. Ensure that a 37(2) Agreement(s) is signed between the company and any other sub-contractor which may be appointed.

10. Ensure that sub-contractors have valid Letter of Good Standing from the Department of Labour Compensation Commissioner or a registered private compensation insurer.

All documents are considered uncontrolled unless this number is completed:

Controlled Copy No: SANBI PSPEC/1/2020

11. Prevent any employee or visitor who is under the influence of any alcohol or drugs (in a state of intoxication) on site.
12. Ensure the safety of employees who are taking legal medication.
13. Hand over a consolidated SHE file at the end of the contract to SANBI.
14. Stop employees who are conducting unsafe acts and/or creating an unsafe environment from doing so.
15. Report and all reportable incidents to SANBI and ensure that they are investigated.
16. Ensure work is supervised by competent personnel and that work is done by competent employees.
17. Ensure pre-task risk assessments are done by a competent person and that employees are informed of the risks and the risk control measures in place.
18. Conduct tool box talks to communicate SHE issues in connection with the work being done and any other aspects thereof.
19. Ensure that the appointed personnel as per the SHE file are executing their duties as per the legal appointment made.
20. Ensure a first aid kit is made available in case of any emergency and that a trained certified first aider is available per shift.
21. Ensure that good housekeeping is maintained and that materials are store/stacked properly in designated areas.
22. Make provision for sufficient waste receptacles and ensure that the correct disposal of the different waste materials takes place.
23. Stop any work from being executed that are not in accordance with the rules for the site or which poses a threat to the health and safety of the people.
24. Service provider will be required to provide a signed (by Managing Director/Chief Executive Officer) copy of the Company's health and safety policy to the SHE file.
25. The principal contractor is responsible for the investigation of all accidents and/or incidents where employees and non-employees were injured to the extent that they had to receive medical treatment other than first aid.
26. No fires or open flames are allowed on site unless directly used for construction purposes, e.g. acetylene blowtorch for welding. All available precautions will be taken to prevent the spread of a fire.
27. The Principal Contractor will establish a Personal Protective Equipment Policy and a Personal Protective Equipment study will be conducted to determine the types of Personal Protective Equipment (PPE) to be supplied related to the hazards and risks emanating from the tasks to be performed by its employees and those of sub-contractors.
28. All employees must be provided with PPEs relevant to the hazard associated with the task at hand.

29. All employees shall, as a minimum, be required to wear the following personal protective equipment for the duration of the contract on any of SANBI projects:

- Protective overalls;
- Protective hand and footwear;
- Protective headwear; and
- Eye, face and ear protection.

All documents are considered uncontrolled unless this number is completed:

Controlled Copy No: SANBI PSPEC/1/2020

30. A pre-emptive risk assessment will be required for any work to be carried out above **two meter** from the ground or any floor level. This work will be classified as “work in elevated positions”.

31. As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if working at ground level.

32. Prohibition signage must be displayed where work is performed.

5. WASTE MANAGEMENT

The following requirements shall be incorporated into the waste management plan to be submitted

Solid Waste:

- Littering on site and the surrounding areas is prohibited.
- Clearly marked litterbins must be provided on site. The Contractor must monitor the presence of litter on the work sites as well as the construction campsite.
- All bins must be cleaned of litter regularly.
- All waste removed from site must be disposed at a municipal/permitted waste disposal site.
- Excess concrete, building rubble or other material must be disposed of in areas designated specifically for this purpose and not indiscriminately over the construction site.
- The entire work area and all construction sites must be swept of all pieces of wire, metal, wood or other material foreign to the natural environment.
- Contaminated soil must be treated and disposed of at a permitted waste disposal site or be removed and the area rehabilitated immediately.
- Waste must be recycled wherever and whenever possible.

Hazardous Waste:

- No hazardous materials must be disposed of in the veld or anyplace other than a registered landfill for hazardous material. Hazardous waste must be stored in containers with tight lids that must be sealed and must be disposed of at an appropriately permitted hazardous waste disposal site. Such containers must not

be used for purposes other than those originally designed for. The service provider must maintain a hazardous material register.

6. General competence requirement

The service provider shall ensure that its personnel and sub-contractors' personnel are trained and competent to carry out work safely and without risk to health (Training to be completed before work commences). The service provider shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes

Prepared by: OHS Department
15 September 2018
26 August 2020

Closing date for quotations

The closing date for submission of responses is XXXXXXXXXXXXXXXXXXXX

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Giyama at N.Giyama@sanbi.org.za

For further information, contact Chumisa Loyilane

PLEASE NOTE: Emailed applications must not be more than 8MB.