



**South African
NATIONAL PARKS**

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION
OF SECURITY SERVICES AT THE TSITSIKAMMA SECTION OF
GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 6
MONTHS ON A MONTH-TO-MONTH BASIS (30 DAY
CANCELLATION PERIOD)**

RFQ NO:

30241/TNP/2026-27

REQUEST FOR QUOTATION

You are hereby invited to submit proposal / price quotation for:

Appointment of a service provider for the provision of security services at the Tsitsikamma Section of Garden Route National Park for a period of 6 months on a month-to-month basis (30-day cancellation period).

RFQ NUMBER	30241/TNP/2026-27
ADVERTISEMENT DATE	18 May 2026
COMPULSORY SITE MEETING	Date: 21 May 2026 Time: 10AM Venue: Forestry Boardroom in Stormsriver Village, Darnell Street
CLOSING DATE	26 May 2026
CLOSING TIME	11:00 AM
BID DOCUMENT DELIVERY ADDRESS	tsitsikammarfqs@sanparks.org (Submissions sent to any other email address will not be considered).
BID VALIDITY PERIOD	90 days (commencing from the RFQ Closing Date)
ENQUERIES	Email: tsitsikammarfqs@sanparks.org Contact no: 042-281-1607
OFFERS SUBMITTED	No alternative offers/ options will be accepted.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	30241/TNP/2026-27	CLOSING DATE:	26 May 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	Appointment of a service provider for the provision of security services in the Tsitsikamma Section of the Garden Route National Park for a period of 6 months on a month-to-month basis (30 day cancellation period).				
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL					
tsitsikammarfqs@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Meagan van Neel		CONTACT PERSON	Euginia Mkhathshwa	
TELEPHONE NUMBER	042 281 1607		TELEPHONE NUMBER	042 281 1607	
E-MAIL ADDRESS	tsitsikammarfqs@sanparks.org		E-MAIL ADDRESS	tsitsikammarfqs@sanparks.org	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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:

1. PURPOSE

The purpose of this request is to appoint a service provider for the provision of security services at the Tsitsikamma Section of Garden Route National Park for a period of 6 months on a month-to-month basis (30-day cancellation period).

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entity.

The primary mandate of SANParks is to expand, protect, conserve, and control the system of national parks, terrestrial and marine, that it is assigned to manage. SANParks currently manages over 4 million hectares of terrestrial and 369 657 ha marine protected biodiversity through a system of 21 National Parks and 10 Marine Protected Areas: (MPAs), representing approximately 67% of state owned terrestrial protected areas and 22% of State Managed MPAs. This places SANParks in an ideal position to not only meaningfully contribute to the protection and sustainable use of the megadiverse biodiversity of South Africa, but also to be a key player in building climate resilience through ecosystem-based mitigation and adaptation.

3. SCOPE OF WORK

PROVISION FOR SECURITY GUARD SERVICES IN THE TSISTIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK; AT STORMSRIVER REST CAMP, NATURES VALLEY REST CAMP, BLOUKRANS COMPLEX; THE BIG TREE, STORMSRIVER VILLAGE OFFICES AND STORES COMPLEX FOR A PERIOD OF SIX (6) MONTHS ON A MONTH-TO-MONTH BASIS (WITH A 30 DAY CANCELLATION PERIOD).

- The security services shall protect SANParks employees, information and assets against any damages, injuries, vandalism, theft, sabotage, death and any other security risk or threat.
- Daily execution of access and egress control at the specified areas
- **Patrol and safeguard buildings and areas as indicated below, seven days a week from 18h00 to 07h00 at Stormsriver mouth:**
 1. Main entrance gate
 2. Reception, Administration offices, technical stores, Paul Sauer-Hoek
 3. Otter Camp
 4. Dolphin Camp
 5. Restaurant Camp, Guest houses and Petrusville.
- **Patrol and safeguard buildings at Tsitsikamma Big Tree and Stormsriver Village offices and stores complex, seven days a week from 17h00 to 07h00.**
- **Patrol and safeguard buildings at Nature's Valley Rest camp, Bloukrans complex, tower houses, seven days a week from 17h00 to 07h00.**
- Gate control at the main entrance gates, record all visitors and vehicles entering and leaving the Park.
- Conduct random searches on all vehicles entering and leaving the Park.
- Compile reports of incidents of security breaches taking place during shift operations.
- Carry out lawful security instructions/orders issued by identified SANParks representatives from time to time.
- React and report any emergency situations to the relevant emergency services, e.g. ambulance services, fire department, police station, Senior Section Ranger, Hospitality Services manager immediately when the emergency occurs.
- Ensure that the security registers are always neat and up to date.

- Comply with the Occupational Health and Safety Act and regulations.
- Ensure compliance with all relevant legislation pertaining to a National Park.
- Security services company must be registered with the Security Services Board and all other statutory bodies
- Security services must have traceable and contactable references.
- The Company must ensure quality service by adhering to SANParks operational plan / instructions. Operational plan and specific needs/duties/instructions will only be discussed with the successful bidder.
- Guards must be well trained in security services and must have traceable references.
- Guards must not have any criminal records.
- Guards must be able to communicate in English and at least one other South African official language
- Guard quantity and grades.
 1. Storms River Mouth Main gate: 2 x grade C guards.
 2. Natures Valley Rest Camp: 2 x grade C guards.
 3. Big Tree: 2 x grade C guards
 4. Patrol vehicle to cover and attends to security services on areas where security guards will not be based.
 5. Extra guard to patrol areas where the guards will not be bases during Easter weekend, winter school holidays and peak periods at the Stormsriver rest camp, Dolphin camp, Otter camp, Restaurant area & Guest houses at Petrusville and when required: 2 x grade C guards (**preferred on vehicle patrol**) for quick response.
- Guards must wear the Security company uniform and always be presentable.
- The Security Company is responsible for transportation of the guards.
- Security Company to abide by Basic Conditions of Employment Act and all applicable legislation.
- Guards will be expected to perform certain admin duties in terms of access control and assistance with after hour visitors.
- Training on SANParks standard operating procedures in terms of specific duties and responsibilities will be conducted 3 days prior to the commencement date of the contract. The process will be managed by SANParks delegated officials.
- Identify suspicious movement in and around the identified areas and inform management accordingly.
- Respond to all security related incidents and duties as stipulated in SANParks SOP.
- Always perform all duties with diligence and professionalism.
- Guards must report for duty 15 minutes before starting of the shift at each site.
- All incidents observed must be recorded in the OB book and copies thereof provided daily to the delegated SANParks official.
- Ensure that only authorized people, visitors, contractors, service providers enter the premises.
- Security guards must be armed with pepper spray and a baton.
- Security Company must provide clock panels on strategic places per site where roaming guard/s must clock in every hour.
- Roaming hours will be specified by SANParks and communicated to the successful bidder. Quotation for the clock panel system must be indicated separately on bid quotation forms. The clock panel system will remain the property of the Service Provider. The amount of clock panels per site will be discussed on the day of the site meeting.
- Spot checks not less than once a week must be conducted by security company supervisors / operational managers and proof thereof provided in monthly reports.
- Submit proof of PSIRA registration for the company and the security guards. PSIRA registration documents must be submitted together with the bid documents.
- Bidder to submit, together with the bid documents, letters from contactable references of security services rendered in the past/ present.
- Bidders must submit proof of their fleet or vehicles which will be used for the transportation of security guards to and from the work site. Proof must be submitted together with the bid documents (Vehicle registration forms and or lease / rental agreements).
- Bidders must have a minimum of 12 months experience in the field of rendering security services. As proof, bidders must submit certified copies of security contracts awarded to them and completed. Certified copies of documentation must be submitted together with the bid documents.

RESPONSIBILITY OF THE SERVICE PROVIDER

- Ensure the following.
- Security guards/personnel is starting and ending the work shifts as specified above.

- Off-sick personnel are replaced without interruption of the services.
- Guards are always dressed in full uniform.
- Guards are always well mannered and respectable when on duty.
- Guards do not sleep whist on duty.
- Guards have all the necessary equipment to perform their duties.

4. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents) - RETURNABLES

SANParks has set out the minimum administrative criteria that must be met by a bidder. The below administrative documents must be completed and signed by the authorized representative of a bidder. If a bidder fails to fully comply with the criteria, SANParks reserves the right at its sole discretion to allow such bidder an opportunity to submit and/or supplement the information and/or documentation submitted within a grace period of (seven) 7 calendar days prior to disqualifying the bidder.

SANParks will disqualify (where non-submission is indicated below to result in disqualification) a bidder who does not achieve full compliance with the criteria within the seven (7) calendar days grace period.

Documents	Instruction	Will non-submission result in disqualification?
Submission of fully completed SBD1 (Invitation to Bid),	Bidders to complete and sign	Yes
Submission of the pricing schedule in the RFQ document	Bidders to submit a completed pricing schedule	Yes
Submission of fully completed SBD 4 (Declaration of Interest),	Bidders to complete and sign	Yes
Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by an original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.	Bidders to complete and sign	No
Proof of registration with National Treasury Central Supplier Database (CSD).	Bidders must be registered on CSD prior to submitting quotation. Bidders are required to submit proof of such registration	No. A bidder must be registered on CSD to be eligible for award.

5. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

6. Evaluation Phase: MANDATORY REQUIREMENTS

Failure to comply with Mandatory Requirements will lead to the bidder being disqualified, and not considered for further evaluation on the functionality as well as Price and Preference requirements.

Mandatory Requirement	Comply	Not Comply
Proof of valid company registration with PSIRA		
Company must attach a list of registered Grade C guards. <i>(List must have</i> <ul style="list-style-type: none"> • <i>guards name and surname.</i> • <i>ID number.</i> • <i>PSIRA registration number)</i> • Copies of guards ID must also be attached 		
Contingency strategy – Indicate a contingency strategy going to be applied in case of Urgent delivery, Public Strike, Own strike, Vehicle breakdown, Festive Season		
Department of Labour Letter of good Standing on Compensation for Occupational Injuries & Disease Act (COIDA) for security services or letter from Department of Labour with undertaking to register within 7 days of appointing guards.		

7. EVALUATION CRITERIA

This bid will be evaluated using a 2 phased system where Phase 1 will be Functionality and Phase 2 Price and B-BBEE. Bidders who fail to meet the minimum qualifying score 65% will not be evaluated further for Price and B-BBEE. The 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2022 will be used in Phase 2. Points on phase 1 will be allocated as follows:

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
Criterion	Documents to be submitted	Weights	Points

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
<p>1. Company years of experience specifically in security services</p>	<p>Bidders to indicate the years in which they have been rendering security (this refers to the year operation and not for the year of company registration) Following documents should be submitted to support the claim of years:</p> <p>Proof of signed Contracts, Approved Purchase Orders, Letter of ward and / or Reference letter in the company letterhead (All documents must indicate the contract period, value, and contract description)</p>	<p>40</p>	<p>1 = Less than one (01) years in rendering security related service.</p> <p>3 = Two (02) years in rendering security related services</p> <p>5 = Three (03) or more year in rendering security related services</p>
<p>1.1</p>	<p>In which year did your company start rendering security services? This must be read in conjunction with point 1.3 below</p>	<p>Year:_____</p>	
<p>1.2</p>	<p>How many years have you been rendering Security Services?</p>	<p>Number of years:</p>	
<p>1.3</p>	<p>Attach evidence which support that your company has been rendering security in support of the point 1.1 stated above.</p> <p>(e.g.: Letter of Award, Signed Contract, Approved Purchase Order, and Reference Letter).</p>	<p>State the type of evidence you have attached to support 1.1</p>	
<p>2. Capacity (Vehicles) available to service the park in relation to the Project – Own / Leased Vehicles.</p>	<p><u>Scoring of the Capacity (Vehicle)</u></p> <p>Company has capacity to deliver in terms of available resources (Vehicles for patrol and reaction response purposes)</p> <p>NB: Submit proof of vehicles registration or signed lease agreement or letter of intent to lease vehicles from the lessor.</p>	<p>30</p>	<p>0 point – 0 Vehicle available for patrolling and reaction response purposes</p> <p>3 points – 1 vehicle available for patrolling and reaction purpose</p> <p>5 points – 2 or more Vehicles available for patrolling and reaction response purpose.</p>
<p>3. Capacity (Human Capital) available to service the park in relation to the Project – Own / Leased Vehicles.</p>	<p><u>Scoring of the Capacity</u></p> <ul style="list-style-type: none"> Company has capacity to deliver in terms of available resources staff – security guards <p>NB: Submit list of security guards with current PSIRA grade under the employment of the company who are readily available or can be allocated for this project</p>	<p>30</p>	<p>0 points – no list supplied</p> <p>1 points – 2 permanent security guards in the company including Grade A, B and C guards (excluding any other staff other than the security guards)</p> <p>2 points – 4 permanent security guards in the company including Grade A, B and C guards (excluding any other staff other than the security guards)</p> <p>3 points – 6 permanent security guards in the company including Grade A, B and C guards (excluding any other staff other than the security guards)</p> <p>4 points – 8 permanent security guards in the company including Grade A, B and C guards (excluding any other staff other than the security guards)</p>

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
			5 points – 10 permanent security guards in the company including Grade A, B and C guards (excluding any other staff other than the security guards)
Total Score		100	
Minimum Points		65	

8. PRICING

NB: No alternative offers/ options will be accepted.

ITEM	DESCRIPTION	QUANTITY	TOTAL – 6 MONTHS (VAT Incl.)
1	OPERATIONAL COSTS		
1.1	Transport to and from works station/s	1	
1.2	Supervision costs	1	
1.3	Administration costs	1	
SUB-TOTAL 1 carried forward to summary.			R
ITEM	DESCRIPTION	QUANTITY	PRICE – 6 MONTHS (VAT Incl.)
2	GUARDING TEAM		
2.3	(Night shift) Grade C Security Guard – (Monday to Sundays including public holidays to cover the areas)		
	Storms River Mouth Main gate: 2 x grade C guards 6 months.	2	
	Tsitsikamma Big Tree: 2 x grade C guards 6 months.	2	
	Natures Valley Rest Camp: 2 x grade C guards 6 months.	2	
	Adhoc guard: Grade C x 1 (Rate for one night)		
	Patrol Vehicle	1	

		1	
SUB-TOTAL 2 carried forward to summary			R

ITEM	DESCRIPTION	QTY REQUIRED	PRICE – 6 MONTHS (VAT Incl.)
3.	EQUIPMENT		
3.1	Passive Monitoring		
SUB-TOTAL 3 carried forward to summary.			R

SUMMARY OF CALCULATIONS OF ALL SECTIONS		
SECTION 1	OPERATIONAL COSTS	R
SECTION 2	GUARDING TEAM	R
SECTION 3	EQUIPMENT	R
TOTAL COST 6 MONTHS (VAT INCLUSIVE)		R

9. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

10. TIMELINES

The bidder is expected to start the service immediately after PO is issued.

11. FINANCIAL PAYMENT

Payment will be effected in accordance with the PFMA (within 30 days of receipt of invoice) after delivery of goods.

12. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

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 interest¹ 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**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- (a) The applicable preference point system for this tender is the 90/10 preference point system.
- (b) The applicable preference point system for this tender is the 80/20 preference point system.
- (c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

2.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

2.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

3 POINTS AWARDED FOR SPECIFIC GOALS

- 3.1** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2** In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Source Documents to be used for Evaluation. (To qualify for the points, bidders must provide the below proof)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Local suppliers adjacent to SANParks operations (within the 200km from Tsitsikamma National Park)	<ul style="list-style-type: none"> • Municipal rates bill in the name of the bidder company or name of directors of the company (not older than 3 months); or • Local municipality confirming business address (not older than 3 months); or, • Signed and valid Lease agreement (Submit proof of latest rental payment - not older than three months (bank proof, EFT slips or receipts that match the landlords' details on the lease agreement) <ul style="list-style-type: none"> • NB. The municipality rates bill provided must be where the business operates (Where a supplier is a tenant, they must submit a copy of the municipal bill plus a letter of consent from the landlord tying the business to the address). 	10 points	(number only)
Enterprises with B-BBEE Procurement Recognition Level 1(one) – 4 (four).	<ul style="list-style-type: none"> • Valid BBBEE certificate issued by SANAS accredited verification Agency. • Affidavit (CIPC, DTIC Sworn affidavit). 	10 points	(number only)



4 DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 3.2, **the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;**
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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 forward the matter for criminal prosecution, if deemed necessary.
 - (e) forward the matter for criminal prosecution, if deemed necessary

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) **SANPARKS** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **30241/TNP/2026-27** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder’s Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:



South African
NATIONAL PARKS

Sanlam - SANParks SMME Fund

The fund is a dedicated interest free loan that provides short-term Purchase Order finance to local SMME's that have purchase orders from SANParks.

SANParks will run its normal procurement processes and once awarded with a purchase

Fund Requirements



Interest-Free
Loan



SMME must be within 100kms
radius of the park boundary



Black-Owned
SMMEs



Maximum application
amount R1 000 000



Must have a purchase
order from SANParks



Fund application link
<https://sanlamsanparks.co.za/>

Enquiries:

Regional Manager : Enterprise and Supplier Development

Fumanekile.Makuyekwe@sanparks.org

I AM AN ENTREPRENEUR

