

REQUEST FOR PROPOSAL (RFP)

RFQ REFERENCE NUMBER	RFP 17-05-2026	
PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT, CONFIGURE, AND SUPPORT AN INTEGRATED FACILITIES MANAGEMENT SYSTEM FOR A PERIOD OF THIRTY- SIX (36) MONTHS	
BRIEFING SESSION DETAILS	Compulsory (please tick or cross the applicable session)	
	Non-compulsory (please tick or cross the applicable session)	X
	Date: Time: Venue/ platform:	
RFQ CLOSING DETAILS	Date: 22 June 2026 Time: 11h00 a.m. RFQ must be submitted at Email: quotation2@cbrta.co.za	
RFQ VALIDITY PERIOD	60 Working days (Commencing from the official closing date)	
ENQUIRIES	Morwamoche.sekhukhune@cbrta.co.za	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CROSS-BORDER ROAD TRANSPORT AGENCY

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
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DESCRIPTION	
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BID RESPONSE DOCUMENTS MAY BE SUBMITTED VIA THE OFFICIAL EMAIL ADDRESS ON THE COVER PAGE

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

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

<p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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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
<p>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.</p>	

**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, 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. Introduction to C-BRTA

- 1.1. The Cross-Border Road Transport Agency (C-BRTA) is PFMA Schedule 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transportation. The Act gives the C-BRTA mandate to licence commercial cross border road transport operators by issuing permits to operate. The provision of cross-border transport services in South Africa is subject to the provisions of the Cross-Border Road Transport Act. In terms of the Act, any person or organisation wishing to provide cross-border transport services must apply to the Cross-Border Road Transport Agency's Regulatory Committee for a Permit to conduct cross-border business.
- 1.2. The Cross-Border Road Transport Agency's (C-BRTA) thus exists, amongst others, to improve the flow of passengers and freight road transport in the region, introduce regulated competition in cross-border road transport, reduce operational constraints for the cross-border road transport industry, provide oversight and monitoring functions, and to improve the unimpeded transport flow by road of freight and passengers.

2. General rules and instructions

- 2.1. Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, C-BRTA and its Client.
- 2.2. Bidders must be registered on the Central Supplier Database (CSD) to be able to conduct business with C-BRTA.
- 2.3. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform C-BRTA within three (3) days after the publication of the RFQ.
- 2.4. Bidders will be given seven (7) days to correct their non-tax compliance and three (3) days to fully disclose any information on the Standard Bidding Documents, failure such bidders will be disqualified.

2.5. This RFQ is subject to Government Procurement: General Contract Conditions – July 2011, Special Contract Conditions and any other contract conditions to be finalised during contracting.

3. Instructions for submitting bids

3.1. Bidders should submit their bid responses strictly to the email address on the covering page. Bid responses received outside this email address will NOT be considered.

3.2. Bid responses will NOT be considered if submitted after the closing date and time.

4. RFQ Returnable

4.1. Bidders shall submit response in accordance with the response format below. Failure to do so shall result in the rejection of the bidder's RFQ response.

4.2. Schedule Index:

- Schedule 1: Completed and signed SBD 1
- Schedule 2: Central Supplier Database (CSD) Registration Report
- Schedule 3: Bidder's Tax Compliance System PIN
- Schedule 4: Sworn Affidavit or valid B-BBBEE Certificate
- Schedule 5: Completed and signed SBD 4 – Bidder's Disclosure
- Schedule 6: Bidder's Disclosure Annexure A
- Schedule 7: Completed and signed SBD 6.1 – Preference Points Claim
- Schedule 8: Price quotation on a company letterhead

4.3. Evaluation Criteria for this RFQ

The RFQ will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022. The following three (3) steps will be followed to evaluate this RFQ:

- a). Mandatory Compliance
- b). Price & Specific Goals and
- c). Administrative Compliance).

4.3.1. Mandatory compliance

Documents that must be submitted	Non-submission of any of the mandatory items against shall result to immediate disqualification.
Compliance	The bidder must comply to the requirements of the

Documents that must be submitted	Non-submission of any of the mandatory items against shall result to immediate disqualification.
	specification/ terms of reference
Pricing Schedule	Submit full details of the pricing proposal

4.3.2. Price and Specific goals (80/20)

Criteria
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

The following formula will be used to calculate the points for price

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

The detailed specific goals requirements of this RFQ are contained in the Standard Bidding Document (SBD 6.1).

4.3.3. Specific Goals

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

Note to tenderers: Bidders must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership.

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	

B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	Total point claimed	D= A + B + C		

4.3.4. Administrative Compliance

Documents that must be submitted		
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	NO
Tax Status	Submit proof of Central Supplier Database report.	NO
Bidders Disclosure Form – SBD4	Complete and sign the supplied pro forma document	NO
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Specific goals	NO

5. Terms of Reference/ specifications

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT, CONFIGURE, AND SUPPORT AN INTEGRATED FACILITIES MANAGEMENT SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PURPOSE

The Cross-Border Road Transport Agency (C-BRTA) intends to procure and implement an Integrated Facilities Management System to support the effective management, monitoring, and reporting of all facilities and infrastructure under its control.

BACKGROUND

The Cross-Border Road Transport Agency (C-BRTA) is a Schedule 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transport.

The Agency currently manages facilities through manual processes and spreadsheets. This has resulted in challenges relating to limited visibility over asset condition and maintenance status, inconsistent record-keeping and documentation, delays in maintenance response and reporting, and inefficiencies in contract and service provider management.

The system will enable centralised management of assets (furniture and office equipment), maintenance, compliance, contracts and space utilisation.

PURPOSE

The purpose of the Integrated Facilities Management System is to:

- Improve operational efficiency and service delivery
- Enhance governance, transparency, and accountability
- Ensure compliance with legislative and regulatory requirements
- Support audit readiness and reporting
- Reduce operational and maintenance risks
- Enable data-driven decision-making

SCOPE OF WORK

The successful bidder shall supply, implement, configure, and support an Integrated Facilities Management System for a period of thirty-six (36) months covering the following, but not limited to:

- Asset management
- Maintenance management
- Compliance management
- Health, safety, and environmental management
- Contract and service provider management
- Space management
- Helpdesk and service requests
- Financial and cost management
- Reporting and audit support

Functional Requirements include but not limited to:

Asset Management

- a) Maintain a comprehensive asset register
- b) Track acquisition, valuation, depreciation, and disposal
- c) Support tagging (Barcode)
- d) Support asset verification and audits
- e) Maintain historical records

Maintenance Management

- a) Support planned, preventive, corrective, and emergency maintenance
- b) Enable automated work order generation
- c) Schedule maintenance programmes
- d) Track contractor and internal work
- e) Monitor SLAs and turnaround times

- f) Maintain maintenance history

Compliance Management

- a) Track statutory inspections and certificates
- b) Maintain compliance calendars
- c) Issue automated expiry notifications
- d) Store regulatory documentation

Health, Safety, and Environmental Management

- a) Record incidents and investigations
- b) Manage SHE documentation
- c) Track safety inspections
- d) Maintain risk registers
- e) Generate statutory reports

Contract and Service Provider Management

- a) Maintain contract and SLA registers
- b) Track expiry and renewal dates
- c) Monitor service provider performance
- d) Link contracts to work orders
- e) Support contract compliance reporting

Space and Occupancy Management

- a) Maintain floor plans and layouts
- b) Track space allocation
- c) Monitor occupancy
- d) Generate utilisation reports
- e) Support relocation planning

Financial and Cost Management

- a) Track maintenance and operational expenditure
- b) Support budget monitoring

Helpdesk and Service Request Management

- a) Provide multi-channel fault reporting
- b) Generate ticket numbers
- c) Support prioritisation and escalation
- d) Track resolution times
- e) Provide user feedback mechanisms

Reporting, Dashboards, and Audit Trails

- a) Provide management dashboards
- b) Generate standard and ad-hoc reports
- c) Enable data export

Technical Requirements

Hosting and Deployment

- a) The Facilities Management Solution must support on-premises and Microsoft Azure deployments.
- b) The solution must be cloud-agnostic and capable of being hosted on any cloud platform.
- c) All cloud hosting must be within the borders of South Africa to meet data residency requirements.

System Architecture

- a) Modular, scalable, and secure architecture.
- b) Web-based application accessible via standard browsers.
- c) Role-based access control and secure authentication.
- d) Centralized database with encryption at rest and in transit.
- e) API-based integration with third-party and internal systems.
- f) Built-in reporting and analytics with data export capabilities.
- g) Compliance with enterprise security best practices.

Backup and Data Protection

- a) Regular automated backups must be performed.
- b) Support for daily incremental and periodic full backups.
- c) Configurable backup retention policies.
- d) Secure backup storage within South Africa.
- e) Periodic testing of backup restoration processes.

Disaster Recovery and Business Continuity

- a) The solution must include Disaster Recovery (DR) capabilities.
- b) Clearly defined RTO and RPO targets.
- c) Failover mechanisms to ensure service continuity.
- d) Minimal service disruption during disaster events.
- e) Regular DR testing and validation.

Availability and Reliability

- a) High availability design with no single points of failure.

- b) Scalable to accommodate increased workloads.
- c) Designed to ensure uninterrupted fleet management services.

Information Security Requirements

- a) The solution must be deployed behind the firewall with traffic filtering controls.
- b) All system access must be secured using Role-Based Access Control (RBAC).
- c) The solution must be integrated with the organization Active Directory or Azure Active Directory
- d) The solution must provide Multi-Factor Authentication (MFA) to enhance security and prevent unauthorized access.
- e) User permissions must follow the principle of least privilege.
- f) Privileged and administrative access must be strictly controlled and monitored.
- g) Secure authentication and authorization mechanisms must be enforced.
- h) All data must be encrypted in transit and at rest.
- i) System and user activities must be logged and auditable.
- j) Security controls must align with industry best practices and regulatory requirements.

Mobility and User Access

- a) The solution must be accessible from both desktop computers and mobile devices, ensuring consistent functionality across supported platforms.
- b) Access must be provided via a responsive web interface and/or mobile application.
- c) The solution must support offline functionality, allowing users to continue working without network connectivity and automatically synchronize data once connectivity is restored.
- d) The solution must support image and document uploads, enabling users to securely capture and attach supporting files within the system.

Implementation and Project Management

The bidder must provide:

- a) Implementation plan
- b) System configuration
- c) User acceptance testing
- d) Change management plan
- e) Go-live support

Training

The bidder must provide:

- a) User training
- b) Administrator training
- c) Training manuals
- d) Train-the-trainer sessions

- e) Refresher training

Support and Maintenance

The bidder must provide:

- a) Local support presence
- b) Helpdesk services
- c) Regular updates
- d) System enhancements
- e) System monitoring

Proprietary Rights

The proprietary rights with regard to copyrights, patents, the source code, and any other similar rights that may result from the successful bidder carrying out the assignment shall belong to the C-BRTA.

DURATION

36 (thirty-six) months

EVALUATION

The proposals will be evaluated 80/20 preferential procurement system which includes functional criteria.

The evaluation criteria consist of three (3) phases as follows:

- (a) Administrative Compliance Evaluation – Phase 1
- (b) Functionality Evaluation – Phase 2
- (c) Price and Specific Goals Evaluation – Phase 3

PHASE 1: ADMINISTRATIVE COMPLIANCE

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result in immediate disqualification	
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	NO
Tax Status	Submit proof of Central Supplier Database report. NB: The bidder will be given Seven (7) days to correct tax non-compliance prior award, failure will result to a disqualification.	NO
Bidders Disclosure Form – SBD4	Complete and sign the supplied pro forma document	NO
Preference Point Claim Form – SBD 6.1	Complete and sign the supplied pro forma document non-submission will lead to a zero (0) score on Specific goals	NO
Pricing Schedule	Submit full details of the pricing proposal	YES
Briefing session	A non-compulsory briefing session will be held via Microsoft Teams on 13 April 2026, from 11h00 to 12h00. Meeting link: Meeting ID:	NO

PHASE 2: FUNCTIONAL EVALUATION CRITERIA

1.1.1. Bidders who score LESS than 70 points thresholds in the functional evaluation phase shall not be considered further, and the bidder will not proceed to the next phase of evaluation.

1.1.2. The functional will be evaluated as follows:

Evaluation Criteria – Facilities Management System			
80 points = Price			
20 points = BBBEE			
100 points = Functionality			
Threshold = 70 points			
Please note: Service Providers who score LESS than 70 points in the functionality phase shall not be considered further.			
1. References (30 points)			
Bidders must demonstrate relevant company experience in the implementation of Facilities Management System or system of similar nature.			
Provide signed and dated reference letters, on client’s letterhead of projects successfully completed by the company and of similar scope over the last 5 years. Purchase orders and appointment letters will not be considered. The reference letter must indicate the value of the project for evaluation in (1.b). The C-BRTA reserves the right to contact the bidder’s references.			
a) Number of reference letters			
15 points	10 points	5 points	0 points
5 or more reference letters	3 – 4 reference letters	1 - 2 reference letters	Non-submission or irrelevant / invalid reference letters
b) Combined contract value			
15 points	10 points	5 points	0 points
More than R1 000 000	R750 001 – R1 000 000	R500 001 – R 750 000	Non-submission or less than R500 000

2. System Functional Capabilities (20 points)

Bidders must demonstrate that the system has the ability to support key Facilities Management operation.

Provide **comprehensive proposal** detailing the system's functional capabilities in line with requirements stated in section 4.1 and 4.2.

20 points	10 points	5 points	0 points
Comprehensive facilities management functionality with modules covering all 9 of the required functional criteria	Facilities management functionality with modules covering 8 of the required functional criteria	Facilities management functionality with modules covering 7 of the required functional criteria	Facilities management functionality with modules covering 6 or less of the required functional criteria

3. System Technical requirements (40 Points)

Bidders must demonstrate that system complies with technical requirements.

Provide **comprehensive proposal** detailing the system's technical capabilities in line with requirements stated in section 4.3.

Criteria	Points allocated
Hosting and Deployment <ul style="list-style-type: none"> a) The Facilities Management Solution must support on-premises and Microsoft Azure deployments. b) The solution must be cloud-agnostic and capable of being hosted on any cloud platform. c) All cloud hosting must be within the borders of South Africa to meet data residency requirements 	Allocation of two (2) points per capability to a maximum of 6 points
Backup and Data Protection <ul style="list-style-type: none"> a) Regular automated backups must be performed. b) Support for daily incremental and periodic full backups. c) Configurable backup retention policies. d) Secure backup storage within South Africa. e) Periodic testing of backup restoration processes. 	Allocation of two (2) points per capability to a maximum of 10 points
Information Security Requirements <ul style="list-style-type: none"> a) The solution must be deployed behind the firewall with traffic filtering controls. 	Allocation of two (2) points per capability

<ul style="list-style-type: none"> b) All system access must be secured using Role-Based Access Control (RBAC). c) The solution must be integrated with the organization Active Directory or Azure Active Directory d) The solution must provide Multi-Factor Authentication (MFA) to enhance security and prevent unauthorized access. e) User permissions must follow the principle of least privilege. f) Privileged and administrative access must be strictly controlled and monitored. g) Secure authentication and authorization mechanisms must be enforced. h) All data must be encrypted in transit and at rest. i) System and user activities must be logged and auditable. j) Security controls must align with industry best practices and regulatory requirements. 	<p>to a maximum of 20 points</p>	
<p>Mobility and User Access</p> <ul style="list-style-type: none"> a) The solution must be accessible from both desktop computers and mobile devices, ensuring consistent functionality across supported platforms. b) The solution must support image and document uploads, enabling users to securely capture and attach supporting files within the system. 	<p>Allocation of two (2) points per capability to a maximum of 4 points</p>	
<p>4. Implementation methodology and Project plan (10 points)</p>		
<p>Bidders must demonstrate how the system will be implemented.</p> <p>Provide comprehensive implementation methodology detailing the project from inception to handover of the system, with information including but not limited to system configuration, project plan, milestones, risk mitigation, training, support etc.</p>		
<p>10 points</p>	<p>5 points</p>	<p>0 points</p>
<p>Comprehensive implementation methodology</p>	<p>Limited implementation methodology</p>	<p>No clear implementation plan</p>

1.2. PHASE 3: PRICE AND SPECIFIC GOALS

Criteria
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

The following formula will be used to calculate the points for price

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

Specific Goals

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

Note to tenderers: Bidders must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership.

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	Total point claimed	D= A + B + C		

Item description	Item	Price in ZAR (inclusive of VAT)
Supply, implementation, configuration and training of system	Once-off	R
Annual user licenses	Year 1 (5 users)	R
	Year 2 (6 users)	R
	Year 3 (6 users)	R
Annual system license / subscription	Year 1	R
	Year 2	R
	Year 3	R
Helpdesk and technical support services	Year 1	R
	Year 2	R
	Year 3	R
System maintenance and software updates	Year 1	R
	Year 2	R
	Year 3	R
TOTAL		R

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.

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

² 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.

institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6.1 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 PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure A – bidders Disclosure form as per section 2.3 of SBD 4

Bidders are requested to declare all enterprises/ companies any of its directors/ trustees/ shareholders/members/ partners have interest in, the enterprises/companies disclosed must be equal or more than those disclosed on the Central Supplier Database (CSD) report.

SBD 6.1

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 The applicable preference point system for this tender is the 80/20 preference point system.

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 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 Points for specific goals for this tender will be allocated on the basis B-BBEE Status Level as shown in Table 1 below.

1.6 In order to claim points for specific goals, bidders must submit B-BBEE Certificate and/or sworn affidavit, as the case may be.

1.7 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.

- 1.8 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).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10}
 \end{array}$$

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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 tenderers: The tenderer must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	Total point claimed	D= A + B + C		

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

- 5.1 If a submission is made by a consortium or Joint Venture, the points claimed for ownership must be detailed separately on an attachment showing the following:
- The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by C-BRTA
 - The percentage ownership by race category of each JV member or consortium member in each of the specific goals relevant to this bid.
 - The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for the race category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm.....

6.2. Company registration number:

6.3. 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]

6.4. 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 4.2, 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
- (e) forward the matter for criminal prosecution, if deemed necessary.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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