



REGISTRATION NO. (2001/025832/30)

REQUEST FOR PROPOSAL SERVICES

PROPOSAL DETAILS

BID NUMBER: RAL/2026/ARCHITECTURAL SERVICES/RFP001

CLOSING DATE: 23 JUNE 2026
TIME: 11:00

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER ARCHITECTURAL SERVICES FOR INTERNAL OFFICE SPACE RECONFIGURATION AND DESIGN AT ROADS AGENCY LIMPOPO (SOC) LTD

BRIEFING SESSION: Yes No
See Paragraph 2 on Proposal Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Service provider: _____
CSD number: _____
Proposal price: _____
Contact person: _____
Telephone/ Cell number: _____
E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
Bid	Written offer in a prescribed or stipulated form in response to an invitation by RAL for the provision of goods, works or services
Contractor	Organisation with whom RAL will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
GCC	General Conditions of Contract
IP	Intellectual Property
Original Bid	Original document signed in ink, or Copy of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
RAL	Limpopo Province Roads Agency (SOC) Ltd Registration No. 2001/025832/30 – t/a Roads Agency Limpopo
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS PROPOSAL DOCUMENT PACK

Bidders are to ensure that they have received all pages (36) of this document, which consists of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction to bidders/ must be completed and returned with proposals.

- Invitation to Bid (SBD 1)
- Proposal Submission Conditions and Instructions
- Terms of Reference
- Evaluation Process

SECTION B

Note: Documents in this section must be completed and returned or supplied with proposals.

- Pricing Schedule (SBD 3.3)
- Bidder's Disclosure (SBD 4)
- Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- Proposal submission Conditions, Instruction and Evaluation Process/Criteria

SECTION A

(This section must be returned as part of the proposal document)

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

NO

YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

NO

YES

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.

SBD1

**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:

.....

PROPOSAL SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

2.1 Compulsory Briefing Session

- 2.1.1 A **compulsory** briefing session will be held from **11.00 on Friday, 12 June 2026**. People arriving more than **15 minutes** late will not be allowed into the venue and will be deemed not to have attended the briefing session. Bidders will be required to sign the register at the briefing session as a proof of attendance.

2.2 General notes related to the Briefing Session

- 2.2.1 The venue for the briefing session is:

**Roads Agency Limpopo (SOC) Ltd
RAL Towers
26 Rabe Street
POLOKWANE
0700**

- 2.2.2 Bidders should bring their own copies of the proposal documentation to the briefing session as proposal documents will not be available at the session.

- 2.2.3 Any individual wishing to bid must attend the briefing in person or send a representative. Any organisation wishing to bid must send a representative. For proposals from a Consortium or Joint Venture, a representative of at least one of the organisations must attend the briefing. Proposals from individuals, organisations or consortia of organisations that have not met the attendance requirements will not be considered.

- 2.2.4 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the proposal, is preferably to be requested at the briefing session. Bidders are advised to study this document before attending the briefing session and to have all their questions ready.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a Bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile or e-mail) from dinalamr@ral.co.za by not later than **15:00 on Wednesday, 17 June 2026**. A reply will be forwarded within two (02) working days. Telephonic requests for clarification will not be accepted. If

appropriate, the clarifying information will be made available to all Bidders by e-mail only. The proposal number should be mentioned in all correspondence.

4 SUBMITTING PROPOSALS

4.1 One (1) original document (properly bounded) must be handed in/delivered/posted to:

DEPOSITED IN THE
BID/TENDER BOX
SITUATED AT
(Street address)

Roads Agency Limpopo
RAL Towers
26 Rabe Street
Polokwane

OR

* POSTED TO:

Roads Agency Limpopo
Private Bag X9554
Polokwane
0700

No faxed or e-mailed proposals will be accepted

Bidders should ensure that proposals are delivered to RAL before the closing date and time to the correct physical address. If the proposal is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

- Proposals can be delivered and deposited into the tender box any time before or on the closing date.
- All proposals must be submitted on the official forms (not to be re-typed).

4.2 Bids should be submitted in sealed envelopes, marked with:

- Bid number (**RAL/2026/ARCHITECTURAL SERVICES/RFP001**)
- Closing date and time (**23 June 2026 @ 11:00**)
- The name and address of the Bidder.

4.3 Documents submitted on time by bidders shall not be returned.

5 LATE PROPOSALS

5.1 Bids received late shall not be considered. A proposal will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and proposals arriving late will not be considered under any circumstances. Proposals received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

- 5.3 Proposals sent to the RAL via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the RAL premises (tender/bid box or reception). Proposals received at the physical address after the closing date and time of the proposal, shall therefore be deemed to be received late.

6 PAYMENTS

- 6.1 RAL will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the RAL to the Contractor.
- 6.1.1 The Contractor shall from time to time during the duration of the contract, invoice RAL for the services rendered.
- 6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as RAL may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to RAL.
- 6.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

- 7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

TERMS OF REFERENCE

1. INTRODUCTION

Roads Agency Limpopo (SOC) Ltd (RAL) seeks to appoint a suitably qualified, reputable, and experienced service provider for the Architectural Services: to produce design, tender documentation, BOQ, drawings and conduct construction supervision for the internal office space reconfiguration.

2. BACKGROUND

The Agency has experienced progressive growth over the years which translated into an increased number of employees and ultimately a high occupancy rate of the building. In response to this, Facilities Management Unit embarked on an office re-allocation exercise to accommodate the continuous growth. However, the existing office layout does not sufficiently address the current and future spatial needs.

The primary aim of the project is to appoint an Architectural service provider to conduct a spatial planning services.

3. SCOPE OF WORK

The appointed service provider is expected to provide the following services: These include, but are not limited to the following:

3.1 Conduct site visit

- (a) Conduct comprehensive site assessment to capture the existing office layout and its condition.
- (b) Produce comprehensive building layout plans (as-built drawings), showing the existing office layout (including partitioning)

3.2 Architectural Design and Drawings of proposed reconfiguration layout, though not limited to the following, shall include:

- (a) Generate a report for the proposed reconfiguration layout, the report must incorporate the following: proposals, written input/opinion from a qualified structural engineer on the impact of the proposed modifications, material specifications, cost estimates.
- (b) Proposed office plans and elevations showing but not limited to:
 - i. Partitioning, specifications and dimensions.
 - ii. Furniture (fixed and mobile) positioning,
 - iii. Floor finishes and specification.
 - iv. Ceiling and associated lighting positioning, and specifications
 - v. Metalwork, woodwork, and joinery drawings.
 - vi. Miscellaneous decorative details.

- (c) Proposals for the layout of ancillary spaces including but not limited to; kitchen, parking, ablutions, waste etc.

3.3 Mechanical, electrical, and civil drawings, though not limited to below, shall include:

- (a) Fire protection & detection (showing existing and proposed systems)
- (b) HVAC system drawings (showing existing and proposed systems)
- (c) Sanitary system drawing (including water, plumbing etc.) illustrating both layouts and schematics for kitchens/wall fixtures in conformity with Electrical and Architectural Plans (showing existing and proposed systems).
- (d) Electrical layouts (showing existing and proposed systems).

3.4 Facilitate and submit all drawings, certifications, permits and documents requiring council / municipal approval (Electrical, Fire, Plumbing etc.)

3.5 Construction plan and temporary works

The appointed service provider is required to provide a proposal for construction sequencing / project planning for the implementation of the proposals.

3.6 Preparation of Tender Specifications and Bill of Quantities for construction/installation works.

- (a) Comprehensive tender document
- (b) A Bill of Quantities separately for each group of works (i.e., architectural works; electrical works; mechanical works; equipment; furniture & accessories, etc).
- (c) Standard and project specification. Project specification must give a detailed explanation of each item of works and not be general and vague. Proposals must be guided by applicable standards, guidelines and regulations.
- (d) Tender drawings.
- (e) Draft construction programme.

3.7 Supervision/Management of project works.

The successful bidder shall ensure compliance, completion, and submission of the following:

- (a) Compilation of the contractor's contract documents
- (b) Architectural service provider shall supervise all construction/installation works to ensure that the project is executed as per approved design and work schedule. The supervision shall include but not limited to the following:
 - i. Prepare all required documents necessary to obtain all approvals and permits from relevant authorities. These shall also include construction and as built drawings, etc.
 - ii. Issue approved construction drawings and other information to appointed contractor to carry out the construction works.
 - iii. Ensure compliance with all designs, applicable construction legislative

- requirements, standard and project specification.
- iv. Lead project site inspections/meetings, including but not limited to kick-off/setting out meetings, regular progress meetings, troubleshooting, practical completion/hand over, and final sign-off meetings.
- v. Review and approve on periodic reports including financials, etc.
- vi. At practical completion stage undertake joint inspection of the works with all parties and agree on a snag list.
- vii. Inspect the work of the contractor for quality assurance and supervise the execution of the snag list items.
- viii. Review and certify Progress Payment Reports and appropriate Certificates.

4 DELIVERABLES

The appointed Architecture will be expected to produce the following:

- 4.1 Documentation (Designs, Reports, BOQ's, Bid Documentations)
- 4.2 Proposed office layout drawings as follows:

- (a) Architectural Drawings for construction/installation for 1st, 2nd, 3rd floors.
- (b) Mechanical and civil Drawings (Heating, Ventilation, and Air Conditioning (HVAC), sanitation, portable water, stormwater etc.) for construction/installation.
- (c) Electrical drawings (high-low voltage systems, while also accounting for data, telecommunication, IT network points, electrical wall plugs, fire detection & protection etc.) for construction/installation.

5 ADDITIONAL INFORMANTION

The motivation for space allocation should be the type of work performed by each individual within the Agency. The proposal should consider a great degree of sharing/grouping which allows for mobile working styles. The following should be taken into consideration:

- (a) Thorough analysis of current space and proposed open plan design.
- (b) Ensure efficient use of floor space without wasting it.
- (c) Group / teams areas according to work functional disciplines/directorate.
- (d) Consideration of daily workflow and circulation, or how people will move through the spaces while working.
- (e) Some spaces may have multiple needs; it is crucial to consider this when designing the space, to allow for multi-use
- (f) The designs and drawings shall take into consideration energy efficiency and environmental norms and standards.

6. COMPLIANCE

6.1 Administrative requirements

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Proof of Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.	CSD-Proof of registration		
2.	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1) Failure 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	Completed, signed and submitted		
3.	Special conditions of contract and quotation	Completed, signed and submitted		

6.2 Mandatory requirements

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Compulsory site inspection	Signed attendance register		
2.	Invitation to Bid (SBD 1)	Fully completed, signed and submitted		
3.	Pricing Schedule (SBD 3.3)	Fully completed, and submitted		
4.	Bidder's Disclosure (SBD 4)	Fully completed, signed and submitted		
5.	Proof of Authority to sign (submit Letter / Board Resolution	Signed Letter/Board resolution		

6.	Proof of JV or partnership agreements (if applicable)	Signed agreement		
7.	Proof of company membership with South African Council for the Architectural Profession (SACAP)	Certified copy of valid membership		

NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX MONTHS.

7. SPECIAL CONDITIONS

- 7.1 The successful bidder must be compliant with SABS and National Regulator of Compulsory Specifications (NRCS) quality standards.
- 7.2 All materials, consumables, machinery and equipment to be supplied and/or used shall be of the required quality and standard as approved by the South African Bureau of Standards (SABS).

8. PROJECT COST

The service provider will be required to provide a detailed cost of the project as per attached Pricing Schedule including all disbursements. The pricing shall be all inclusive and firm. For pricing, please refer to the attached Pricing Schedule (SBD 3.3).

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 Evaluation criteria is based on **Compliance, Functionality, Price, and Specific goals**. Non submission and fully completion of mandatory requirements will render proposals non- responsive and will be eliminated from further consideration.

1.1.1.1 Administrative compliance

- Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <https://secure.csd.gov.za/> to obtain your vendor number.
- Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1) Failure 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
- Special conditions of contract and bid.

1.1.1.2 Mandatory Requirements

- Compulsory site inspection
- Invitation to Bid (SBD 1)
- Pricing Schedule (SBD 3.3)
- Bidder's Disclosure (SBD 4)
- Proof of Authority to sign (submit Letter / Board Resolution)
- Proof of JV or partnership agreements (if applicable)
- Proof of Company Membership with South African Council for the Architectural Profession (SACAP)

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><u>Company Experience</u></p> <p>Experience of the company in Architectural Services. NB: Points will be allocated for reference letters providing experience in architectural services.</p> <ul style="list-style-type: none"> • Less than 3 reference letters = 0 points • 3 to 4 reference letters = 15 points • 5 to 7 reference letters = 25 points • 8 or more reference letters = 35 points 	35
<p><u>Qualification and Experience of Architect</u></p> <p>Experience and Qualifications of Architect. Proof of experience in the form of CV and certified qualifications of such architect <u>must</u> be attached.</p> <p><u>Qualifications: Architect</u></p> <ul style="list-style-type: none"> • National Diploma = 5 points • Degree/B-Tech = 15 points • Hons Degree and above = 25 points <p><u>Experience of Architect</u></p> <ul style="list-style-type: none"> • Less than 3 years' experience = 0 points • 3 to 5 years' experience = 10 points • 6 to 8 years' experience = 20 points • More than 8 years' experience = 30 points 	25 30
<p><u>Proof of architect membership with SAIA</u> (South African Institute of Architects) (Attach copy of valid membership certificate)</p> <ul style="list-style-type: none"> • No valid membership certificate attached = 0 points • Valid membership certificate attached = 10 points 	10
TOTAL	100

1.2.2 The score for functionality shall be calculated as follows:

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.

- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- 1.2.3 Proposals that score less than **70** out of **100** points for functionality will be eliminated from further consideration.
- 1.3 **PRICE AND SPECIFIC GOALS STATUS LEVEL POINTS**
- 1.3.1 All remaining proposals will be evaluated as follows:
- 1.3.2 The **80/20** preference point system will be applied. Points for price and specific goals status will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- 1.3.3 If appropriate, implied contract price adjustments will be made to the cost of all remaining proposals.
- 1.3.4 The point scored for the specific goals status level for each acceptable proposal will be added to the price point.
- 1.3.5 The Evaluation Committee will recommend that the contract be awarded to the bidder obtaining the highest points.
- 1.3.6 The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by **1.3.5** or to a lower scoring proposal on justifiable grounds.
- 1.4 **ADJUDICATION OF PROPOSAL**
- 1.4.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

SECTION B

This section must be completed and returned or supplied with proposal as prescribed.

PRICING SCHEDULE

(Professional Services)

NAME OF Bidder:

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF PROPOSAL

NB: Bidders are required to complete this pricing schedule in accordance with the scope of work and deliverables outlined on pages 11-13 of the RFP document, inclusive of disbursements. All prices submitted must be fixed and firm for the duration of the contract. Failure to complete this pricing schedule in full, will render the proposal non-responsive, and therefore, ineligible for further consideration.

PAR NO	DESCRIPTION	BID PRICE IN RSA CURRENCY													
1	The accompanying information must be used for the formulation of proposals.														
2	Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project. Check if this is right format for the service	Amount excluding VAT	R												
		VAT @ 15%	R												
		Total including VAT	R												
3	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE, PERSONS WHO WILL BE INVOLVED IN THE PHASE, RATES APPLICABLE AND PERSON-DAYS TO BE SPENT (A BREAKDOWN MUST BE GIVEN FOR EACH PHASE).														
3.1	Phase 1: Description														
3.1.1	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Person and position</th> <th style="text-align: left; width: 20%;">Hourly rate excluding VAT</th> <th style="text-align: left; width: 20%;">Daily rate excluding VAT</th> <th style="text-align: left; width: 20%;">Person-days to be spent</th> <th style="text-align: left; width: 10%;">Cost/person/phase excluding VAT</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td style="text-align: right;">R</td> <td style="text-align: right;">R</td> <td>.....</td> <td style="text-align: right;">R</td> </tr> </tbody> </table>	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT	R	R	R				
Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT											
.....	R	R	R											

		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R
3.2	Phase 2: Description				
3.2.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R
3.3	Phase 3: Description				
3.3.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R

4 TRAVEL EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, FOR EXAMPLE RATE/KM AND TOTAL KM, CLASS OF AIR TRAVEL, ETC). ONLY ACTUAL COSTS ARE RECOVERABLE. PROOF OF THE EXPENSES INCURRED MUST ACCOMPANY CERTIFIED INVOICES.

4.1

Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
Travel (km)	R		R
Car Hire (per day)	R		R
Flights (economy)	R		R
		Amount excluding VAT	R
		VAT @ 15%	R
		Total including VAT	R

5 OTHER EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, E.G. THREE STAR HOTEL, BED AND BREAKFAST, TELEPHONE COST, REPRODUCTION COST, ETC). ON BASIS OF THESE PARTICULAR, CERTIFIED INVOICES WILL BE CHECKED FOR CORRECTNESS. PROOF OF THE EXPENSES MUST ACCOMPANY INVOICES.

5.1

Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
Accommodation (three star or equivalent)	R		R
Meals (each)	R		R
Per Diem (per day)	R		R
Telephone costs (per unit)	R		R
Reproduction costs (per page)	R		R
		Amount excluding VAT	R
		VAT @ 15%	R
		Total including VAT	R

- 6 Period required for commencement with project after acceptance of quotation.
- 7 Estimated person-days for completion of the project.
- 8 Are the rates quoted firm for the full period of the contract?
- 9 If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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:

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

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act

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.

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

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 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) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (b) **“lowest acceptable tenders”** means a tender that complies with all the specifications and conditions of tender that has lowest price compared to other tenders;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;
- (f) **“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;
- (g) **“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
- (h) **“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:

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

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:

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

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 2022, preference points must be awarded for specific goals stated in the 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,

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

NOTE: Bidders must submit documentary proof in support of any preference points claimed under the applicable preference point system. Failure to provide the required supporting documentation may result in the non-allocation of preference points claimed.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Required documents as a means of verification.
Enterprises with ownership of 51% or more by person/s who are black person/s	5		<ul style="list-style-type: none"> • CSD report
Enterprises with ownership of 51% or more by person/s who are women	6		<ul style="list-style-type: none"> • CSD report
Enterprises with ownership of 51% or more by person/s who are youth	4		<ul style="list-style-type: none"> • CSD report
Enterprises with ownership of 51% or more by person/s with disability	3		<ul style="list-style-type: none"> • Medical certificate • CSD report
Small, Medium and Micro Enterprises	0		
Rural / Township Business	2		<ul style="list-style-type: none"> • Municipal Account or Permission to Occupy (PTO) or Lease agreement
Total points for specific goals	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number:

- 4.5. 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]

4.6. 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 4.1, the contractor is 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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SPECIAL CONDITIONS OF PROPOSAL AND CONTRACT

Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, RAL will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this proposal.
1.3	Proposals not completed in this manner may be considered incomplete and rejected.
1.4	RAL shall not be liable for any expense incurred by the Bidder in the preparation and submission of a proposal.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of RAL provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the proposal relates.
3	PROPOSAL SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	Proposal submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	RAL have the right to enter into a negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ³ or promise/ undertaking to award the contract.
4.3	RAL shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of RAL is the CEO.

³ See GLOSSARY.

4.5	RAL also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.
5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their proposals once the procurement process has been completed.
5.2	Requests for information regarding the proposal process will be dealt with in line with the RAL SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	RAL shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	<p>The RAL may disregard the quote of any bidder if that bidder, or any of its directors:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the RAL. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. <p>Such actions shall be communicated to the National Treasury.</p>
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the proposals, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The proposal and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the proposal. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.

11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, RAL must be given immediate written notice to this effect. RAL reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of RAL.
12.2	Although the contractor will be entitled to provide services to persons other than RAL, the contractor shall not without the prior written consent of RAL, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to RAL.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	FORMAT OF PROPOSALS
15.1	Bidders must complete all the necessary documents and undertakings required in this proposal document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
15.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>

15.3	Part 1: Special Conditions of Proposal and Contract
15.3.1	Bidders must sign and return the Special Conditions of proposal and Contract. Proposals submitted without a completed Special Conditions of Bid form may be deemed to be non-responsive.
15.3.2	Recommended bidder who is not CSD compliant at the time of appointment must be notified in writing to comply within seven (7) working days.
15.4	Part 2: Bidder's Disclosure
15.4.1	Each party to the bid must complete and return the "Bidder's Disclosure". Proposals submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
15.5	Part 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
15.5.1	Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for: (c) Price ; and (d) Specific Goals . 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.
15.6	Part 4: Invitation to Bid
15.6.1	Bidders must complete, sign and return the full "Invitation to Bid" document. Proposals submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
15.7	Part 5: Pricing Schedule
15.7.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
15.7.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Proposals submitted without a price or with an incomplete price, will be deemed to be non-responsive.
15.7.3	Rates of the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
15.7.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.

15.7.5	
	Note 1: The cost of travel and accommodation for persons who are not part of the prospective contractor's team should not be included. These costs will be borne by the Client.
	Note 2: No handling fee on disbursements will be considered
	<input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
15.8	Part 6: Team details
15.8.1	In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.
15.8.2	For each team member there must be:
	<input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
15.9	Part 7: Experience in this field
15.9.1	Bidders should provide in this part, and return as part the submission, at least the following information.
	<input type="checkbox"/> Details of contracts for similar work.
	<input type="checkbox"/> Contact details of a maximum of 3 organisations for which work was done.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of applicant: _____

Signature of applicant: _____

Date: _____