



GLODINA TOWELLING (PTY) LTD

Registration No: 2017/389037/07

## **BID GLO-04-2025**

**REQUEST FOR PROPOSAL (RFP)**

**PROVISION OF SECURITY SERVICES**

**THE CLOSING DATE FOR ACCEPTANCE OF RESPONSES IS**

**27 May 2025**

***All inquiries to be made in writing and addressed to:***

***Rosemary Dube, Procurement Officer***

***+27-31-736 7600***

***or***

***tenders@glodina.co.za***

***Bidders must acknowledge receipt of this RFP on the above contact details.***

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**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

- Bid responses should be compiled and submitted in generally acceptable/standard electronic file format (i.e., Microsoft Word or PDF) to enable access thereto by Glodina Towelling (PTY) LTD for purposes of evaluating responses received and must be e-mailed to ***tenders@glodina.co.za***.
- Bid responses will be accepted until **27 May 2025**. Any proposals received after this date and time will not be accepted.
- Incomplete submissions will not be accepted.
- All the documentation submitted in response to this RFP must be in English.
- All proposals must be signed by an official agent or representative of the company submitting the proposal.
- All costs must be itemized to include an explanation of all fees and costs and what services are included in the fees and costs.
- The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by **GLODINA TOWELLING (PTY) LTD** in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- Bidders are required to complete **Section 25** for their price quotations.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- A compulsory site meeting with representatives of **GLODINA TOWELLING (PTY) LTD** will take place at the Glodina site in Hammarsdale, KwaZulu Natal, on **16 MAY 2025**
- Glodina Towelling (PTY)LTD does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender.
- No bids will be considered from the persons in the service of any organ state.

**GLODINA TOWELLING (PTY) LTD WILL NOT BE HELD RESPONSIBLE FOR ANY OF THE FOLLOWING:**

- Bid responses sent to the incorrect email address.
- Bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.
- Any security breaches and unlawful interception of tender/bid responses by third parties outside Glodina Towelling's IT network domain.
- Bid responses received late due to any IT network related congestions and/or technical challenges; and
- Bid responses with file size limits greater than Glodina Towelling's e-mail receipt capacity of 50MB.
- Only responses received via the specified email address will be considered.

- Where a complete (Inclusive of all Schedules) bid response is not received by Glodina in its electronic email box **tenders@glodina.co.za** by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and/or incomplete bids will be disqualified. It is Glodina policy not to consider late bids for tender evaluation.

Amended bids may be sent to the electronic mail box **tenders@glodina.co.za** marked "Amendment to bid" and should be received by GLODINA TOWELLING (PTY) LTD before the closing date and time of the bid.

I, the undersigned (NAME) ..... certify that:

- i) I have read and understood the conditions of this RFP; and
- ii) I have supplied the required information and the information submitted as part of this RFP is true and correct.

.....

Signature

.....

Date

Capacity: .....

**Summary and Background**

The GLODINA TOWELLING (PTY) LTD (Pty) LTD (“Eerste Flambeau”) is a 100% subsidiary of the Industrial Development Corporation of South Africa (IDC). GLODINA TOWELLI (PTY) LTD is an investment entity incorporated in South Africa with interest in the textile industry. The company does not trade, and all its activities are undertaken through its principal subsidiaries. Eerste owns 100% interest in Colibri Towelling Western Cape (Pty) Ltd (“Colibri”), Glodina Towelling (Pty) Ltd (“Glodina”), the manufacturing entities, and Tweede Flambeau (Pty) Ltd (“Tweede Flambeau”), the property holding company. The group was formed following a restructure in October 2019.

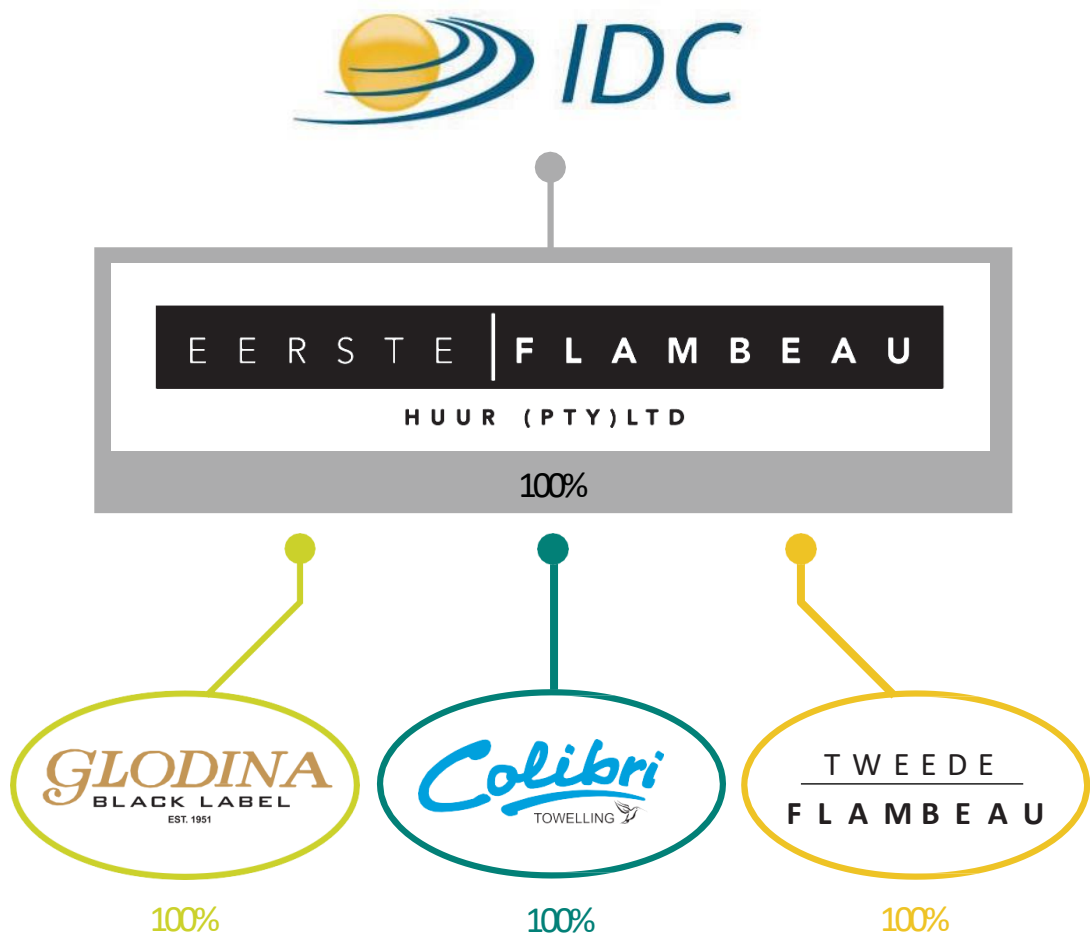
**COLIBRI**

Colibri is a woven terry-towelling company based in Hammarsdale, KwaZulu Natal.

**GLODINA**

Glodina is a woven and knitted terry-towelling manufacturer based in Hammarsdale, Kwa-Zulu Natal.

**1.1 GROUP STRUCTURE**



## 2 SCOPE OF WORK

DAYSHIFT	MON	TUES	WED	THUR	FRIDAY	SAT	SUN
GRADE	B	B	B	B	B	B	B
GRADE	3XC	3XC	3XC	3XC	3XC	2XC	2XC
NIGHT	MON	TUES	WED	THUR	FRIDAY	SAT	SUN
GRADE	B	B	B	B	B	B	B
GRADE	2XC	2XC	2XC	2XC	2XC	2XC	2XC

### REQUIREMENTS

- The bidder must provide, patrol monitoring device – 25 Points
- Monitor current alarm systems Warehouse, Factory shop and Stores.
- 24 Hour Armed response – not outsourced.
- 2 x Breathalyzers
- 4 x Two-way Radio

### REACTION TIME

The expected reaction time for alarms must be a maximum of about 15 minutes (Dispatch time of response offer until time of arrival on site) The successful bidder will sign a service Level Agreement (SLA) with **Glodina Towelling (PTY) LTD.**

#### **A. TERMS OF CONTRACT**

- Contract shall be reviewed in 24 months, depending on the review contract will be extended for another year.

#### **B. PRICE**

- All prices must be quoted in South African Rand (ZAR), and must be firm for the contract duration, with annual escalation linked to the South African Producer Price Index (PPI) on the anniversary of the contract initiation date.
- Period price validity must be explicitly stated.

- Subject to signing this contract, **GLODINA TOWELLING (PTY) LTD** reserves the right to negotiate with the winning bidder. Proposal Evaluation Criteria

The proposal will be evaluated on consideration of the following criteria:

### C. PHASE 1: COMPLIANCE

During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which include the following:

DOCUMENTS THAT MUST BE SUBMITTED	YES/ NO	COMMENTS
Confirmation of valid Tax Status (Tax clearance certificate)		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin.
A copy of Company Registration Certificates		Supply a copy of Company Registration Certificates.
B-BBEE Certificate		B-BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, an affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website: <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a> (Failure to submit an affidavit will result in non-compliant on the preference points system).
Registration on Central Supplier Database (CSD)		All agencies, including proposed partner/ subcontractor agencies, must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company before submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration.
PSIRA Registration		The bidder must be registered with PSIRA, A valid PSIRA certificate must be submitted i.e the New Certificate in line with industry circular issued by PSIRA on 10 March 2015.  NOTE: The certificate must be in the bidder's name, where the service is outsourced (through sub-contracting/ Joint Ventures): the bidders must also attach PSIRA certificate of the sub-contractor or the JV partner.

COIDA		Valid Letter of Good Standing
ICASA Certification		<p>The bidder must have a fully operational control room/operational Centre with a Base Station for effective communication between the control room and Glodina Towing office. The control room must be manned 24 hours by well trained personnel.</p> <p>The bidder must submit a valid ICASA certificate for the base station (communication system)</p> <p>Note: The certificate must be in the bidder's name or the appointed subcontractor. In case the service is outsourced, the bidder must attach the documentation confirming the JV or sub-contracting.</p>
Armed Response Service, in-house not outsourced)		The bidder's armed response officer must at least have a A Grade in line with the PSIRA requirements as well as an Armed Response Certificate with the relevant experience.
<b>Error! Not a valid result for table.</b>		Complete and sign the supplied pro forma document.
Annexure C: Preferential Procurement (SBD 6.1)		Complete and sign the supplied pro forma document.
Annexure D: Supply Chain Practices (SBD 8)		Complete and sign the supplied pro forma document.

**NOTE:** Failure to comply with any of the requirements assessed in Phase 1, will lead to disqualification of bids.



#### D. PHASE 2: MANDATORY FUNCTIONAL REQUIREMENTS

Functionality is worth 100 points. The minimum qualifying score for functionality is 80 points. All Bids that fail to achieve the minimum qualifying score less than 80 points on functionality shall not be considered for further evaluation on price and B-BBEE in phase 3. Those who score more than 80 points will be further evaluated in terms of price and preference points.

The functionality evaluation is broken down as follows:

CRITERIA	MEASURE OF CRITERIA	WEIGHT
<b>1. CAPACITY &amp; EXPERIENCE</b>	Submit three letters of current <i>Less than 3 references = nil points</i> <i>3 to 5 references = 25 points</i> <i>More than 5 references = 50 points</i>	<b>50</b>
<b>2. OPERATING</b>	List of currently managed sites, specifying type, location, and size.  <i>No current = nil points</i> <i>1 to 5 Sites = 10 points</i> <i>Above 5 Sites = 25 points</i>	<b>25</b>
<b>3. RESOURCES</b>	Dedicated Area Manager.  <i>No Area Manager = nil points</i> <i>1 Area Manager = 25 points</i>	<b>25</b>

**NOTE:** Failure to comply with the Mandatory Functional Requirements assessed in phase 2 will lead to disqualification of bids.

### **E. PHASE 3: PREFERENCE POINT SYSTEM**

All bids that achieve the qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	<b>80</b>
B-BBEE Level	<b>20</b>
<b>TOTAL</b>	<b>100</b>

<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>NUMBER OF POINTS</b>
Level 1	<b>20</b>
Level 2	<b>18</b>
Level 3	<b>14</b>
Level 4	<b>12</b>
Level 5	<b>8</b>
Level 6	<b>6</b>
Level 7	<b>4</b>
Level 8	<b>2</b>
Non-compliant contributor	<b>0</b>

## Details of Bidder

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION	REGISTRATION NUMBER:			
	TCS PIN:		CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE <i>[Tick applicable box]</i>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT			<input type="checkbox"/> Yes <input type="checkbox"/> No
	IF YES, ISSUED BY:			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)  <i>[Name the applicable in the tick box]</i>	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		
<i>A B-BBEE status level verification certificate/sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE</i>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> no <i>[if yes enclose proof]</i>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES/WORK S OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If yes answer part b:3 below]</i>
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED				
<i>(Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</i>				

## 25 COST PROPOSAL

Please indicate your total bid price here: R ..... **(Excluding VAT).**

**NOTE:** All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).

Are the rates quoted firm for the full period of the contract?

Yes	No
-----	----

**NOTE:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI, etc.

All additional (other) costs associated the bidder's offer must be clearly specified and included in the total bid price.

Is the proposed bid price linked to the exchange rate?	Yes	No
If yes, the bidder must indicate <b>CLEARLY</b> which portion of the bid price is linked to the exchange rate:		
Payments will be linked to specified deliverables after such deliverables have been approved by GLODINA TOWELLING (PTY) LTD. Payments will be made within 30 days from the date of invoice.	Comply	Not Comply
GLODINA TOWELLING (PTY) Ltd reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.  <b>NOTE:</b> The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.	Comply	Not Comply
Substantiate/Comments:		

#### A. DETAILED BREAKDOWN OF COSTS

Bidders are required to summarize the proposed cost/fee as per the financial proposal (Exclusive of VAT), where the table needs to balance back to the detailed financial proposal:

ITEM	DESCRIPTION	DESCRIPTION	BID PRICE (Excl. VAT)
<b>1. Fixed Costs</b>			
a. Rental or alarm system	Year 1	Year 1	
b. Monitoring and armed response	Year 1	Year 2	
c. <i>Estimated Total Bid Price for 12 Months pricing is including security Guarding Schedule as per tender Document.</i>	Year 1	Year 2	

**Note:**

- All additional (other) costs associated the offer must be clearly specified and included in the total Bid price.
- All costs/pricing will remain unchanged for a period of 12 months.

● **PRICE DECLARATION FORM**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, **GLO-04-2025** The General Conditions, the Requirement, and all other Annexures to the RFP Document, we offer to the provision of **SECURITY SERVICES AND ARMED RESPONSE** to the subsidiaries of **GLODINA TOWELLING (PTY) LTD**, at a total amount of:

**R .....** (Excl. VAT)

In words

.....

..... **RAND ONLY** (Excl. VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that GLODINA TOWELLING (PTY) LTD will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service. We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by **GLODINA TOWELLING (PTY) LTD**. We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs, which we have incurred in connection with preparing and submitting this bid. We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

.....

Signature

.....

Date

Name: .....

Capacity: .....

Witness 1: .....

Witness 2: .....

## 26 SHAREHOLDER INFORMATION

**NOTE:** the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below.

### CURRENT SHAREHOLDERS/ MEMBERS:

NAME OF THE SHAREHOLDER	ID NUMBER	RACE	GENDER	% SHARES

**NOTE:** The bidder must also attach the detailed Company/ Group Structure where relevant.

### BLACK SHAREHOLDERS/ MEMBERS (as per the B-BBEE Certificate):

NAME OF THE SHAREHOLDER	ID NUMBER	RACE	GENDER	% SHARES
Total Black Shareholding % as per the current and valid B-BBEE Certificate:				

I, the undersigned (name) ..... certify that the information furnished above is correct.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## 27 BIDDER EXPERIENCE AND PROJECT TEAM

Request for Proposal No: **GLO-04-2025**

Name of Bidder: .....

Authorised signatory: .....

**NOTE:** The bidder must complete the information set out below in response to the requirements stated in Phase 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below.

The bidder must provide the following information:

CLIENT NAME	PROJECT DESCRIPTION	PROJECT COST	PROJECT PERIOD (START/END)	DESCRIPTION OF SERVICE PERFORMED & EXTENT OF BIDDER'S RESPONSIBILITIES	NAME, TITLE, & TELEPHONE CONTACT OF CLIENT

## 28 ANNEXURE A: INSURANCE SCHEDULE

TYPE OF INSURANCE	INSURER	UNDERWRITER	POLICY #	INSURED VALUE
General Liability Insurance				R
Third Party Liability Insurance				R
Professional Liability Insurance				R
Workers' Compensation Insurance				R
Data Breach (Cyber) Insurance				R
Other (specify):				R

*Please attach details of all relevant insurance cover.*

## 29 ANNEXURE B: DECLARATION OF INTEREST (SBD 4)

- i. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating / adjudicating authority where:
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
- ii. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

1. Full Name of bidder/representative:

.....

2. Identity Number:

.....

3. Position (director/trustee/shareholder<sup>2</sup>):

.....

4. Company Registration Number:

.....

5. Tax Reference Number:

.....

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<sup>1</sup> "State" means:

- a. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b. any municipality or municipal entity;
- c. provincial legislature;
- d. national Assembly or the national Council of provinces; or
- e. Parliament.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

6. VAT Registration Number:  
.....

7. Are you or any person connected with the bidder **YES/NO**  
presently employed by the state?

If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:

.....

Name of state institution at which you or the person connected to  
the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

9. If yes, did you attach proof of such authority to the bid document?

YES/NO

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

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

.....

.....

.....

10. Did you or your spouse, or any of the company's directors/trustees/shareholders/members or their spouses conduct business with the state in the previous twelve months?

YES/NO

If so, furnish particulars:

.....

.....

.....

11. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

If so, furnish particulars.

.....

.....

.....

12. Are you, or any person connected with the bidder, aware of any relationship (family/friend/other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

If so, furnish particulars.

.....

.....

.....

13. Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

If so, furnish particulars:

.....

.....

.....

iii. Full details of directors/trustees/members/shareholders:

FULL NAME	IDENTITY NUMBER	PERSONAL TAX NUMBER	STATE EMPLOYEE /PERSAL NUMBER

FULL NAME	IDENTITY NUMBER	PERSONAL TAX NUMBER	STATE EMPLOYEE /PERSONAL NUMBER

**iv. DECLARATION**

I, the undersigned (name) .....

Certify that the information furnished in paragraphs ii and iii above is correct. I accept that **GLODINA TOWELLING (PTY) Ltd** may reject the bid or act against me should this declaration prove to be false.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## Annexure C: Preferential Procurement (SBD 6.1)

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

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

### v. GENERAL CONDITIONS

1. The following preference point systems are applicable to all bids:
  - (a) the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - (b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
2. The value of this bid is estimated to **not exceed R50 000 000** (all applicable taxes included) and therefore the 80/20. preference point system shall be applicable.
3. Points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
4. The maximum points for this bid are allocated as follows:

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

5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## vi. DEFINITIONS

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

## vii. POINTS AWARDED FOR PRICE

### 1. The 80/20 or 90/10 Preference Point Systems:

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

80/20 or 90/10

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

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**viii. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

B-BBEE STATUS LEVEL OF CONTRIBUTOR	POINTS (90/10 SYSTEM)	POINTS (80/20 SYSTEM)
LEVEL 1	10	20
LEVEL 2	9	18
LEVEL 3	6	14
LEVEL 4	5	12
LEVEL 5	4	8
LEVEL 6	3	6
LEVEL 7	2	4
LEVEL 8	1	2
NON-COMPLIANT	0	0

**ix. BID DECLARATION**

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

**x. B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

*Points claimed in respect of paragraph xi.1 must be in accordance with the table reflected in paragraph viii.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.*

**xi. SUB-CONTRACTING**

1. Will any portion of the contract be sub-contracted?

Yes	No
-----	----

*(Tick applicable box)*

2. If yes, indicate:

- i) What percentage of the contract will be subcontracted: ..... %  
ii) The name of the sub-contractor: .....

iii) The B-BBEE status level of the sub-contractor:

.....

Yes	No
-----	----

iv) Is the sub-contractor an EME or QSE?

*(Tick applicable box)*

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

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

**xii. DECLARATION WITH REGARD TO COMPANY/FIRM**

1. Name of company/firm:

.....

2. VAT registration number:

.....

3. Company reg. number:

.....

4. Type of company/ firm:

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

*[Tick applicable box]*

5. Principal business activities:

.....

.....

.....

.....

6. Company classification:

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

*[Tick applicable box]*

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

.....

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

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

- (d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

.....

Signature

.....

Date

Name: .....

Capacity: .....

Witness 1: .....

Witness 2: .....

## 30 ANNEXURE D: SUPPLY CHAIN PRACTICES (SBD 8)

Request for Proposal No: **GLO-04-2025**

Name of Bidder: .....

Authorised signatory: .....

**NOTE:** the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below.

The Respondent must complete the following questionnaire:

RESPONDENT'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
<p>i. Is the Respondent or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the audi alteram partem rule was applied.</p>	<p>Yes      No</p> <p><input type="checkbox"/>      <input type="checkbox"/></p>
<p>If so, provide particulars:</p>	
<p>ii. Is the Respondent or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004?</p> <p>To access this Register, enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27 (12) 326 5445.</p>	<p>Yes      No</p> <p><input type="checkbox"/>      <input type="checkbox"/></p>

**RESPONDENT'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

If so, provide particulars:

- iii. Was the Respondent or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

Yes      No  
☐      ☐

If so, provide particulars:

- iv. Does the Respondent relate to any Glodina Towelling (Pty) Ltd employee or part of Glodina Towelling (Pty) Ltd current or past staff (employee) establishment?

Yes      No  
☐      ☐

If so, provide particulars:

- v. Was any contract between the Respondent and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?

Yes      No  
☐      ☐

If so, provide particulars:



I, ..... (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: .....

Company Reg. Number: .....

Company VAT Reg. Number: .....

.....

Signature

.....

Date

## 31 ANNEXURE E: INDEPENDENT BID DETERMINATION (SBD 9)

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

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<sup>3</sup> Includes price quotations, advertised competitive bids, limited bids, and proposals.

<sup>4</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices, or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid **GLO-04-2025** in response to the invitation for the bid made by **Glodina Towelling (PTY) LTD**, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of ..... (Name of bidder) that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation.
  - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
  - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>5</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices.
  - b) geographical area where product or service will be rendered (market allocation).
  - c) methods, factors, or formulas used to calculate prices.
  - d) the intention or decision to submit or not to submit, a bid.
  - e) the submission of a bid which does not meet the specifications and conditions of the bid; or

---

<sup>5</sup> 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.

f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, No 89 of 1998, and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## Annexure F: Disclosure Statement

In terms of the tender condition 13, which allows **GLODINA TOWELLING (PTY) Ltd** to conduct background checks on bidders and its shareholders and directors, **GLODINA TOWELLING (PTY) LTD** hereby requires bidders to provide the following additional information:

- vi. **GLODINA TOWELLING (PTY) LTD** considers the integrity of its appointed service providers to be of critical importance. **GLODINA TOWELLING (PTY) LTD** reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- vii. To this end, **GLODINA TOWELLING (PTY) LTD** requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for **GLODINA TOWELLING (PTY) LTD** to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 1. Any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
  - 2. Any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
  - 3. Any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- viii. Where the bidder is a consortium, the disclosure statement referred to in paragraph vii above must be made separately in respect of each consortium partner.
- ix. In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph vii above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to **GLODINA TOWELLING (PTY) LTD** indicating the nature and extent of such changed circumstances.
- x. **GLODINA TOWELLING (PTY) LTD** reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph vii above, as it may, in its sole discretion, determine, whether such information has been requested

under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by **GLODINA TOWELLING (PTY)LTD.**

- xi. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, **GLODINA TOWELLING (PTY) LTD** will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to **GLODINA TOWELLING (PTY)LTD** and if it reaches an adverse conclusion **GLODINA TOWELLING (PTY) LTD** will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to award.