

REQUISITION FOR QUOTATION (RFQ)

RFQ NO: 066/2025/EWSS/TRAINING/RFQ

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF VARIOUS HEALTH AND SAFETY TRAINING

PROJECT DESCRIPTION:	Appointment of a Professional Service Provider for the provision of various Health and Safety Training, the printing of A0 – A1 posters and Health and Safety Consulting Services on all Health and Safety matters, in relation to the Occupational Health and Safety Act for a period of Twenty-Four (24) months
CONTRACT DURATION:	Twenty-Four (24) Months
PROPOSED BID PROCESS:	RFQ
BRIEFING SESSION:	Non-Compulsory
BRIEFING SESSION DATE AND TIME:	20 October 2025 @ 11h00 a.m.
BRIEFING SESSION VENUE:	Online: Microsoft Teams Send an e-mail to tenders06@tcta.co.za to preregister and receive an invite. Registration for the briefing session will end on 17 October 2025 @16h00
CLARIFICATION DEADLINE:	21 October 2025 @ 14H00
ISSUE DATE:	14 October 2025
CLOSING DATE:	28 October 2025 @ 11H00 a.m.
BID VALIDITY PERIOD:	30 days
ENQUIRIES:	tenders06@tcta.co.za
SUBMISSION OF PROPOSALS:	tenders06@tcta.co.za

BACKGROUND

As the compliance to the Occupational Health and Safety Act and its Regulations are mandatory, The EWSS Division sees the need to appoint a service provider for a period of 24 months to undertake the necessary training in line with the Act and to obtain guidance on the implementation of the Act and its Regulations. The appointment of a service provider is therefore important in complying to this legislated requirement, i.e. Implementation of the Act.

SCOPE OF WORK

DETAILED DESCRIPTION OF SERVICES REQUIRED

1. Appointment of a Professional Service Provider for the provision of various Health and Safety Training, the printing of A0 – A1 posters and Health and Safety Consulting Services on all Health and Safety matters, in relation to the Occupational Health and Safety Act for a period of Twenty-Four (24) months.

All quantities listed in the cost template are contract indicative volumes only. The quantities will be used to do the financial evaluation, but they do not create an obligation to TCTA to incur these transaction volumes.

2. Training Requirements

- 2.1 All training and training material must be done in English.
- 2.2 All courses offered must be in line with the requirements of the Occupational health and Safety Act 85 of 1993.
- 2.3 Bidders must follow the approved methodology in such if the courses are offered on line or in person the bidder must respond to the training as such.
- 2.4 All training provided must be recognised by the Department of Labour and SAQA. All the course Facilitators must be certified to undertake such training.
- 2.5 Certificates must be provided for all training at the end of the session.
- 2.6 The training that must be provided is as follows:-

TRAINING	QTY OF ATTENDEES	TRAINING PERIOD	
		Year 1	Year 2
Level 1 First Aider Training off site	6	TBA	Exactly 1 year after the year 1 training
Basic Fire Marshall Training	10	TBA	
Basic Evacuation Wardens Training	10	TBA	
Basic Evacuation Wardens Training On site	10	TBTA	
Health and Safety Reps Training duration 1 day (8 hours) virtual	6	TBA	
COID Act Training	35	TBA	
Incident investigation and reporting	3	TBA	
Identification of workplace hazards	3	TBA	As and when required
Legal Responsibilities of the 16.2 but not limited to the following; providing a safe and healthy workplace, establishing and maintaining safety programs, conducting risk assessments, ensuring proper health and safety representation, and investigating incidents. On line Training	10	As and when required	
Training on the Occupational Health and Safety Act and its Regulations	65	As and when required	As and when required

3. Printing of Posters, delivery thereof and the installation of the posters in designated areas in the office.

- 3.1 The printing of posters in line with the approved standards and the framing thereof (the old poster frames must be recycled) must be done by the successful bidder.
- 3.2 The successful bidder must notify TCTA of any update of any poster throughout the contract period.
- 3.3 The service provider must maintain a schedule of all the posters that are printed and issued to TCTA.
- 3.4 The service must remove all old posters from TCTA's premises and dispose of it in line with disposal of such materials in line with the Occupational Health and safety Act's requirements.

PRINTING OF POSTERS, DELIVERY THEREOF AND THE INSTALLATION OF THE POSTERS IN DESIGNATED AREAS IN THE OFFICE	QUANTITY
Basic Conditions of Employment Act Poster size A0	10
Occupational Health and Safety Act Poster size A0	10
Basic Conditions of Employment Act Poster size A1	10
Occupational Health and Safety Act Poster size A1	10

4. Health and Safety Advisory Services

- 4.1 The service provider must be able to provide professional advisory services on the Act or any of its Regulations as and when required.
- 4.2 Consultation on the following matters but not limited to the following:
- 4.2.1 Matters regarding the Act and its Regulations,
 - 4.2.2 All other Legislation that impacts on the OHS Act and its Regulations,
 - 4.2.3 Establishing the various committees,
 - 4.2.4 Drafting and implementation of evacuation plans and procedures,
 - 4.2.5 The development and implantation of HIRA,
 - 4.2.6 Risk Assessments,
 - 4.2.7 SHEQR methodology,
 - 4.2.8 ISO 9000, ISO 14000, ISO 45000,
 - 4.2.9 Environmental Management aspects, etc
- 4.3 Consultation on any of the matters listed above will be done in person at TCTA's premises, through MS Teams or through e-mail.

ADVISORY SERVICES	Quantity of Consultation HRS	
	Year 1	Year 2
In person at TCTA's office	40	40
On Teams	10	20
Through e-mail	10	20

1. COMPANY EXPERIENCE REQUIRED

The service provider / Skills Development Provider (SDP) must be accredited by the Health and Welfare Sector Education and Training Authority (HWSETA) or equivalent with a minimum of five (5) years' training experience as required in the implementation of the scope of work of this RFQ.

2. FACILITATOR EXPERIENCE REQUIRED

Facilitator: - Level 1 First Aid Training

The trainer must have a minimum of 5 years training experience and must be employed by or be a part of a Skills Development Provider (SDP) that is accredited by the Health and Welfare Sector Education and Training Authority (HWSETA). The trainer themselves must be an accredited facilitator and assessor, holding the required First Aid NQF Level 1 certificate.

Facilitator: - Evacuation Training

The trainer must have a minimum of 5 years' experience and must possess a SAQA-accredited qualification, like the National Certificate: General Security Practices (ID 58577) or Specialist Security Practices (ID 57713), or other qualifications that cover emergency management and evacuation procedures.

Facilitator: - Fire Marshall Training

The trainer must have a minimum of 5 years' experience and must be in possession of a firefighting certificate, such as a Level 1 certificate, demonstrates foundational knowledge in fire prevention and extinguisher use.

Facilitator: - COID Training

The trainer must have a minimum of 5 years training experience and must be accredited by the relevant SETA (Sector Education and Training Authority) for the specific unit standard they are teaching, and the assessor must be registered with the relevant ETQA

Facilitator:- Training on the Occupational health and Safety Act 85 of 1993 (the Act)

The trainer must have a minimum of 5 years training experience and must be accredited by the relevant SETA (Sector Education and Training Authority) for the specific unit standard they are teaching, and the assessor must be registered with the relevant ETQA.

3. ADVISORY SERVICES

Health and Safety Advisory Services

The person offering advisory services must have 10 years' experience in providing the following but not limited to:- Matters regarding the Act and its Regulations, all other Legislation that impacts on the

OHS Act and its Regulations, establishing the various committees, drafting and implementation of evacuation plans and procedures, the development of HIRA, Risk Assessments, SHEQR methodology, ISO 9000, ISO 14000, Environmental Management all aspects of implementation, ISO 45000, etc

4. PRODUCTION OF EVACUATION VIDEO

Videography

Production, editing and finalising a 30 second – 90 second video covering the evacuation protocol of the corporate office.

DELIVERABLES

Delivery to the scope of work

RETURNABLES

MANDATORY	NON-MANDATORY
<p>1. <u>Company Experience:</u></p> <ul style="list-style-type: none"> Bidders must submit a proof of accreditation to offer Health and Safety Training Services or equivalent Bidders must have minimum experience of 5 years in the provision of Health and Safety Training as per the scope of work of this RFQ. <p>Bidders must complete Appendix 1 for company experience. Bidders who choose to use their own reference letters must ensure that the information requested in Appendix 1 is reflected in the reference letters, in order to be awarded points for functionality.</p>	<p>SARS Tax Compliance Tax Pin. Bidders to populate their Tax Compliance Status Pin on SBD 1 and provide the letter of authority or board resolution for the authorised representative.</p>
<p>2. <u>Facilitators Accreditation</u></p> <p>Bidders must submit proof of certification or accreditation for each training area listed below.</p> <ul style="list-style-type: none"> Level 1 First Aid Training Evacuation Training Fire Marshall Training COID (Compensation for Occupational Injuries and Diseases) Training The Occupational health and Safety Act 85 of 1993 Training 	<p>SCM Bidding Form: SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed</p>

<p>3. <u>Facilitator Experience</u></p> <p>Bidders are required to submit a completed Appendix 2 for each of the required training modules listed below:</p> <ul style="list-style-type: none"> • Level 1 First Aid Training • Evacuation Training • Fire Marshall Training • COID (Compensation for Occupational Injuries and Diseases) Training • The Occupational health and Safety Act 85 of 1993 Training <p>Proof of certification or accreditation for each course must be submitted with each Appendix 2 copy</p>	
<p>4. <u>Health and Safety Advisory Services</u></p> <ul style="list-style-type: none"> • Duly completion of Appendix 3 demonstrating a minimum experience of ten (10) years in Health and Safety Advisory services in line with the scope of work. • The person providing the Advisory Services must have a diploma aligned or certification course in line with the scope of work. 	<p>Valid BBBEE Certificate issued by the Verification Agency accredited by SANAS, Valid DTIC BBBEE Certificate, Valid Sworn Affidavit for EME or QSE, Consolidated BBBEE for Joint Venture tenderers issued by a Verification Agency an accredited by SANAS. No points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE D or</p>
<p>5. <u>Videography</u></p> <p>Demonstration in a brief, in Word/PDF or Power Point outlining how the evacuation video will be presented.</p>	<p>CSD proof of registration</p>
<p>6. <u>RFQ Pricing Schedule</u></p> <p>RFQ Pricing Schedule Annexure A, that covers the scope of work must be submitted. Complete the cells highlighted in yellow in Annexure A, the excel spread sheet.</p>	
<p>Any bidder who fails to submit a mandatory document will be disqualified at this stage and will not be evaluated further.</p>	
<p>TRANSFORMATION GOALS</p>	
<p>N/A</p>	

CRITERIA	FUNCTIONAL CRITERIA	MINIMUM SCORE	MAX SCORE
1. <u>Company experience</u>	<p>Points for the company experience in line with the scope of work will be allocated as follows: -</p> <ul style="list-style-type: none"> • More than 5 = 10 points • 5 years = 5 points <p>Bidders must complete Appendix 1 for allocation of points</p>	5	10
2. Facilitator Experience	<p>Facilitator Experience for Level 1 First Aid Training</p> <p>More than 5 years' experience = 10 points 5 years' experience = 5 points</p> <p>The Facilitator's certificate must be submitted together with Appendix 2.</p>	5	10
	<p>Facilitator Experience for Evacuation Training</p> <p>More than 5 years' experience = 10 points 5 years' experience = 5 points</p> <p>The Facilitator's certificate must be submitted together with Appendix 2. Failure to duly complete Appendix 2 and to attach the respective certificate will result in the bidder being disqualified.</p>	5	10
	<p>Facilitator Experience for Fire Marshall Training</p> <p>More than 5 years' experience = 10 points 5 years' experience = 5 points</p> <p>The Facilitator's certificate must be submitted together with Appendix 2. Failure to duly complete Appendix 2 and to attach the respective certificate will result in the bidder being disqualified.</p>	5	10
	<p>Facilitator Experience for COLD Training</p> <p>More than 5 years' experience = 10 points 5 years' experience = 5 points</p> <p>The Facilitator's certificate must be submitted together with Appendix 2. Failure to duly complete Appendix 2 and to attach the respective certificate will result in the bidder being disqualified.</p>	5	10
	<p>Facilitator Experience for the Occupational Health and Safety Act 85 of 1993</p> <p>More than 5 years' experience = 10 points 5 years' experience = 5 points</p>	5	10

	The Facilitator's certificate must be submitted together with Appendix 2 . Failure to duly complete Appendix 2 and to attach the respective certificate will result in the bidder being disqualified.		
3. Health and Safety Advisory Services	<p>The person providing the Advisory Services must have a minimum of 5 years training experience and must be employed by or be a part of a Skills Development Provider (SDP) that is accredited by the SAQA or equivalent.</p> <ul style="list-style-type: none"> • Points allocation for the person providing Advisory Services: • More than 10 years' experience = 10 points • 10 years of work experience = 5 points <p>Bidders must complete Appendix 3. Bidders will be disqualified if Appendix 3 is not completed and the required qualification is not submitted together with Appendix 3.</p>	5	10
4. Videography	<p>The bidder must submit a brief in Word/PDF or Power Point outlining the following: -</p> <ul style="list-style-type: none"> • Production of the evacuation video • The content thereof. • Time frame for the production of the video <p>15 points will be awarded for discussing all the above elements 10 points will be awarded for discussing the 2 of the above elements – 10 0 points will be awarded for discussing 1 or none of the above elements.</p>	10	15
TOTAL POINTS		45	85
<p>NB - Bidders are required to meet all minimum requirements outlined under Criteria 1, 2, 3, and 4, and achieve a minimum threshold of 45 points out of 85 points in the Technical Evaluation in order to qualify for further evaluation based on Price and Specific Goals.</p> <p>Any Bidder who fails to meet all minimum requirements outlined under Criteria 1, 2, 3, and 4 and achieve a minimum total score of 45 points based on all minimum requirements will not be evaluated further.</p>			

PREFERENTIAL POINTS

Preferential Points Calculation: The weighting of the Preferential points calculation is as follows:

Price = 80

Specific Goals = 20

Bidder's Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid. Bidders can obtain TCTA's standard conditions of bid upon request or on TCTA's website.

ATTACHMENTS

ANNEXURE A	RFQ PRICING SCHEDULE
APPENDIX 1	COMPANY EXPERIENCE
APPENDIX 2	FACILITATOR EXPERIENCE
APPENDIX 3	ADVISORY SERVICES
ANNEXURE B	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
ANNEXURE C	SBD 1 – INVITATION TO BID
ANNEXURE D	SBD 4 – BIDDERS DISCLOSURE
ANNEXURE E	SBD 6.1 – IN TERMS OF PPR 2022

APPENDIX 1 - COMPANY EXPERIENCE

Bidders may reproduce this document, but all the fields must be contained in the reproduced version

COMPANY EXPERIENCE						
Name of client	Services Rendered (please indicate)	Start Date of Contract Duration Period Dd/mm/ys	End Date of Contract Duration Period Dd/mm/ys	Total Number of Years	Contact person	Contact details e-mail address and telephone number
	Indicate the type of training that was provided. Training must be in line with the Scope of Work					

NB: No points will be allocated if this table is not completed in full. No points will be allocated for self-created templates.

SIGNATURE: NAME OF BIDDER: (of person authorised to sign on behalf of the Bidder)

APPENDIX 2: FACILITATOR'S EXPERIENCE

Bidders may reproduce this document, but all the fields must be contained in the reproduced version

Name and Surname of Facilitator						
Is the Respective training certificate attached						
Total Relevant Year of Experience						
The Name of the Training						
NB: A separate Appendix 2 Template must be completed and submitted for each individual training.						
EMPLOYER / CLIENT	START DATE (INDICATE THE MONTH AND YEAR)	END DATE (INDICATE THE MONTH AND YEAR)	TOTAL NUMBER OF YEARS OF EXPERIENCE	NAME & SURNAME OF CONTACT PERSON	DESIGNATION OF CONTACT PERSON	CONTACT DETAILS

NB: Bidders will be disqualified if this table is not duly completed.

SIGNATURE: NAME OF BIDDER: (of person authorised to sign on behalf of the Bidder)

APPENDIX 3: - NOMINEE'S HEALTH AND SAFETY ADVISORY SERVICES EXPERIENCE

Bidders may reproduce this document, but all fields must be covered

Name and Surname of Resource							
Highest Academic Qualifications (<i>Qualification name and NQF level</i>)							
Total Years of Experience (<i>Indicate total years of experience in health & safety services</i>)							
YEARS OF EXPERIENCE IN THE CAPACITY OF PROVIDING HEALTH AND SAFETY ADVISORY SERVICES							
EMPLOYER/ CLIENT	TYPE OF ADVISORY SERVICES PROVIDED	START DATE (INDICATE THE MONTH AND YEAR)	END DATE (INDICATE THE MONTH AND YEAR)	TOTAL NUMBER OF YEARS OF EXPERIENCE	NAME & SURNAME OF CONTACT PERSON	DESIGNATION OF CONTACT PERSON	CONTACT DETAILS

NB: Bidders will be disqualified if this table is not duly completed.

SIGNATURE: NAME OF BIDDER: (of person authorised to sign on behalf of the Bidder)

ANNEXURE B: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used.

ANNEXURE C

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	11h00am
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
tender06@tcta.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tefo Sekeleoane		CONTACT PERSON		
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender06@tcta.co.za		E-MAIL ADDRESS	tender06@tcta.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

- 2.2.1 If so, furnish particulars:

.....

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

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the 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 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

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.

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);

- 1.2 To be completed by the organ of state

a) 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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME: