



**REQUEST FOR TENDER (RFT): SANRAL HO 1005/68120/2025/01RR**

**NRA: 2026/0532**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY  
ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS.**

<b>ISSUE DATE:</b>	<b>12 JUNE 2026</b>
<b>BRIEFING SESSION</b>	<b>23 JUNE 2026 @ 14H00</b>
<b>CLOSING DATE:</b>	<b>14 JULY 2026</b>
<b>CLOSING TIME:</b>	<b>11:00 AM</b>

**SECTION 1: SBD1 FORM****PART B  
INVITATION TO BID**

BID NUMBER:	<b>SANRAL HO 1005/68120/2025/01RR</b>	ISSUE DATE:	<b>12 June 2026</b>	CLOSING DATE:	<b>14 July 2026</b>	CLOSING TIME:	<b>11h00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS.</b>						
VALIDITY PERIOD	<b>90</b> working days including the first day and including the last day.						
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO PROCUREMENT OFFICE:</b> <a href="mailto:ProcurementHO3@sanral.co.za">ProcurementHO3@sanral.co.za</a>							
CONTACT PERSON	<b>Procurement Office</b>						
TELEPHONE NUMBER	<b>N/A</b>						
E-MAIL ADDRESS	<a href="mailto:ProcurementHO3@sanral.co.za">ProcurementHO3@sanral.co.za</a>						
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			<b>OR</b>	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER:	
						MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>							
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						[IF YES, ANSWER QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
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	
<b>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 1.3 BELOW.</b>							

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. TAX COMPLIANCE REQUIREMENTS</b>	
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	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.
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
1.5	IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**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: \_\_\_\_\_

## SECTION 2: NOTICE TO BIDDERS

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### 1. INSTRUCTIONS TO BIDDERS

#### 1.1 Submission of bid

The RFT submissions will close at **11h00 am on Tuesday, 14 July 2026** and all documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFT reference number and sealed in an envelope when placing in the tender box and addressed to:

**SANRAL COC,  
36 Assegaai Wood Road,  
The Reeds,  
Centurion 0157**

**Tender Box location GPS Coordinates:** (<https://share.google/X1drxPpwHeYkATAGP>)

- 1.1.1 Bidders must submit one original hard copy and electronic copy (e.g. USB-memory stick). Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFT envelope must also contain the Bidder's details on the back of the envelope.
- 1.1.2 No bid may be withdrawn after it has been submitted to SANRAL unless the Bidder so requests in writing and such request is received by SANRAL before the scheduled closing date. All bids received by SANRAL on or before the scheduled closing date and time shall be valid and binding for a period of 90 (Ninety) working days calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.
- 1.1.3 No telegraphic, e-mailed or faxed bids will be accepted.
- 1.1.4 Properly motivated alternatives may be submitted but will only be considered if a compliant offer has been submitted. The alternative shall be approached and priced to the same detail as required by this RFT.
- 1.1.5 Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by SANRAL. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which SANRAL may rely upon in the selection of a preferred Bidder.

1.1.6 Bidders must ensure that their bids contain all documents as specified in this RFT.

## 1.2 Clarification

If a Bidder considers that any of the RFT documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL by **e-mail only** using the contact information stated in the SBD 1 Form.

SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFT documents shall modify the issued RFT.

**Enquiries will close at 16h00 on Friday, 03 July 2026.** SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFT documents shall modify the issued RFT.

## 1.3 Compulsory Briefing

A **compulsory briefing meeting** will be held **via a virtual platform** on Tuesday, **23 June 2026 @ 14H00** where the project will be presented. Any tender queries must be emailed to the SANRAL contact person indicated in SBD 1 Form. A tenderer's representative cannot represent more than one tenderer at the tender briefing meeting. No bids will be accepted from bidders who did not attend the compulsory briefing meeting. Any bidder arriving late at the briefing meeting will not be permitted to attend the briefing meeting.

### Link to join compulsory briefing:

#### Microsoft Teams meeting

**Join:** <https://teams.microsoft.com/meet/336553494274860?p=ssCOnZEyulO27EEczV>

Meeting ID: 336 553 494 274 860

Passcode: JZ7SJ7nN

## 1.4 Late bids

All responses received later than the abovementioned time and date as per 1.1 will not be accepted.

### **1.5 Conflicts of Interest**

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to SANRAL. Bidders should contact SANRAL for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to disclose any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

### **1.6 Participation in More than One Bid**

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

### **1.7 Collusion with others**

Bidders may not collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFT. Such action will lead to disqualification with no further evaluation of their bid.

### **1.8 Communication**

Specific queries relating to this RFT before the closing date of the RFT should be submitted to the contact person stated in the SBD 1 Form 7 days before tender closing date (**Enquiries will close at 16h00 on Friday, 03 July 2026**). In the interest of fairness and transparency, SANRAL's response to such a query will then be made available to other bidders.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of SANRAL in respect of this RFT between the closing date and the date of the award of the business.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Respondents may also, at any time after the closing date of the RFT, communicate with the name of delegated individual on any matter relating to its RFT response:

All unsuccessful bidders have a right to request SANRAL to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

### **1.9 Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFT as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFT submission. Such

Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by SANRAL through this RFT process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to SANRAL.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

### **1.10 Legal Compliance**

The successful Respondent shall be in full and complete compliance with all applicable national and local laws and regulations.

### **1.11 Disclaimers**

Respondents are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of a Proposal in response to it. Please note that SANRAL reserves the right to:

- modify the RFT's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- disqualify Proposals submitted after the stated submission deadline;
- not necessarily accept the lowest priced Proposal or an alternative bid;
- place an order in connection with this Proposal at any time after the RFT's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFT;
- split the award of the order/s between more than one Supplier/Service Provider should it at SANRAL's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the RFT process;

- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to SANRAL to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price; and
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.

### **1.12 Security clearance**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

### **1.13 Johannesburg Stock Exchange Debt Listing Requirements**

SANRAL may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and

duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

#### **1.14 National Treasury's Central Supplier Database**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SANRAL is required to ensure that the revenue model and proposals are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>

**For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.**

#### **1.15 Tax Compliance**

Respondents must be compliant when submitting a proposal to SANRAL and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991). It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations. The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**SANRAL urges its clients, suppliers and the general public to report any fraud or corruption to**

**TIP-OFFS ANONYMOUS:**

[tipoffs@sanral.co.za](mailto:tipoffs@sanral.co.za)

## **SECTION 3**

### **SCOPE OF WORKS**

#### **1. PROJECT DESCRIPTION**

The purpose of the contract for Property Administration Services is to administer the immovable properties of the Employer.

#### **2. SCOPE**

Interested experienced parties are to provide a range of immovable property administration services under one contract.

The services to be provided can broadly be categorised as follows below.

##### **2.1 DESCRIPTION OF THE WORKS**

###### **2.1.1 Nature of work**

The description of the project contained in this section is merely an outline of the services and shall not limit the work to be carried out by the Service Provider under this contract. Approximate quantities of each type of work to be carried out in accordance with the contract documents are listed in the Pricing Schedule bound in this volume.

The nature of the work is primarily immovable property administration, but financial, legal, security, GIS and IT skills are also essential for the success of the contract.

The Service Provider will be required to deal with illegal occupations on a regular basis, and on an ad-hoc basis, deal with land invasions (including trespassing, etc.) on the Employer's properties. The Service Provider will negotiate lease agreements, collect rentals and fees, seek to raise income from the Employer's properties and pay the rental amounts for leased properties on behalf of the Employer.

The Service Provider shall also manage municipal accounts and pay them on behalf of the Employer. When disposing of identified surplus land (outside the road reserves), the Service Provider shall provide administrative services as required including the procurement of buyers. The Service Provider shall also assist the Employer if required with the further administrative services to procure Service Providers and Contractors to carry out alterations to the offices or properties of the Employer. Specifically, the Service Provider shall (a) compile tenders, (b) advertise tenders, (c) report on tenders and progress, (d) prepare memorandums and submissions, (e) follow all required governance including having BSC, BEC and BAC processes, (f) attend to deed of sale agreements, property transfer processes, and any other related property disposal processes as applicable in terms of the applicable legislation and regulations, and (g) be responsible for reporting.

The Service Provider must also provide a financial service, including debt collection, determine the contingent liability of the Employer with respect to municipal accounts, and reporting.

The Service Provider must subcontract no less than 30% of the value of the Contract to black-owned entities (note: fixed costs and provisional sums form part of the value of the contract), including full compliance with the requirements as per FORM A18.

## 2.1.2 Detailed description of the project

The contract will include the following services:

- 2.1.2.1 Managing illegal occupations, land invasions, and related legal services. The Service Provider is expected to ensure the implementation of measures to prevent illegal occupation and land invasion. Where illegal occupation and/or land invasion has occurred, to prevent further occurrence of the aforementioned, the Service Provider shall obtain instruction from Employer to appoint suitable legal representation to ensure that SANRAL regains possession of the invaded or occupied land through litigation;
- 2.1.2.2 Collecting fees and levies with respect to the statutory consents issued by the Employer, such as from Service and Rest Facility (RSF) Areas, telecommunication (fibre, cell-masts), outdoor advertising, etcetera;
- 2.1.2.3 Leasing properties and related processes, including security, maintenance, repairs, fire breaks, clearing, inspections, lease diagrams and related matters;
- 2.1.2.4 Appointing and managing litigation firms instructed to institute legal proceedings for collection of arrear rentals and/or unpaid fees due to SANRAL emanating from the Service Providers responsibilities;
- 2.1.2.5 Checking municipal accounts, and paying them;
- 2.1.2.6 Providing contingent rates liability statements;
- 2.1.2.7 Alienating identified surplus land;
- 2.1.2.8 Valuing land and property for disposal and leasing; and
- 2.1.2.9 Procuring other service providers for alterations, municipal valuation rolls and objection processes to contest valuations, etcetera.

**The "Specifications" included as Appendix A describe all and each of the functions to be performed under the contract in details.**

## 2.1.3 General Requirements

2.1.3.1 The Service Provider must plan its operations to allow it to outsource 30% or more of its work, manage their subcontractors, perform property administration as required, submit reports and enter data into the Employer's computer system (information technology systems) such as document management system, ITIS, PIMS, and any other relevant systems, and meet the deadlines stipulated in the Specifications. It is important to consider that the Employer has the stated computer systems which must be utilised for recording of transactions, as required by the Employer. The Employer will also require Full Integration of Systems with the Service Provider now and in the future as the environment changes.

2.1.3.2 Data must be entered into ITIS, which is the acronym for the "Integrated Transport Information System". ITIS includes interfaces that the Service Provider must use to enter data, generate reports, measure progress and coordinate the various aspects of the Service Provider's work. Each user of the interface will be required to register on the system. Guidance in the use of the system is provided in the ITIS guidelines.

2.1.3.3 Whilst ITIS is a system that maintains certain checks and balances and is approved of and regarded by the Auditor-General as the definitive record of the Employer's land portfolio, the Service Provider shall maintain adequate skills, training levels, quality management procedures and information technology resources to ensure that by the time data is entered

into ITIS, it is of such a quality that it will withstand any enquiry into its reliability as a source of accurate information. The Employer retains the right, at any time, to require of the Service Provider to produce its quality management procedures to provide evidence of its diligence with regard to quality management. In order to be able to deal with audit queries, the Service Provider shall provide the Employer with copies of its quality management system and shall accept that these documents may be used verbatim, or in an adapted form to further enhance the specifications of future contracts.

2.1.3.4A Work Programme required to be developed by the Service Provider at the start of the contract must be updated regularly for discussion in the monthly progress meetings between the Service Provider and the Employer.

2.1.3.5 The Service Provider shall be required to adhere to the requirements of Occupational Health and Safety legislation and be especially prudent to maintain safety procedures whenever staff travels and works. An OHS Officer who is a specialist in the field must be in the employment of the Service Provider.

2.1.3.6 The Service Provider shall consider that any erroneous work produced will be required to be corrected at its own cost and penalties will be imposed for delayed completion of works.

2.1.3.7 The Service Provider shall consider that accuracy of data is paramount and that work must be carried out within the accuracies and tolerances generally accepted by and adhered to by the members of professional bodies which govern the work disciplines to be involved in the contract.

2.1.3.6.8 Payments will be made monthly to the Service Provider upon the presentation of detailed monthly certificates, and where indicated in the specifications, must be supported by copies of invoices of actual expenses incurred. Remuneration will be based on the principle of payment being made for all work done to-date, less all previous payments. This method is entirely "self-healing" in the sense that any inaccuracies of measurement are automatically corrected in later claims, without the need for credits and debits to be made, which complicate accounting.

2.1.3.6.9 The Service Provider's attention is drawn to the numerous Acts and Regulations that apply to the various disciplines of work to be carried out. In addition, it must be noted that the Employer is a State-owned enterprise that operates as a Limited Company, and as a result is governed by such legislation as the Treasury Regulations, the Preferential Procurement Act, Public Finance Management Act (PFMA) and others more fully described in the Specifications, or which may be applicable without reference to them in the Specifications. The bidder must take note that relevant information pertaining to legislation, policies and procedures if so required will be communicated with the successful bidder, and not at tender stage.

2.1.3.6.10 The Service Provider shall maintain a Risk Register for the purposes of mitigating any risks identified to potentially affect the business of the Service Provider and that of the Employer.

2.1.3.6.11 The Service Provider shall be required to produce Regular Reports and Summaries of Work Planned, Work in Progress and Work Completed. Although most of these reports will be able to be generated by the ITIS system, the Service Provider will be required to produce other reports, such as Financial Reports and Reports of Actions taken during the carrying out of its duties from its own records and make data transfers to the Employer.

2.1.3.6.12 All data collected by the Service Provider belongs to the Employer and shall not be disclosed to third parties without the knowledge and written permission of the Employer and may not be used to place the Service Provider in any position of advantage during or after the termination of the contract. Any transgression of this requirement may be adequate reason for the Employer to terminate the contract.

2.1.3.6.13 The Service Provider shall be required to maintain high ethical and professional standards in the carrying out of its duties, actively combat any form of fraud or corruption and shall avoid placing the Employer in any embarrassing or untenable position. The Service Provider shall pursue the objectives of creating fair competition in the property sector, always strive to obtain fair value for money and efficiency and observe the highest levels of corporate governance.

2.1.3.6.14 Other than is provided for in the Establishment and Time Related Costs section of the Specifications for a Property Administration Service, no specific mention is made of day-to-day administration, staffing, offices, office equipment, profit, etcetera, and neither are these items measured and paid for separately, as these costs are deemed to be covered by the rates tendered.

2.1.3.6.15 The Service Provider must note that certain Targets are set in the Specifications for work that must be carried out by subcontractors of the Service Provider. The purpose of these targets is twofold, *firstly* to provide the Service Provider with a known quantity of work that will keep its employees fully occupied and which will enable peaks in workload to be performed by others and, *secondly*, to provide for transformation and the engaging of black enterprises and individuals that would otherwise have insufficient resources to tender for and perform the whole of the works. The sub-contracting requirements of the works is described in this RFT document and Specifications. It is a requirement that 30% by total value of the contract tendered must be subcontracted to black-owned entities. The Service Provider shall pay all its sub-contractors within 7 days of receiving payment from SANRAL or within 30 days of receiving a valid and undisputed invoice from sub-contractor, whichever occurs first. The service provider should not put sub-contractors at a disadvantage regarding payment due to them, even in cases the service provider has not been paid by SANRAL. However, SANRAL will endeavour to honour payment certificates, as stipulated in this RFT and/or Specifications. The bidder should comply with A2110 as detailed regarding subcontractors' procurement and management of security services for SANRAL's Property Portfolio? PC Sum include subcontractors' procurement and management of security services for SANRAL's Property Portfolio. An hourly rate should be indicated as part of the A21.07 Compiling or amending proforma procurement documents. The details of the required sub-contractor as per Form A18, clause 6.1.1 (ii)- the name of the sub-contractor shall be provided to the Employer after the bidder has been appointed as successful bidder (post award); however, the bidder must fully comply by committing to all the other sections of 6.1 including all other requirements to BBBEE requirements in terms of this RFT.

2.1.3.6.16 The contract provides for two transition periods; (a) one to pick up the services from the previous Service Provider, and (b) another to terminate and hand-over the services to the next Service Provider. It must be noted that at the beginning of this contract, the Service Provider shall be obliged to hire the previous Service Provider in the form of a nominated subcontractor until the handover has been completed, which is expected to last 3

(three) months, but may extend to 4 (four) months because of the industry shutdown period, including festive season or any other related matter.

2.1.3.6.17 A period will follow during which the Service Provider conducts its business under Probation, as described in the Specifications and Agreement. Once the Service Provider has successfully completed its probationary period, it will be required to fully provide the services described and specified until 3 (three) months before the termination of the contract.

Within the last 3 (three) months of the contract, the Service Provider will be required to wind down its operations in accordance with a Pre-Programmed Plan and hand over the services rendered to a new Service Provider that will be appointed after a further tendering process.

2.1.3.6.18 The documents and files belonging to the Employer are required to be managed by the Service Provider. A list of available file numbers is provided and must be adhered to, while the requirements of the National Archives and Records Service must be followed.

2.1.3.6.19 Provision is made for the reimbursement of travel and subsistence expenses incurred in the course of carrying out the duties of the Service Provider.

2.1.3.6.20 Annual and monthly budgeting and financial record keeping and control requirements must be adhered to at all times.

2.1.3.6.21 Penalties will be imposed on the Service Provider for a variety of failures to conduct its business to the satisfaction of the Employer.

2.1.3.6.22 The Employer shall insource some or all scope of works, from time-to-time, as the Employer builds internal capacity to perform the property administration services; and the Service Provider must comply with all requirements to ensure efficient transition to fulfil the insourcing objectives.

#### 2.1.4 TIME FOR COMPLETION

The Time for Completion of the Works shall be 5 years from the Commencement Date.

#### 2.1.5 OCCUPATIONAL HEALTH AND SAFETY

The Service Provider must engage the services of a suitably qualified person to analyse its operations and prepare the required documentation required in terms of the Occupations Health and Safety Act (Act 85 of 1993) and regulations, and thereafter to consistently monitor the safety of the Service Provider and deal with any accident or incident covered by the Act.

#### 2.1.6 CHANGES TO SCOPE OF WORK

It is a condition of this contract that the employer reserves the right to limit the total expenditure on the Works due to possible budget constraints. Should the tender sum exceed the budgeted amount, the scope of the works may be reduced at any time before or during the contract period to ensure that the final contract amount does not exceed the budgeted amount. Furthermore, the Employer may during this period or any other period during the contract term elect to insource some or all scope of works without any penalties to the Employer provided sufficient notice has been given to the Service Provider, which notice shall not be less than 3 (three) months.

### 2.1.7 INTEGRATED TRANSPORTATION INFORMATION SYSTEM

The Employer has developed a comprehensive information management tool called ITIS (Integrated Transportation Information System) to address all facets of its strategic and tactical planning, design, construction and maintenance of the entire road network. This provides support for the management tasks of the Employer and allows its personnel to make technical decisions more quickly and efficiently.

ITIS is an integrated approach to the sharing and inter-relating of technical performance information for the Employer and relies on people following procedures to populate the system with data. ITIS currently consists of the following platforms:

- i) ITIS Web – Web enabled portal providing online access to various functions, workflows and reports.
- ii) ITIS Desktop – Offline data capture tool enabling the capture of information offline, validation and then synchronisation of data with the ITIS database.
- iii) ITIS Mobile – Application (Android 6 or later) that allows the in-field capture of information using a smart phone or tablet (must have camera and GPS), validation and then synchronisation of data with the ITIS database. This system is under development and is not yet ready for use.

Currently, the Employer utilises the SAP system. The Service Provider will be required to familiarise itself with SAP features to improve efficiencies and ensure effective management of the contract. Should the system changes, the Service Provider shall utilise the changed system and features to ensure efficient integration of systems.

### 2.1.8 REQUIREMENTS IN RESPECT OF THE USE OF ITIS

The repository of all property related data is the Employer's computer database, accessed through the ITIS interface. If needed, the Service Provider shall be furnished, at no cost, with adequate licensed software to enable it to enter data into the Employer's database, view it graphically through the GIS system (at present, GeoMedia) and to record documentation into the Employer's document management system (EDMS).

Data is displayed by means of a GIS, which is the best way of identifying data that is spatially incorrect and provides scope for a variety of facilities for viewing data graphically, or in tabular form.

The system is capable of producing numerous reports which have been coded into the system. It is possible for the Service Provider to have other reports suited to its particular needs programmed into ITIS. Requests for new reports must be discussed with the Employer, who, in its sole and absolute discretion, may accede to or refuse any request for a new report.

The Service Provider must note that ITIS shall be available at least 90% of time between 08h00 and 17h00, Monday to Friday and that any problems with the system will be dealt with as soon as is possible by the Employer. Although attention to problems cannot be guaranteed after hours, access to the system will still be possible. The Service Provider shall note that downtime shall only be measured from the time at which any problems are reported to the Employer. The Service Provider shall also ensure SANRAL has access to WinDeed for a maximum of 6 employees to be identified as part of the work programme.

Although ITIS is by no means failproof and will not warn the user of erroneous input in respect of all data, it includes a variety of quality management features that will alert the Service Provider of data that does not meet with data tests defined by the Employer. Quality management, accuracy and quality control shall always remain the ultimate responsibility of the Service Provider.

The manual for the employment data capture system within ITIS will be shared with the successful bidder. The ITIS Manual shared with this RFT is sufficient for the purposes of this RFT and should be sufficient to respond to this RFT [**Attached is the ITIS Desktop Project Information Module (PIM) – User Manual, reflecting the latest updates as of October 2025. This covers all elements, including Upload of Beneficiary data; Upload of Vendor data; Project Expenditure data and Invoice Upload; Project Employment data; and Timesheet/Proof of Payment upload; Project Training data etc.**].

SANRAL ICT is responsible for ITIS and any enhancements thereto. Should a new report be required, as specification / business need will be required and assigned to a relevant SANRAL developer/report-author. SANRAL ICT is adequately capacitated and fully able to develop and generate the required reports, should such support be needed.

Upon commencement of the contract, the Service Provider shall be required to attend training on the use of ITIS and familiarise itself with the data that is contained on the database behind the ITIS interface.

## 2.1.9 PERSONNEL REQUIREMENTS

### 11 Key Persons Required for this RFT

The names of the Service Provider's key persons are shown in FORM B3 and FORM B18 Contract Data – Information must be provided by the Tenderer.

The Key Persons required for this contract are as follows:

1. **Contract Manager** - with experience in immovable property contract management.
2. **Service Provider's Representative** - with experience in immovable property administration services.
3. **Occupational Health and Safety officer** – experienced OHSO and registered with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH).
4. **Illegal Occupation and Land Invasion Manager** - an admitted attorney experienced in managing illegal occupations and land invasions and duly registered with the Legal Practice Council. Such a person must have proven post-admission experience in this area, particularly in handling evictions, interdicts, and related proceedings.
5. **Property Manager** – with experience in handling all aspects of an immovable property portfolio.
6. **Municipal Accounts Manager** - experience dealing with multiple municipal accounts per annum.
7. **Accountant** – experienced Accountant and registered with SAICA or SAIPA or CIMA or equivalent.
8. **GIS Specialist** – experienced GIS Specialist and registered with SA Geomatics Council.
9. **IT Specialist** – experienced as IT Specialist.
10. **Property Valuer** – experienced and registered with the South African Council for the Property Valuers Profession (SACPVP) as Professional Valuer (PR Val) or Professional Associated Valuer (Pr. Aval), with no restrictions.
11. **Financial Manager** - experienced and registered with SAICA or SAIPA or CIMA or equivalent.

For any proposed change in key personnel during the contract, the Service Provider shall submit the name and particulars of the key persons the Contractor proposes to appoint to the Employer for consideration. The Service Provider shall not, without the prior consent of the Employer, revoke the appointment of the Service Provider's key personnel or appoint a replacement.

The Employer shall, if it so chooses, second a maximum of 4 (four) of its own employees to perform duties under the scope of works for training, skills transfer and in-sourcing purposes at any time during the term of this contract. These employees will be additional to the Service Providers key persons listed above; and this is in no shape or form intended to replace the required Service Provider's key persons. The seconded employees of SANRAL shall be paid by the Employer and will form part of the Employer's payroll, including employer-employee contractual arrangements, Labour Relations Act, 66 of 1995 as amended, Basic Conditions of Employment Act, 75 of 1997 as amended, and any other application legislation and policies of SANRAL. The Service Provider shall ensure that the SANRAL employees have full and unfettered access to all of the Service Provider's Operational Systems, including but not limited to ICT, Financial, Property Administration, Legal, Security, and any other that the Employer shall identify from time-to-time during the term of the contract. Failure to comply with this minimum requirement will attract penalties as specified below in 2.1.10 and detailed in the Specifications.

#### Working Hours

The working hours and holiday for staff are as applicable in the Basic Conditions of Employment Act of 1997 (Act 75 of 1997), as amended.

#### 2.1.10 PENALTIES

The Service Provider shall consider that provision has been made in the "Specifications in Section A1600" for the imposition of penalties on a monthly basis, and at the end of the contract.

The penalty system covers all infringements of, and failures to comply with the Specifications, with penalties that range from as little as R5 000, to as much as R75 000. Serious infringements may lead to termination of the contract (See A1606).

The penalty system will also penalise the Service Provider if it fails to meet the contract participation requirements, with as much as 15% of the contract being at stake, as per A2100.

The penalty system is moderated by allowing the Service Provider to deduct a specified number of bonus points for satisfactory and good performance.

#### 2.1.11 INSURANCE

The Service Provider is required to provide the following insurances:

- (a) Insurance against **Professional indemnity**: Cover is: R15 000 000-00 for Period of cover: 5 years
- (b) Insurance against **General Public Liability**: Cover is: R 15 000 000-00 for Period of cover: 5 years

The Tenderer shall complete FORM B22.

The contracting party/s should have adequate insurance. Tenderers shall be required to provide evidence of adequate insurance.

#### 2.1.12 PERFORMANCE GUARANTEE

The provision of a Performance Guarantee will be required under this Contract for an amount of 1.00% of the Total Tender Price, excluding VAT. See FORM B18 and FORM B20.

#### 2.1.13 COMMENCEMENT

The time to commence the performance of the Services will be 14 days after signing of the contract. The Contract is concluded 5 (five) calendar years after commencement.

## SECTION 4

### EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS

#### 4.1 STEP ONE: Test for Responsiveness (Mandatory Requirements)

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>	
• Bid received before closing date and time	
• Bidder has completed SECTION 1: SBD1 Form	
• Bidder has submitted a Signed Price Offer and Price Schedule	
• Bidder has attended a Compulsory Briefing Session	
• Registered on National Treasury Central Supplier Database at the closing of tender.	
• Audited Annual Financial Statements (AFS) for at least a minimum period of one (1) year (Note: if a bidder is a Joint Ventures (JV), it must provide audited AFS for each company in the JV).	
<b><i>The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two</i></b>	

#### 4.2 STEP TWO: Functionality evaluation scoring matrix

Note to Tenderer:

- (a) The Tenderer is required to achieve a threshold score on this functionality assessment to proceed to the next step [Step Three: Pricing].

The Tenderer must obtain a minimum of 60 out of 100 points (60%) to be regarded as responsive. Bids that do not meet the minimum functionality score as indicated, will be regarded as nonresponsive, and will not proceed to evaluation on price and preference points.

Functionality evaluation scoring matrix:

Description of Functionality Criteria	Point allocation	Maximum Points
<b>Key Persons</b> Key persons shall be used to calculate the technical experience and managerial ability score. Each proposed candidate shall complete all the relevant <b>FORM B included in the Returnable Schedules</b> . When a proposed candidate for any position is not in the permanent employ of the tenderer but a contracted person, this must be indicated on <b>FORM B2</b> and <b>FORM B3</b> . A <b>signed letter of consent from the candidate</b> must be submitted with the relevant B-forms. The Contract Manager and Service Provider's representative must be in the permanent employment of the company, or one of the JV partners.		
<b>1) Contract Manager's – experience in immovable property contract management - [FORM-B4]</b>		<b>10</b>
• 8 years or more experience in immovable property contract management.	10	
• 5 to 7 years' experience in immovable property contract management.	5	
• 1 to 4 years' experience in immovable property contract management.	1	
• Less than 1 years' experience in immovable property contract management.	0	

<b>2) Service Provider's Representative – experience in immovable property administration services - [FORM-B5]</b>		
• 8 years or more experience in immovable property administration services.	5	<b>5</b>
• 5 to 7 years' experience in immovable property administration services.	3	
• 1 to 4 years' experience in immovable property administration services.	1	
• Less than 1 years' experience in immovable property administration services.	0	
<b>3) Occupational Health and Safety Officer - experienced OHSO and registered with the South African Council for the Project and Construction Management Professions (SACPCMP) or South African Institute of Occupational Safety and Health (SAIOSH) - [FORM-B6]</b>		
• OHS Officer with 8 years or more experience and registered with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH).	5	<b>5</b>
• OHS Officer with 7 to 8 years' experience and registered with registered with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH).	3	
• OHS Officer with 4 to 6 years' experience and registered with registered with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH).	2	
• OHS Officer with 1 to 3 years' experience and registered with registered with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH).	1	
• OHS Officer with less than 1 years' experience with or without registration with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH).	0	
<b>4) Illegal Occupation and Land Invasions Manager – an admitted attorney experienced in managing illegal occupations and land invasions and duly registered with the Legal Practice Council. Such a person must have proven post-admission experience in this area, particularly in handling evictions, interdicts, and related proceedings - [FORM-B7]</b>		
• Professional with 8 years or more experience managing illegal occupations and land invasions, an admitted attorney and duly registered with the Legal Practice Council. Such a person must have proven post-admission experience in this area, particularly in handling evictions, interdicts, and related proceedings.	10	<b>10</b>
• Professional with 4 to 7 years' experience managing illegal occupations and land invasions, an admitted attorney and duly registered with the Legal Practice Council. Such a person must have proven post-admission experience in this area, particularly in handling evictions, interdicts, and related proceedings.	5	
• Professional with 1 to 3 years' experience managing illegal occupations and land invasions, an admitted attorney and duly registered with the Legal Practice Council. Such a person must have proven post-admission experience in this area, particularly in handling evictions, interdicts, and related proceedings.	2	
• Professional with less than 1 years' experience managing illegal occupations and land invasions, an admitted attorney and duly registered with the Legal Practice Council.	0	
<b>5) Property Manager's - experience in handling all aspects of an immovable property portfolio - [FORM-B8]</b>		
• Manage 251 or more immovable properties at the same time [provide an excel spreadsheet listing 251 immovable properties managed as evidence of experience and indicate the following: province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. See Form B8]	10	

<ul style="list-style-type: none"> <li>Managed 151 to 250 immovable properties at the same time [provide an excel spreadsheet listing between 151 to 250 immovable properties managed as evidence of experience and indicate the following: province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. <u>See Form B8</u>]</li> </ul>	7	10
<ul style="list-style-type: none"> <li>Managed 75 to 150 immovable properties at the same time [provide an excel spreadsheet listing between 75 and 150 immovable properties managed as evidence of experience and indicate the following: province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. <u>See Form B8</u>]</li> </ul>	4	
<ul style="list-style-type: none"> <li>Managed 50 to 74 immovable properties at the same time [provide an excel spreadsheet listing between 50 and 74 immovable properties managed as evidence of experience and indicate the following: province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. <u>See Form B8</u>]</li> </ul>	3	
<ul style="list-style-type: none"> <li>Managed 1 to 49 immovable properties at the same time [provide an excel spreadsheet listing between 1 and 49 immovable properties managed as evidence of experience and indicate the following: province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. <u>See Form B8</u>]</li> </ul>	1	
<ul style="list-style-type: none"> <li>Managed less than 1 immovable property at the same time [provide an excel spreadsheet listing less than 1 immovable property managed as evidence of experience and indicate the following: province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. <u>See Form B8</u>]</li> </ul>	0	
<b>6) Municipal Accounts Manager's - experience dealing with multiple municipal accounts per annum - [FORM-B9]</b>		5
<ul style="list-style-type: none"> <li>Experience dealing with 1500 or more accounts per annum [provide an excel spreadsheet listing municipal accounts as evidence and a sworn affidavit]</li> </ul>	5	
<ul style="list-style-type: none"> <li>Experience dealing with 1000 to 1499 accounts per annum [provide an excel spreadsheet listing municipal accounts as evidence and a sworn affidavit]</li> </ul>	3	
<ul style="list-style-type: none"> <li>Experience dealing with 501 to 999 accounts per annum [provide an excel spreadsheet listing municipal accounts as evidence and a sworn affidavit]</li> </ul>	2	
<ul style="list-style-type: none"> <li>Experience dealing with 1 to 500 accounts per annum [provide an excel spreadsheet listing municipal accounts as evidence and a sworn affidavit].</li> </ul>	1	
<ul style="list-style-type: none"> <li>Experience dealing with less than 1 account per annum [provide an excel spreadsheet listing municipal accounts as evidence and a sworn affidavit].</li> </ul>	0	
<b>7) Accountant – experienced Accountant and registered with SAICA or SAIPA or CIMA or equivalent - [FORM-B10]</b>		5
<ul style="list-style-type: none"> <li>Accountant with 10 years or more experience and registered with SAICA or SAIPA or CIMA or equivalent.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Accountant with 6 to 9 years' experience with or without registration with SAICA or SAIPA or CIMA or equivalent.</li> </ul>	3	
<ul style="list-style-type: none"> <li>Accountant with 3 to 5 years' experience with or without registration with SAICA or SAIPA or CIMA or equivalent.</li> </ul>	2	
<ul style="list-style-type: none"> <li>Accountant with 1 to 2 years' experience with or without registration with SAICA or SAIPA or CIMA or equivalent.</li> </ul>	1	
<ul style="list-style-type: none"> <li>Accountant with less than 1 years' experience with or without registration with SAICA or SAIPA or CIMA or equivalent.</li> </ul>	0	
<b>8) GIS Specialist – experienced GIS Specialist and registered with SA Geomatics Council - [FORM-B11]</b>		

• GIS specialist with 10 years or more experience and registered with SA Geomatics Council.	10	<b>10</b>
• GIS specialist with 6 to 9 years' experience and registered with SA Geomatics Council.	7	
• GIS specialist with 4 to 5 years' experience and registered with SA Geomatics Council.	4	
• GIS specialist with 1 to 3 years' experience and registered with SA Geomatics Council.	1	
• GIS specialist with less than 1 years' experience and registered or not registered with SA Geomatics Council.	0	
<b>9) IT Specialist – experienced as IT Specialist - [FORM-B12]</b>		<b>5</b>
• IT specialist with 10 years or more experience.	5	
• IT specialist with 6 to 9 years' experience.	3	
• IT specialist with 4 to 5 years' experience.	2	
• IT specialist with 1 to 3 years' experience.	1	
• IT specialist with less than 1 years' experience.	0	
<b>10) Property Valuer – experienced and registered with the South African Council for the Property Valuers Profession (SACPVP) as Professional Valuer (PR Val) or Professional Associated Valuer (Pr. Aval), with no restrictions - [FORM-B13]</b>		<b>5</b>
• Property Valuer with 10 years or more experience.	5	
• Property Valuer with 6 to 9 years' experience.	3	
• Property Valuer with 4 to 5 years' experience.	2	
• Property Valuer with 1 to 3 years' experience.	1	
• Property Valuer with less than 1 years' experience.	0	
<b>11) Financial Manager – experienced and registered with SAICA or SAIPA or CIMA or equivalent - [FORM-B14]</b>		<b>10</b>
• Financial manager with 10 years or more experience and registered with SAICA or SAIPA or CIMA or equivalent.	10	
• Financial manager with 6 to 9 years' experience and registered with SAICA or SAIPA or CIMA or equivalent.	7	
• Financial manager with 3 to 5 years' experience and registered with SAICA or SAIPA or CIMA or equivalent.	4	
• Financial Manager with 1 to 2 years' experience with or without registration with SAICA or SAIPA or CIMA or equivalent.	1	
• Financial Manager with less than 1 years' experience and not registered with SAICA or SAIPA or CIMA or equivalent.	0	
<b>12) Objections made in terms of section 50 of the MPRA, Act 6 of 2004 (In the last 5 years may be chosen) - [FORM-B23]</b>		<b>5</b>
• 800 or more objections per annum.	5	
• 501 to 799 objections per annum.	3	
• 101 to 500 objections per annum.	2	
• 1 to 100 objections per annum.	1	
• Less than 1 objection per annum.	0	
<b>13) Queries made in terms of section 78 of the MPRA, Act 6 of 2004 (In the last 5 years may be chosen) - [FORM-B24]</b>		<b>5</b>
• 100 or more Queries per annum.	5	
• 71 to 99 Queries per annum.	3	
• 31 to 70 Queries per annum.	2	

• 1 to 30 Queries per annum.	1	
• Less than 1 Query per annum.	0	
<b>14) Appeals made in terms of section 54 of the MPRA, Act 6 of 2004 (In the last 10 years may be chosen) - [FORM-B25]</b>		
• 5 or more Appeals per annum.	5	<b>5</b>
• 3 to 4 Appeals per annum.	3	
• 2 Appeals per annum.	2	
• 1 Appeal per annum.	1	
• Less than 1 Appeal per annum.	0	
<b>15) Calculation of contingent rates liability amounts involving 100 immovable properties (In the last 5 years may be chosen) - [FORM-B26]</b>		
• 100 or more immovable properties.	5	<b>5</b>
• 70 to 99 immovable properties.	4	
• 30 to 69 immovable properties.	3	
• 1 to 29 immovable properties.	1	
• Less than 1 property.	0	
<b>Total Points</b>		<b>100</b>

The minimum number of evaluation points for quality evaluation criteria is not less than **60 points**. The tenderer/s that meet the minimum points will be evaluated further in terms of price and preference points as stated.

**The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Respondent's Proposal to form part of Property Administration Services (Step Three)**

#### 4.3 STEP THREE: Minimum Threshold Evaluation and Final Weighted Scoring

a. Price and Specific Goal: SANRAL will utilise the following formula in its evaluation of Price:

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

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

Where

$P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable bid

Specific goals	Criteria	10 points		20 points	
		Point allocation	Maximum points	Point allocation	Maximum points
B-BBEE Level	Level 1	10.00	10.00	20.00	20.00
	Level 2	9.00		18.00	
	Level 3	6.00		14.00	
	Level 4	5.00		12.00	
	Level 5	4.00		8.00	
	Level 6	3.00		6.00	
	Level 7	2.00		4.00	
	Level 8	1.00		2.00	
	Non-compliant contributor	0.00		0.00	

b. **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

**4.4 STEP FOUR: Post Tender Negotiations (PTN) (if applicable)**

- Respondents are to note that SANRAL may not award a contract if the price offered is not market related. In this regard, SANRAL reserves the right to engage in PTN with the view to achieving a market-related price. Moreover, SANRAL reserves the right to cancel the tender, in its discretion, if the PTN does not yield satisfactory outcome.
- Negotiations will be done in a sequential manner i.e.;
  - First, negotiate with the highest ranked bidder, and in SANRAL's discretion may elect to cancel the bid, should such negotiations fail;
  - Second, negotiate with the 2<sup>nd</sup> and 3<sup>rd</sup> ranked bidders (if required) in a sequential manner;
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated **Best and Final Offers** (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business; and

- Should SANRAL conduct post tender negotiations, Respondents will be requested to provide their **Best and Final Offers** to SANRAL based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

#### **4.5 STEP FIVE: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of his/their Tender bid by way of a Letter of Award. Thereafter, the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.
- Respondents are to note that, on award of business, SANRAL is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 09 of 2022/2023 as well as SANRAL website. **[This is not applicable if RFT was not advertised on National Treasury e-Tender Publication Portal]**
- Respondents declaring a commercial relationship with a DPIP or FPPO are to note that SANRAL is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

**PRICING SCHEDULE:****CONTRACT SANRAL: SANRAL HO 1005/68120/2025/01RR****PROPERTY ADMINISTRATION SERVICES**

ITEM NO.	DESCRIPTION	Unit of measure	Estimated quantity	Rate (Excl. VAT)	Total Price (Excl. VAT)
<b>A1200</b>	<b>ESTABLISHMENT AND MANAGEMENT OBLIGATIONS</b>				
A12.01	Establishment for property administration	Lump sum	1	R	R
A12.02	Time related obligations	Month	60	R	R
A12.03	Capturing employment data	No of records p/m	60	R	R
<b>A1200</b>	<b>SUBTOTAL ESTABLISHMENT AND MANAGEMENT OBLIGATIONS</b>			<b>R</b>	<b>R</b>
<b>A1300</b>	<b>TRANSITIONAL ARRANGEMENTS</b>				
A13.01	Engagement of previous Service Provider	PC sum	1	R 24 000 000,00	R 24 000 000,00
A13.01(a)	Mark up on engaging previous Service Provider	Percentage			R
A13.02	Plan and program taking on operations	Lump sum	1	R	R
A13.03	Taking over files and documentation	Lump sum	1	R	R
A13.04	Taking on operations	Month	3mths	R	R
A13.05	Plan and programme handing over operations	Lump sum	1	R	R
A13.06	Handing over operations	Month	3mths	R	R
<b>A1300</b>	<b>SUBTOTAL TRANSITIONAL ARRANGEMENTS</b>			<b>R</b>	<b>R</b>
<b>A1400</b>	<b>HANDLING OF DOCUMENTATION</b>				
A14.01	Purchase of internal file management system	PC sum	1	R 200 000,00	R 200 000,00
A14.01(a)	Mark up on file management system	Percentage		R	R
A14.02	License charges	PC sum	1	R 200 000,00	R 200 000,00
A14.02(a)	Mark up on license charges	Percentage		R	R
<b>A1400</b>	<b>SUBTOTAL HANDLING OF DOCUMENTATION</b>			<b>R</b>	<b>R</b>
<b>A1500</b>	<b>REIMBURSABLE COSTS</b>				
A15.01	Overnight accommodation	PC sum	1	R 4 000 000,00	R 4 000 000,00
A15.01(a)	Mark up on Accommodation	Percentage		R	R
A15.02	Meals	PC sum	1	R 700 000,00	R 700 000,00
A15.02(a)	Mark up on meals	Percentage		R	R
A15.03	Flight costs	PC sum	1	R 800 000,00	R 800 000,00
A15.03(a)	Mark up on flight costs	Percentage		R	R
A15.04	Use of rented Vehicles	PC sum	1	R 1 250 000,00	R 1250000,00
A15.04(a)	Mark up on rented vehicles	Percentage		R	R
A15.05	Use of private and company vehicles	PC sum	1	R 8 000 000,00	R 8 000 000,00
A15.05(a)	Mark up on private and company vehicles	Percentage		R	R
A15.06	Acquiring materials and documents	PC sum	1	R 200 000,00	R 200 000,00
A15.06(a)	Mark up on materials and documents	Percentage		R	R
A15.07	Formal charges	PC sum	1	R 600 000,00	R 600 000,00
A15.07(a)	Mark up on formal charges	Percentage		R	R
A15.08	Scrutiny, inspections and application fees	PC sum	1	R 20 000,00	R 20 000,00
A15.08(a)	Mark up on Scrutiny, inspection and application fees	Percentage		R	R
A15.09	Courier service/Delivery costs	PC sum	1	R 180 000,00	R 180 000,00
A15.09(a)	Mark up on Courier service/Delivery costs	Percent		R	R
A15.10	Other costs approved by the Employer	PC sum	1	R 1 000 000,00	R 1 000 000,00
A15.10(a)	Mark up on other costs approved by the Employer	Percentage		R	R
A15.11	<i>Printing and Duplication:</i>				
A15.11(a)	Monochrome A4 on paper	No./pages	600 000	R	R
A15.11(b)	Colour on A4 paper	No./pages	200 000	R	R
A15.11(c)	Monochrome A3 on paper	No./pages	70 000	R	R
A15.11(d)	Colour on A3 paper	No./pages	70 000	R	R
A15.11(e)	Monochrome on A3 using synthetic translucent media	No./pages	25 000	R	R
A15.11(f)	Colour on A3 using synthetic translucent media	No./pages	350 000	R	R

A15.11(g)	Colour on A0 paper	No./pages	1000	R	R
A15.11(h)	Laminating of A4 sheets	No./pages	400	R	R
A15.11(i)	Laminating of A3 sheets	No./pages	380	R	R
A15.11(j)	Laminating of A0 sheets	No./pages	100	R	R
A15.12	Advertising costs (tenders, etc)	PC sum	1	R2 500 000,00	R2 500 000,00
A15.12(a)	Administration involving advertising	Percentage		R	R
<b>A1500</b>	<b>SUBTOTAL REIMBURSABLE COSTS</b>			<b>R</b>	<b>R</b>
<b>A1600</b>	<b>PENALTIES</b>				
A16.01	Penalties for incompliance (Negative value)	Prov. sum	1	R0	R0
A16.02	Penalties for failure to meet subcontract targets (Negative value)	Sum	1		
<b>A1600</b>	<b>SUBTOTAL PENALTIES</b>			<b>R 0</b>	<b>R 0</b>
<b>A2100</b>	<b>SUBCONTRACTING</b>			R	R
A21.01	Negotiations with nominated contractors	No of neg.	20	R	R
A21.02	Payment of nominated subcontractors	PC sum	1	R 1 500 000,00	R 1 500 000,00
A21.02(a)	Administration of nominated subcontractors	Percentage		R	R
A21.03	<i>Compiling of documents to procure selected subcontractors:</i>				
A21.03(a)	Quotes	No of quotes	150	R	R
A21.03(b)	Tenders	No of Tenders	150	R	R
A21.04	<i>Obtaining prices from selected subcontractors:</i>				
A21.04(a)	Obtain quotes by direct contact	No of quotes	150	R	R
A21.04(b)	Obtain quotes or tenders using professional databases		50	R	R
A21.04(c)	Tender advertisements in newspapers	PC sum	1	R 1 000 000,00	R 1 000 000,00
A21.10(c)(i)	Mark-up on tender advertisement costs	Percentage		R	R
A21.05	<i>Evaluation, the preparation of reports in the case of:</i>				
A21.05(a)	Quotes	No of quotes	100	R	R
A21.05(b)	Tenders	No of tenders	75	R	R
A21.06	Remuneration of selected subcontractors	PC sum	1	R 40 000 000,00	R 40 000 000,00
A21.06(a)	Administration of selected subcontractors	Percentage		R	R
A21.07	Compiling or amending proforma procurement documents	Hour	400	R	R
<b>A2100</b>	<b>SUBTOTAL SUBCONTRACTING</b>			<b>R</b>	<b>R</b>
<b>A2200</b>	<b>SPECIAL ASSIGNMENTS, INVESTIGATIONS AND UNSPECIFIED SERVICES</b>				
A22.01	<i>Special assignments, investigations and related services:</i>				
A22.01(a)	Senior professional	Hour	6500	R	R
A22.01(b)	Other professional	Hour	7000	R	R
A22.01(c)	Technical staff	Hour	7000	R	R
A22.01(d)	Non-management staff with appropriate skills	Hour	600	R	R
A22.02	Materials, labour and other direct costs for minor works	PC sum	1	R 4 000 000,00	R 4 000 000,00
A22.02(a)	Percentage mark up on materials and direct costs	Percentage		R	R
<b>A2200</b>	<b>SUBTOTAL SPECIAL ASSIGNMENTS, INVESTIGATIONS AND UNSPECIFIED SERVICES</b>			<b>R</b>	<b>R</b>
<b>A3100</b>	<b>ACCOUNTING AND REPORTING</b>				
A31.01	Monthly accounting	Month	60	R	R
A31.02	Attendance concerning the integrated report	No of attend.	5	R	R
A31.03	Provision of monthly reports	No of reports	60	R	R
A31.04	Secretarial services including minutes of meetings	No of services	250	R	R
A31.05	Financial Manager	Hour	3000	R	R
<b>A3100</b>	<b>SUBTOTAL ACCOUNTING AND REPORTING</b>			<b>R</b>	<b>R</b>
<b>A3201</b>	<b>MONTHLY REPORTING</b>				
A32.01	Reporting	Month	60	R	R

<b>A3100</b>	<b>SUBTOTAL MONTHLY REPORTING REQUIREMENTS</b>			<b>R</b>	<b>R</b>
<b>A5100</b>	<b>ILLEGAL OCCUPATIONS AND LAND INVASIONS</b>				
A51.01	<i>Involvement of personnel in managing illegal occupations and land invasions:</i>				
A51.01(a)	Senior manager	Hour	4500	R	R
A51.01(b)	Middle manager	Hour	3500	R	R
A51.01(c)	Junior manager	Hour	2500	R	R
A51.01(d)	Other staff	Hour	450	R	R
<b>A5100</b>	<b>SUBTOTAL ILLEGAL OCCUPATIONS AND LAND INVASIONS</b>			<b>R</b>	<b>R</b>
<b>A5200</b>	<b>COLLECTION OF FEES AND LEVIES IN RESPECT OF STATUTORY CONSENTS</b>			<b>R</b>	<b>R</b>
A52.01	Collection of levies and fees	No	500	R	R
A52.02	Debt collection regarding statutory consents	Hour	400	R	R
<b>A5200</b>	<b>SUBTOTAL COLLECTION OF FEES AND LEVIES IN RESPECT OF STATUTORY CONSENTS</b>			<b>R</b>	<b>R</b>
<b>A5300</b>	<b>LEASING OF PROPERTY</b>				
A53.01	Semi-annual review of property portfolio	Bi-annually	10	R	R
A53.02	Concluding new lease agreements	No of leases	328	R	R
A53.03	<i>Lease diagrams:</i>				
A53.03(a)	Services of a registered land surveyor	Prov. sum	1	R 3 000 000,00	R 3 000 000,00
A53.11(a)(i)	Administration of land surveyor	Percentage		R	R
A53.04	Registration of long-term leases	No of leases	130	R	R
A53.05	Securing rental properties for the occupation of the Employer	No of rentals	30	R	R
A53.06	Manage lease diaries and programmes	Month	60	R	R
A53.07	<i>Existing leases:</i>				
A53.07(a)	Invoicing and processing of income	No of invoices	30000	R	R
A53.07(b)	Debt collection	Hour	2000	R	R
A53.07(c)	Inspections of leased properties	No of inspect.	2000	R	R
A53.07(d)	Actions taken following lease inspections	Hour	1000	R	R
A53.07(e)	Lease renewals	No of leases	500	R	R
A53.07(f)	Lease property maintenance (ad-hoc)	Prov. sum	1	R8 000 000,00	R8 000 000,00
A53.07(f)(i)	Lease property	Percentage		R	R
<b>A5300</b>	<b>SUBTOTAL LEASING OF PROPERTY</b>			<b>R</b>	<b>R</b>
<b>A5400</b>	<b>MUNICIPAL ACCOUNTS</b>				
A54.01	Analysis in ITIS to determine liability for accounts	Lump sum	1	R	R
A54.02	Monthly following up of received accounts not yet received	No	5000	R	R
A54.03	Checking of single property municipal accounts	No	10000	R	R
A54.04	Checking of multiple property municipal accounts	No	1000	R	R
A54.05	Payment of municipal accounts	No	35000	R	R
A54.06	Monitoring of municipal valuation rolls	Month	60	R	R
A54.07	Objections in terms of Section 50 of the MPRA, No. 6 of 2004	No	2500	R	R
A54.08	Queries in terms of Section 78 of the MPRA, No. 6 of 2004	No	750	R	R
A54.09	Requesting reasons for a decision of a municipal valuer in terms of Section 53 of the MPRA, No. 6 of 2004	No	150	R	R
A54.10	<i>Appeals in terms of Section 54 of the MPRA, No. 6 of 2004:</i>				
A54.10(a)	Professional Valuer	Hour	200	R	R
A54.10(b)	Professional Associated Valuer	Hour	400	R	R
A54.10(c)	Candidate Valuer	Hour	150	R	R
A54.10(d)	Non-Valuer Staff	Hour	250	R	R
A54.11	Remunerable Fees for lodging objections and appeals	Prov. sum	1	R 100 000,00	R 100 000,00
A54.11(a)	Mark up for handling fee payments	Percentage		R	R

A54.12	Valuation Reports for queries, objections or appeals in terms of Sections 50, 54 and 78 of the MPRA, No. 6 of 2004	No	350	R	R
<b>A5400</b>	<b>SUBTOTAL MUNICIPAL ACCOUNTS</b>			<b>R</b>	<b>R</b>
<b>A5500</b>	<b>CONTINGENT RATES LIABILITY STATEMENTS</b>				
A55.01	<i>April Annual Contingent Rates Liability Statement:</i>				
A55.01(a)	Professional Valuer	Hour	60	R	R
A55.01(b)	Professional Associated Valuer	Hour	100	R	R
A55.01(c)	Candidate Valuer	Hour	100	R	R
A55.01(d)	Other Staff	Hour	100	R	R
A55.02	<i>September Annual Contingent Rates Liability Statement:</i>			R	R
A55.02(a)	Professional Valuer	Hour	60	R	R
A55.02(b)	Professional Associated Valuer	Hour	100	R	R
A55.02(c)	Candidate Valuer	Hour	100	R	R
A55.02(d)	Other Staff	Hour	100	R	R
<b>A5500</b>	<b>SUBTOTAL CONTINGENT RATES LIABILITY STATEMENTS</b>			<b>R</b>	<b>R</b>
<b>A5600</b>	<b>ALIENATION OF SURPLUS LAND</b>				
A56.01	Annual plan for property sales	Number-plan	5	R	R
A56.02	Investigation of properties for alienation	Number-inves	720	R	R
A56.02(a)	<i>Disposal of surplus land:</i>				
A56.07(a)(i)	By way of advertisement or open tender	Number-Ads	300	R	R
A56.07(a)(ii)	Through a process of negotiation	Number	120	R	R
<b>A5600</b>	<b>SUBTOTAL ALIENATION OF SURPLUS LAND</b>			<b>R</b>	<b>R</b>
<b>A6100</b>	<b>VALUATIONS FOR LEASES AND DISPOSAL OF PROPERTY</b>				
A61.01	<i>Market rental and value valuations for leases and disposal of property or property rights:</i>			R	R
A61.01(a)	Professional Valuer	Number	200	R	R
A61.01(b)	Professional Associated Valuer	Number	110	R	R
<b>A6100</b>	<b>SUBTOTAL VALUATIONS FOR LEASES AND AD-HOC VALUATIONS</b>			<b>R</b>	<b>R</b>
<b>A7100</b>	<b>Property Alterations and Maintenance</b>				
A71.01	<i>Property maintenance:</i>				
A71.01(a)	Alterations, vegetation control, fire breaks, alien plant invasion control, and general maintenance.	Prov. sum	1	R 5 000 000,00	R5 000 000,00
A71.01(a)(i)	Mark up for handling fee payments	Percentage		R	R

**Total Price, exclusive of VAT:**

**R**

**VAT 15% (if applicable)**

**R**

**Total Price inclusive of VAT (if applicable)**

**R**

*Respondents are to note that SANRAL will round off final pricing scores to the nearest 2 (two) decimal places.*

**Notes to Pricing:**

- 4.5.1 All Prices must be quoted in South African Rand, inclusive of VAT (**if applicable**).
- 4.5.2 Any disbursement not specifically priced for will not be considered/accepted by SANRAL.
- 4.5.3 To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule shall result in a bid being disqualified.

**SUMMARY OF PRICING SCHEDULE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

SUBTOTAL EXCLUDING VAT .....	R.....
VALUE ADDED TAX: (15% of Subtotal) .....	R .....
<hr/>	
<b>TOTAL CARRIED TO: FORM OF OFFER</b>	<b>R .....</b>
<hr/>	

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

## SECTION 5

### RETURNABLE DOCUMENTS

#### List of Returnable Documents

The tenderer must complete the following returnable documents:

FORM	LIST OF RETURNABLE DOCUMENTS	STATUS
INVITATION TO BID	SBD 1 FORM	
FORM A2:	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
FORM A3:	CERTIFICATE OF AUTHORITY FOR JOINT VENTURES (WHERE APPLICABLE)	
FORM A4:	DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	
FORM A5:	DECLARATION FORM - MANAGEMENT OF DOMESTIC PROMINENT INFLUENTIAL PERSONS, FOREIGN PROMINENT PUBLIC OFFICIALS AND FOREIGN INFLUENTIAL NATIONALS	
FORM A6:	CERTIFICATE OF FRONTING PRACTICES	
FORM A7:	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	
FORM A8:	DECLARATION OF TENDERER'S LITIGATION HISTORY	
FORM A9:	CERTIFICATE OF TAX COMPLIANCE STATUS	
FORM A10:	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER	
FORM A11 (SBD4):	BIDDER'S DISCLOSURE	
FORM A12 (SBD6.1):	PREFERENCING SCHEDULE - TENDERER'S B-BBEE VERIFICATION	
FORM A13:	POPIA	
FORM A14:	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	
FORM A15:	DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
FORM A16:	REGISTRATION WITH CIDB	N/A
FORM A17:	CERTIFICATE OF SINGLE TENDER SUBMISSION	
FORM A18:	SPECIFIC GOALS POINTS CLAIM FORM	
FORM A19 (SBD6.2):	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS	N/A
FORM A20:	LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)	N/A
FORM B1:	SCHEDULE OF WORK EXPERIENCE	
FORM B2:	ORGANISATIONAL STRUCTURE	
FORM B3:	KEY PERSONNEL CONTRIBUTION TO CONTRACT	
FORM B4:	KEY PERSONNEL EXPERIENCE – CONTRACT MANAGER	

FORM B5:	KEY PERSONNEL EXPERIENCE - SERVICE PROVIDER'S REPRESENTATIVE	
FORM B6:	KEY PERSONNEL EXPERIENCE – OCCUPATIONAL HEALTH AND SAFETY OFFICER (OHSO)	
FORM B7:	KEY PERSONNEL EXPERIENCE – ILLEGAL OCCUPATION AND LAND INVASION MANAGER	
FORM B8:	KEY PERSONNEL EXPERIENCE – PROPERTY MANAGER	
FORM B9:	KEY PERSONNEL EXPERIENCE – MUNICIPAL ACCOUNTS MANAGER	
FORM B10:	KEY PERSONNEL EXPERIENCE –PROFESSIONAL ACCOUNTANT	
FORM B11:	KEY PERSONNEL EXPERIENCE – GIS SPECIALIST	
FORM B12:	KEY PERSONNEL EXPERIENCE – IT SPECIALIST	
FORM B13:	KEY PERSONNEL EXPERIENCE – PROPERTY VALUER	
FORM B14:	KEY PERSONNEL EXPERIENCE – FINANCIAL MANAGER	
FORM B15:	FORMS OF OFFER AND ACCEPTANCE	
FORM B16:	FORM OF OFFER AND ACCEPTANCE	
FORM B17:	APPENDIX TO FORM OF ACCEPTANCE	
FORM B18:	CONTRACT DATA: INFORMATION PROVIDED BY THE TENDERER	
FORM B19:	FORM OF BANKING DETAILS	
FORM B20:	PERFORMANCE GUARANTEE	
FORM B21:	CERTIFICATE OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2014 AS WELL AS COID ACT, 1993	
FORM B22:	INSURANCE COVER CONFIRMATION	
FORM B23:	OBJECTIONS MADE IN TERMS OF SECTION 50 OF THE MPRA, ACT 6 OF 2004	
FORM B24:	QUERIES MADE IN TERMS OF SECTION 78 OF THE MPRA, ACT 6 OF 2004	
FORM B25:	APPEALS MADE IN TERMS OF SECTION 54 OF THE MPRA, ACT 6 OF 2004	
FORM B26:	CALCULATION OF CONTINGENT RATES LIABILITY AMOUNTS INVOLVING 100 PROPERTIES	
FORM B27:	ANNUAL FINANCIAL STATEMENTS	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFT. Should the Respondent be awarded the contract [**the Agreement**] and fail to present SANRAL with such renewals as and when they become due, SANRAL shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which SANRAL may have for damages against the Respondent.

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A2: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Notes to tenderer:

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners. Submit a copy of the resolution on printed and bound hard copy and flash drive.
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
  - authority for signatory,
  - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.
4. In the event that authorisation is for more than one project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on.....

Mr/Ms ..... whose signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no. **NRA 2026/0532: REQUEST FOR TENDER (RFT): APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS : SANRAL HO 1005/68120/2025/01RR**

.....  
.....

and any contract which may arise therefrom on behalf of (enter name of tenderer in block capitals) .....

.....

SIGNED ON BEHALF OF THE COMPANY: .....

.....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: .....

SIGNATURE

SIGNATURE

.....  
NAME (print)

.....  
NAME (print)

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A3: JOINT VENTURE AGREEMENT**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

Bidder Name	Contact Detail (Name, Cellphone, Email)	Share % in the JV
Lead Bidder:		
<b>Total</b>		100

**Tenderer:**

In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement  
 Lead Bidder shall have Majority share certificate.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A4: DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**Notes to tenderer:**

- 1. The signatory for the tenderer (as per Form A2) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.
- 2. In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.

I, the undersigned, ..... declare that:

(i) the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

.....  
 .....  
 .....  
 .....

(ii) the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

(iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at ..... on the ..... day of

..... 20.....

.....  
SIGNATURE

The deponent having:

- 1. Acknowledged that he/she knows and understands the contents hereof;
- 2. Confirmed that he/she has not objection to the taking of the prescribed oath;
- 3. That he/she considered the prescribed oath as binding upon his/her conscience; and
- 4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

.....  
COMMISSIONER OF OATHS

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A5: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**Notes to Tenderer:**

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: [www.nra.co.za](http://www.nra.co.za))
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
  - i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
  - ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
  - i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
  - ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
  - iii. "DD" means Due Diligence.
  - iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
  - v. "DPIP" means a Domestic Prominent Influential Person.
  - vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
  - vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
  - viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
  - ix. "FPPO" means a Foreign Prominent Public Official.
  - x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.

- xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.
- xii. "Senior Management" means the Executive Committee or its individual members.
9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

### Prominent Influential Persons (PIP's) Reporting Form

IDENTIFICATION PARTICULARS																																		
Primary Particulars	First Name	Surname	Middle Name	ID/Passport Number																														
Country Details	Country of Origin		Citizenship	Current Country of Residence																														
CURRENT STATUS AND BACKGROUND																																		
Current Occupation	Occupational Title		Status																															
			Active	Non-active																														
Is the potential/business partner (mark with an "X" whichever is applicable):																																		
a DPIP	a FPPO	a FIN	Family member or Close Associate of a DPIP/FPPO/FIN?																															
<p style="text-align: center;"><b>KNOWN BUSINESS INTERESTS</b></p> <table border="1"> <thead> <tr> <th>No</th> <th>Name of Entity</th> <th>Role in Entity</th> <th colspan="2">Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>Active</td> <td>Non-active</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					No	Name of Entity	Role in Entity	Status		1			Active	Non-active	2					3					4					5				
No	Name of Entity	Role in Entity	Status																															
1			Active	Non-active																														
2																																		
3																																		
4																																		
5																																		
MEDIA REPORTS / OTHER SOURCES OF INFORMATION																																		
(Please reference all known negative or damaging media reports associated with the DPIP/FPPO/FIN)																																		

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Reporting Person/s:

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

**DECLARATION / UNDERTAKING BY THE TENDERER**

I, the undersigned, .....

declare that:

- i. the information furnished on this declaration form is true and correct.
- ii. I accept that, any action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A6: CERTIFICATE OF FRONTING PRACTICES****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS****Fronting Practices**

**Window-dressing:** This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation.

**Benefit Diversion:** This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

**Opportunistic Intermediaries:** This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

**Responsibility to Report Fronting**

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

**Fronting Indicators**

• The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;
• The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;
• The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;
• There is no significant indication of active participation by black people identified as top management at strategic decision making level;
• An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;
• An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;
• An enterprise cannot operate independently without a third-party, because of contractual

obligations or the lack of technical or operational competence;
<ul style="list-style-type: none"> <li>• The enterprise displays evidence of circumvention or attempted circumvention;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.</li> </ul>

**DECLARATION**

I, the undersigned, .....

in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A7: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

The tenderer shall provide a copy supplier registration from the National Treasury Central Supplier Database ([www.treasury.gov.za](http://www.treasury.gov.za)). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture a printed copy supplier registration from must be provided for each member of the Joint Venture.

Name of Service Provider: .....

Central Supplier Database Supplier Number: .....

Supplier Commodity: .....

Delivery Location: .....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A8: DECLARATION OF TENDERER'S LITIGATION HISTORY**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A9: CERTIFICATES OF TAX COMPLIANCE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

The Tenderer shall complete the declaration below.

I, ..... (name)  
the undersigned in my capacity as ..... (position)  
on behalf of ..... (name of company)  
herewith grant consent that SARS may disclose to the **South African National Roads Agency SOC Limited (SANRAL)** our tax compliance status.

For this purpose our unique security personal identification number (PIN) is .....

In the event of a joint venture each member shall comply with the above requirements.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A10: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

PAGE	DESCRIPTION

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A11: BIDDER'S DISCLOSURE SBD4****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS****Notes to tenderer:**

- i. Definitions:
- a) "State" means:
- 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);
  - any Municipality of Municipal Entity;
  - Provincial Legislature;
  - National Assembly or the National Council of Provinces; or
  - Parliament.
- b) "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.
- ii. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.
- iii. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated and tenderer will be ultimately restricted from doing business with the State.

**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**

- a. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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
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<sup>1</sup> 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.


2.2 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

If so, furnish particulars:

.....  
 .....

**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 consortium<sup>2</sup> 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

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<sup>2</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.

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 BE FALSE.

Signed:.....Date:.....

Name:.....Position.....

Tenderer: .....

**FORM A12:TENDERER'S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Notes to Tenderer:**

1. A tenderers' scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
  - The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 May 2019.
  - i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A12; and
  - ii) The certificate shall:
    - Be valid at the closing date;
    - Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
    - Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
    - Have a date of issue less than 12 (twelve) months prior to the tender closing date; and
  - iii) A valid BBBEE Certificates shall contain:
    - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
    - Value-Added Tax number, where applicable.
    - The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
    - B-BBEE status with corresponding procurement recognition level.
    - The relevant Codes used to issue the B-BBEE verification certificate.
    - Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
    - Financial period which was used to issue the B-BBEE Verification Certificate
  - iv) A valid Sworn Affidavit must contain the following:
    - Name/s of deponent as they appear in the identity document and the identity number.
    - 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.
    - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
    - Percentage black ownership, black female ownership and whether they fall within a designated group.
    - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
    - Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise's registration documents, which was used to determine the total revenue.
    - B-BBEE status level. An enterprise can only have one status level.
    - Date deponent signed and date of Commissioner of Oath must be the same.
    - 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.
  - v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.

Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A13: PROTECTION OF PERSONAL INFORMATION (POPIA)****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

2. SANRAL will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFT, the Responsible party is “SANRAL” and the Data subject is the “Respondent”. SANRAL will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. SANRAL reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFT and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANRAL.
5. In responding to this bid, SANRAL acknowledges that it will obtain and have access to personal information of the Respondent. SANRAL agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. SANRAL further agrees that in submitting any information or documentation requested in this RFT, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by SANRAL and/or its authorised appointed third parties.
7. Furthermore, SANRAL will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, SANRAL requires the Respondent to process any personal information disclosed by SANRAL in the bidding process in the same manner.
8. SANRAL shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFT (physically, through a computer

or any other form of electronic communication).

- 9. SANRAL shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
- 10. The Respondent may, in writing, request SANRAL to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that SANRAL correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in SANRAL’s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 11. In submitting any information or documentation requested in this RFT, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFT and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES	NO
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- 12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject’s personal information included in its submission and thereby indemnifying SANRAL against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
- 13. The Respondent declares that the personal information submitted for the purpose of this RFT is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent’s authorised representative: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by SANRAL, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A14: CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

**Notes to tenderer**

1. The tenderer shall complete the declaration below.
2. In the event of a Joint Venture (JV), each member of the JV shall comply with the above requirements.

I,.....(name), the undersigned in my capacity as.....(position), on behalf of .....(name of company), herewith grant consent that SANRAL or any of their appointed Service Providers may conduct a due diligence investigation on .....(name of company) to evaluate our ability to perform the contract as stipulated in the Standard Conditions of Tender, Clause C.3.13(b).

In addition, any information in this regard requested by SANRAL or any of their appointed Service Providers, shall be submitted within the timelines of the request.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A15: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS****Notes to tenderer:**

1. **This declaration:**
  - a. **must form part of all tenders submitted.**
  - b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State's procurement of the supply chain management system.**
3. **The tender of any tenderer may be disregarded if that tenderer or any of its directors have –**
  - a. **abused and/or misused the State's procurement and/or supply chain management system;**
  - b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
  - c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
  - d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

4.1	Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied.</b> The Database of Restricted Suppliers now resides on the National Treasury website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If Yes, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If Yes, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the tenderer and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If Yes, furnish particulars:
-------	------------------------------

**CERTIFICATION**

I, the undersigned, .....

certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....

Name:..... Position.....

Tenderer:.....

**FORM A16: REGISTRATION WITH CIDB**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

The tenderer shall provide a pdf copy of the Active Contractor’s Listing off the CIDB website [www.cidb.org.za](http://www.cidb.org.za). Tenderers whose CIDB registration expires within 21 days after close of tender shall attach proof of their application for re-registration (refer to tender data clause C.2.1.1). In the case of a Joint Venture, a pdf copy of the Active Contractor’s Listing must be provided for each member of the Joint Venture.

Complete the following details of his registration with the Construction Industry Development Board.

Name of Contractor:

Contractor Grading Designation:

CIDB Contractor Registration Number:

Registration expiry date: .....

In the case of a Joint Venture, Lead Bidder must hold not less than 51% share in the JV.

	CIDB Grading	JV Shareholding %
Lead Bidder:		

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A17: CERTIFICATE OF SINGLE TENDER SUBMISSION**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

**Notes to Tenderer:**

- 1. This certificate serves as a declaration by the tenderer that a single tender was submitted.**
- 2. In the case of a Joint Venture (JV), a separate certificate is to be completed and submitted by each JV member.**

**DECLARATION**

I, the undersigned, ..... in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

- 1. I have read and understand the notes to, and the contents of, this certificate.
- 2. I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner participate in more than 1 (one) tender.

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A18: SPECIFIC GOALS POINTS CLAIM FORM****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

This form contains general information and serves as a claim for preference points for specific goals Contribution. SANRAL will award preference points to companies who provide valid proof of evidence of as per the table below.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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 value of this bid is estimated to **exceed R50 000 000** (all applicable taxes included) and therefore **the 90/10 preference point system** shall be applicable. Despite the stipulated preference point system, SANRAL shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contribution; and
- (c) Any other specific goal determined in SANRAL.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>10</b>
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of specific goals together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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.

**2. DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice

on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"** means:
- 1) B-BBEE status level certificate issued by an unauthorised body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small Enterprise in terms of a Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (l) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by SANRAL to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

### 3. POINTS AWARDED FOR PRICE

#### 3.1 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 comparative price of bid under consideration
$P_t$	=	Comparative price of bid under consideration
$P_{\min}$	=	Comparative price of lowest acceptable bid

3.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency

	Sworn-Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn- affidavits must substantially comply with the format that can be obtained on the DTI’s website at <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a> .]
<b>EME<sup>3</sup></b>	Sworn-Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

- 3.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 3.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 3.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 3.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder’s responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

**4. BID DECLARATION**

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

**5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1**

5.1 B-BBEE Status Level of Contribution: . = .....(maximum of 20 points)  
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**6. SUB-CONTRACTING**

6.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

6.1.1 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.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with any of the enterprises below:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME ✓</b>	<b>QSE ✓</b>
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		
<b>OR</b>		
Any EME		
Any QSE		

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

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

**7.4 TYPE OF COMPANY/ FIRM**

- Y Partnership/Joint Venture / Consortium
  - Y One person business/sole propriety
  - Y Close corporation
  - Y Company
  - Y (Pty) Limited
- [TICK APPLICABLE BOX]

**7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....

**7.6 COMPANY CLASSIFICATION**

- Y Manufacturer
  - Y Supplier
  - Y Professional service provider
  - Y Other service providers, e.g. transporter, etc.
- [ TICK APPLICABLE BOX]

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

7.8 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 contribution indicated in paragraphs 4.1 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 paragraph 4.1 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, SANRAL reserves the right to penalise the bidder up to 10 percent of the value of the contract;
- (e) 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
- (f) forward the matter for criminal prosecution.

**WITNESSES**

1. ....

2. ....

.....

**SIGNATURE(S) OF BIDDERS(S)**

**DATE:** .....

**ADDRESS**

.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A19 (SBD6.2): DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (INCORPORATING SBD6.2)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

**1. This will be a condition of contract.**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**1. General Conditions**

- 1.1. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.2. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.3. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where:

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

- 1.6 A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule – Form A3.6) are not submitted as part of the bid documentation.

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods	Stipulated minimum threshold

2. Does any portion of the services, works or goods offered have any imported content?

<b>YES</b>		<b>NO</b>	
------------	--	-----------	--

*Tick applicable box*

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on .

The relevant rates of exchange information is accessible on <https://www.resbank.co.za>.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**BID NUMBER: SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

ISSUED BY: South African National Roads Agency SOC Limited

N.B.:

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned ..... (full names),

do hereby declare, in my capacity as .....

of ..... (name of bidder entity)

the following:

- (a) the facts contained herein are within my own personal knowledge;
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) the local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentage for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E.**

- d) I accept that the Procurement Authority / Institution has the right to request that the local content

be verified in terms of the requirements of SATS 1286:2011.

- e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority/Institution restricting the tenderer from tendering.

SIGNATURE: .....

DATE: .....

WITNESS No. 1: .....

WITNESS No. 2: .....

NOT APPLICABLE

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A20: LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**  
 This will be a condition of contract.

C1	Tender No.:										
C2	Tender Description:										
C3	Designated Product(s):										
C4	Tender Authority:										
C5	Tendering Entity Name:										
C6	Tender Exchange Rate:	Pula	P		EU	€		GBP	£	OTHER (specify)	

**Note: VAT to be excluded from all calculations**

Calculation of Local Content								Tender Summary			
Tender Item No's	List of Items	Tender Price Each (Excl. VAT)	Exempt Imported Value	Tender Value Net of Exempt Imported Content	Imported Value	Local Value	Local Content % (Per Item)	Tender Qty	Total Tender Value	Total Exempt Imported Content	Total Imported Content
❖		(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
						(C20) Total Tender Value			R		
								(C21) Total Exempt Imported Content		R	
						(C22) Total Tender value net of exempt imported content				R	
						(C23) Total Imported Content					R
								(C24) Total Local Content			R
								(C25) Average Local Content % of tender			%

**Signature of tenderer from Annexure B: (SANS 1286.2017)**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**BID NUMBER: SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS  
ANNEXURE D: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C**

(D1)	Tender No.:										
(D2)	Tender Description:										
(D3)	Designated Product(s):										
(D4)	Tender Authority:										
(D5)	Tendering Entity Name:										
(D6)	Tender Exchange Rate:	Pula	P	EU	€	GBP	£				

**Note: VAT to be excluded from all calculations**

A. Exempted imported content				Calculation of imported content						Summary		
Tender item No's	Description of imported content	Local Supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	of	All locally incurred landing costs & duties	Total landed cost excl. VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)		(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											R0	
<b>This total must correspond with Annex C - C 21</b>												

B. Imported directly by the Tenderer			
Tender item No's	Description of imported content	Local Supplier	Overseas Supplier
(D33)	(D34)	(D35)	(D36)

Calculation of imported content						Summary	
Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Tender Qty	Exempted imported value
(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party							R0

**BID NUMBER: SANRAL HO 1005/68120/2025/01RR**

**FOR A PERIOD OF FIVE (5) YEARS PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

C. Imported by a 3rd party and supplied to the Tenderer				Calculation of imported content						Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party											R 0

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					R 0

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

**This total must correspond with Annex C - C 23**

**Signature of tenderer from Annexure B:**  
(SATS 1286.2011) \_\_\_\_\_

**Date:** \_\_\_\_\_

**BID NUMBER: SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**ANNEXURE E: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C**

(E1)	Tender No.:		<b>Note: VAT to be excluded from all calculation</b>
(E2)	Tender Description:		
(E3)	Designated Product(s):		
(E4)	Tender Authority:		
(E5)	Tendering Entity Name:		

<b>Local Products (Goods, Services and Works)</b>	<b>Description of items purchased</b>	<b>Local suppliers</b>	<b>Value</b>
	<i>(E6)</i>	<i>(E7)</i>	<i>(E8)</i>
	<b>(E9) Total local products (Goods, Services and Works)</b>		R 0
(E10)	<b>Manpower costs</b> (Tenderer's manpower cost)		R 0
(E11)	<b>Factory overheads</b> (Rental, depreciation & amortisation, utility costs, consumables etc.)		R 0
(E12)	<b>Administration overheads and mark-up</b> (Marketing, insurance, financing, interest etc.)		R 0
	<b>(E13) Total local content</b>		R 0
<b>This total must correspond with Annex C - C24</b>			

**Signature of tenderer from Annexure B:  
 (SATS 1286:2011)**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**FORM B1: SCHEDULE OF WORK EXPERIENCE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

1. The bidder is required to submit three (3) verifiable reference letters from previous clients for whom similar services, aligned with the tender scope of work, were performed within the past fifteen (15) years. (A letter of award or appointment letter will be accepted but it must clearly indicate contact number and contact person/project manager from the client).

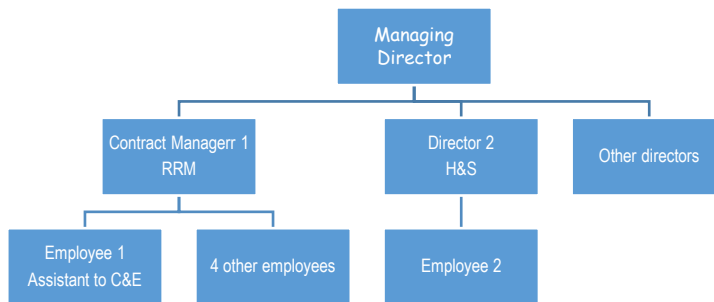
Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date
<b>1</b>						
<b>2</b>						
<b>3</b>						

**FORM B2: ORGANISATIONAL STRUCTURE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Notes to tenderer:**

1. The intention of this form is to demonstrate the tenderer’s project structure, as well as the lines of responsibility between members of the project team and between the project team and the overall company structure(s). **Attach own organogram to this form; do not populate the example diagram below.**
2. Tenderers which are large companies may simplify the organogram by ‘rolling up’ portfolios e.g. combining directors/associates into one box of the organogram. However, the individual positions of the key persons within the structure must still be shown.
3. Joint Venture tenderers require each element of the venture to submit separate organograms that show the individual structure of each member company and the lines of responsibility of the proposed personnel involved in the project. In addition, there must also be a combined organogram that indicates how the joint venture itself will function and the proposed share of the work will become a contractual obligation between the members of the joint venture.
4. **State the city or town** where the company’s head office is located. The locality of regional or satellite offices is also required. Do not count offices outside RSA.
5. In the lower table provide details of the key staff of registered professionals. Also complete the FORM B3 onwards. The minimum required key persons are listed. Also **provide their CVs.**
6. The same person may not perform multiple roles within a company, especially the Service Provider’s Representative may not occupy the position of another key person.



<b>Head Office:</b> State City/Town. See note 4.	
<b>Other Offices:</b> See note 4	.
<b>Registered Professionals:</b> See note 5	
<b>Estimated Total Employees engaged on project:</b>	
<b>% share in JV agreement:</b> State 100% if no JV	

**KEY PERSONS TO BE INCLUDED IN THE ORGANISATIONAL STRUCTURE**

1. **Contract Manager** - experienced in immovable property contract management [FORM-B4]
2. **Service Provider's Representative** - experienced in immovable property administration services [FORM-B5].
3. **Occupational Health and Safety officer** - experienced OHSO and registered with SACPCMP or South African Institute of Occupational Safety and Health (SAIOSH) [FORM-B6]
4. **Illegal Occupation and Land Invasion Manager** - an admitted attorney experienced in managing illegal occupations and land invasions and duly registered with the Legal Practice Council. [FORM-B7]
5. **Property Manager** - experienced in handling all aspects of an immovable property portfolio [FORM-B8]
6. **Municipal Accounts Manager** - experienced in dealing with multiple municipal accounts per annum [FORM-B9]
7. **Accountant** – experienced Accountant and registered with SAICA or SAIPA or CIMA or equivalent [FORM-B10]
8. **GIS Specialist** – experienced GIS Specialist and registered with SA Geomatics Council [FORM-B11]
9. **IT Specialist** – experienced IT Specialist [FORM-B12]
10. **Property Valuer** – experienced and registered with the South African Council for the Property Valuers Profession (SACPVP) as Professional Valuer (PR Val) or Professional Associated Valuer (Pr. Aval), with no restrictions [FORM-B13]
11. **Financial Manager** - experienced and registered with SAICA or SAIPA or CIMA or equivalent [FORM-B14]

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B3: KEY PERSONNEL CONTRIBUTION TO CONTRACT****CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS****Note to tenderer:**

1. Do not include any persons as key personnel if they are not to spend at least 100 working hours monthly on this project.
2. For this contract, it is to be presumed that a month has a maximum of 200 working hours.

Name and Surname of Employee	Position in Team	Estimated monthly hours on this contract	Relevant specialist areas of knowledge demonstrating suitability for position
	1. Contract Manager		
	2. Service Provider's Representative		
	3. Occupational Health and Safety Officer (OHSO)		
	4. Illegal Occupation and Land Invasion Manager		
	5. Property Manager		
	6. Municipal Accounts Manager		
	7. Accountant		
	8. GIS Specialist		
	9. IT Specialist		
	10. Property Valuer		
	11. Financial Manager		

Signed:.....Date:.....

Name:.....Position:.....

Tenderer:.....

**FORM B4 KEY PERSONNEL EXPERIENCE – CONTRACT MANAGER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	NO OF YEARS EXPERIENCE
	<b>Contract Manager</b>			

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates** of the Contract Manager to be assigned for this project

Proposed role in the project: CONTRACT MANAGER

1. Last name \_\_\_\_\_
2. First name: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Education

Institution (Date from - Date to)	

6. Present position: \_\_\_\_\_
7. Years within the organisation: \_\_\_\_\_
8. Key qualifications (relevant to the project) \_\_\_\_\_

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9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B5: KEY PERSONNEL EXPERIENCE - SERVICE PROVIDER’S REPRESENTATIVE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

- 1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.**
- 2. Proof of registration where applicable must be appended to this form.**
- 3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates).**
- 4. Also, complete the Curriculum Vitae as provided below**

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	NO OF YEARS EXPERIENCE
	<b>Service Provider’s Representative</b>			

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates** of the Service Provider’s Representative to be assigned for this project

Proposed role in the project:

SERVICE PROVIDER’S REPRESENTATIVE

1. Last name

.....

2. First name:

.....

3. Date of birth:

.....

4. Nationality

.....

5. Education

Institution (Date from - Date to)	

6. Present position:

.....

7. Years within the organisation:

.....

8. Key qualifications (relevant to the project)

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9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B6: KEY PERSONNEL EXPERIENCE – OCCUPATIONAL HEALTH AND SAFETY OFFICER (HSO)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification, Professional Registration No, Registration Category, and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates, and valid professional registration that has not expired).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID NO	HIGHEST QUALIFICATION	PROFESSIONAL REG NO	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>Occupational Health and Safety officer (HSO)</b>					

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates, and professional registration** of the Occupational Health and Safety Officer to be assigned for this project.

Proposed role in the project: OCCUPATIONAL HEALTH AND SAFETY OFFICER (OHSO)

1. Last name .....
2. First name: .....
3. Date of birth: .....
4. Nationality .....
5. Education

Institution (Date from - Date to)	

- 6. Present position: .....
- 7. Years within the organisation: .....
- 8. Key qualifications (relevant to the project)
  - .....
  - .....
  - .....
  - .....
  - .....

9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B7: KEY PERSONNEL EXPERIENCE – ILLEGAL OCCUPATION AND LAND INVASIONS MANAGER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification, Professional Registration No, Registration Category and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates, and valid professional registration that has not expired).
4. Also complete the Curriculum Vitae as provided below
5. The manager should be an admitted attorney duly registered with the Legal Practice Council. Such a person must have proven post-admission experience in this area, particularly in handling evictions, interdicts, and related proceedings.

NAME	POSITION IN TEAM	ID NO	HIGHEST QUALIFICATION	PROFESSIONAL REG NO	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>Illegal Occupation and Land Invasions Manager</b>					

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates, and professional registration** of the Illegal Occupation and Land Invasions Manager to be assigned for this project

Proposed role in the project:

ILLEGAL OCCUPATION AND LAND INVASIONS MANAGER

1. Last name

.....

2. First name:

.....

3. Date of birth:

.....

4. Nationality

.....

5. Education

Institution (Date from - Date to)	

- 6. Present position: .....
- 7. Years within the organisation: .....
- 8. Key qualifications (relevant to the project)
  - .....
  - .....
  - .....
  - .....
  - .....

9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B8: KEY PERSONNEL EXPERIENCE – PROPERTY MANAGER****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS****Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of professional registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager's Name, ID No, Highest Qualification and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates).
4. To demonstrate evidence of managing 251 or more immovable properties at the same time [provide an excel spreadsheet listing 251 immovable properties managed as evidence of experience. Indicate the following: Province, title deed number, property description, property physical address, period managing property (from– to (mm/yyyy)) and category. [see template below to be completed]
5. Complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG No	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>PROPERTY MANAGER</b>					

**Evidence of Managed Properties Template:**

No. (1-251)	Province	Property description	Property Physical Address	Property Title Deed Number	Period: managing property (From – To) (mm/yyyy)	Category of activity	Tick (✓) appropriate category
1	Gauteng					(i) Leasing (ii) Development/ennoblement (iii) Alienation (iv) Other: Specify _____	
2...	KwaZulu-Natal					(i) Leasing (ii) Development/ennoblement (iii) Alienation (iv) Other: Specify _____	
251	Eastern Cape					(i) Leasing (ii) Development/ennoblement (iii) Alienation (iv) Other: Specify _____	

**Bidder to Confirm Submission:** *(Please tick (✓) appropriate box below and sign the page)*

**Submitted**

**Not Submitted**

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates** of the property manager to be assigned for this project.

Proposed role in the project: PROPERTY MANAGER

- 1. Last name .....
- 2. First name: .....
- 3. Date of birth: .....
- 4. Nationality .....

5. Education

Institutions	(Date from - Date to)	Qualifications

- 6. Present position: .....
- 7. Years within the organisation: .....
- 8. Key qualifications (relevant to the project) .....  
.....  
.....  
.....  
.....  
.....  
.....

9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	

Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B09: KEY PERSONNEL EXPERIENCE – MUNICIPAL ACCOUNTS MANAGER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR PROPERTY ADMINISTRATION SERVICES FOR  
 A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager's Name, ID No, Highest Qualification and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates).
4. Submit the excel spreadsheet that indicates the Municipal Accounts Manager's experience dealing multiple municipal accounts per annum. Name of Account refers to the client the account belongs to (e.g., SANRAL). Name of Account (e.g., SANRAL) could have multiple-accounts, which is acceptable (for example, Number of Accounts = SANRAL X 1500)
5. Also, complete the Curriculum Vitae as provided below
6. Complete a Sworn Affidavit Form (FORM B09.01)

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG No	REGISTRATION CATEGORY	No OF YEARS EXPERIENCE
	<b>Municipal Accounts Manager</b>					

No (1-1500)	Province	Municipal Account Number	Name of Account	Municipality
1	Gauteng	0111111	SANRAL	Tshwane
2...	Gauteng	0111121	SANRAL	Tshwane
1500	KwaZulu-Natal...etcetera	0111123...etcetera	SANRAL...etcetera	eThekwini...etcetera

**Bidder to Confirm Submission:** *(Please tick (✓) appropriate box below and sign the page)*

**Submitted**

**Not Submitted**

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates** of the Municipal Accounts Manager to be assigned for this project

Proposed role in the project: MUNICIPAL ACCOUNTS MANAGER

- 1. Last name .....
- 2. First name: .....
- 3. Date of birth: .....
- 4. Nationality .....

5. Education

Institution (Date from - Date to)	

- 6. Present position: .....
- 7. Years within the organisation: .....
- 8. Key qualifications (relevant to the project) .....  
.....  
.....  
.....  
.....

9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	

Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B09.01: AFFIDAVIT FOR DECLARATION OF MUNICIPAL ACCOUNTS**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Notes to tenderer:**

The tenderer must have relevant experience and capacity to manage a high volume of municipal accounts.

I, the undersigned, \_\_\_\_\_ do hereby make oath and declare that I am duly authorised to make this affidavit on behalf of the Bidder/Joint Venture:  
 \_\_\_\_\_

- (i) The tenderer confirms that the submitted Excel spreadsheet, which indicates the Municipal Accounts Manager’s experience in dealing with a total number of \_\_\_\_\_ (insert number of accounts here) municipal accounts per annum, is correct and true.
- (ii) The municipal accounts relate to services provided by the Municipality, including (tick as applicable):

Item	Tick appropriate Box
Water:	
Electricity:	
Rates and Taxes:	
Refuse Removal:	
Other: (provide details)	

- (iii) I make this affidavit conscientiously, believing the same to be true and accurate.
- (iv) I acknowledge that any false declaration or misrepresentation made in this affidavit may result in disqualification from the tender process, cancellation of any awarded contract, and/or legal action being taken against the Bidder/Joint Venture.

Signed and sworn before me at ..... on the ..... day of  
 ..... 20.....

.....  
 SIGNATURE

The deponent having:

1. Acknowledged that he/she knows and understands the contents hereof;
2. Confirmed that he/she has not objection to the taking of the prescribed oath;
3. That he/she considered the prescribed oath as binding upon his/her conscience; and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

.....  
 COMMISSIONER OF OATHS

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B10: KEY PERSONNEL EXPERIENCE – ACCOUNTANT**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS.**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager's Name, ID No, Highest Qualification, Professional Reg No, Category, and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates, and valid professional registration that has not expired).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG No	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>Accountant</b>					

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates, and professional registration** of the Accountant to be assigned for this project

Proposed role in the project:

ACCOUNTANT

1. Last name

.....

2. First name:

.....

3. Date of birth:

.....

4. Nationality

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5. Education

Institution (Date from - Date to)	

6. Present position:

.....

7. Years within the organisation:

.....

8. Key qualifications (relevant to the project)

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9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B11: KEY PERSONNEL EXPERIENCE – GIS SPECIALIST**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS.**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification, Professional Reg No, Category, and No of Years Experience (also attach a copy of your CV with certified copies of qualifications, certificates, and valid professional registration that has not expired).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG NO	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>GIS Specialist</b>					

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates, and professional registration** of the GIS Specialist to be assigned for this project

Proposed role in the project: GIS SPECIALIST

1. Last name .....
2. First name: .....
3. Date of birth: .....
4. Nationality .....
5. Education

Institution (Date from - Date to)	

6. Present position: .....
7. Years within the organisation: .....

8. Key qualifications (relevant to the project)

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9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B12: KEY PERSONNEL EXPERIENCE – IT SPECIALIST**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification, and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG No	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>IT Specialist</b>					

**CURRICULUM VITAE TO BE COMPLETED BY THE BIDDER**

Please provide **certified copies of qualifications, certificates**, of the IT Specialist to be assigned for this project

Proposed role in the project: IT SPECIALIST

1. Last name \_\_\_\_\_
2. First name: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Education

Institution (Date from - Date to)	

6. Present position: \_\_\_\_\_
7. Years within the organisation: \_\_\_\_\_

8. Key qualifications (relevant to the project)

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9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B13: KEY PERSONNEL EXPERIENCE - PROPERTY VALUER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager's Name, ID No, Highest Qualification, Professional Reg No, Category, and No of Years Experience (also attach a copy of CV with certified copies of qualifications, certificates and valid professional registration that has not expired).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG NO	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>PROPERTY VALUER</b>					

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates, and professional registration** of the Property Valuer to be assigned for this project

Proposed role in the project:

PROPERTY VALUER

1. Last name \_\_\_\_\_
2. First name: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Education \_\_\_\_\_

Institution (Date from - Date to)	

- 6. Present position: .....
- 7. Years within the organisation: .....
- 8. Key qualifications (relevant to the project)
  - .....
  - .....
  - .....
  - .....
  - .....

9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B14: KEY PERSONNEL EXPERIENCE – FINANCIAL MANAGER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Note to tenderer:**

1. The tenderer shall insert details of the key personnel required as described to be in the employment of the tenderer, in the spaces provided below.
2. Proof of registration where applicable must be appended to this form.
3. Complete the following table which must contain required details of the manager’s Name, ID No, Highest Qualification, Professional Reg No, Category, and No of Years Experience (also attach a copy of your CV with certified copies of qualifications, certificates and valid professional registration that has not expired).
4. Also, complete the Curriculum Vitae as provided below

NAME	POSITION IN TEAM	ID No	HIGHEST QUALIFICATION	PROFESSIONAL REG No	REGISTRATION CATEGORY	NO OF YEARS EXPERIENCE
	<b>Financial Manager</b>					

**CURRICULUM VITAE TO BE COMPLETED BY BIDDER**

Please provide **certified copies of qualifications, certificates, and professional registration** of the Financial Manager to be assigned for this project

Proposed role in the project:

FINANCIAL MANAGER

1. Last name

.....

2. First name:

.....

3. Date of birth:

.....

4. Nationality

.....

5. Education

Institution (Date from - Date to)	

6. Present position:

.....

7. Years within the organisation:

.....

8. Key qualifications (relevant to the project)

.....

.....

.....

.....

.....

9. Professional Experience

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yyyy)	
Organisation	
Location	
Position	
Description of duties	

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B15: FORM OF OFFER AND ACCEPTANCE**

**FORM OF OFFER (Incorporating SBD7)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

I/we, by signing this part of the forms of offer and acceptance, confirm that I/we practise the principles of corporate governance that abhors corruption and fraud and that we have examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules and am/are duly authorised to represent and commit the tenderer to the contractual obligations contained therein.

I/we further confirm that by submitting this offer the tenderer accepts the conditions of tender and offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of tender and the conditions of contract identified in the contract data.

**A. PRICE OFFERED**

**THE OFFERED TOTAL OF THE PRICES (INCLUSIVE OF VALUE ADDED TAX) BROUGHT FORWARD FROM THE PRICING SCHEDULE SUMMARY IS**

.....  
..... (in words)

(R..... in figures)

I/we confirm that if any difference between the total of the Pricing Schedule Summary and the amounts stated above exists, the total in the Pricing Schedule Summary shall apply.

**B. PREFERENCE CLAIMED**

I/we claim the following B-BBEE contributor status level ..... as per Returnable Schedule Form A12: Tenderer's B-BBEE Verification Certificate subject to Price and Specific Goal. In the event of any difference between the above stated status level and the Verification Certificate attached, the Verification Certificate shall apply.

You may accept this offer by signing and returning to the tenderer one copy of the acceptance part of the forms of offer and acceptance before the end of the period of validity stated in the tender data, (or at the end of any agreed extension thereof), whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

Notwithstanding anything contained in this tender, I/we declare this offer is submitted entirely without deviations or qualifications other than those stipulated in Form A10: Schedule of Deviations or Qualifications by the tenderer and that it is made free from any fraud, corruption and misrepresentation.

Yours faithfully

SIGNATURE: ..... DATE:.....

NAME (IN CAPITALS):

CAPACITY:

Date and minute reference of Board resolution if different from returnable schedule Form A2:  
Certificate of Authority for signature

**NAME AND ADDRESS OF ORGANISATION:**

.....

**NAME AND SIGNATURE OF WITNESSES:**

SIGNATURE: ..... DATE:.....

NAME (IN CAPITALS):

.....

SIGNATURE: ..... DATE:

.....

NAME (IN CAPITALS):

.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B16: FORM OF ACCEPTANCE (Incorporating SBD7)****CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS****Note to tenderer:**

**1. This form will be printed on SANRAL's letterhead during the award to successful bidder.**

To: (Name of tenderer)

Dear Sir,

**CONTRACT SANRAL HO 1005/68120/2025/01RR****APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS****ACCEPTANCE OF OFFER**

1. It is our pleasure to inform you that the South African National Roads Agency SOC Ltd (the Employer) accepts your (**Note to compiler** : *select if applicable corrected/corrected*) offer in the amount of R..... (i.e. including VAT but excluding CPA and any contingent sum not in the priced schedule) for a contract period of ..... months and with a Base date of .....(28 days prior to the closing date of tender).
2. The amount due may not be the accepted price but payment shall be made in accordance with the conditions of contract.
3. Acceptance shall form an agreement between the Parties according to the terms and conditions contained in this form and in the contract that is comprised of:
  - Agreements and Contract Data (including this form of acceptance).
  - Pricing Schedule.
  - Scope of Work or Specifications.
  - Annexures (if any)
4. Deviations and/or qualifications included in your offer as well as any changes to the terms of the offer agreed by us during the process of offer and acceptance shall not be valid unless contained in the appended schedule of deviations. Addenda issued during the tender period are deemed not to be deviations to the tender documents and schedules.
5. Notwithstanding the need to agree the mandate required by Section 37 of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), a proforma of which is attached for your reference, we hereby appoint you to carry out the duties under the contract in terms of the Occupational Health and Safety Act.
6. A SARS compliance check has been done on you and you are found to be ..... (select: "compliant" or "non-compliant"). (Note to compiler: check SARS website for compliance. If not compliant add the following sentence: "Within 7 calendar days of the date of this Form of

Acceptance you shall provide proof that you are TAX compliant. Failure to fulfil this obligation shall constitute a repudiation of this agreement.”)

- 7. Within 14 calendar days of the date of this Form of Acceptance (including the schedule of deviations if any) you shall deliver to SANRAL:
  - (a) **Performance Security/Guarantee**, a proforma of which is attached for your reference. The 1.00% calculation shall be based on the accepted contract value as contained in this form and there shall be no deviations from the wording of the proforma guarantee (FORM B20).
  - (b) **Proof of insurance** in terms of the information provided in the contract data. Proof of validity of insured cover shall be provided on a monthly basis until contract completion (Contract Data: 5.4).
  - (c) Proof that you are **registered and in good standing** with the compensation fund or with a licensed compensation insurer.
  - (d) A completed Form B19: **Banking Details**
  - (e) The successful bidder will be required to submit proof of registration on the Employer’s Project Information Module (**ITIS**) within 14 days from the date of award.

Failure to fulfil the obligations (a), (b) or (c) above shall constitute a repudiation of this agreement and SANRAL may at its absolute and sole discretion apply any rights of remedy including barring the successful bidder from tendering on any of SANRAL’s future tenders for a period to be determined by SANRAL, but not less than twelve (12) months, from the date of tender closure.

- 8. The **effective date of the contract** shall be the date of this Form of Acceptance unless successful bidder, within four (4) calendar days of the effective date, notify SANRAL in writing of any justification why successful bidder cannot accept the contents of this agreement.
- 9. The Commencement Date of the Works shall be that on which the **hand-over meeting is held**, which shall not be later than 28 days following the signature date of this form.
- 10. Notwithstanding that a full, original-signed copy of the contract document containing all contract data and schedules (including that of accepted deviations) will be delivered to successful bidder, this Form of Acceptance constitutes the binding contract between the Parties.
- 11. Mr./Mrs./Ms. .... act as our agent to fulfil the functions of the project manager in the administration of this contract. Please contact ..... at ..... to make arrangements for the signing of the contract documents and determining of the Commencement Date.

SIGNATURE: ..... DATE:

.....

NAME (IN CAPITALS):

CAPACITY: **South African National Roads Agency SOC Limited**  
 EMPLOYER’S NAME AND ADDRESS: **South African National Roads Agency SOC Limited**  
**SANRAL: 48 Tambotie Avenue**  
**VAL DE GRACE**

**PRETORIA**

**0184**

**GPS Coordinates (<https://maps.app.goo.gl/nwFToz278okSW8fn9> )**

NAME AND SIGNATURE OF WITNESSES:

SIGNATURE: ..... DATE:.....

NAME (IN CAPITALS):

.....

SIGNATURE: ..... DATE:.....

NAME (IN CAPITALS):

AUTHORITY TO ACT: SANRAL's Delegation of Powers (*insert delegation reference*)

*Note to compiler: As per the Delegated Authority (SANRAL)*

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B17: APPENDIX TO FORM OF ACCEPTANCE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

**Schedule of deviations**

1. The extent of deviations from the tender documents issued by the Employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer’s covering letter shall not be included in the final contract document. Should any such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance, either as a confirmation, clarification or change to the tender documents and which it is agreed by the parties, becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final Contract.

The deviations listed below constitute agreed deviations/amendments to the tender document negotiated between the tenderer and Employer based on information provided in Form A10: Schedule of Deviations or Qualifications by Tenderer or imposed conditions of award. Addenda issued during the tender period are deemed not to be deviations to the tender.

1. Subject: .....  
Details: .....
2. Subject: .....  
Details: .....
3. Subject: .....  
Details: .....
4. Subject: .....  
Details: .....

By the duly authorised representatives signing this agreement, the Employer and the tenderer agree to and accept the schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B18: CONTRACT DATA: INFORMATION PROVIDED BY THE TENDERER**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

The Service Provider is .....

Address: .....

Telephone: .....

Facsimile: .....

The authorised and designated representative of the Service Provider is:

Name: .....

The address for receipt of communications is: .....

Telephone: .....

Facsimile: .....

Address: .....

<b>Key Persons</b>	<b>Name and Surname</b>
1. Contract Manager	
2. Service Provider's Representative	
3. Occupational Health and Safety Officer (OHSO)	
4. Illegal Occupations and Land Invasions Manager	
5. Property Manager	
6. Municipal Accounts manager	
7. Accountant	
8. GIS specialist	
9. IT specialist	
10. Property Valuer	
11. Financial Manager	

**OTHER CONTRACT INFORMATION**

<b>Key Persons</b>	<b>Name and Surname</b>	<b>Professional Registration No. (where applicable)</b>
1. Contract Manager		

Key Persons	Name and Surname	Professional Registration No. (where applicable)
2. Service Provider's Representative		
3. Occupational Health and Safety Officer (OHSO)		
4. Illegal Occupations and Land Invasions Manager		
5. Property Manager		
6. Municipal Accounts Manager		
7. Accountant		
8. GIS specialist		
9. IT specialist		
10. Property Valuer		
11. Financial Manager		

**INFORMATION REQUIRED FOR THE PUBLICATION OF TENDER RESULTS AS PER NATIONAL TREASURY NOTE**

Name of Directors	Appointment Date	Designation

Clause No	Contract Data : General Conditions of Contract (Appendix B)
	The Employer is the South African National Roads Agency Limited (SANRAL) The Employer's <i>domicilium citandi et executandi</i> (permanent physical business address) is: <b>SANRAL, 48 Tambotie Avenue, Val de Grace Pretoria, 0184</b> GPS Coordinates ( <a href="https://maps.app.goo.gl/nwFToz278okSW8fn9">https://maps.app.goo.gl/nwFToz278okSW8fn9</a> )
	The authorised and designated representative of the Employer is:

Clause No	Contract Data : General Conditions of Contract (Appendix B)
	Name: South African National Roads Agency Limited  E-mail: <a href="mailto:ProcurementHO3@sanral.co.za">ProcurementHO3@sanral.co.za</a>
3.4	The address for receipt of communications is:  Name: South African National Roads Agency Limited  E-mail: <a href="mailto:ProcurementHO3@sanral.co.za">ProcurementHO3@sanral.co.za</a>  Address: SANRAL, 48 Tambotie Avenue, Val de Grace Pretoria, 0184. <a href="https://maps.app.goo.gl/nwFToz278okSW8fn9">https://maps.app.goo.gl/nwFToz278okSW8fn9</a>
3.5	The project is for a CONTRACT SANRAL HO 1005/68120/2025/01RR APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS.
3.6	The Service Provider may only release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.
3.11.1	The penalty payable is as set out in the Specifications.
3.14	A works programme shall be submitted within 21 days of the award of the Contract.
5.4	The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
	The Service Provider is required to provide the following insurances: <b>1. Insurance against Professional indemnity</b> Cover is: R15 000 000-00 Period of cover: 5 years  <b>2. Insurance against general public liability</b> Cover is: R 15 000 000-00 Period of cover: 5 years <b>Complete Form B22</b>
5.9	The provision of a Performance Guarantee will be required under this Contract, and it will be for an amount of 1.00% of the Total Tender Price, excluding VAT.
7.2	<ol style="list-style-type: none"> <li>1. Contract Manager</li> <li>2. Service Provider's Representative</li> <li>3. Occupational Health and Safety Officer (OHSO)</li> <li>4. Illegal Occupations and Land Invasions Manager</li> <li>5. Property Manager</li> <li>6. Municipal Accounts Manager</li> <li>7. Accountant</li> <li>8. GIS specialist</li> </ol>

<b>Clause No</b>	<b>Contract Data : General Conditions of Contract (Appendix B)</b>
	9. IT specialist 10. Property Valuer 11. Financial Manager
7.3	The working hours and holiday for staff are as applicable in the Basic Conditions of Employment Act
8.1	The time to commence the performance of the Services will be 14 days after signing of the contract. Note that the work programme shall be submitted within 21 days of the award of the Contract.
8.2	The Contract is for a period of 5 (five) calendar years after commencement.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.	Interim settlement of disputes is to be by mediation and Final settlement is by litigation.  In the event that the parties fail to agree on a mediator, the mediator is to be nominated by the President of the Law Society of the Northern Province.
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 36 months from the date of termination or completion of the Contract and subject to the terms of the Prescription Act No. 68 of 1969 (as amended).
13.5	The maximum amount of compensation payable in respect of liability under the Contract is as set out in the General Specifications. If not specified, it shall be an amount equal to the Contract Price (inclusive of VAT) payable to the Service Provider under the Contract.
14.6	The maximum value of Retention monies shall be R 25 000 000-00 (excluding VAT) to be deducted from payment certificates at a rate of 5% per month.
14.7	The contract price adjustment formula has been stipulated in the specifications or scope of works A1107.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B19: FORM OF BANKING DETAILS**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**Notes to Tenderer:**

1. The Employer applies an Electronic Funds Transfer system for all payments.
2. If you are already registered as a vendor with the Employer, you are not required to submit the documentation as per note 3 (i) and 3(ii), below.
3. If you are not registered as a vendor with the Employer, you are required to supply:
  - i. a completed SANRAL Vendor Application Form (to be obtained from the relevant office ([ProcurementHO3@sanral.co.za](mailto:ProcurementHO3@sanral.co.za));
  - ii. an original cancelled cheque bearing your company name and account number; or
  - iii. if you are unable to supply an original cancelled cheque, you are to provide a letter on your letterhead as per the pro forma below and return the original letter to the address SANRAL, 48 Tambotie Avenue, Val de Grace Pretoria- Information provided by the Employer, delivered by hand or sent by post.

To:

**The SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED**  
**48 Tambotie Avenue**  
**Vale de Grace**  
**Pretoria**  
**0184**

Dear Sir

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

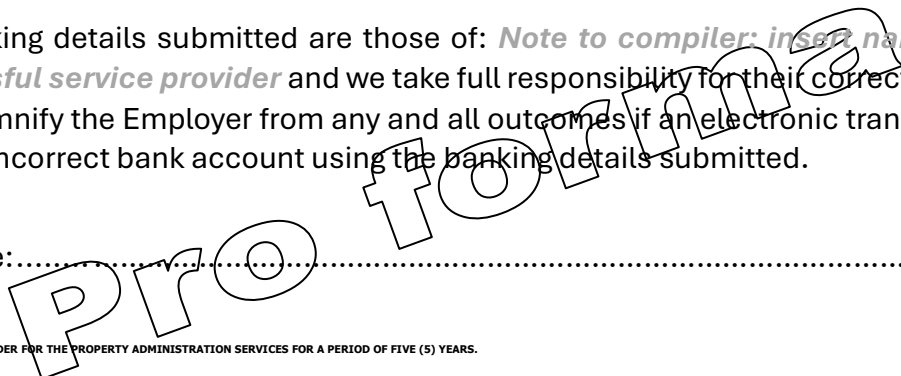
**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**BANKING DETAILS**

By signing this document, we accept the following:

- The banking details submitted are those of: *Note to compiler: insert name of successful service provider* and we take full responsibility for their correctness.
- We indemnify the Employer from any and all outcomes if an electronic transfer is made into an incorrect bank account using the banking details submitted.

Account Name:.....



Bank: .....

Branch Name:.....

Branch Code:.....

Account Number: .....

Yours sincerely

.....

Authorised Signatory for *Note to compiler: Insert name of successful Service Provider*

DATE: .....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B20: PERFORMANCE GUARANTEE**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

To: THE SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED  
SANRAL: 48 Tambotie Avenue  
VAL DE GRACE  
PRETORIA  
0184

**Note to tenderer:**

**This proforma is for information only. The successful tenderer’s guarantor will need to reproduce it without amendment, omission or addition for completion and lodgement with the Employer. A separate copy of this pro forma will be issued to the successful tenderer with the letter of acceptance.**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

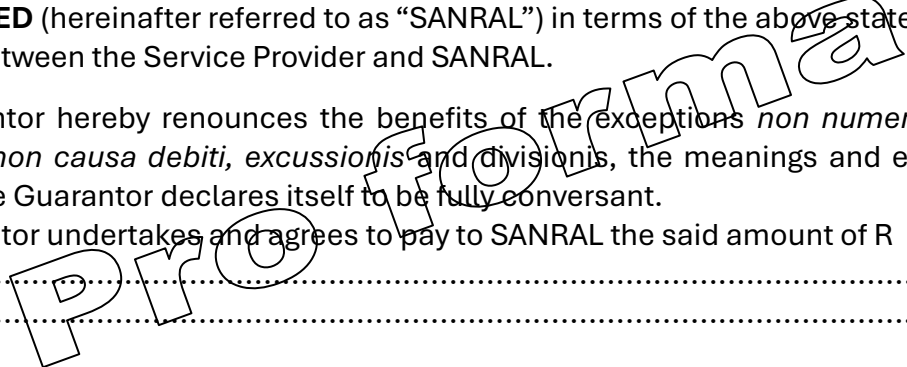
1. I/We , the undersigned, ..... and .....  
in our respective capacities as .....  
and .....  
and as such duly authorised to represent: .....  
(hereinafter referred to as “the Guarantor”) *in the case of a company, a resolution to be attached*

do hereby hold at your disposal the amount of .....  
(R.....) , for the due fulfilment by .....

*insert the name of service provider* (hereinafter referred to as “the Service Provider”) of its obligations to The **SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED** (hereinafter referred to as “SANRAL”) in terms of the above stated contract between the Service Provider and SANRAL.

2. The Guarantor hereby renounces the benefits of the exceptions *non numeratae pecuniae, non causa debiti, excussionis* and *divisionis*, the meanings and effect whereof the Guarantor declares itself to be fully conversant.

3. The Guarantor undertakes and agrees to pay to SANRAL the said amount of R  
.....  
.....



(R.....) , or such portion as may be demanded on receipt of a written demand from SANRAL, which demand may be made by SANRAL if, (in your opinion and at your sole discretion), the said Service Provider fails and/or neglects to commence the work as prescribed in the contract or if he fails and/or neglects to proceed therewith or if, for any reason, he fails and/or neglects to complete the services in accordance with the conditions of contract, or if he fails or neglects to refund to SANRAL any amount found to be due and payable to SANRAL, or if his estate is sequestrated or if he surrenders his estate in terms of the Insolvency Law in force within the Republic of South Africa.

- 4. Subject to the above and without in anyway detracting from your rights to adopt any of the procedures set out in the contract, the said demand can be made by you at any stage.
- 5. The said amount of R.....

(R.....), or such portion as may be demanded may be retained by SANRAL on condition that after completion of the service, as stipulated in the contract, SANRAL shall account to the Guarantor showing how this amount has been utilised and refund to the Guarantor any balance due.

- 6. This guarantee is neither negotiable nor transferable and
  - a) must be surrendered to the Guarantor at the time when SANRAL accounts to the Guarantor in terms of clause 5 above, or
  - b) shall lapse upon the issue of the Completion Certificate in terms of sub-clause 5.9 of the Conditions of Contract and
  - c) shall not be interpreted as extending the Guarantor’s liability to anything more than payment of the amount guaranteed.
- 7. This guarantee shall be governed by South African Law and subject to the jurisdiction of South African Courts.

THUS DONE AND SIGNED AT .....

ON THIS ..... DAY OF ..... 20 .....

GUARANTOR: .....

ADDRESS:

.....  
.....  
.....

AS WITNESSES: 1 ..... 2 .....

NAMES (PRINT) 1 ..... 2 .....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B21: CERTIFICATE OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2014 AS WELL AS COID ACT, 1993**

**CONTRACT SANRAL HO 1005/68120/2025/01RR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**Notes to tenderer:**

1. Discovery that the tenderer has failed to make proper disclosure may result in the Employer terminating a contract that flows from this tender on the ground that it has been rendered invalid by the tenderer’s misrepresentation.
2. The tenderer shall attach to this form evidence that he/she is registered and in good standing with the Compensation Fund in terms of Section 80 of the Compensation for Injury and Disease Act (COIDA) (Act 130 of 1993).
3. The tenderer is required to disclose, by also attaching documentary evidence to this form, all inspections, investigations and their outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 (thirty-six) months preceding the date of the tender.
4. In the event of a joint venture enterprise, all members shall comply with the above requirement.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B22: INSURANCE COVER CONFIRMATION**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

**Note to Bidder:**

- The Service Provider (including JVs) is required to provide the following clearly marked as **Proof of Insurances**:
  - **1. Insurance against Professional indemnity [Letter 1]**
    - Cover is: R15 000 000-00
    - Period of cover: 5 years
  - **2. Insurance against general public liability [Letter 2]**
    - Cover is: R 15 000 000-00
    - Period of cover: 5 years
- The Bidder to attach a letter from an Authorised Insurance Provider. Please note that the letter submitted in accordance with this insurance requirement may be verified before the appointment of the successful service provider, at the sole and absolute discretion of SANRAL. Therefore, the letter should contain contact information, for example, working email address, telephone number, and contact person.
- The total of the insurances held by the JV or consortium will suffice. The Letters referred above must therefore be in the JV's name.

**Bidder to Confirm Submission:** *(Please tick (✓) appropriate box below and sign the page)*

**Submitted**

**Not Submitted**

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B23: OBJECTIONS MADE IN TERMS OF SECTION 50 OF THE MPRA, ACT 6 OF 2004  
(IN THE LAST 5 YEARS MAY BE CHOSEN).**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

**Notes to bidder:**

- Bidder to complete the following table and clearly demonstrate municipal accounts objections handled in terms of section 50 of the MPRA, act 6 of 2004 (in the last 5 years may be chosen) [submit the table in an excel spreadsheet]**

No (1-800)	Province	Property Address	Municipal Account Number	Name of Account	Municipality	Objection details (provide overview of objections)
1	KwaZulu-Natal	33 Koekerk Street, Kloof, Durban, 4001	0111111	SANRAL	eThekwini	
2...	Gauteng	33 Koekerk Street, Midrand, 1682	0111121	SANRAL	Tshwane	
800	Western Cape	33 Koekerk Street, Bellville, 7530	01111213	SANRAL...etcetera	Bellville...etcetera	

**Bidder to Confirm Submission:** *(Please tick (✓) appropriate box below and sign the page)*

**Submitted**

**Not Submitted**

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B24: QUERIES MADE IN TERMS OF SECTION 78 OF THE MPRA, ACT 6 OF 2004**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
 FOR A PERIOD OF FIVE (5) YEARS**

**Notes to bidder:**

- 1. Bidder to complete the following table and clearly demonstrate municipal accounts queries handled in terms of section 78 of the MPRA, act 6 of 2004 (in the last 5 years may be chosen) [submit the table in an excel spreadsheet]**

No (1-100)	Province	Property Address	Municipal Account Number	Name of Account	Municipality	Queries details (provide overview of queries)
1	KwaZulu-Natal	33 Koekerk Street, Kloof, Durban, 4001	0111111	SANRAL	eThekwini	
2...	Gauteng	33 Koekerk Street, Midrand, 1682	0111121	SANRAL	Tshwane	
100	Western Cape	33 Koekerk Street, Bellville, 7530	01111213	SANRAL...etcetera	Tshwane...etcetera	

**Bidder to Confirm Submission: (Please tick (✓) appropriate box below and sign the page)**

**Submitted**

**Not Submitted**

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B25: APPEALS MADE IN TERMS OF SECTION 54 OF THE MPRA, ACT 6 OF 2004  
(IN THE LAST 5 YEARS MAY BE CHOSEN)**

**CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES  
FOR A PERIOD OF FIVE (5) YEARS**

**Notes to bidder:**

- Bidder to complete the following table and clearly demonstrate municipal accounts appeals handled in terms of section 54 of the MPRA, act 6 of 2004 (in the last 10 years may be chosen)**

No (1-5)	Province	Property Address	Municipal Account Number	Name of Account	Municipality	Appeals Details (provide overview of appeals)
1						
2						
3						
4						
5						

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B26: CALCULATION OF CONTINGENT RATES LIABILITY AMOUNT INVOLVING 100 PROPERTIES  
CONTRACT SANRAL HO 1005/68120/2025/01RR  
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROPERTY ADMINISTRATION SERVICES FOR A PERIOD OF FIVE (5) YEARS**

**Notes to bidder:**

- 1. Bidder to provide the contingent rates liability statement as proof of calculation of contingent rates liability amount involving 100 properties (the last 5 years may be chosen)**
- 2. The evidence as per (1) above should be presented in an excel spreadsheet to demonstrate evidence of Contingent Rates Liability for a full financial year (the last 5 years may be chosen)**

**3. Bidder to Confirm Submission:** *(Please tick (✓) appropriate box below and sign the page)*

**Submitted**

**Not Submitted**

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B27: ANNUAL FINANCIAL STATEMENTS**

**Notes to Bidder:**

1. The Bidder is required to submit as a mandatory requirement the Audited Annual Financial Statements (AFS) for at least a minimum period of one (1) year (Note: if a bidder is a Joint Ventures (JV), it must provide audited AFS for each company in the JV).

2. **Bidder to Confirm Submission:** *(Please tick (✓) appropriate box below and sign the page)*

**Submitted**

**Not Submitted**

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....