



REQUEST FOR QUOTATION

Terms of Reference

INVITATION TO BID FOR THE

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND
DELIVERY OF CUTLERY & CROCKERY FOR A PERIOD OF THREE (3) YEARS

RFQ NO.: SCMPRO-14585/GGHNP/2025

REQUEST FOR QUOTATION	
<p>You are hereby invited to submit quotations for:</p> <p>APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF CUTLERY & CROCKERY FOR A PERIOD OF THREE (3) YEARS</p>	
RFQ NUMBER:	RFQ No.: SCMPRO-14585/GGHNP/2025
ADVERTISEMENT DATE:	09 September 2025
CLOSING DATE:	16 September 2025
CLOSING TIME:	16h00
BID DOCUMENT SUBMISSION EMAIL:	GoldenGate_SCM@sanparks.org (invite subject should be used to submit)
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	GoldenGate_SCM@sanparks.org
SCM RELATED QUERIES	GoldenGate_SCM@sanparks.org

Bidders should ensure that bids are delivered timeously to the correct email address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7) or Service Level Agreement (SLA).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT; THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS

BID NUMBER:	RFQ No.: SCMPRO-14585/GGHNP/2025	CLOSING DATE:	16 September 2025	CLOSING TIME:	16h00
DESCRIPTION	Appointment of a panel of service providers for the supply and delivery of cutlery & crockery for a period of three (3) years				

BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS

GoldenGate_SCM@sanparks.org (using the subject of the invite email)

BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Nomthandazo Mthembu
TELEPHONE NUMBER	058 255 1039
E-MAIL ADDRESS	GoldenGate_SCM@sanparks.org

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
CONTACT NUMBER	CODE		TELEPHONE NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

SUPPLIER COMPLIANCE STATUS		OR	CENTRAL SUPPLIER DATABASE	
TAX COMPLIANCE PIN			SUPPLIER NUMBER	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)			B-BBEE STATUS LEVEL SWORN AFFIDAVIT (TICK APPLICABLE BOX)	
<input type="checkbox"/> YES	<input type="checkbox"/> NO		<input type="checkbox"/> YES	<input type="checkbox"/> NO

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? (TICK APPLICABLE BOX)	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED (TICK APPLICABLE BOX)
<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES ENCLOSE PROOF]	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐

YES

☐

NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐

YES

☐

NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA

☐

YES

☐

NO

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

☐

YES

☐

NO

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

☐

YES

☐

NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

(Proof of authority must be submitted e.g. company resolution)

DATE: _____

1. PURPOSE

The purpose of this RFQ is to **appoint a panel of service providers for the supply and delivery of cutlery & crockery for a period of three (3) years at Golden Gate Highlands National Park**, Clarens, Free State.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entities.




SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.



SCOPE OF WORK





The panel of service providers will be responsible for the **supply and delivery of cutlery and crockery for a period of three (3) years at Golden Gate Highlands National Park**, as per or equivalent to the below description:





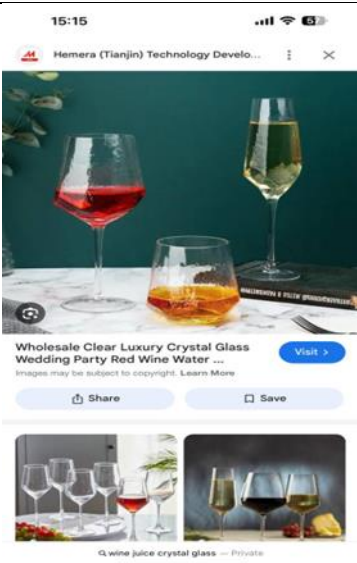
SPECIFICATION REQUIREMENTS			
PANEL OF SERVICE PROVIDERS FOR THE SUPPLY & DELIVERY OF CUTLERY & CROCKERY FOR A PERIOD OF THREE (3) YEARS			
Item No	Quantity	Measurement/Size	Description
HOUSEKEEPING DEPARTMENT			
1.	1 unit	20cm	Side Plate White: Polaris
2.	1 unit	15.5cm	Cereal Bowl White: round/Polaris
3.	1 unit	25cm/30cm	Dinner plate White: Polaris
4.	1	18cm x 1800x1800	Dessert Bowl White: Round Polaris
5.	1 box	440ml	Coffee Mugs: White /Polaris
6.	1 box	250ml	Teacups: White Polaris
7.	1 box	450ml	Wine Glass
8.	1 box	450ml	Highball / Juice Glass
9.	1 box	250ml	Whisky/Cognac Glass
10.	1 pkt	12s	Tablespoon S/Steel
11.	1 pkt	12s	Table Fork S/Steel
12.	1 pkt	12s	Teaspoon S/Steel
13.	1 pkt	12s	Table Knife S/Steel

14.	1 pkt	12s	Steak Knife S/Steel
15.	1 pkt	12s	Dessert Spoon S/Steel
16.	1 pkt	12s	Soup Spoon S/Steel
17.	1	12s	Bread Knife S/Steel
18.	1	400mm	Braai Tong S/Steel
19.	1 pkt	12s	Tablespoon S/Steel
20.	1 pkt	12s	Table Fork S/Steel
21.	1	10s	Serving spoon
22.	1		Carving Knife S/Steel
23.	1	400mm	Egg Lifter
24.	1		Can Opener
25.	1		Vegetable Masher
26.	1		Vegetable Peeler
27.	1		Grater
28.	1		Bottle Opener
29.	1	3's	Wooden Spoon
30.	1	24cm	Stainless steel calphalon frying pan with lid
31.	1	medium	Egg whip S/Steel
32.	1	2l	Fridge water bottle
33.	1	3l	S/Steel dustbin without lid
34.	1	20l	S/Steel flip top dustbin
35.	1	1.3L	Microwave bowls lid glass
36.	1	2.3L& 6.5L, 1.4L	Supreme Chef pots (Set of 3) Red
37.	1	0.8L	Stainless steel cordless kettle
38.	1 pkt	10s	Caterers' choice dish cloth assorted
39.	1 pkt	10s	Caterers' choice of dish swabs
40.	1	2 slicers	Bread toasters White
41.	1		Bread knife Stainless steel

42.	1	27cm	Ceramic dinner plate
43.	1		Waiters' trays round nonslip 350MM
FOOD & BEVERAGE			
44.	1 each	280 ML	Round Cappuccino Cups and Saucers
45.	1 each	N/A	Expresso Cups & Saucers
46.	1	N/A	English Teaspoons (pkts of 12s that adds to QTY)
47.	1		English dessert spoons (pkts of 12s that adds to QTY)
48.	1		Dinner Plate
49.	1	18 CM	Cereal Bowls
50.	1	16 CM	Dessert Bowls
51.	1	Small	Traditional Ramekins
52.	1	N/A	Teacups and Saucers
53.	1	N/A	Classic Latte Teaspoons





54.	1		Tea/ Coffee and sugar organizer
55.	1		Waiters' trays round nonslip 350MM
56.	1		Single Juice dispenser 5 Liters
57.	1		Cork screws
58.	1		Stainless steel pot set: 30 liters
59.	1		Stainless steel pot set: 20 liters
60.	1		Stainless steel pot set: 10 liters
61.	1		Stainless steel pot set: 07 liters

62.	1		Silver rectangular cheffing dish – no window
63.	1		S/steel large service set 6pcs , 2 x serving spoon 2 x slotted serving spoon 2 x serving forks
64.	1		English table knives
65.	1		English dessert knives

66.	1		English dessert forks
67.	1		English table forks
68.	1		Ceramic side plates
69.	1		Chafing dish, Hydraulic Damping, Multi specification, Visible glass. 56x 36x29cm
70.	1		Wholesale Clear luxury crystal glass, water, wine champagne

71.	1		<p>Pasabahce patisserie glass serving platter 32cm</p>
72.	1		<p>Home Centre Abaco Marina Transparent texture Glass Tiered serving Platter set with iron stand. 34.5 x30.5x 23.5 cm</p>
73.	1		<p>Tramontina Butcher & meat knife(white)/ equivalent 25cm</p>
74.	1		<p>Geometric, simple pattern place mats 30.48 X 45.72</p>

75.	1		Cast iron cake stand. Tiered trays
76.	1		LED battery operated lights box cake stand
77.	1		Elegant square-shaped salad bowl with silver handles

78.	1		White Rectangle Elegance Platter 46cm
79.	1		Maxwell & Williams Basics 3-Tiered Cake Stand, White
80.	1		Glass Cylinder 10x30cm Vase
81.	1		Salt and Vinegar Set, 5pcs - Salt Shaker with Rotating Lid Design, Includes Stainless Steel Spice Jar

GLEN REENEN & HIGHLANDS MOUNTAIN RETREAT			
82.	1 pkt	12s	S/Steel Teaspoon Gracia/equivalent
83.	1 pkt	12s	S/Steel Table Knives Gracia/ equivalent
84.	1 pkt	12s	S/Steel Table forks Gracia/ equivalent
85.	1 pkt	12s	S/Steel Tablespoon Gracia/ equivalent
86.	1 pkt	12s	S/Steel Dessert spoon Gracia/ equivalent
87.	1 pkt	12s	S/Steel soup spoon Gracia/ equivalent
88.	1 unit		S/Steel vegetables/potato peelers
89.	1 unit		Curving knife S/Steel
90.	1 unit	10s	Serving spoon
91.	1 unit		Vegetable masher
92.	1 unit		Can opener
93.	1 unit		Egg whip S/Steel
94.	1 unit		Wooden chopping board
95.	1 unit	3s	Wooden spoon
96.	1 unit		Wine opener S/Steel
97.	1 unit	30LT	S/Steel flip top dustbin
98.	1 box	48s	Hiball glasses
99.	1 box	48	Willy glasses/beer
100.	1		S/Steel kettle
101.	1 box	24s	Whisky glasses
102.	1	Set of 2pcs	Oval baking pans nonstick S/steel
103.	1	Set of 3pcs	Chef supreme casserole pots non nonstick
SET			
104.	1	400mm	Solid Basting spoons - industrial
105.	1	3.8 x 9.2 x 35 cm	Stainless steel spaghetti server
106.	1	1000mm	S/Steel Heavy Duty Whisk - 1000mm
107.	1	400mm	Stainless steel French Whisk

108.	1	400mm	Stainless steel/Heavy Duty strainer Extra Large: Round shape
109.	1	20L	Water Container
110.	1		Tablespoon S/Steel Eloff or equivalent good quality
111.	1	14cm	Cereal Bowl White: round/Polaris
112.	1	350ml	Coffee Mugs: White /Polaris
113.	1	5l	Single Juice dispenser
114.	1	30cm	Plate White: Polaris
115.	1	45cm	steel frying pans strong quality 1 to 1,5 mm thick for less powerful heat sources
116.	1	 250ml	Reusable Plastic tumblers
117.	1	8 slices	8 Slice Industrial Toaster Stainless Steel Body
118.	1	50L	Stainless steel Urn
119.	1	2l	Cordless Electric Kettle Plastic- Black colour

NB: Upon appointment the required quantities shall be delivered as and when required

3. Deliverables


- Supply and delivery of cutlery and crockery for a period of three (3) years **(as and when required)**
- Quotations will be obtained from the service providers on a rotation basis. The rotation strategy will consider the number of projects a service provider has been awarded, and the performance of awarded projects.




4. The Service provider shall demonstrate the following competencies.










4.1 Ability to deliver the required products within the specified period.

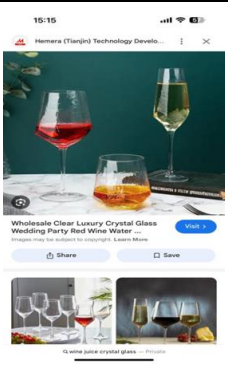




5. PRICING SCHEDULE




PANEL OF SERVICE PROVIDERS FOR THE SUPPLY & DELIVERY OF CUTLERY & CROCKERY FOR A PERIOD OF THREE (3) YEARS							
Item No	Quantity	Measurements/Size	Description	Price in Rand ® (Excl. VAT)			Total Price in Rand ® (Excl. VAT)
				Year 1	Year 2	Year 3	
HOUSEKEEPING DEPARTMENT							
1.	1 unit	20cm	Side Plate White: Polaris				
2.	1 unit	15.5cm	Cereal Bowl White: round/Polaris				
3.	1 unit	25cm/30cm	Dinner plate White: Polaris				
4.	1	18cm x 1800x1800	Dessert Bowl White: Round Polaris				
5.	1 box	440ml	Coffee Mugs: White /Polaris				
6.	1 box	250ml	Teacups: White Polaris				
7.	1 box	450ml	Wine Glass				
8.	1 box	450ml	Highball / Juice Glass				
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10.	1 pkt	12s	Tablespoon S/Steel				
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15.	1 pkt	12s	Dessert Spoon S/Steel				
16.	1 pkt	12s	Soup Spoon S/Steel				
17.	1	12s	Bread Knife S/Steel				
18.	1	400mm	Braai Tong S/Steel				
19.	1 pkt	12s	Tablespoon S/Steel				
20.	1 pkt	12s	Table Fork S/Steel				




21.	1	10s	Serving spoon				
22.	1		Carving Knife S/Steel				
23.	1	400mm	Egg Lifter				
24.	1		Can Opener				
25.	1		Vegetable Masher				
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27.	1		Grater				
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31.	1	medium	Egg whip S/Steel				
32.	1	2l	Fridge water bottle				
33.	1	3l	S/Steel dustbin without lid				
34.	1	20l	S/Steel flip top dustbin				
35.	1	1.3L	Microwave bowls lid glass				
36.	1	2.3L& 6.5L, 1.4L	Supreme Chef pots (Set of 3) Red				
37.	1	0.8L	Stainless steel cordless kettle				
38.	1 pkt	10s	Caterers' choice dish cloth assorted				
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40.	1	2 slicers	Bread toasters White				
41.	1		Bread knife Stainless steel				
42.	1	27cm	Ceramic dinner plate				
43.	1		Waiters' trays round nonslip 350MM				
FOOD & BEVERAGE							
44.	1 each	280 ML	Round Cappuccino Cups and Saucers				

45.	1 each	N/A	Expresso Cups & Saucers				
46.	1	N/A	English Teaspoons				
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62.	1		Silver rectangular chaffing dish – no window				
63.	1	 6 pcs	S/steel large service set 6pcs , 2 x serving spoon 2 x slotted serving spoon 2 x serving forks				
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70.	1		Wholesale Clear luxury crystal glass, water, wine champagne				
71.	1		Pasabahce patisserie glass serving platter 32cm				
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87.	1 pkt	12s	S/Steel soup spoon Gracia/ equivalent				
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98.	1 box	48s	Hiball glasses				
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SET							
104	1	400mm	Solid Basting spoons - industrial				
105	1	3.8 x 9.2 x 35 cm	Stainless steel spaghetti server				
106	1	1000mm	S/Steel Heavy Duty Whisk - 1000mm				
107	1	400mm	Stainless steel French Whisk				
108	1	400mm	Stainless steel/Heavy Duty strainer Extra Large: Round shape				
109	1	20L	Water Container				
110	1		Tablespoon S/Steel Eloff or equivalent good quality				
111	1	14cm	Cereal Bowl White: round/Polaris				
112	1	350ml	Coffee Mugs: White /Polaris				
113	1	5l	Single Juice dispenser				
114	1	30cm	Plate White: Polaris				

115	1	45cm	steel frying pans strong quality 1 to 1,5 mm thick for less powerful heat sources				
116	1	250ml 	Reusable Plastic tumblers				
117	1	8 slices	8 Slice Industrial Toaster Stainless Steel Body				
118	1	50L	Stainless steel Urn				
119	1	2l	Cordless Electric Kettle Plastic- Black colour				
Delivery							
Sub-total (VAT Excl.)							
VAT (15%)							
Grand-total (VAT Incl.)							

6. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply with requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by an original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.
- Proof of registration with National Treasury Central Supplier Database (CSD).
- Reference Letters (Experience of bidder). The bidder must submit proof in the form of a minimum of three (3) reference letters to demonstrate experience in the last three (3) years in rendering similar projects.

7. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

8. EVALUATION CRITERIA AND WEIGHTING

Responses to the RFQ will be evaluated on both Functionality and the Price Preference Points System in accordance with the PPPFA guidelines.

FUNCTIONALITY CRITERIA	WEIGHTS	POINTS	MAXIMUM POINTS TO BE AWARDED
Reference Letters (Experience of bidder) The bidder must submit proof in the form of reference letters to demonstrate experience in the last three (3) years in providing cutlery/crockery. NB: Only signed reference letters which complies with the below listed requirements will be considered. Reference letters not complying with the following will not be considered for evaluation: a) Reference letter must be on the Client Company letterhead demonstrating experience in the last three (3) years in providing cutlery/crockery. b) Indicate the duration of the contract/services rendered, c) Signed by the client, d) Rate the level of service (e.g. poor / good/excellent)	100	5	0 = No submission of Reference Letters 3 = 1 letter with 3 years of experience in providing cutlery/crockery 4 = 2 letters with 3 years of experience in providing cutlery/crockery 5 = 3 letters with 3 years of experience in providing cutlery/crockery

9.2 Elimination of quotations based on functionality

Quotations that score less than 60% will be eliminated for further consideration.

8.1. Price Formula

Price will be evaluated using the 80/20 preference point system located as follows that will refer.

Criteria	Points
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

A maximum of 80 points is allocated for price on the following basis: 80/20

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

Where:

Ps	=	Points scored for price of the bid under consideration
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid

Specific goals criteria are as follows

Specific Goals	Points allocation (out of 20)	Points allocated if criteria not met	Additional remarks
1. Promotion of enterprises owned by black people with at least 51% shareholding or more;	5	0	BBBEE Level 1: 5.00 BBBEE Level 2: 4.00 BBBEE Level 3: 3.00 BBBEE Level 4: 2.00 BBBEE Level 5 onwards would be allocated 0 points
2. Local suppliers adjacent to SANParks operations (In order to claim points for locality, service providers must submit proof of residence in the way of a municipal bill, tax invoice, letter from the councilor or lease agreement etc.)	10	0	Local for Golden Gate Highlands National Park is Thabo Mofutsanyane District Municipality, bidders outside this zoning would be allocated 0 points
3. Exempted Micro Enterprises;	5	0	Annual Total Revenue is R10m or less, bidders can claim a maximum of 5 points, bidders that exceed the annual total revenue of R10m would be allocated 0 points
Sub-total	20	0	

9. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

10. TIMELINES

The period of the contract is three (3) years. However, the contract shall come to an end whichever comes first, three (3) years or the value of the contract.

Upon appointment the service provider is expected to deliver the required services as and when required. Failure to deliver, SANParks reserve the right to cancel the Purchase Order.

11. FINANCIAL PAYMENT

Upon appointment the recommended service provider is expected to confirm that they will provide the service on the stipulated dates upon receiving a Purchase Order, failure to adhere to the above, SANParks reserve the right to cancel the issued Purchase Order.

Payment will be made in accordance with the PFMA (within 30 days of receipt of invoice) after delivery of service rendered or goods delivered.

12. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions as requirements of the RFQ.



SOUTH AFRICAN NATIONAL PARKS

BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES

NO

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

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES

NO

2.2.1 If so, furnish particulars:

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

2.3	Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?	YES	NO
2.3.1	If so, furnish particulars		
3. DECLARATION			
<p>I, the undersigned (Name)</p> <p>in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:</p>			
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 ² 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.		
3.5	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.		
3.6	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.		

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of the Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022		SBD 6.1								
<p>This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.</p>										
<p>NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.</p>										
<p>1. GENERAL CONDITIONS</p>										
1.1	The following preference point systems are applicable to invitations to tender:									
1.1.1	the 80/20 system for requirements with a Rand value of up to R50,000,000.00 (all applicable taxes included); and									
1.1.2	the 90/10 system for requirements with a Rand value above R50,000,000.00 (all applicable taxes included).									
1.2	To be completed by the organ of state									
a)	The applicable preference point system for this tender is the 80/20 preference point system.									
1.3	Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:									
	(a)	Price; and								
	(b)	Specific Goals								
1.4	To be completed by the organ of state:									
	The maximum points for this tender are allocated as follows:									
	<table border="1"> <thead> <tr> <th></th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td>80</td> </tr> <tr> <td>SPECIFIC GOALS</td> <td>20</td> </tr> <tr> <td>Total points for Price and Specific Goals</td> <td>100</td> </tr> </tbody> </table>			POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific Goals	100
	POINTS									
PRICE	80									
SPECIFIC GOALS	20									
Total points for Price and Specific Goals	100									
1.5	Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.									
1.6	The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.									
<p>2. DEFINITIONS</p>										
(a)	“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;									
(b)	“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;									
(c)	rand value means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;									

(d)	“tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
(e)	“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1	POINTS AWARDED FOR PRICE
3.1.1	THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS <p>A maximum of 80 or 90 points is allocated for price on the following basis:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>80/20</p> $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ </div> <div style="text-align: center;">Or</div> <div style="text-align: center;"> <p>90/10</p> $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ </div> </div> <p>Where:</p> <p>P_s = Points scored for price of bid under consideration</p> <p>P_t = Price of bid under consideration</p> <p>P_{\min} = Price of lowest acceptable bid</p>

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

	THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS <p>A maximum of 80 or 90 points is allocated for price on the following basis:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>80/20</p> $P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$ </div> <div style="text-align: center;">Or</div> <div style="text-align: center;"> <p>90/10</p> $P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$ </div> </div> <p>Where:</p> <p>P_s = Points scored for price of bid under consideration</p> <p>P_t = Price of bid under consideration</p> <p>P_{\max} = Price of highest acceptable bid</p>
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4. POINTS AWARDED FOR SPECIFIC GOALS

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

- a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) To be completed by the organ of state)	Number of points claimed (80/20 system)
Promotion of enterprises owned by black people with at least 51% shareholding or more		5	
Local suppliers adjacent to SANParks operations (In order to claim points for locality, service providers must submit proof of residence in the way of a municipal bill, tax invoice, letter from the councilor or lease agreement etc.)		10	
Exempted Micro Enterprises		5	
Total Points Allocated/Claimed		20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of Company / Firm:

4.4 Company Registration Number:

4.5 Type of Company / Firm (Tick applicable box)

Partnership / Joint Venture / Consortium

☐

Personal Liability Company

☐

One-person business / sole propriety

☐

(Pty) Limited

☐

Close corporation

☐

Non-Profit Company

☐

Public Company

☐

State Owned Company

☐

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

(iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have :-

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME _____

DATE: _____

ADDRESS: _____
