INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS FOR GARDEN ROUTE.

RFQ NO: EPWPNSS-IDTWCGR-PPE04

PREPARED FOR:

Independent Development Trust,

14th Floor, Customs House Heerengracht Street,

Foreshore,

Cape Town,

8001

CLOSING DATE: 15th October 2025

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST					
RFQ NUMBER:	**EPWPNSS-IDTWCGR-PPE04**	CLOSING DATE:	**15 October 2025**	CLOSING TIME:	**12H00**
DESCRIPTION	**REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS FOR GARDEN ROUTE.**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
Independent Development Trust, **14th Floor, Customs House Heerengracht Street,** **Foreshore,** **Cape Town,** **8001**					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Alan Wright**	CONTACT PERSON	**Bright Blessie**
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**WCRFQ@idt.org.za**	E-MAIL ADDRESS	**WCRFQ@idt.org.za**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	

E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ 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] ☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	[TICK APPLICABLE BOX] ☐ Yes ☐ 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 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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER……

CAPACITY UNDER WHICH THIS BID IS SIGNED……

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

DATE: ……...

TERMS OF REFERENCE

ITEM	DESCRIPTION
1.1 Tender Issue Date	2 October 2025
1.2 Compulsory Briefing	No Briefing Session will be held for this RFQ.
1.3 RFQ Number	**EPWPNSS-IDTWCGR-PPE04**
1.4 Enquiries	Any queries shall be directed in writing to the IDT through the email.
	Email: WCRFQ@idt.org.za
1.5 Mandatory Requirements	1.5.1 Authority to Sign the Bid Document
	1.5.2 Valid COIDA Certificate
	1.5.3 Fully Completed Form of Offer, fully signed and witnessed.
	1.5.4 Proof of Central Supplier Database (CSD) registration
	FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION
1.6 Administrative Requirement	1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1)
	1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4)
	1.6.3 Submission of fully completed and signed Bidder's Price (SBD 6.1)
1.7. Returnable documents	1.7.1 The following returnable documents shall be submitted together with the RFQ. The validity of this documentation will be verified at the time of award.
	1.7.2 Full Report of Central Supplier Database
	1.7.3 Valid Tax Compliance Letter with a unique pin
1.8. Evaluation Criteria	**This bid will be evaluated in three stages**
	1.8.1 Mandatory Requirements
	1.8.2 Functionality Criteria

ITEM	DESCRIPTION
	1.8.3 80/20 Preferential Point System
	Only Bidders who have passed functionality will be evaluated further. A minimum threshold for functionality is 70 Points.
1.9. Submission of Bid documents	1.9.1 Bids must be delivered on or before the closing date and the time as per the advert.
	1.9.2 Bids submitted after the closing time will not be considered.
	1.9.3 Bid documents shall be hand-delivered in 1 compiled pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows: Marked confidential Bid and Indicate the following: **EPWPNSS-IDTWCGR-PPE04**
	REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS FOR GARDEN ROUTE.
	THE BID BOX WILL BE LOCATED AT THE IDT WESTERN CAPE REGIONAL OFFICE AS PER THE ADDRESS INDICATED ON THE RFQ DOCUMENT.
	NB: Emailed or Faxed RFQ documents will be disqualified.
1.10. Notes to bidders	1.10.1 The bid shall be valid for 90 calendar days.
	1.10.2 Bidders' queries will be attended to only up to 5 calendar days before the closing date.
	1.10.3 Bids must be submitted on the official forms, which are provided as part of the bid document.
1.11. Cancellation Costs	1.11.1 Should the programme be cancelled by the client Department, due to financial constraints and/or other reasons, the IDT and the

ITEM	DESCRIPTION
	Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit.
1.12. IDT's Reservation of Rights	1.12.1 IDT reserves the right to conduct a risk assessment if the recommended bidder is the responsive bidder and has already been awarded a contract.
	1.12.2 IDT reserves the right to negotiate with the bidder for the price.
	1.12.3 IDT reserves the right to cancel or withdraw this request for bid without prior notice and without furnishing any reasons whatsoever.
	1.12.4 IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.
	1.12.5 The IDT reserves the right to amend, modify, withdraw this Bid, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
1.13. Bid Document and Contract	1.13.1 Bidders are advised to ensure that they familiarise themselves with all the contents of the Bid documents, as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the Bid submission date stipulated in this Bid document.
	1.13.2 Note: The Bid Document must be completed using permanent black ink.
	1.13.3 The Bid document must be bound and be in a sealed envelope.
	1.13.4 All Bid documents and samples submitted to the IDT will become the property of the IDT and will as such not be returned to the

ITEM	DESCRIPTION
	bidders. Proprietary information should be identified as such in each proposal.
	1.13.5 If the IDT amends this bid document, the IDT will issue an erratum.
	1.13.6 This document must be used solely for the purpose it is intended to achieve.
	1.13.7 The IDT will not be liable to reimburse any costs incurred by bidders in preparing their quotation.
	1.13.8 Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further evaluation.
	1.13.9 A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised).
1.14. Delivery of PPE	1.14.1 The supplier must deliver ALL PPEs within 30 days after the day of appointment. 1.14.2 The delivery address for PPE will be provided to the successful bidder on award.
	1.14.3 IDT will not make upfront payments

T.1 EVALUATION CRITERIA

The RFQ will be evaluated on three phases:

- **Mandatory Requirements**
- **Functionality**
- **Price and Specific Goals**

T1.1 MANDATORY REQUIREMENTS/DOCUMENTATION

1. Authority to Sign the Bid Document
2. Valid COIDA Certificate
3. Fully Completed Form quotation.
4. Proof of Central Supplier Database (CSD) registration

Note:

I. Failure to submit the above-required documents shall result in disqualification of the bidder.

II. If any of the Directors are in the Employment of the State this shall result in disqualification of the bidder.

III. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the bidder.

IV. In the case of a Bidder, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the bidder.

T1.2 ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION

1. Fully completed and signed SBD Forms.
    a. SBD1: Invitation to bid
    b. SBD4: Declaration of interest
    c. SBD6.1: (Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022)

The IDT will assess all bids received based on its procurement policy. Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for evaluation on price.

T2. PROJECT DESCRIPTION

The Expanded Public Works Programme (EPWP) is one of many Programmes offered by Government to alleviate poverty and provide income relief through short-term to medium-term work opportunities for the poor and unemployed. The EPWP is a nationwide programme coordinated by Department of Public works (DPW) implemented by public bodies from all spheres of government (according to their mandates and existing budgets).

The Non-State Sector (NSS) was introduced during the EPWP Phase II as the forth sector of the EPWP. The NPO programme is one of the sector programme and it is implemented by the IDT on behalf of the Department of Public Works and Infrastructure (DPWI). The Non-Profit Organisation (NPO) programme is an institutional based programmes where non-state actors, typically not for profit organisations, faith based organisations (FBOs) and community based organisations (CBOs), have developed programmes that could create income for large numbers of individuals through socially constructive activities. The primary objective of the NSS is, "***To create an avenue where NPO's can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities and to provide an employment safety net to the poor, unemployed and under-employed people***."

The IDT is responsible for the procurement of PPE for the NPO Programme participants. The procurement of personal protective equipment guided by the desired specification and quantity required by the IDT. Suppliers are expected to submit a

sample of previously printed or embroided apparel supplied to any government department or Organisation.

The client reference letters must have among others the following:

- Quantities of products delivered;

The supplier/manufacturer letters must have among others the following:

- The time it will take to deliver the required quantities of PPEs.

T3. FUNCTIONALITY EVALUATION

T3.1 Functionality Criteria

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for evaluation on price.

FUNCTIONALITY AREAS	WEIGHT (%)
Sample available	10
Capacity to deliver	30
Supplier Experience	40
Locality	20

Only bidders who obtain **70 points** or higher on the functionality threshold will be eligible to proceed to the next level to be evaluated on price.

T3.2 Functionality Evaluation Scorecard

The IDT will assess all the submitted RFQs for PPE procurement based on its procurement policy. If additional information is required from the bidder(s), the IDT reserves the right to request such information, which must be submitted within three (3) working days.

The submitted PPE procurement plan will be evaluated in line with the scorecard provided for the functionality assessment of the bid.

RFQs will be evaluated on the below:

VARIABLES	TOTAL POINTS	CRITERIA	POINTS
FUNCTIONALITY POINTS	**100**		**100**
Sample Available	10	Sample PPE based on the specification indicated on this RFQ.	10
		Sample of only one product (PPE)	5
		No Sample submitted	0
Capacity to deliver	30	Bidders will be assessed on their capacity to deliver the required PPEs.	
		Quantities (based on the reference letter from the client)	
		• 2001 items and above	15
		• 501-2000 items	10
		• 0-500 items	5
		• No reference submitted	0
		Time it will take the service provider to deliver the PPE in the district/metropolitan municipality in the province (confirmed through a letter from the supplier/manufacturer. The letter should strictly be on the suppliers' letterhead).	
		• 20 days	15
		• 30 days	10
		• 40 days	5
		• No letter submitted	0
Supplier Experience	40	Bidders will be assessed based on their past experience in providing PPEs through client reference letters.	
		• Three (3) client reference letters provided	40
		• Two (2) client reference letters provided	25
		• One (1) client reference letter provided	10
		• No reference letter submitted	0
Supplier Experience	20	Bidders will be assessed based on their presence in the Western Cape.	
		• Premises / Offices in the GARDEN ROUTE	20
		• Premises / Offices in the Western Cape	10
		• Premises / Offices in the outside of Western Cape	0

T3.3 PRICE AND SPECIFIC GOALS

The 80/20 preference point systems will be applied.

T4. THE OBJECTIVES OF THE IDT FOR THE PPE SUPPLIER

The IDT's programme aims to support community members, particularly women, youth, and people with disabilities, by equipping them with appropriate PPE to ensure their safety for the duration of the programme. The selected supplier will be:

- Responsible for providing PPE for NPO Programme participants. The PPE supplied will be used in the implementation of the EPWP NSS, ensuring that the selected participants have the necessary protective gear for practical work activities.

T5. SCOPE OF WORK SHALL INCLUDE

The IDT seeks to appoint a reliable service provider who can supply and deliver personal protective equipment of PPE to the IDT regional offices within strict stipulated timelines.

SAFETY BOOTS and WATER BOOTS

	PPE	SPECS	QUANTITY
4.	Safety boots	Apache Steel toe-cap, slip, and heat resistance. Specifically, for NPOs focusing on: • Road Maintenance and fixing of potholes	**11 Safety Boots**

5.	Water boots 	Knee Length Gumboot (black) Specifically, for NPOs focusing on: • Waste management and recycling	**242 Water Boots**

HAND GLOVES AND CANDY RIGGER GLOVES

NB: ***Corporate colour: Yellow, Colour codes: PANTONE 108C***

	Item Description	**Detailed Specifications**	**Quantity**
1.	Hand Gloves (rubber) 	Yellow household latex gloves Specifically, for NPOs focusing on: • Cleaning and maintenance of public facilities • Cleaning of public places and open spaces • Energy-related projects	**1088 Hand Gloves**
2.	Candy Rigger 	Chrome leather heavy duty Specifically, for NPOs focusing on: • Road Maintenance and fixing of potholes • Waste management & recycling	**729 Candy Riggers**

CONTI SUITES

NB: ***Corporate colour: Yellow, Colour codes: PANTONE 108C***

	Item Description	Detailed Specifications	Quantity
1.	Two piece conti suits with pockets 	**Colour:** Yellow **Branding:** embroided with DPWI logo on the left and EPWP logo on the right chest in full colour and written EPWP at the back in black colour as per the samples provided. 200gsm Polycotton fabric **Jacket** • 1 x square breast pocket with Monza flap. • 2 x square bottom pockets. • Hemmed cuffs. • Reflector strip on the arm. **Trouser** • Elasticated back. • 2 x side patch pockets. • 1 x square back pocket. • Safety stitched seams. • Aluminum zip. • Reflective strips on the legs.	**881 Conti Suites**

The quantities given in this RFQ are for adjudication purposes, a breakdown of sizes will be communicated to the successful bidder on award.

T6. CONFLICT OF INTEREST

The Service Provider shall at all times during the execution of the assignment use their best endeavours to ensure that no action is taken by themselves, their personnel, agents or sub-contractors which may result in or give rise to the existence of conditions which are prejudicial to or in conflict with the best interests of the client.

T7. FORM OF OFFER

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit financial proposals as per the table below on a company letterhead.

	Item Description	Quantity	Unit Cost (exc. VAT)	Unit Price (exc. VAT)
1.	Safety boots			
2.	Water boots			
3.	Hand Glove (rubber)			
4.	Candy Rigger			
5.	Two-piece conti suits with pockets			
SUBTOTAL				
VAT at 15%				
GRAND TOTAL				

SIGNED ON BEHALF OF (COMPANY NAME): ……

NAME …….

SIGNATURE: …….. DATE: ……

IN HIS/HER CAPACITY AS: ……

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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**

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.

2.2 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

2.3.1 If so, furnish particulars:

……..
……..

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

…… ..……..

Signature Date

…… ……

Position Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	**90**	**80**
SPECIFIC GOALS	**10**	**20**
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black Male	2	4
Total points for Price and SPECIFIC GOALS	**100**	**100**

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form

determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference

point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black Male	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC)
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)

*Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

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

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

iv) If the specific goals have been claimed or obtained on a fraudulent basis

or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

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

(e) forward the matter for criminal prosecution, if deemed necessary.

…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME: ……
DATE: ……
ADDRESS: …… …… …… …… ……

T8. BRIEFING SESSION

There will be no briefing session for the RFQ. However, queries relating to the RFQ can be directed via e-mail to **Alan Wright at: WCRFQ@idt.org.za** during office hours.

All bids for Western Cape Regional Office must be submitted at the IDT Office at the following physical address:

Independent Development Trust,

14th Floor, Customs House Heerengracht Street,

Foreshore,

Cape Town,

8001

GENERAL BID INFORMATION
Type: RFQ

Bid Documents will be available from: 2 October 2025 @12:00PM

RFQ Closing Date: 15 OCTOBER 2025 @12:00PM

The Bid Advert and Documents are sent via the provided email address.

Validity Period: 90 days

Bidders' queries will be attended to only up to 5 Calendar days before the closing date.

T9. LIST OF RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his/her tender is included in, or returned with, his/her tender submission.

Note: All returnable documents should be submitted in the sequence as requested below

Tick below if returnable document is attached or completed properly.

ITEM	LIST OF COMPULSORY RETURNABLE DOCUMENTS	TICK IF ATTACHED
1	Letter of Authority to Sign an RFQ Document	
2	Valid COIDA	
3	Invitation to Bid (SBD1)	
4	Bidder's Disclosure (SBD4)	
5	Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1)	
6	Proof of Central Supplier Database (CSD) registration	
7	Form of offer	
8	Valid Tax Compliance Letter with a unique pin	

T9.1 AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on ….....20.....

Mr/Mrs/Ms……
(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) …….....

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

SIGNED ON BEHALF OF COMPANY: ……..…

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: .....**DATE**: .....

WITNESSES:

1. .....

2. .....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned.....hereby confirm that

I am the sole owner of the business trading as .....

.....

SIGNATURE…… **DATE**……

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner	Residential address	Signature
.....	.....	.....
	.....	
	.....	
.....	.....	.....
	.....	
	.....	
.....	.....	.....
	.....	
	.....	

We, the undersigned partners in the business trading as .....

…….....

hereby authorise.....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....	.....	.....
SIGNATURE	SIGNATURE	SIGNATURE
.....	.....	.....
DATE	DATE	DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at……..……. Mr/Mrs/Ms..... ,

whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION : ……

……..
(PRINT NAME)

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

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1.....

2. .....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at…….…… Mr/Mrs/Ms. .....,

whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....……

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

…….....

IN HIS/HER CAPACITY AS:

.....……

DATE: ......……

SIGNED ON BEHALF OF CO-OPERATIVE: .....

NAME IN BLOCK LETTERS: ……..…….

WITNESSES: 1.....

2. .....

F. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on

……..……20……

Mr/Mrs/Ms…… ,Mr/Mrs/Ms……

Mr/Mrs/Ms……..…… and Mr/Mrs/Ms……

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture)

……..

IN HIS/HER CAPACITY AS: ……..…..

SIGNED ON BEHALF OF (COMPANY NAME): ……..

……..……..
(PRINT NAME)

SIGNATURE: …….. DATE: ……

IN HIS/HER CAPACITY AS: ……

SIGNED ON BEHALF OF (COMPANY NAME): ……..……

……..……..
(PRINT NAME)

SIGNATURE: …….. DATE: ……

IN HIS/HER CAPACITY AS: ……

SIGNED ON BEHALF OF (COMPANY NAME): ……..……

……..……..
(PRINT NAME)

SIGNATURE: …….. DATE: ……

IN HIS/HER CAPACITY AS: ……

SIGNED ON BEHALF OF (COMPANY NAME): ……..……

……..……..
(PRINT NAME)

SIGNATURE: …….. DATE: ……

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN 0N BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on

……20……

Mr/Mrs/Ms……..…….

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

……..

IN HIS/HER CAPACITY AS:

……..……

SIGNATURE: …….. **DATE:** ……

T9.2 VALID LETTER OF GOOD STANDING WITH COMPENSATION FOR OCCUPATIONAL AND INJURIES DISEASES ACT (COIDA) REGISTRATION CERTIFICATE.

(Attached hereto is my / our certified copy of LETTER of good standing with the Compensation for Occupational Injuries and Diseases, e.g. letter of good standing. My / our failure to submit the certificate with your RFQ offer will lead to the conclusion that your entity/ company is not registered with COIDA, and therefore, the RFQ will be disqualified.)

T9.3 FEE PROPOSAL

(Attached hereto is the quotation prepared in the service provider's letterhead and in line with the table under **item T7**. The quotation shall be prepared in the manner as indicated in **table T7**)

T9.4 CENTRAL SUPPLIER DATABASE (CSD) REPORT

*(Attached hereto is my / our **Full Central Supplier Database report**.)*

IMPORTANT NOTES:

A full report of the CSD report is required showing all the company details such as, address, Tax Compliance, banking details etc.

T9.5 TAX COMPLIANCE LETTER WITH A UNIQUE PIN

(Attached hereto is my / our Tax compliance letter with a unique pin.)

IMPORTANT NOTES:

A full report of the Tax Compliance Certificate showing all the company details such as, address, Tax Compliance, banking details etc.

T9.6 VALID PROOF OF ADDRESS OF THE SUPPLIER

FORM OF OFFER

EPWPNSS-IDTWCGR-PPE04

REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS FOR GARDEN ROUTE.

Form of Offer and Acceptance

Offer
The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a personal protective equipment to carry out; -

REQUEST FOR QUOTATION (RFQ) FOR THE EXPANDED PUBLIC WORKS PROGRAMME PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier 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 contract identified in the Contract Data.

THE TOTAL OFFER IS INCLUSIVE OF VAT

R.....(Professional fees + Disbursement fees) + (Discount if Applicable)

……
(In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)
……..

Name(s)
……..

Capacity
……...

For the bidder:
……..
(Insert name and address of organization)

Name & signature of witness …….. Date ……..……

T10. Schedule of Deviations

By the duly authorized representatives signing this offer, the bidder agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidders and the employer during the bidding process.

1. Subject . . . . . .
   Details . . . . . .
   . . . . . .
   . . . . . .
   . . . . . .
2. Subject . . . . . .
   Details . . . . . .
   . . . . . .
   . . . . . .
   . . . . . .
3. Subject . . . . . .
   Details . . . . . .
   . . . . . .
   . . . . . .
   . . . . . .
4. Subject . . . . . .
   Details . . . . . .
   . . . . . .
   . . . . . .
   . . . . . .
5. Subject . . . . . .
   Details . . . . . .
   . . . . . .
   . . . . . .
   . . . . . .

FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor**)** within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature: _____ Date: _____

Name: _____ Identity number: _____

Capacity: _____for the Employer

Name: _____

Signature of witness: _____Date: _____