

<b>TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 - MONTHS</b>  <b>BID REFERENCE NUMBER: NDA02/FIN02/25</b>	
<b>CLOSING DATE</b>	<b>09 FEBRUARY 2026</b>
<b>CLOSING TIME</b>	<b>12H00</b>
<b>BRIEFING SESSION</b>	A COMPULSORY BRIEFING SESSSION WILL BE HELD ON THE <b>29<sup>th</sup> JANUARY 2026 AT 10H00.</b>
<b>VENUE</b>	Microsoft Teams bidders can access the link below : <a href="https://teams.microsoft.com/meet/39773727391327?p=MgxVNXF96xQwtNGCk1">https://teams.microsoft.com/meet/39773727391327?p=MgxVNXF96xQwtNGCk1</a>
<b>SUBMISSION OF DOCUMENTS</b>	<p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is <b>26 Wellington Road, Parktown, Johannesburg, 2193.</b></p> <p><b>Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7.</b></p> <p><i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i></p>
<b>SUPPLIER ENVELOPES</b>	<p>The supplier's envelope/s MUST clearly have the description of <b>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 - MONTHS</b></p> <ul style="list-style-type: none"> <li>• ENVELOPE system will be used for the submission of bids:</li> </ul> <p><b>Commercial Envelope</b> This envelope must strictly contain price quotations plus <b>all the mandatory documents</b> as listed in <b>section 16</b> of this document.</p> <p><b>Technical Envelope</b> This envelope must strictly contain all info listed in <b>section 7</b> of this document.</p>
<b>SUBMISSION PACKAGING</b>	<p><b>NB: All documents must be binded using Thermal and perfect bindings Submission.</b></p> <p><b>Bidders must submit 1 original document, 1 copy and a labelled memory/flash drive.</b></p>
<b>LATE BIDS</b>	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for Commercial Queries is Ms Nomvula Moloi or Ms Kedibone Sathekge on 011 018-5562 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to [NomvulaM@nda.org.za](mailto:NomvulaM@nda.org.za) or [KediboneS@nda.org.za](mailto:KediboneS@nda.org.za).

Contact person for Technical Queries is Ms Thembi Raulinga or Nyali Moroailane on 011 018 -5537

## **1. OVERVIEW OF NDA**

The National Development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

### **1.1 Our mandate**

- In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organizations (CSOs) to:
- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

### **Impact Statement:**

Reduced levels of poverty in South Africa.

### **1.2 Mission:**

A premier development agency that coordinates and integrates development initiatives to break the cycle of poverty in the country.

### **1.3 Vision:**

Championing development for a society free from poverty.

### **1.4 Organisational values:**

- Integrity
- Accountability and Responsibility
- Transparency
- Respect



- Ubuntu
- Innovation
- Excellence

## 2. PURPOSE

The purpose of this request for bids is to solicit proposals from suitably qualified and experienced bidders to provide Travel Management Services to the NDA for a period of 60 months .

## 3. DEFINITIONS

**Accommodation** means the rental of lodging facilities while away from one's place of abode, but on authorized official duty.

**After-hours service** refers to an enquiry or travel request that is actioned after normal working hours, i.e. 16h30 to 8h00 am on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays.

**Air travel** means travel by airline on authorized official business.

**Authorizing Official** means the employee who has been delegated to authorize travel in respect of travel requests and expenses, e.g. line manager of the traveler.

**Car Rental** means the rental of a vehicle for a short period of time by a Traveler for official purposes. The car must have a paid tag for toll gates. Travel agencies must provide a petrol card/petrol voucher or any other method of refueling for traveler's (where necessary).

**Domestic travel** means travel within the borders of the Republic of South Africa.

**Emergency services** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.



**International travel** refers to travel outside the borders of the Republic of South Africa.

**Transaction Fee** is the fixed negotiated fee payable to the Travel Management Company (TMC) for making traveling arrangements/bookings for NDA as per submitted travel request.

**Merchant Fees** are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.

**Quality Management System** means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.

**Regional travel** means travel across the border of South Africa to any of the Countries in the African Continent.

**Service Level Agreement (SLA)** is a contract between the TMC and NDA that defines the level of service expected from the TMC.

**Shuttle Service** means the service offered to transfer a Traveler from one point to another, for example from place of work to the airport.

**E-Hailing-** the practice of using a mobile application to request and pay for a ride from a driver using their personal vehicle.

**Third party fees** are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.

e.g. international air ticket, charged per type per transaction per traveler.

**Traveler** refers to a NDA official, consultant or contractor travelling on official business on behalf of NDA.



**Travel Booker** is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveler

**Conferences and event management** – is the booking of venues, conference package, group accommodation, catering, hiring of marquees and related equipment where there is no conference centers.

**Travel Management Company** or TMC refers to the Company contracted to provide travel management services (Travel Agents).

**Travel Voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

**Value Added Services** are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.

**VAT** means Value Added Tax.

**VIP or Executive Service** means specialized and personalized travel management services to selected employees of Government by a dedicated consultant to ensure a seamless travel experience.

## **4. SCOPE OF WORK**

### **4.1. Travel Management Company Requirements**

The NDA requires the services of Travel Management Company to arrange travel requirements for its staff and officials as they travel for official NDA business.

The NDA is currently using an automated system called Travel Management system (TMS) to manage travel requisitions from staff and officials, this tool is integrated with NDA financial system for purposes of managing the travel budget. An internally approved travel request is manually submitted to the travel Management Company by means of an email by a designated travel officer. Each travel request contains a unique Reference number.



The Travel Management Company arranges travel per request by NDA and submits necessary invoices and vouchers by email to the designated travel officer.

NDA's primary objective in issuing this Request for Bids is to invite suitably qualified and experienced Travel Management Companies to submit bids to render the following Travel Management services to NDA:

- 4.1.1. Provide NDA with travel management services that are consistent, reliable and will maintain a high level of traveler satisfaction.
- 4.1.2. Provide comprehensive local and international travel arrangements and bookings on behalf of the NDA that include but are not limited to inter alia **accommodation, flights, car hire, buses, shuttle service and Airport parking**
- 4.1.3. Arrange conference/workshop venues and/or packages (on ad hoc requests).
- 4.1.4. Arrange group bookings for events, meetings and conferences
- 4.1.5. Arrange travel requirements for NDA in line with the Government's travel Frameworks, Treasury costs containment guidelines and NDA's travel policy.
- 4.1.6. Professional processing and administration of passports, visas and international drivers' licenses, travel insurance.
- 4.1.7. Provide NDA with monthly travel management reports.
- 4.1.8. Match invoices for services rendered to NDA travel requisitions and submit invoices and statements weekly. Any travel requests charged against the Travel Lodge card must be invoiced to NDA on the third working day after the end of each month.
- 4.1.9. Timeously effect payments to service providers to ensure that NDA officials are not denied services or access due to overdue accounts.
- 4.1.10. Negotiate favorable deals, rates and flexibility with suppliers.
- 4.1.11. Conduct monthly quality of service/ performance monitoring meetings with operations, finance and supplier management.
- 4.1.12. Provide 24/7/365 support.
- 4.1.13. Provide a transition plan for smooth take over of services from current TMC for purposes of implementing the service without service interruptions.

4.1.14. Provide a team made up of minimum of five (5) employees that will be dedicated to the NDA account for support purposes.

4.1.15 Provide Turnaround time of three hours for domestic travel requests and turnaround time of 48 hours for international travel request.

4.1.16 TMC's services must cover all nine (9) provinces.

## 4.2 Travel Volumes

The current NDA total volumes per annum includes air travel, accommodation, car hire, shuttle services, forex, conferences, etc. The table below details the number of transactions for FY 2024/25 as follows:

Service category	Estimated number of transactions p/a	Estimated Expenditure p/a
Air Travel – International	10	1 300 000
Air Travel – Regional	10	200 000
Air Travel – Domestic	3000	12 606 758
Air Travel – International (Re-issue)	20	200 000
Air Travel – Regional (Re-issue)	20	150 000
Air Travel – Domestic (Re-issue)	20	300 000
Refunds – Air Domestic	10	200 000
Refunds – Air Regional	10	100 000
Refunds – Air International	10	100 000
Car Rental – Domestic	1900	5 020 552
Car Rental – Regional	36	150 000
Car Rental – International	0	0
Transfers/Shuttle – Domestic	1500	3 400 000
Transfers/Shuttle – Regional	10	40 000
Transfers/Shuttle – International	10	200 000
Accommodation – Domestic	5000	500 000
Accommodation – Regional	10	150 000
Accommodation – International	10	900 000
Bus/Coach Bookings	10	200 000
Visa Assistance (Provision of documents and ad	10	300 000
Parking bookings	200	110 000
After Hours Services	200	100 000
Insurance	10	800 000
Conference/ Events	100	5 421 395
<b>Grand Total</b>	<b>12116</b>	<b>32 448 705</b>

**Note:** The above figures are actuals for FY 2024/2025 based on the current trends and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the bidders to prepare their bids.

### **4.3 Financial Management**

- 4.3.1 The TMC will be required to offer a 30-day bill-back account facility to NDA should a lodge card not be offered. Bill-back refers to the supplier sending the bill back to the TMC, who, in turn, invoices NDA for the services rendered.
- 4.3.2 The TMC must to the extent possible, negotiate favorable rates with all travel service providers or implement the maximum rates established by the National Treasury where applicable.
- 4.3.3 The TMC will be responsible for managing service provider accounts. The NDA expect to receive invoices from the TMC for remittance within 7 working days after receipt of such from the service providers.
- 4.3.4 Where prepayments are required for smaller Bed & Breakfast/Guest House facilities, these must be paid by the TMC. It should be noted that these are occasionally required at short notice and even for same day bookings.
- 4.3.5 The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to NDA's Financial Department on the agreed time period (weekly). This includes attaching the travel authorization and Purchase Order to the invoice..
- 4.3.6 TMC is responsible to submit proof of all travel services that have been cancelled.
- 4.3.7 TMC to pay its suppliers timeously, to ensure that NDA travelers are not negatively affected when travelling or refused access due to outstanding or overdue accounts.
- 4.3.8 After- hours invoicing must be done per call.
- 4.3.9 TMC is responsible to provide a monthly statement and report of open-air tickets, reports of damages to Hired cars.

### **4.4 Technology and Management Information and Reporting**

- 4.4.1 The TMC must have the capability to consolidate all information related to travel expenses at a level of travelling official and costs Centre or department with automated reporting tools monthly.



4.4.2 All management information and data input provided to NDA must be accurate.

4.4.3 TMC must have the capability to integrate NDA's travel system with that of the provider (TMC).

4.4.4 Upload all traveler profiles and maintain updates for the purpose of travelling.

4.4.5 The TMC will be required to provide NDA with a minimum of three 3 standards monthly reports that are in line with the National Treasury's cost containment instructions reporting template requirements. The reporting templates can be found on: <http://www.treasury.gov.za.legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx>

Reports must be accurate and be provided as per NDA's specific requirements at the agreed time. It will include but not limited to the following:

**a) Travel**

After hour report

Compliments and complaints

Consultant productivity report

Long term accommodation and car rental

Bookings outside travel policy (NDA will provide Travel policy)

**b) Finance**

Reconciliation of commissions/rebates or any volume driven incentives

Reconciled report for the travel lodge card statement

Creditor's ageing report

Creditor's summary report

No- show report.

Cancellation report

Refund log.

Open tickets report

Accident reports (Hired Cars)

Open Air Tickets and invoice analysis

#### **4.5 Value Added Services**

The TMC must provide the following value-added services:

- a) Travel alerts
- b) Health warnings
- c) Visa information
- d) Location of hotels and restaurants
- e) Complimentary services
- f) SMS notifications for travel confirmations
- g) Global travel risk management
- h) And any other

#### **4.6 Office Management**

The TMC must ensure high quality service to be always delivered to NDA's travelers. The TMC is required to provide NDA with highly skilled and qualified human resources of the following roles but not limited to:

- a) Dedicated Travel Consultants/Agents
- b) Corporate Travel Coordinator
- c) Two in-house consultants to be based in NDA National office
- d) Finance Manager/Branch Accountant
- e) Account Manager/Client Relationship Manager
- f) Travel Desk Supervisor/ Team Leader

### **6.. PRICING MODEL**

NDA requires bidders to submit bids based on the transactional fee model.

#### **6.1 Transaction Fees**

6.1.1 The transaction fee can be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

## 7. Volume driven incentives

6.2.1 It is important for bidders to note the following when determining the pricing:

- i. National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and hotel facilities..
- ii. No override commissions earned through NDA reservations will be paid to the TMCs:
- iii. An open book policy will apply, and any commissions earned through the NDA volumes will be reimbursed to NDA;
- iv. TMCs are to book these negotiated rates or the best fares available, whichever is the most cost effective for the institution.

## 7. TECHNICAL EVALUATION CRITERIA

**The following criteria will be used: After the closing date for the bid invitation, an appointed evaluation committee of NDA officials will evaluate the proposals.**

### 7.1 Phase 1: Functionality/ Technical Evaluation

A minimum threshold of **90 points** should be obtained to qualify for the second phase of evaluation “Commercial Evaluation”.

The committee will evaluate each of the bid proposals received against the approved criteria as stated below:

Description	Weight
<b>1. Project Proposal</b> <b>The TMC must submit a detailed project proposal that demonstrate the service provider’s ability and extent to which the specific services required by the NDA will be addressed. The following elements must be addressed in the project proposal:</b> <ol style="list-style-type: none"> <li>(a) Scope of work (40) points (see below breakdown as per Section 4               <ul style="list-style-type: none"> <li>Travel Management Company requirements per 4.1.1 to 4.1.16 (16) points</li> <li>Financial Management 4.3.1- 4.3.9 (9) points</li> <li>Technology and information management reporting 4.4.1- 4.4.5 (5) points</li> </ul> </li> </ol>	<b>40</b>

Description	Weight
Value added services a-half a point each (4) points Office Management a-f (6) points	
<b>2. Past experience:</b> The TMC MUST submit a minimum of three signed reference letters on the clients' letterhead detailing the nature of the service rendered within the past five (5) years. <b>(Reference letter to include amongst other information, contact number details of project manager and duration of the contract)</b> Three reference letters (20 points) <ul style="list-style-type: none"> <li>Two reference letters (10 point)</li> <li>One letter (5 point)</li> </ul>	<b>20</b>
<b>3. Timeous Settling of Accounts</b> The TMC MUST submit confirmation letters from their suppliers on timeously settlement of their accounts. The letters must be on the suppliers' letterhead and must be signed. <ul style="list-style-type: none"> <li>At least one letter from each Air flight (5) hotels (5), Car rentals (5), Shuttle services (5), must be submitted.</li> </ul> <b>Each letter will score 5 points.</b>	<b>20</b>
<b>4. Experience of the Team to be allocated to the NDA:</b>  The TMC should demonstrate the capacity of the team to carry out the work required in this Bid. Curriculum Vitae of not more than THREE pages must be submitted. <ul style="list-style-type: none"> <li>Operations Manager: minimum of five years' experience required. (5)</li> <li>Key Accounts Manager: minimum of five years' experience required. (5)</li> <li>Finance Manager: minimum of five years' experience required. (5)</li> <li>Team Leader/Office Manager: minimum of three years' experience required (5)</li> </ul>	<b>20</b>
<b>Total score</b>	<b>100</b>
<b>Minimum qualifying score</b>	<b>90</b>

**Note: Bidders who score less than 90 points on technical evaluation will not be evaluated further.**



## 7.1 Clarification of scoring system for Technical Evaluation

### a. Project Proposal

The TMC must submit a detailed project proposal that demonstrate the service provider's ability and extent to which the specific services required by the NDA will be addressed. The following elements must be addressed in the project proposal:

#### ***Project Proposal – Total: 40 Points***

The proposal must address **all required elements** in Section 4. Points are allocated as follows:

<b>Element</b>	<b>Maximum Points</b>
Travel Management Requirements	16 points
Financial Management	9 points
Technology & Information Management Reporting	5 points
Value-Added Services half a point for each point	4 points
Office Management	6 points
<b>Total</b>	<b>40 points</b>

To earn full points, the proposal must comprehensively cover each component.

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#### ***2. Past Experience – Total: 20 Points***

The TMC must submit **signed reference letters** on client letterhead for services provided within the last **five (5) years**. Letters must comply with Section 3.1.9.

Points awarded:

<b>Number of Letters Submitted</b>	<b>Points</b>
Three letters	20 points
Two letters	10 points
One letter	5 points

No points will be awarded if no acceptable letters are submitted.

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### **3. Timeous (Timely) Settling of Accounts – Total: 25 Points**

The TMC must provide **confirmation letters** from suppliers verifying timely settlement of accounts.

Each letter must be on supplier letterhead and signed.

Each category below earns **5 points per valid letter**:

<b>Supplier Type</b>	<b>Points per Letter</b>
Airlines	5
Hotels	5
Car Rentals	5
Shuttle Services	5
E-hailing Services	5

If all five categories include valid letters, the bidder earns **25 points**.

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### **4. Experience of the Proposed Team – Total: 20 Points**

Provide CVs (maximum 3 pages each) for the proposed project team.  
Minimum experience is required for each role.

Points are allocated as follows:

<b>Role</b>	<b>Minimum Experience Required</b>	<b>Points</b>
Operations Manager	5+ years	5 points
Key Accounts Manager	5+ years	5 points
Finance Manager	5+ years	5 points
Team Leader / Office Manager	3+ years	5 points
<b>Total</b>	—	<b>20 points</b>

## **8. COMMERCIAL EVALUATION**

- a. Bids will be evaluated in accordance with the NDA's Supply Chain Management Policy and Preferential Procurement Policy, 2023, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis).

- b. Bid proposals received will be evaluated in Four (4) phases, namely Phase 1: SCM administrative compliance, Phase 2: Compliance to Mandatory Requirements, Phase 3: Functionality and Phase 4: evaluation in accordance with the 80/20 preference point system.
- c. Bid proposal must score a minimum of ninety (90) points out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than ninety (90) out of 100 will not be considered for further evaluation and will be disqualified.
- d. Phase four: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis), 10 points will be awarded for Enterprises owned by black people, 4 points for enterprise located in a specific Rural/Underdeveloped/Township (should the required locality merely be the Province, the full points will be applied to the Province), 2 points for Enterprises owned by black African women, 2 points for Enterprises owned by black African youth and 2 points for Black African with disability. The CSD I AM register report will be used to allocate points claimed on the SBD 6.1. and the (80/20 system) will be applied in accordance with the table below:

Specific Goal	Number of points (80/20 system)
<b>Enterprises owned by black people</b>	<p><b>10 points</b></p> <p>% shareholding by black people will determine the points scored</p>
<p><b>Enterprises located in Gauteng Province</b></p> <p><i>(A certified proof of address (municipal rates/stamped letter from a councillor) must be attached to claim points. The NDA will verify location using CSD report.</i></p>	<p><b>4 points</b></p> <p>Should no declaration or proof be supplied, the bidder will score zero but will not be disqualified.</p>

<b>Enterprises owned by Black African Women</b>	<b>2 points</b> %shareholding by the targeted group will determine the points scored
<b>Enterprises owned by Black African Youth</b>	<b>2 points</b> %shareholding by the targeted group will determine the points scored
<b>Enterprises owned by Black African with Disability</b>	<b>2 points</b> %shareholding by the targeted group will determine the points scored

The highest ranked bidder will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider and no service provider will be reimbursed for any costs incurred whilst participating in this bid.

#### **9. JOINT VENTURES, CONSORTIUMS, TRUST, PARTNERSHIP AND OR ANY FORM OF AGREEMENT.**

- a) A joint venture, consortium, trust, partnership or any form of agreement will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- b) A joint venture, consortium, trust, partnership or any form of agreement will qualify for points for their B-BBEE status level as an unincorporated entity if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- c) Bidders must submit concrete proof of the existence of joint ventures, consortiums, trusts, partnership or any form of agreement. The NDA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- d) When bidding through a Joint Venture, consortium, trust, partnership or any form of agreement bidders must submit a Consolidated B-BBEE certificate if it is not





an incorporated entity when responding to tenders. This means that the bidder will have to obtain a new B-BBEE certificate for the Joint Venture, which consolidates each participant's B-BBEE status level.

- e) All Joint ventures, consortiums, trust, partnership or any form of agreement must submit completed and signed SBD forms of each company separately.

## **10. CLIENT BASE**

The NDA reserves the right to contact references" ***conduct due diligence***" during the evaluation and adjudication process to obtain information.

## **11. PACKAGING OF THE BID DOCUMENTS**

The bidder shall place both the sealed Technical Proposal and Price/ Commercial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

### **11.1. Functionality/Technical Envelope**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 - MONTHS**

Bid closing date and time: **09 February at 12h00**

**Name and address of the bidder:**

In this envelope, the bidder shall only address the technical aspects of the bid as per Section 7 of this document.

### **11.2. Pricing/Commercial Envelope**

**Bid Ref: NDA02/FIN02/25**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 - MONTHS**

Bid closing date and time: **09 February 2026 at 12h00**

**Name and address of the bidder:**

In this envelope, the bidder shall only provide the price/commercial proposal, and the Mandatory documents outlined in section 16 of this document.

## **12. PRICING**

- (a) Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT.
- (b) Bidders must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be indicated.
- (c) Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- (d) Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- (e) All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.
- (f) A two-envelope system will be used for the submission of proposals.

## **13. TENDER VALIDITY**

All submitted bids must be valid for 150-days from the closing date of this bid.

## 14. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval. All invoices must be sent to the following e-mail address: [ictaccounts@nda.org.za](mailto:ictaccounts@nda.org.za)

## 15. SCM ADMINISTRATIVE REQUIREMENTS-COMPLIANCE

- a) Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report.
- b) Signed agreements for joint ventures and/or consortium arrangements. **Bidders must also submit completed and signed SBD forms of each company separately.**
- c) Company registration documents with the relevant authority (CIPC).
- d) A letter/resolution authorising the person signing the bid documents and contracts.
- e) All participating bidders must complete, sign and return ALL the attached SBD forms together with their proposals (SBD 1, 3.3 must be fully completed (supported with a detailed excel cost breakdown) ,4 and 6.1) together with their proposals. **NB: Bidders must claim specific goals by completing the SBD 6.1 (Failure to claim the specific goals points will result in not allocating the points). The points claimed will be verified using “CSD I AM REGISTERED”.**

Failure to submit a completed SBD 3.3 in full will render the bid non-responsive. Bidders must submit a detailed itemised price breakdown together with the SBD 3.3. The total bid offer amount reflected on the SBD 3.3 must correspond with the submitted price breakdown.”

***NB: Bidders who fail to submit any of the above required SCM administrative documents requirements will be disqualified.***

## **16. MANDATORY REQUIREMENTS**

**16.1 Active IATA Licence / Certificate:** Bidders are required to submit their active International Air Transport Association (IATA) licence/ certificate (certified copy) at closing date.

**16.2 Active ASATA Licence / Certificate:** Bidders are required to submit their active Association of South African Travel Agents (ASATA) licence/ certificate (certified copy) at closing date.

***Failure to complete and submit any of the required documents will result in immediate disqualification.***

## **17. CENTRAL SUPPLIER DATABASE**

The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017.

## **18. CONTRACT AWARD**

A binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as the basis to finalise contract terms and conditions.

## **19. DISCLAIMER**

- (a) Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA and its officers and employees will not be liable for any information communicated which is not accurate, current or complete.
- (b) If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other



than minor clerical matters); the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency to allow the NDA to consider what corrective action is necessary (if any).

- (c) Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- (d) No representations made by or on behalf of NDA about this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

## **20. ADDITIONS AND AMENDMENTS TO THE BID**

- (a) The NDA reserves the right to change any information in, or to issue an addendum to this bid before the closing date and time. The NDA its officers and employees will not be liable in connection with either the exercise of or failure to exercise this right.
- (b) Should the NDA exercise its right to change the information in terms of clause 22.1 all amendments will be communicated to all bidders.

## **21. CONTENT PAGE**

Participating bidders are required to submit a detailed content page and page dividers clearly indicating (cross-referencing) where each of the technical requirements is placed in their bid documents exactly as outlined in **section 7** (technical evaluation criteria) of this TORs. Any additional information that the supplier would like to provide should be referenced as well on the content page.

## **22. PRICE NEGOTIATIONS**

- a) Where the bidder that scored the highest total points did not quote a reasonable or a market-related price, the NDA may negotiate with the bidder to offer a reasonable or market-related price, should the adjudicator agree to this.

- b) Should the bidder scoring the highest total points not agree on a reasonable or market-related price, the NDA may cancel the bid or negotiate with the bidder that scored the second highest total points or the third highest total points, in that order.

### **23. SPECIAL COMMERCIAL CONDITIONS OF THIS BID**

NDA reserves the right to.

- (a) To accept part of a tender rather than the whole tender.
- (b) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- (c) To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- (d) To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- (e) Award to multiple bidders based either on size or geographic considerations.

### **24. ETHICS AND AWARENESS TO SERVICE PROVIDERS**

***NDA pledges towards high ethical conduct in dealing with Service Providers***

- *NDA is committed to highest standard of ethics in conducting its business and encourages all stakeholders to contribute towards building ethical culture within the organization.*
- *NDA shall not demand money from Service Providers to get work (tenders and quotations) from the organization.*
- *Suppliers are prohibited to induce NDA employees through gifts in order to directly and indirectly benefit business from NDA.*
- *NDA has a strict gift policy to ensure that gifts received from Suppliers are properly declared to ensure transparency.*
- *Any unethical behaviour that is compromising by NDA employees shall be reported to Fraud/ethics Hotline:0800 701 701*



**I HAVE READ AND UNDERSTOOD THE NDA PLEDGE THAT PROMOTE HIGHLY ETHICAL CULTURE. I WILL, TO THE BEST OF MY ABILITY, ADHERE TO AND HONOUR THIS PLEDGE IN MY PROFESSIONAL DEALINGS WITH NDA.**

\_\_\_\_\_  
Signature: Representative of the Service Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Representative of the Service Provide

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>							
BID NUMBER:	NDA02/FIN02/25	CLOSING DATE:	09 February 2026		CLOSING TIME:	12:00	
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TRAVEL MANAGAMENT SERVICES TO THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF 60 MONTHS						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
26 WELLINGTON ROAD							
PARKTOWN							
JOHANNESBURG							
2193							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	MS NOMVULA MOLOI			CONTACT PERSON	MS THEMBI RAULINGA		
TELEPHONE NUMBER	011 018 5562			TELEPHONE NUMBER	011 018 5908		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	Nomvulam@nda.org.za			E-MAIL ADDRESS	Thembir@nda.org.za		
<b>SUPPLIER INFORMATION</b>							
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:			<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	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 (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE 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</b>							



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

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO.: **NDA02/FIN02/25**

CLOSING TIME **12:00**

CLOSING DATE: **09 February 2026**

OFFER TO BE VALID FOR ...**150** .....DAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	.....	R.....	.....days
	.....	R.....	.....days
	.....	R.....	.....days
	.....	R.....	.....days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	.....	.....	..... R.....
	.....	.....	..... R.....
	.....	.....	..... R.....
	.....	.....	..... R.....
		TOTAL: R.....	

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder: .....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid  
.....
7. Estimated man-days for completion of project  
.....
8. Are the rates quoted firm for the full period of contract? \*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
.....  
.....  
.....  
.....

Any enquiries regarding bidding procedures may be directed to the Supply Chain Management Department.

Name: Ms.Nomvula Moloi

Email :[Nomvulam@nda.org.za](mailto:Nomvulam@nda.org.za)

Tel: 011 018-5562

Or for technical information/Enquiries

Name: Ms.Thembi Raulinga

Email: [Thembir@nda.org.za](mailto:Thembir@nda.org.za)



**SBD4**

## **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<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.

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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.



**SBD4**

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

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;



#### **SBD4**

- 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 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**

---

<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.



**SBD4**

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

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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	
SPECIFIC GOALS	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

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)
Enterprises owned by Black People (% shareholding by black people will determine the points)		10		
Enterprises located in <b>Gauteng Province</b> . NB: A certified proof of address (municipal rates/stamped letter from councilor) must be attached to claim points. The NDA will verify location using CSD report.		4		
Enterprises owned by black African youth (% shareholding by the youth will determine the points)		2		
Enterprises owned by black African woman (% shareholding by black African woman will determine the points)		2		
Enterprises owned by black African people with disability(% shareholding by black African people with disability will determine the points)		2		

#### 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:** .....

.....

.....

.....