

E E R S T E | F L A M B E A U

H U U R (P T Y) L T D

1 Anderson Road, Hammarsdale, KwaZulu Natal, 3700

BID: EER-06-2026

**REQUEST FOR PROPOSAL (RFP)
FOR JOB EVALUATION AND REMUNERATION BENCHMARKING SERVICES
CLOSING DATE FOR ACCEPTANCE OF RESPONSES**

**To be received no later than:
17:00
12 June 2026**

ALL ENQUIRIES TO BE MADE IN WRITING AND ADDRESSED TO:

Rosemary Dube

PROCUREMENT OFFICER

031 736 7687

or

Tenders@glodina.co.za

Bidders must acknowledge receipt of this RFP on the above contact details.

TABLE OF CONTENTS

1. TERMS AND CONDITIONS	3 - 4
2. SUMMARY AND BACKGROUND	5
3. PROJECT SCOPE	7-13
4. PROPOSAL EVALUATION CRITERIA	14-17
5. DETAILS OF BIDDER	18
6. COST PROPOSAL	19 - 21
7. SHAREHOLDER'S INFORMATION	22
8. BIDDER'S EXPERIENCE AND THE PROPOSED PROJECT TEAM	24
9. ANNEXURE A – DECLARATION OF INTEREST (SBD 4)	25
10. ANNEXURE B – (SBD6.1)	29
11. ANNEXURE C –SUPPLY CHAIN MANAGEMENT PRACTICE QUESRIONNAIRE (SBD 8)	34
12. ANNEXURE D – CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)	36
13. ANNEXURE E: - DISLOSURE ATEATEMENT	39

1. TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

- Bid responses should be compiled and submitted in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or PDF) to enable access thereto by Eerste Flambeau Huur for purposes of evaluating responses received and must be e-mailed to ***Tenders@glodina.co.za***.
- Bid responses will be accepted until **17:00** on **12 June 2026**. Any proposals received after this date and time will not be accepted.
- Incomplete submissions will not be accepted.
- All the documentation submitted in response to this RFP must be in English.
- All proposals must be signed by an official agent or representative of the company submitting the proposal.
- All costs must be itemised to include an explanation of all fees and costs and what services are included in the fees and costs.
- The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by Eerste regarding anything arising from the fact that pages of a bid are missing or duplicated.
- Bidders are required to complete **Section 6** for their price quotations.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Eerste does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender.
- No bids will be considered from the persons in the service of any organ state.

Eerste Flambeau Huur will not be held responsible for any of the following:

- Bid responses sent to the incorrect email address;
- Bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
- Any security breaches and unlawful interception of tender / bid responses by third parties outside Eerste's IT network domain;
- Bid responses received late due to any IT network related congestions and/or technical challenges; and
- Bid responses with file size limits greater than Eerste's e-mail receipt capacity of 50MB.
- Only responses received via the specified email address will be considered.
- Where a complete (Inclusive of all Schedules) bid response is not received by Eerste in its electronic email box (***Tenders@glodina.co.za***) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bids will be disqualified. It is Eerste policy not to consider late bids for tender evaluation.

Amended bids may be sent to the electronic mailbox (*Tenders@glodina.co.za*) marked "Amendment to bid" and should be received by Eerste Flambeau before the closing date and time of the bid

I, the undersigned (NAME) certify that:

- i) I have read and understood the conditions of this RFP; and
- ii) I have supplied the required information and the information submitted as part of this RFP is true and correct.

.....
Signature

.....
Date

Capacity:

**APPOINTMENT OF A SERVICE PROVIDER FOR JOB EVALUATION
AND REMUNERATION BENCHMARKING SERVIC FOR EERSTE
FLAMBEAU HUUR (PTY) LTD**
(HEREIN AFTER REFERRED TO AS “EERSTE”)

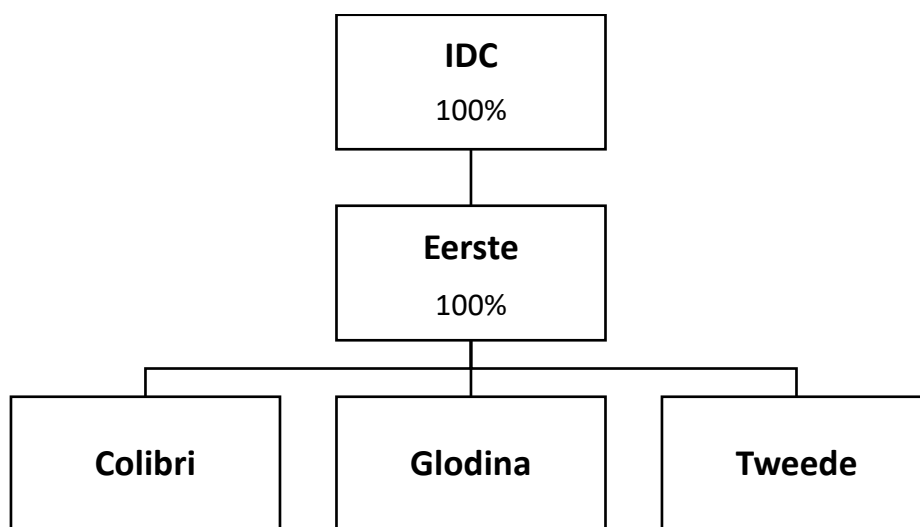
1. PREAMBLE:

EERSTE SEEKS HEREBY INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE PROVISION OF JOB EVALUATION, JOB GRADING AND REMUNERATION BENCHMARKING SERVICES ACROSS IDENTIFIED POSITIONS WITHIN THE ORGANISATION.

2. EERSTE OVERVIEW:

Eerste is a 100% subsidiary of the Industrial Development Corporation of South Africa (IDC). Eerste is an investment entity incorporated in South Africa with an interest in the textile industry. The company does not trade, and all of its activities are undertaken through its principal subsidiaries. Eerste owns 100% interest in Colibri Towelling Western Cape (Pty) Ltd (“Colibri”), Glodina Towelling (Pty) Ltd (“Glodina”), the towelling manufacturers and Tweede Flambeau (Pty) Ltd (“Tweede”), the property company. The group was formed following the restructuring in October 2019.

The **Eerste** structure is as follows:



Colibri

Colibri was a woven terry towelling manufacturer based in Strand, Cape Town. In FY2023/4, the business was restructured and all manufacturing incorporated into Glodina in Hammarsdale, KZN. As part of this intervention, the majority of machinery and production equipment was relocated to Glodina. Furthermore, the responsibilities previously performed by Colibri staff in manufacturing and support services were absorbed by the Glodina team. The only exception was the Colibri Sales Department, which was retained separately until 2025, when it was integrated into Glodina Towelling.

Glodina

Glodina is a woven and knitted terry towelling manufacturer based in Hammarsdale, KZN. As mentioned, machinery and equipment have been relocated from Colibri and commissioned at

Glodina. The company operates through several operational and support divisions including Manufacturing Operations, Engineering, Finance, Human Resources, Sales & Marketing, Warehouse & Logistics, Quality Assurance, and Executive Management.

Tweede Flambeau.

Tweede is a property company that owns the Colibri properties in the Stand, Cape Town, Western Cape.

3. Project Objectives

- Conduct a comprehensive job evaluation exercise for identified positions using a recognised and credible job evaluation methodology.
- Determine appropriate job grades and salary bands using recognised job grading methodology.
- Conduct remuneration benchmarking against comparable manufacturing and textile industry organisations.
- Identify salary disparities and internal equity concerns.
- Recommend a remuneration framework aligned to market practices and organisational strategy.
- Develop implementation guidelines and associated policies.
- Deliver a comprehensive final report and presentation to management.

4. Scope of Work

The successful bidder will be expected to undertake the following:

4.1 Project Initiation

- Conduct inception meetings with management and relevant stakeholders.
- Review organisational structures, job profiles, policies, and existing grading systems.
- Develop a detailed project plan, implementation schedule including time frame.

4.2 Job Analysis and Evaluation

- Review and validate all job descriptions.
- Conduct interviews and stakeholder consultations where necessary.
- Evaluate positions using a recognised methodology such as:
 - Paterson
 - Peromnes
 - Hay
 - Equate
 - Other internationally recognised systems

4.3 Job Grading

- Assign appropriate grades to all positions.
- Ensure consistency, fairness, and defensibility of grading outcomes.
- Develop a grading framework for future use.

4.4 Remuneration Benchmarking

- Conduct market salary surveys and benchmarking.
- Compare remuneration against relevant public and/or private sector organisations.
- Analyse fixed pay, total cost to company, benefits, allowances, and incentive structures.
- Identify remuneration gaps and risks.

4.5 Reporting and Recommendations

Prepare a comprehensive report covering:

- Job evaluation outcomes.
- Recommended grading structure.
- Salary benchmarking results.

- Internal pay equity analysis.
- Cost implications of implementation.
- Remuneration policy recommendations.
- Risk assessment and mitigation measures.

4.6 Knowledge Transfer

- Conduct workshops with management and HR
- Provide training on the application and maintenance of the grading framework.

5. Deliverables

The successful bidder shall provide:

- Inception Report/ Project plan and timelines
- Validated Job Evaluation Report.
- Job Grading Matrix.
- Remuneration Benchmarking Report.
- Recommended Salary Structure.
- Implementation Plan.
- Final Project Report.
- Executive Presentation to Management and/or Board

6. Positions to be Evaluated and Benchmarked

Department	Position	
Executive	Chief Executive Officer	Existing
Executive	Chief Financial Officer	Existing
Executive	Chief Operation Officer	Existing
Executive	Group Sales & Marketing Manager	Existing
Executive	Group Human Resource Manager	Existing
Executive	Brand & Marketing Manager	Future Role
Production Management	CMT Manager	Future Role

Production Management	Dyehouse Manager	Existing
Production Management	Maintenance Manager	Future Role
Production Management	Planning & PD Manager	Future Role
Production Management	Planning Manager	Existing
Production Management	Quality Assurance Manager	Existing
Production Management	CMT & Tech. Manager	Existing
Production Management	Technical Manager	Future Role
Production Management	Warehouse Manager	Future Role
Production Management	Weaving Manager	Future Role
Engineering	Electrician	Existing
Engineering	Electrical Assistant	Existing
Engineering	Fitter	Existing
Engineering	Maintenance Assistant	Existing
Engineering	AC Cleaner	Existing
Engineering	Outsourced Service Supervisor	Existing
Engineering	Stores Supervisor	Existing
Engineering	Storeman	Existing
Engineering	Maintenance Manager - Western Cape	Existing
Engineering	Driver	Future Role
Planning & PD	Senior Production Planner	Future Role
Planning & PD	Production Planner	Existing
Planning & PD	PD Specialist	Future Role
Planning & PD	Planning Clerk	Existing
Preparation	Prep. Supervisor	Existing
Preparation	Greige/Yarn Store Controller	Existing
Knitting	Knitting Supervisor	Existing
Knitting	Knitting Technician	Existing

Weaving	Shift Foreman	Existing
Weaving	Senior Loom Tuner	Existing
Weaving	Loom Tuner	Existing
Weaving	Weaving Technician	Existing
Weaving	Weaving Maintenance Foreman	Existing
Weaving	Weaving Clerk	Existing
Weaving	Quality Controller	Existing
Dyehouse	Shift Dyer	Existing
Dyehouse	Dyehouse Technician	Existing
Dyehouse	Semi-qualified Fitter	Existing
Dyehouse	Dyehouse Administrator	Existing
Dyehouse	Lab Technician	Existing
Dyehouse	Lab Assistant	Existing
Dyehouse	Dyehouse Head Operator	Existing
Dyehouse	Dye Weigher	Existing
Dyehouse	Forklift Operator	Existing
SHEQ	SHEQ Coordinator	Future Role
SHEQ	QA Supervisor	Existing
SHEQ	Final Inspection Supervisor	Existing
SHEQ	Final Inspection Clerk	Existing
SHEQ	Quality Assurance Lab Technician	Existing
SHEQ	Final Inspection Head Operator	Existing
SHEQ	Quality Controller	Existing
CMT	CMT Supervisor	Existing
CMT	Sewing Machine Technician	Existing
CMT	Sewing Machine Mechanic	Existing

CMT	Sewing Supervisor	Future Role
CMT	Cutting Supervisor	Future Role
CMT	Packing Supervisor	Future Role
CMT	Make Up Clerk	Existing
CMT	Training Machine Minder	Future Role
CMT	Embroidery Supervisor	Future Role
Warehouse	Warehouse Controller	Existing
Warehouse	Assistant Warehouse Controller	Existing
Warehouse	Team Leader	Existing
Sales & Marketing	Key Accounts Manager	Existing
Sales & Marketing	Sales Representative	Existing
Sales & Marketing	Senior Sales Administrator	Existing
Sales & Marketing	Sales Administrator	Existing
Sales & Marketing	Marketing Coordinator	Existing
Sales & Marketing	Senior Designer	Existing
Sales & Marketing	Designer	Existing
Sales & Marketing	Factory Shop Supervisor	Existing
Sales & Marketing	Factory Shop Administrator	Existing
Sales & Marketing	Factory Shop Assistant	Existing
Sales & Marketing	Factory Shop Team Leader	Existing
Sales & Marketing	Factory Shop Storeman	Existing
Sales & Marketing	Factory Shop Attendant	Existing
Sales & Marketing	Ecommerce Specialist	Future Role
Finance	Financial Accountant	Future Role
Finance	Financial Manager	Existing
Finance	Creditors Controller	Existing
Finance	Debtors Controller	Future Role

Finance	Company Buyer	Existing
Finance	Bookkeeper	Existing
Finance	Management Accountant	Existing
Finance	Junior Buyer	Existing
Finance	Stock Controller	Future Role
Finance	Creditors Clerk	Existing
Finance	IT Administrator	Future Role
Finance	Receptionist	Existing
HR	HR Practitioner	Existing
HR	Payroll Officer	Existing
HR	HR Assistant	Existing
HR	OHP/Clinic Sister	Existing
HR	Training Facilitator	Future Role

7. Service Provider Requirements

- Proven experience in job evaluation and remuneration benchmarking.
- Experience within manufacturing, textile, industrial or FMCG sectors.
- Competency in recognised grading methodologies.
- Access to credible and current salary survey databases.
- Strong project management and reporting capability.
- Shortlisted service providers will be required to present to the board before appointment.

8. . Project Timelines

- The anticipated duration of the project is expected to be completed within approximately 4 to 6 weeks from date of appointment.

9. Proposal Requirements

- Company profile
- Relevant experience and references
- Methodology and approach
- Project team and qualifications
- Detailed pricing proposal
- Project timelines
- B-BBEE documentation
- Company registration and tax compliance documents
- Central Database proof of registration

10. PROPOSAL EVALUATION CRITERIA

The proposal will be evaluated on consideration of the following criteria:

Phase 1: Initial Screening Process

During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

Documents that must be submitted	Yes/No	Comments
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
A copy of Company Registration Certificates		Supplier a copy of Company Registration Certificates
BBBEE Certificate		B – BBBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, an affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf (Failure to submit an affidavit will result in non-compliant on the preference points system)
Registration on Central Supplier Database (CSD)		All agencies, including proposed partner/subcontractor agencies, must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company before submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Annexure B – Declaration of interest (SBD 4)		Complete and sign the supplied pro forma document
Annexure C-Preferential Procurement (SBD 6.1)		Complete and sign the supplied pro forma document
Annexure D – Supply Chain Practice Questionnaire (SBD 8)		Complete and sign the supplied pro forma document

Failure to comply with any of the requirements assessed in Phase 1 (compliance), will lead to disqualification of bids.

Phase 2: Mandatory Functional Requirements

Functionality is worth 100 points. The minimum qualifying score for functionality is 80 points. All Bids that fail to achieve the minimum qualifying score less than 80 points on functionality shall not be considered for further evaluation on price and B-BBEE in phase 3. Those who score more than 80 points will be further evaluated in terms of price and preference points.

The functionality evaluation is broken down as follows:

No.	Criteria	Measure of criteria	Weight
1.	Company Profile and Relevant Experience	The bidder must provide a company profile detailing its organisational capability, years of experience, and track record in providing Job Evaluation, Job Grading and Remuneration Benchmarking services. Preference will be given to bidders with experience in manufacturing, textile, industrial or FMCG sectors.	20
2.	Methodology and Technical Approach	The bidder must demonstrate a clear methodology and approach for conducting job evaluation, grading, remuneration benchmarking, internal pay equity analysis, and development of remuneration frameworks. The methodology must reference recognised job evaluation systems such as Paterson, Peromnes, Hay, Equate or other recognised methodologies.	30
3	Reference Letters	The bidder must provide at least three (3) relevant and contactable reference letters for similar projects successfully completed within the past five (5) years. References should preferably relate to job evaluation, grading and remuneration benchmarking assignments.	20
4	Project Team, Resources and Capacity	The bidder must demonstrate that it has suitably qualified and experienced resources to deliver the project, including specialists in job evaluation, remuneration benchmarking, salary survey analysis, organisational design and project management. CVs of key personnel must be provided.	20
5	Ability to Meet Project Timelines	The bidder must demonstrate its ability to complete the assignment within the required project timeframe of	10

		approximately 4 to 6 weeks, including evidence of project management capability and availability of resources.	
--	--	--	--

- Critical Timelines

DELIVARABLE	DUE DATE
Project Inception Meeting and Project Plan	Within 1 week of appointment
Completion of Job Analysis and Evaluation	Week 3
Completion of Job Grading and Remuneration Benchmarking	Week 4
Draft Report Submission	Week 5
Final Report, Executive Presentation and Knowledge Transfer Workshops	Week 6

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 will lead to disqualification of bids.

Phase 3: Preference Point System

All bids that achieve the qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
BB-BEE Level	20
TOTAL	100

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. DETAILS OF BIDDER

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				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
	NAME:			
[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?	<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 PART B:3 BELOW]	
SIGNATURE OF BIDDER	DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

12. COST PROPOSAL

Please indicate your total bid price here: R.....
 (Compulsory) (Full Scope)

Note: All prices must be VAT exclusive and must be quoted in the South African Rand (ZAR). All additional (other) costs associated the bidder's offer must be clearly specified and included in the total bid price.

Cost Model

Project Deliverables Cost

Cost Element	Unit	Quantity	Rate	Total
Project Initiation	Fixed Fee	1		
Executive Positions Evaluation	Per Position	No. of positions		
Management Positions Evaluation	Per Position	No. of positions		
Specialist Positions Evaluation	Per Position	No. of positions		
Supervisory Positions Evaluation	Per Position	No. of positions		
Operational Positions Evaluation	Per Position	No. of positions		
Remuneration Benchmarking	Fixed Fee	1		
Salary Structure Development	Fixed Fee	1		
Workshops & Training	Fixed Fee	1		

Final Report & Presentation	Fixed Fee	1		
Travel & Disbursements	Actual/Fixed			
VAT				
Grand Total				

Day Rates

Request mandatory disclosure of day rates for additional work.

Resource (Personnel)	Hourly Rate per resource	Number of hours	Total Cost (R)
Other Costs			

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, **EER-06-2026** the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer to the provision of **JOB EVALUATION AND REMUNERATION BENCHMARKING SERVICES** to the subsidiaries of Eerste Flambeau Huur (PTY) LTD, at a total amount of:

R..... (Excluding VAT)

In words

R.....(Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that Eerste Flambeau Huur will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service. We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of the required service when required to do so by Eerste Flambeau Huur. We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs, which we have incurred in connection with preparing and submitting this bid. We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED _____ **DATE** _____

(Print name of signatory) _____
Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____
Tel No _____
Fax No _____
Cell No _____

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

14. BIDDER’S EXPERIENCE AND THE PROPOSED PROJECT TEAM

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Phase 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below.]

The bidder must provide the following information:

Table (a) Details of the bidder's current and experience in JOB EVALUATION AND REMUNERATION BENCHMARKING SERVICES (please refer to phase 2 no 3 of this RFP document):

Client' Name	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client

9 Annexure A – Declaration of Interest (SBD 4)

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2” Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, were applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct **YES / NO**

business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

I, THE UNDERSIGNED
 (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT EERSTE FLAMBEAU HUUR (PTY) LTD MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

10 ANNEXURE B – SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20. preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

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

11 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- a. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

12 BID DECLARATION

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

13 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- a. B-BBEE Status Level of Contributor =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

14 SUB-CONTRACTING

- a. Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- i. If yes, indicate:
- i) What percentage of the contract will be subcontracted.....%
 - ii) The name of the sub-contractor.....
 - iii) The B-BBEE status level of the sub-contractor.....
 - iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

15 DECLARATION WITH REGARD TO COMPANY/FIRM

a. Name of company/firm.....

b. VAT registration number.....

c. Company registration number.....

d.

e. TYPE OF COMPANY/ FIRM

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

f. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

g. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

i. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

**15. Annexure C - Supply chain management practices questionnaire
(SBD 8)**

Request for
Proposal No:

Name of
Respondent:

Authorised
signatory:

[Note the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below.]

The Respondent must complete the following questionnaire.

Respondent's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Respondent or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Respondent or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004? access this Register, enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		

Item	Question	Yes	No
3.3	Was the Respondent or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.4	Does the Respondent relate to any Glodina Towelling (PTY) LTD employee or part of Glodina Towelling (PTY) LTD current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Respondent and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company:

Company Registration Number:

Company VAT Registration Number:

Signature _____

DATE _____

16. Annexure D - Certificate of independent bid determination (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to make effect on the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by: Eerste Flambeau Huur (PTY) LTD
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

³ 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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

17. Annexure E: Disclosure Statement

Disclosure Statement

In terms of the tender condition 13, which allows Eerste Flambeau Huur (PTY) LTD to conduct background checks on bidders and its shareholders and directors, Eerste Flambeau Huur (PTY) LTD hereby requires bidders to provide the following additional information:

- 7.1 Eerste Flambeau Huur (PTY) LTD considers the integrity of its appointed service providers to be of critical importance. Eerste Flambeau Huur (PTY) LTD reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), considers questionable.
- 7.2 To this end, Eerste Flambeau Huur (PTY) LTD requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for Eerste Flambeau Huur (PTY) LTD to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 7.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
 - 7.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 7.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 7.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 7.2 above must be made separately in respect of each consortium partner
- 7.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 7.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to Eerste Flambeau Huur (PTY) LTD indicating the nature and extent of such changed circumstances.
- 7.5 Eerste Flambeau Huur (PTY) LTD reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 7.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by Eerste Flambeau Huur (PTY) LTD
- 7.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, Eerste Flambeau Huur will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to Eerste Flambeau Huur (PTY) LTD; and if it reaches an adverse conclusion Eerste Flambeau Huur (PTY) LTD will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.