

RFQ (REQUISITION FOR QUOTATION).

RFQ NO: 077/2025/CSO/EVENT/RFQ

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENT
MANAGEMENT SERVICES FOR THE 16 DAYS OF ACTIVISM MONTH IN
PIETERMARITZBURG, KWAZULU-NATAL (KZN) PROVINCE.**

DESCRIPTION: (AS PER PROCUREMENT PLAN)	Appointment of a service provider to provide events management services for the 16 Days of Activism Month in Pietermaritzburg, KwaZulu-Natal (KZN) Province.
DURATION:	30 days
PROPOSED BID PROCESS:	RFQ
BRIEFING SESSION:	Non-Compulsory
BRIEFING SESSION DATE AND TIME:	27 November 2025 @ 11h00 a.m.
BRIEFING SESSION VENUE:	Online: Microsoft Teams Send an e-mail to tenders06@tcta.co.za to preregister and receive an invite. Registration for the briefing session will end on 26 November 2025 @ 16h00
CLARIFICATION DEADLINE:	27 November 2025 @ 16H00
ISSUE DATE:	24 November 2025
CLOSING DATE:	02 December 2025 @ 11H00 a.m.
BID VALIDITY PERIOD:	30 days
ENQUIRIES	tenders06@tcta.co.za
SUBMISSION OF PROPOSALS:	Msunduzi Municipality City Hall Building, Ground Floor. Chief Albert Luthuli Street Pietermaritzburg 3201
PROPOSAL TO BE SUBMITTED	1 Original hard copy, 1 soft copy
Contact Person For RFQ Submissions	Nosihle Zuma; Tel : 033 392 2690

BACKGROUND

The Trans-Caledon Tunnel Authority (TCTA) will be hosting a series of community outreach events in the KwaZulu-Natal (KZN) province as part of the national 16 Days of Activism for No Violence Against Women and Children campaign. This annual initiative aims to raise awareness, promote safety, and empower vulnerable groups through education, engagement, and practical support.

TCTA's programme in KZN will span two days and will bring together community members, local leaders, youth groups, and key stakeholders in the fight against gender-based violence. The events are designed to provide both practical skills and motivational support, while fostering a safe and inclusive environment.

Day 1 will focus on empowerment and personal safety. A lunch will be provided for 200 participants, followed by a self-defence session facilitated by a qualified instructor. A PA system will be used to ensure effective communication throughout the programme, and transport will be arranged to make the event accessible to all invited participants.

Day 2 will be an expanded community engagement session, catering for 200 attendees. The programme will include a motivational address by a facilitator and guest speaker, supported by a PA system and podium for formal presentations. Transport will again be provided to enable broad participation across the community.

Through these activities, TCTA aims to contribute meaningfully to the broader national effort to promote safety, dignity, and empowerment for women and children, while strengthening partnerships with communities in KZN.

The event details are as follows:

Date: 08 & 09 December 2025

Time: 08:00 – 16:00

Venue: Pietermaritzburg

Format: Luncheon

Audience Size: Day 1 = 200

Day 2 = 200

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

TCTA is seeking an events management company to provide Events Management services described in detail below. The event will take place as follows:

Date: 08 & 09 December 2025

Time: 08:00 – 16:00

Venue: Pietermaritzburg

Format: Luncheon

Audience Size: Day 1 = 200

Day 2 = 200

Item	Description
DAY 1	
Catering	<ul style="list-style-type: none"> • 200 x Guests • 3 Course buffet lunch, service providers must submit menus. • 2 x Non-alcoholic beverages per person during lunch. • All cutlery, plates, glasses and napkins. • Service providers must cater for 4 x Halaal, Meals. TCTA will not accept Halaal food if the certificate is not provided. All food must be kept separate, sealed, and marked. • Service providers must provide all cutlery, plates and glasses and all other equipment.

	<ul style="list-style-type: none"> • Service providers must provide 50 takeaway containers and bags to take food in case he does not stay for lunch. • 200 x bottle of water and 200 x energy drinks for the walk.
Decor	<ul style="list-style-type: none"> • 20 round tables and white tablecloths • 220 chairs • 220 white chair covers • 6 x trestle tables for buffet stations • 6 x trestle tablecloth • Décor to be minimal and corporate.
Self Defence Classes (45-60 minutes)	<p>Training session should be facilitated using an interactive approach: The service provider must ensure that the training is pitched at the right level and should understand the target audience. The service provider must ensure that the training is as creative and practical as possible. The service provider must be accredited to deliver the self-defence workshop/training. Sessions must be 45-60 minutes.</p> <p>The session must cover the following areas:</p> <ul style="list-style-type: none"> • Basics of Self Defence/ Protection • How to defend yourself against verbal, physical, or emotional attacks. • Lifesaving skills • Awareness of cyber bullying • Awareness of your surrounding • Anti-abduction and Anti-hijacking techniques • How to create/ use Improvised weapons • How to be safe during strikes and fights • Tips on how to be during strikes and fights • 200 x self-defence products i.e., pepper spray or similar safe whether at home, while driving etc
Audio- Visual Equipment	<p>Service providers must provide full professional-grade audio-visual equipment:</p> <ul style="list-style-type: none"> • PA system including 3 microphones (2 roving mics and 1 mic with stand) • 1 x Podium • Stage: Sturdy Perspex podium with a coat of arms decal and a TCTA decal • 1 x Tech assistant. Tech must play background music throughout the day. • 1 x Projector. • 1 x Laptop for projector • 1 x Projector Screen for the stage. • Set-up breakdown • Tech assistant. • Networking background music.

Day 2

Catering	<ul style="list-style-type: none"> • 200 x Guests • 3 Course buffet lunch, service providers must submit menus. • 2 x Non-alcoholic beverages per person during lunch. • All cutlery, plates, glasses and napkins. • Service providers must caterer for 4 x Halaal, Meals. TCTA will not accept Halaal food if the certificate is not provided. All food must be kept separate, sealed, and marked. • Service providers must provide all cutlery, plates and glasses and all other equipment. • Service providers must provide 50 takeaway containers and bags to take food in case he does not stay for lunch.
Decor	<ul style="list-style-type: none"> • 20 round tables and white tablecloths • 220 chairs • 220 white chair covers • 6 x trestle tables for buffet stations • 6 x trestle tablecloth • Décor to be minimal and corporate.
Audio-Visual Equipment	<p>Service providers must provide full professional-grade audio-visual equipment:</p> <ul style="list-style-type: none"> • PA system including 3 microphones (2 roving mics and 1 mic with stand) • 1 x Podium • Stage: Sturdy Perspex podium with a coat of arms decal and a TCTA decal • 1 x Tech assistant. Tech must play background music throughout the day. • 1 x Projector. • 1 x Laptop for projector • 1 x Projector Screen for the stage. • Set-up breakdown • Tech assistant. • Networking background music.
Motivational Speaker	<p>Expertise & Experience: The ideal speaker should:</p> <ul style="list-style-type: none"> • Have a strong background in advocacy, social justice, gender equality, or community transformation. • Demonstrate experience in motivational or inspirational speaking. • Have firsthand experience, research expertise, or lived insights related to gender-based violence, human rights, or social activism (preferred). • Have a proven record of speaking at conferences, community events, or professional gatherings. <p>Key Competencies</p>

	<ul style="list-style-type: none"> • Ability to inspire diverse audiences and deliver a compelling message. • Strong storytelling skills and emotional intelligence. • Cultural sensitivity and trauma-informed communication. • Capacity to link the theme to practical, actionable steps for the audience. <p>Deliverables</p> <p>The selected motivational speaker will be required to: Deliver a 45–60-minute keynote address aligned with the 16 Days of Activism theme. Participate in a Q&A session (10–15 minutes) if required.</p>
Delivery & Setup	Service providers are required to deliver and setup to the venue.

COMPANY EXPERIENCE REQUIRED

The company must have a minimum of 3 projects completed for the supply and hosting of corporate events in the last five (5) years.

PERSONNEL EXPERIENCE REQUIRED

Bidders must manage all personnel assigned to the project.

DELIVERABLES

Bidders will be required to provide the following to TCTA.

Date: 08 & 09 December 2025

Time: 08:00 – 16:00

Venue: Pietermaritzburg

Format: Luncheon

Audience Size: Day 1 = 200 & Day 2 = 200

Setup: 07 December 2025

Breakdown: 09 December 2025

DAY 1

Catering

- 200 x Guests
- 3 Course buffet lunch, service providers must submit menus.
Starter: Livers or Soup and breads
Main: Beef Curry, Rice, Roast Vegetables and Roast Chicken
Desert: Malva Pudding
- 2 x Non-alcoholic beverages per person during lunch.
- All cutlery, plates, glasses and napkins.
- Service providers must cater for 4 x Halaal, Meals. TCTA will not accept Halaal food if the certificate is not provided. All food must be kept separate, sealed, and marked.
- Service providers must provide all cutlery, plates and glasses and all other equipment.
- Service providers must provide 50 takeaway containers and bags to take food in case he does not stay for lunch.
- 200 x bottle of water and 200 x energy drinks for the walk.

Decor

- 20 round tables and navy-blue tablecloths
- 220 chairs
- 220 white chair covers
- 6 x trestle tables for buffet stations
- 6 x trestle tablecloth
- Décor to be minimal and corporate.

Self Defence Classes

45-minute to 60-minute session

Training session should be facilitated using an interactive approach:

The service provider must ensure that the training is pitched at the right level and should understand the target audience.

The service provider must ensure that the training is as creative and practical as possible.

The service provider must be accredited to deliver the self-defence workshop/training.

The session must cover the following areas:

- Basics of Self Defence/ Protection
- How to defend yourself against verbal, physical, or emotional attacks.
- Lifesaving skills
- Awareness of cyber bullying
- Awareness of your surrounding
- Anti-abduction and Anti-hijacking techniques
- How to create/ use Improvised weapons
- How to be safe during strikes and fights
- Tips on how to be during strikes and fights
- 200 x self-defence products i.e., pepper spray or similar safe whether at home, while driving etc

Audio Visual

- Service providers must provide full professional-grade audio-visual equipment:
- PA system including 3 microphones (2 roving mics and 1 mic with stand)
- 1 x Podium
- Stage: Sturdy Perspex podium with a coat of arms decal and a TCTA decal
- 1 x Tech assistant. Tech must play background music throughout the day.
- 1 x Projector.
- 1 x Laptop for projector
- 1 x Projector Screen for the stage.
- Set-up breakdown
- Tech assistant.
- Networking background music.

Day 2

Catering

- 200 x Guests
- 3 Course buffet lunch, service providers must submit menus.
Starter: Livers or Soup and breads
Main: Beef Curry, Rice, Roast Vegetables and Roast Chicken
Desert: Malva Pudding
- 2 x Non-alcoholic beverages per person during lunch.
- All cutlery, plates, glasses and napkins.
- Service providers must caterer for 4 x Halaal, Meals. TCTA will not accept Halaal food if the certificate is not provided. All food must be kept separate, sealed, and marked.
- Service providers must provide all cutlery, plates and glasses and all other equipment.
- Service providers must provide 50 takeaway containers and bags to take food in case he does not stay for lunch.

Decor

- 20 round tables and white tablecloths

- 220 chairs
- 220 white chair covers
- 6 x trestle tables for buffet stations
- 6 x trestle tablecloth
- Décor to be minimal and corporate.

AV Service providers must provide full professional-grade audio-visual equipment:

- PA system including 3 microphones (2 roving mics and 1 mic with stand)
- 1 x Podium
- Stage: Sturdy Perspex podium with a coat of arms decal and a TCTA decal
- 1 x Tech assistant. Tech must play background music throughout the day.
- 1 x Projector.
- 1 x Laptop for projector
- 1 x Projector Screen for the stage.
- Set-up breakdown
- Tech assistant.
- Networking background music.

Motivational Speaker

- Expertise & Experience: The ideal speaker should:
- Have a strong background in advocacy, social justice, gender equality, or community transformation.
- Demonstrate experience in motivational or inspirational speaking.
- Have firsthand experience, research expertise, or lived insights related to gender-based violence, human rights, or social activism (preferred).
- Have a proven record of speaking at conferences, community events, or professional gatherings.

Key Competencies

- Ability to inspire diverse audiences and deliver a compelling message.
- Strong storytelling skills and emotional intelligence.
- Cultural sensitivity and trauma-informed communication.
- Capacity to link the theme to practical, actionable steps for the audience.

Deliverables

The selected motivational speaker will be required to:

- Deliver a 45–60-minute keynote address aligned with the 16 Days of Activism theme.
- Participate in a Q&A session (10–15 minutes) if required.

Delivery & Setup

- Service providers are required to deliver and setup to the venue.

RETURNABLES

MANDATORY	NON-MANDATORY
<p>Bidders must submit at least three (3) signed PDF reference letters on client’s letter head with all contact details indicating corporate event projects they have hosted in the last 5 years.</p> <p>Alternatively, Bidders may fully complete and sign Form A with at least three event management projects hosted in the last five (5) years</p> <p>NB: No points will be allocated if Form A is not fully completed or if reference letters submitted do not cover RFQ scope of work</p>	<p>Standard Bidding Documents (SBD 1, SBD 6.1 & SBD 4)</p>

Itemised pricing schedule that covers all scope of work	Valid BBBEE Certificate issued by the Verification Agency accredited by SANAS, Valid DTIC BBBEE Certificate, Valid Sworn Affidavit for EME or QSE, Consolidated BBBEE for Joint Venture tenderers issued by a Verification Agency an accredited by SANAS. No points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE B .
	SARS Tax Compliance Tax Pin. Bidders to populate their Tax Compliance Status Pin on SBD 1 and provide the letter of authority or board resolution for the authorized representative.

TRANSFORMATION GOALS

N/A

PROPOSED FUNCTIONALITY CRITERIA

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
<p>COMPANY EXPERIENCE</p> <p>Bidders must have a minimum of 3 projects which they successfully completed in managing events. Bidders are required to submit signed reference letters in their clients' letterhead which should not be older than 5 years and should contain the following: Description of services, Contract start date and end date, Contact person, contact number and email.</p> <p>Alternatively, Bidders may complete and sign Form A.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Above 3 projects successfully completed not older than 5 years = 20 points • 3 projects successfully completed not older than 5 years = 10 points • Less than 3 projects successfully completed not older than 5 years = 0 points 	10	20
Total	10	20
<p>NB - Bidders must at least achieve a minimum score of 10 points out of 20 points of the Technical Evaluation to qualify for further evaluation covering Price and Specific Goals.</p> <p>Any Bidder not meeting the threshold of score of achieving at least 10 points out of 20 points be disqualified</p>		

PROPOSED PRICING SCHEDULE

Pricing Schedule - 16 Days of Activism			
Description	Quantity	Amount Per Item	Total
Day 1			
Catering	200		
Decor	1		
Self Defence Classes	200		
Audio Visual	1	.	

Day 2			
Catering	200		
Audio Visual	1		
Décor	1		
Motivational Speaker	1		
Delivery	1		
TOTAL EXCLUDING VAT			
VAT 15%			
TOTAL INCLUDING VAT			
MANAGEMENT FEE			
GRAND TOTAL INCLUDING VAT			

Price must be reflected, excluding and including VAT.

Prices must be firm and unconditional. Bids with conditional prices will not be acceptable and will be treated as such.

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points: -

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

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in **ANNEXURE B**.

PREFERENTIAL POINTS

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80
 Specific Goals = 20
 Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid. Bidders can obtain TCTA's standard conditions of bid upon request or on TCTA's website.

ANNEXURES

A	TEMPLATE FOR BIDDERS EXPERIENCE
B	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
B	SBD 1 – INVITATION TO BID
C	SBD 4 – BIDDERS DISCLOSURE
D	SBD 6.1 – IN TERMS OF PPR 2022

FORM A: TEMPLATE FOR BIDDERS EXPERIENCE

Instruction To bidders

Item	Client Name	Description of Goods	Start date	End Date	Contact person	Email	Contact number
1							
2							
3							
4							
5							

*By signing below, the bidder confirms that the information above is true and correct.

- a) Bidders are to list at least 3 of their client references below in the last 5 years. No points will be allocated for less than 5 references
- b) The form must be completed in full; no points will be allocated for an incomplete or a partially completed form.

Name:

Date:

ANNEXURE B: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	11h00am
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
tenders06@tcta.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Procurement Officer		CONTACT PERSON		
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders06@tcta.co.za		E-MAIL ADDRESS	tenders06@tcta.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<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?

YES

NO

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

**PART B
TERMS AND CONDITIONS FOR BIDDING**

3. BID SUBMISSION:

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

4. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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:

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

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

..... Signature Date
..... Position Name of bidder

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

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);

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

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

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

- (a) Price; and
(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim 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:

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

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:

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

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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: