

REQUEST FOR QUOTATION

PROCUREMENT OF CONFERENCE VENUE HIRE AND COUNCIL LOGISTICS FOR THE COUNCIL MEETING AND STRATEGY REVIEW WORKSHOP TO BE HELD ON 25 AND 26 JANUARY 2024 IN SKUKUZA

RFQ NUMBER:	RFQ NHC/2023/24-160
RFQ ISSUE DATE:	2023-11-08
CLOSING DATE AND TIME:	2023-11-17
COMPULSORY BRIEFING SESSION	None

**SUPPLIERS ARE REQUESTED TO PLEASE SUBMIT A QUOTATION ON THE COMPANY
LETTERHEAD FOR THE FOLLOWING:**

No	Item Description	Quantity	Unit of Measure
4.1.	Full day conference package for 25 January 2024 in Skukuza as per attached specifications. Provision for virtual connection to be included	34	Conference package
4.2.	Full day conference package for 26 January 2024 in Skukuza as per attached specifications. Provision for virtual connection to be included	28	Conference package
4.3.	Accommodation (DBB) for 3 nights from 24 to 27 January 2024	8	Conference package
4.4.	Accommodation (DBB) for 2 nights from 24 to 26 January 2024	24	Conference package
4.5.	Accommodation (DBB) for 1 night from 25 to 26 January 2024	1	Conference package
4.6.	Travel logistics as per attached specifications for all attendees		Each

ITEM DESCRIPTION	DETAILED INFORMATION
RFQ VALIDITY PERIOD	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
COMPULSORY REQUIREMENT	- Valid current Tax compliance status pin code for verification of tax compliance status with SARS.

REQUEST FOR QUOTATION: COUNCIL MEETING AND STRATEGY WORKSHOP IN SKUKUZA ON 25
AND 26 JAN 2024

ITEM DESCRIPTION	DETAILED INFORMATION
	<ul style="list-style-type: none"> - Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD - Completed and signed Standard Bidding Documents (SBD) forms included with the bid document / RFQ.
OTHER COMPULSORY REQUIREMENTS / INFORMATION	Compliance with ASATA requirements and all legislation applicable to travel and conference bookings
SUBMISSION OF QUOTES	e-mail to: procurement@nhc.org.za
CONTACT PERSON FOR ENQUIRIES	cc procurement@nhc.org.za

INTRODUCTION

1. PURPOSE OF THE REQUEST

NHC seeks to invite quotations for the procurement of goods and/or services as stated above.

2. NHC's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 2.1. NHC's conditions of purchase shall apply.
- 2.2. The validity period of the quotations must be clearly stated on the quotation.
- 2.3. Prices quoted shall be in South African Rand and inclusive of VAT as well as any associated costs such as delivery, insurance, taxes, etc.
- 2.4. No price adjustments or amendments will be considered by the NHC after closure of the RFQ.
- 2.5. The supplier accepts full responsibility for the proper execution and fulfilment of the goods or services quoted for.
- 2.6. NHC reserves the right to accept or reject any special terms and conditions that may qualify the goods or services to be provided.
- 2.7. The NHC reserves the right to accept or reject a proposal in whole or in part.
- 2.8. Where the NHC determines that it will be in the best interest of the project to appoint multiple suppliers, the NHC reserves the right to award the RFQ to multiple suppliers by indicating on the purchase order, the items applicable.
- 2.9. Quotations shall be submitted on an official letterhead and duly signed.
- 2.10. Goods or services shall be supplied / rendered upon receipt of an official purchase order from the NHC. No services must be rendered or goods delivered before an official NHC purchase order or service level agreement (SLA) signed.
- 2.11. The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- 2.12. Only quotations from suppliers that complies with the specifications and indicate the date of delivery or expected date of service delivered, shall be evaluated and considered.
- 2.13. The NHC reserve the right to do due diligence on the quotations.

- 2.14. The NHC reserves the right to benchmark prices quoted.
- 2.15. Late and / or incomplete submissions will not be accepted.
- 2.16. NHC shall pay within 30 days after receipt of an invoice.
- 2.17. All invoices must be submitted to SCM via the email to procurement@nhc.org.za.

3. EVALUATION CRITERIA

All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations. The lowest acceptable price will score 80 points; the 20 points according to the specific goals will be allocated as indicated in the Standard Bidding Document (SBD) 6.1.

The breakdown of the scoring is included in the Standard Bidding Document (SBD) 6.1. Suppliers are required to complete the SBD 6.1 to indicate the points claimed as required. Where a supplier failed to claim points, the points allocated will default to zero. The points claimed will be verified against the Central Supplier Database (CSD) information for verification.

Your assistance and co-operation is appreciated.

Kind Regards

*Ms. Corné van Huyssteen
Supply Chain Manager
National Heritage Council of South Africa
353 Festival Street
Hatfield
0028
Tel: 012 748-3949
Email: procurement@nhc.org.za*

TERMS OF REFERENCE: Venue Hire and Council Logistics for the Council Strategy Review Workshop and Meeting on 25 and 26 January 2024 at Skukuza

- Please note that the proposed Council travel may change prior to the date of travelling and it is imperative that the bookings are made taking this into consideration.

<p>25 January 2024: Full Day Conferencing for 34 Guests from 09:00 – 17:00 (Single U Shaped Sitting with multiple plugs, screen projector, stationery, Free WiFi)</p> <p>26 January 2024: Full Day Conferencing for 28 Guests from 09:00 – 17:00 (Single U Shaped Sitting with multiple plugs, screen projector, stationery, Free WiFi)</p> <p>Refreshments including water during conferencing: 08:30 : tea on arrival (tea, coffee, juice, fruit platter and light snack) 10:30 : mid-morning tea (tea, coffee, juice, fruit platter and light snack) 13:00 : buffet lunch with desert 15:00 : afternoon tea (tea, coffee, juice and pastries)</p> <p>Conferencing package to include possible additions on printing, scanning and making copies.</p>	<p>Proposed Venues: Skukuza – Mpumalanga (Please negotiate gov rates)</p> <p>Travel Agency to negotiate complementary shuttles from airport to hotel if possible.</p> <ul style="list-style-type: none"> - Accommodation for 3 nights: Dinner Bed and Breakfast for 8 guests (check inn 24 and check out 27 January 2024) <ol style="list-style-type: none"> 1. Ms Esther Netshivhongweni 2. Hosi Adv Aarone Mahumani 3. Ms Elodie Tlhoale 4. Mr Onkabetse Mereki 5. Mr Luthando Jack 6. Mr Jabulani Sithole 7. Ms Elizabeth Kibini 8. Ms Salome Sithole - Accommodation for 2 nights: Dinner Bed and Breakfast for 24 guests (check inn 24 and check out 26 January 2024) <ol style="list-style-type: none"> 9. Mr Edgar Neluvhalani 10. Ms Laura Robinson 11. Dr Luyanda Mpahlwa 12. Ms Nontlaza Sizani 13. Adv Motlatjo Ralefatane 14. Dr Refiloe Mabaso 15. Mr Tsheko Tsehlana 16. Dr Graham Dominy 17. Dr Vikinduku Mnculwane 18. Mr Simon Nkosi <p>NHC Team</p> <ol style="list-style-type: none"> 19. Dr Ndivhoniswani Lukhwareni 20. Ms Mbali Manukuza 21. Ms Palesa Kadi 22. Dr Thabo Manetsi 23. Adv Tshepo Maaake 24. Mr Tshepo Moeng 25. Ms Mathabiso Chamane 26. Dr Marriam Tawane 27. Ms Linda Mphafe
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>28. Mr Khwezi Mpumlwana 29. Ms Stella Ndhrazi 30. Mr Mninawa Ngcobo 31. Mr Danny Legodi 32. Mr Amos Mulaudzi</p> <p>- Accommodation for 1 night: Dinner Bed and Breakfast for 1 guest (check inn 25 and check out 26 January 2024)</p> <p>33. Ms Margaret Phiri (check inn 26 and check out 27 October 2023)</p>
Flights from OR Tambo to Skukuza (shuttle times to be linked to flights schedules) and group shuttles to be considered	If no straight flights, connecting flights should be considered
	Flights from Various Provinces to Skukuza
<p>1. Mr Edgar Neluvhalani 24/01/2024 return 26/01/2024 Shuttle: 467 Barn Owl Street Willow Acres Estate Sylver Lakes Pretoria to OR Tambo and return shuttle Flights: OR Tambo to Skukuza (late afternoon) and return on (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>	<p>1.Ms Laura Robinson: (prefers Airlink or SAA: Isle seat as forward as possible) 24/01/2024 return 26/01/2024 Flights: Cape Town to Skukza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>
<p>2. Dr Graham Dominy 24/01/2024 return 26/01/2024 Shuttle: 579 Reitz Street Sunnyside Pretoria to OR Tambo and return shuttle Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>	<p>2.Dr Luyanda Mpahlwa 24/01/2024 return 26/01/2024 Flights: Cape Town to Skukza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>
<p>3. Ms Nontlaza Sizani 24/01/2024 return 26/01/2024 Shuttle: 74 Saffron Avenue Irene Farm Villages to OR Tambo and return Flights: OR Tambo to Skukuza (late afternoon) and return on (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>	<p>3.Dr Vikinduku Mnculwane 24/01/2024 return 26/01/2024 Shuttle: No.96 Main Street Eshowe airport and return Flights: Durban to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>
<p>4. Adv Motlatjo Ralefatane 24/01/2024 return 26/01/2024 Shuttle: 149 King Fisher Avenue Freeway Park Boksburg to OR Tambo and return shuttle Flights: OR Tambo to Skukuza (late afternoon) and return on (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return</p>	<p>4.Ms Esther Netshivhongweni 24/01/2024 return 27/01/2024 Flights: Polokwane to Skukuza (late afternoon and return (morning – midmorning) Shuttle: Skukuza airport to hotel and return</p> <p>(to share shuttle with Adv Aarone Mahumani)</p>
<p>5. Mr Tsheko Tsehlana 24/01/2024 return 26/01/2024 Shuttle: No 5 Benson Place Kibler Park to to OR Tambo and return shuttle</p>	<p>5.Adv Aarone Mahumani 24/01/2024 return 27/01/2024 Flights: Polokwane to Skukuza (late afternoon and return (morning – midmorning)</p>

Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	Shuttle: Skukuza airport to hotel and return
6. Dr Refiloe Mabaso 24/01/2024 return 26/01/2024 Shuttle: No. 2 Ino Street, Naturena to to OR Tambo and return shuttle Flights: OR Tambo to Skukuza (late afternoon) and return on 27/10/2023 (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	6.Mr Onkabetse Mereki 24/01/2024 return 27/01/2024 Flights: Kimberly to Skukuza (late afternoon) return (morning midmorning) Shuttle: Skukuza airport to hotel and return
7. Dr Ndivhoniswani Lukhwareni 24/01/2024 return 26/01/2024 Shuttle: Pretoria to OR Tambo and return shuttle and return shuttle Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	7.Mr Luthando Phillip Jack 24/01/2024 return 27/01/2024 Shuttle: 37 Summerwood Crescent Gqeberha Port Elizabeth and return Flights: Port Elizabeth to Skukuza (late afternoon around 15:00/16:00) and return (morning – midmorning) Shuttle: Skukuza airport to hotel and return
8. Ms Mbali Manukuza 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	8.Mr Jabulani Sithole 24/01/2024 return 27/01/2023 Shuttle: 25 Kenneth Road Oakpark Pietermaritzburg to airport and return Flights: Pietermaritzburg to Skukuza (late afternoon) and return (morning – midday) Shuttle: Skukuza airport to hotel and return
9. Adv Tshepo Maake 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	9.Ms Elodie Tlhoale 24/01/2024 return 27/01/2024 Flights: Bloemfontein to Skukuza (late afternoon) and return (morning – midday) Shuttle: Skukuza airport to hotel and return
10. Mr Tshepo Moeng 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	10.Ms Salome Francinah Sithole 24/01/2024 return – 27/01/2023 Car hire in Withbank (Merc/bmw) to be collected from 09:00 and to be returned on 27/01/2024 by 12:00
11. Ms Palesa Kadi 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	11.Ms Elizabeth Kibini 24/01/2024 return 27/01/2024 Flights: Nearest airport to Rusternbueg to Skukuza (late afternoon) and return (around 10:00 / 11:00) Shuttle: Skukuza airport to hotel and return
12. Dr Thabo Manetsi 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	
13. Ms Mathabiso Chamane 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	
14. Ms Linda Mphafe	

24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	
15. Ms Margeret Phiri 25/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	
16. Mr Khwezi Mpumlwana 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	
17. Mr Mninawa Ngcobo 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 10:00/11:00) Shuttle: Skukuza airport to hotel and return	
18. Ms Stella Ndhrazi 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 10:00/11:00) Shuttle: Skukuza airport to hotel and return	
19. Dr Danny Legodi 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 10:00/11:00) Shuttle: Skukuza airport to hotel and return	
20. Mr Amos Mulaudzi 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 10:00/11:00) Shuttle: Skukuza airport to hotel and return	
21. Dr Mirriam Tawane 24/01/2024 return 26/01/2024 Flights: OR Tambo to Skukuza (late afternoon) and return (around 18:00/19:00) Shuttle: Skukuza airport to hotel and return	

COMPULSORY REQUIREMENTS

1. The service provider should consult the contact person/ NHC representative before making any purchase, to ensure that both parties fully understand the specifications.
2. The service provider is required to issue the vouchers and itinerary within four hours of receipt of the official purchase order. All bookings and confirmations must be emailed to l.mphafe@nhc.org.za, s.skenjana@nhc.org.za and c.vanhuyssteen@nhc.org.za.
3. The service provider must ensure that the 3rd party service provider complies with the requirements and honour the scheduled times as agreed. Where the 3rd party make changes to the bookings, the service provider will ensure that the traveler reach the destination at the time indicated. NHC will not be liable for any additional charges that might result from changes to the bookings.
4. The service provider shall be available from receipt of the purchase order until all travellers reach their return destinations to ensure that the travellers are not inconvenienced at any time.
5. The service provider must provide the most cost-effective and economic means of transport to the travellers and ensure compliance with National Treasury regulations. For more information, please contact Linda Mphafe at l.mphafe@nhc.org.za / 079 257 4352

The service provider should consult the contact person/ NHC representative before making any purchase, to ensure that both parties fully understand the specifications.

For more information, please contact Linda Mphafe at l.mphafe@nhc.org.za / 079 257 4352

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ NHC/2023/24-160	CLOSING DATE:	2023-11-17	CLOSING TIME:	11:00
DESCRIPTION	Request for Quotation (RFQ) for the procurement of conference venue hire and Council logistics for the Council meeting and strategy review workshop to be held on 25 and 26 January 2024 in Skukuza				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NHC requires that all quotations / RFQ submissions be submitted electronically to procurement@nhc.org.za and use the RFQ number RFQ NHC/2023/24-160 and description in the subject line of the email.					
Where large files are submitted, please submit the quotation and supporting documentation in multiple emails.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	procurement@nhc.org.za		E-MAIL ADDRESS	procurement@nhc.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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]		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?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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

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.

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.

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

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 **80/20** preference point system.
- b) The **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 | 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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = 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)
The promotion of entities that are B-BBEE compliant				N/A	8	N/A	
B-BBEE contribution	Level	of	Weight				
B-BBEE contribution: 1	Level	of	8				
B-BBEE contribution: 2	Level	of	7				
B-BBEE contribution: 3	Level	of	6				
B-BBEE contribution: 4	Level	of	5				
B-BBEE contribution: 5	Level	of	4				
B-BBEE contribution: 6	Level	of	3				
B-BBEE contribution: 7	Level	of	2				
B-BBEE contribution: 8	Level	of	1				
B-BBEE contribution: 9	Level	of	0				
Non-complaint							
The promotion of SMME's				N/A	12	N/A	

Only bidders that submit a valid current certified copy of the B-BBEE Certificate or original B-BBEE certificate issued by the verification agency accredited by SANAS or Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths in terms of (EMEs), will be considered for scoring.

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:

.....

.....

.....