



REQUEST FOR QUOTATION

Terms of Reference

**INVITATION TO BID FOR THE PROCUREMENT OF AN
EXHIBITION STAND DESIGNER AND EVENT
INFRASTRUCTURE AGENCY TO PROVIDE SANParks
WITH A QUALITY EXHIBITION STAND DESIGN AND
BUILD FOR THE AFRICA TRAVEL INDABA**

RFQ NO.

RFQ-130a-23

REQUEST FOR QUOTATION

You are hereby invited to submit a price quotation for:

PROCUREMENT OF AN EXHIBITION STAND DESIGNER AND EVENT INFRASTRUCTURE AGENCY TO PROVIDE SANParks WITH A QUALITY EXHIBITION STAND DESIGN AND BUILD FOR THE AFRICA TRAVEL INDABA

RFQ NUMBER:	RFQ-130a-23
ADVERTISEMENT DATE:	11 March 2024
CLOSING DATE:	18 March 2024
CLOSING TIME:	12:00
BID DOCUMENT DELIVERY ADDRESS:	scmquotations@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted)
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Itshekeng Lamola
SCM RELATED QUERIES	Mpho Masia

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	RFQ-130a-23	CLOSING DATE:	18 March 2024	CLOSING TIME:	12:00
DESCRIPTION	PROCUREMENT OF AN EXHIBITION STAND DESIGNER AND EVENT INFRASTRUCTURE AGENCY TO PROVIDE SANParks WITH A QUALITY EXHIBITION STAND DESIGN AND BUILD FOR THE AFRICA TRAVEL INDABA				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
scmquotations@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mpho Masia		CONTACT PERSON	Itshekeng Lamola	
TELEPHONE NUMBER	012 426 5083		TELEPHONE NUMBER	012 426-5058	
E-MAIL ADDRESS	mpho.masia@sanparks.org		E-MAIL ADDRESS	itshekeng.lamola@sanparks.org	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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 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 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."
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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:

1. PURPOSE

The purpose of this exercise is to appoint an exhibition stand designer and builder to assist and activate on behalf of SANParks in the following manner,

Design, build and provide a turnkey solution for SANParks Africa Travel Indaba Exhibition stand and tailor-make to suite compliance and greening requirements.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entities.

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

Hence Investment in marketing through participation in travel and trade shows has to be considered seriously to enhance growth of patronage from South Africa's core source markets with particular emphasis on the younger, adventurer traveller as well as conference, meetings and incentives business for the properties that can cater accordingly. Both national and international roadshows and travel expos are crucial to forging concrete relationships with the travel trade in these core markets – effectively a B2B (business to business strategy). Participation in the trade shows is critical as it allows SANParks to share its destinations with a pre-selected audience while investigating the competition and building relationships with new customers.

It is critical for SANParks to exhibit at trade shows such the Africa Travel Indaba in Durban not only to create new advertising opportunities or increase its customer base to boost occupancy (sales) but these shows also lend us the opportunity to:

1. Showcase our parks, newest development and technologies: these are the best venues to feature SANParks latest park additions, technological advancements and unique selling points, through physical demonstration to a relevant captive audience.
2. Expand our visitor base – through existing and potential trade partners, we would be able to position our parks, produce qualified leads, laying the foundation for new client sales during and after the trade show.
3. Close sales – with the new sales lead approach, marketing will now approach trade shows with a goal in mind, to increase sales wrt to occupancy and increase number of visitors to the parks.
4. Increase our travel trade network – trade shows are full of tourism distributors who are always looking for attractive packages to add to their repertoire. One new trade relationship forged at a trade show can lead to future increased revenue.
5. Reaffirm confidence among existing trade partners and strategic partners.

3. SCOPE OF WORK

SANParks markets its destinations to trade and consumer markets through various platforms and requires a variety of branded infrastructure to support marketing and positioning. It is against this background that we source the most skilled, creative and nationally recognised service providers supplying a full range of branded infrastructure & exhibition services including but not limited to shell scheme, retail displays, branded material such as banners, boards and furniture to help SANParks & WILD:

1. Market its brand and parks through various platforms
2. Successfully deliver the SANParks & WILD key marketing and positioning messages
3. Benchmark in complying with Greening requirements - committed to promoting sustainability in the exhibition, events and retail displays.
4. Incorporate the latest technologies well enough to attract but not distract.

SANParks has incorporated exhibiting at the Africa Travel Indaba in its Marketing plans, to create awareness of its brand, products & services and meet its marketing objectives.

Africa Travel Indaba (14 – 16 May 2024)

Africa's Travel Indaba is one of the largest tourism marketing events on the African calendar and one of the top three 'must visit' events of its kind on the global calendar. It showcases the widest variety of Southern Africa's best tourism products and attracts international buyers and media from across the world. Africa's Travel Indaba is owned by South African Tourism and organised by Synergy Business Events (Pty) Ltd. Africa's Travel Indaba has won the awards for Africa's best travel and tourism show. This award was presented by the Association of World Travel Awards.

Africa's Travel Indaba brings together a showcase of Southern African tourism products and services for the international travel trade. Exhibitors in the DEC (Durban Exhibition Centre) includes, provincial authorities, provincial products and African Countries. In the ICC (International Convention Centre), exhibitor categories include accommodation, tour operators, game lodges, transport, online travel, luxury products, Hidden Gems, media publications and industry associations. Outdoor exhibitors include transport, camping and safari companies. Its buyer profile consists of; inbound tour operators, foreign travel

agents, airlines, DMC's, online booking companies & transport Africa's Travel Indaba has a dedicated following of local and international media who provide extensive coverage of the exhibition for the local and international markets through radio, television, newspaper and dedicated travel publications.

Venue

- Inkosi Albert Luthuli Convention Centre (Durban ICC)
- Durban Exhibition Centre (DEC)
- KwaZulu-Natal
- South Africa

Show Dates

- Show Days: 14 -16 May 2024
- Local and International Trade Days: 14 -16 May 2024







The service provider will be expected to provide the following services:

- Design a world class environmentally friendly exhibition stand for SANParks through:
 - Concept development
 - 3D modelling & renderings
 - Putting together the presentation for SANParks to approve
- Printing of branded and advertising material for the stand on fabric, vinyl and PVC which format may be required for the SANParks custom stand.
- The stand is meant to have an enclosed booth where a client can go in and sit to experience a moment of reflection through listening to a meditation video, played on a plasma screen with headphones.
- Project manage by providing a turnkey solution for the SANParks Africa Indaba Exhibition stand.
- Supply shell scheme for the SANParks stand exhibition. Advise on layout design and managing the requirements of a shell scheme project. Incorporate products for the shell scheme environment such as registration counters, sound-dampened meeting rooms, board room and electrical equipment.

- Provide carpeting and flooring to suite the custom needs of the SANParks exhibition stand.
- Plan, install and manage the technology elements of SANParks exhibition stand such as Audio-Visual equipment and interactive elements.
- Provide a full range of exhibition furniture.
- Ensure benchmarking and compliance to Greening requirements by employing green stand design principles and eco-friendly products.

It is expected for the service providers to submit their proposed project plan with artists' impressions, drawings, and/or 3D models, of how they would interpret the brand to attract and retain markets – within the product or infrastructure including costing thereof and how they will plan and organise the start of the exhibitions to the end including storage and transportation. It is also expected of service providers to provide pricing for creation of branded and audio-visual material, as well as procurement of additional stand supplies such as coffee station with a Barista to manage and serve cappuccino machine station), catering at the stand in terms of provision and supply of bottled water, sweets/mints and peanuts for the duration of the show.

Africa Travel Indaba Stand technical requirements (please see pictures as reference):

- Single tier – built on floor space Size: 12 x 6 = 72m²
- Lighting and plug points
- Allowance for visitors' flow / movement space
- Audio Visual equipment
- Exhibition / Visual display equipment panels/light boxes
- Brochure racks
- Functional areas
 - Reception/customer service counter with lockable shelves
 - Lockable storeroom
 - Kitchen/Beverage station (Barista to manage and serve cappuccino bar machine, light catering – sweets, peanuts and bottled still water), 120 cups per day x 3 days 360 cups
 - Coffee limited to Cappuccino, Espresso & Hot Chocolate, cups, saucers, teaspoons, tea bags (Ceylon Tea, Green Tea and Rooibos), milk, white & brown sugar sachets. (Includes a Barista and cappuccino machine maker for a period of 8 hours. Anything after will be charged for).
- Seating Area – Lounge/Cocktail area
- Open Meeting Area – 6 x boardroom seating furniture (not bulky boardroom furniture)
- Enclosed meeting area – 4 x Boardroom seating furniture
- Interactive Area e.g... Virtual Reality Tour.
- Stand Branding – incorporating SANParks destinations and Wild Card

4. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead,
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1
- Submission of fully completed SBD 7.2

5. MANDATORY REQUIREMENTS

Bidders will be disqualified if they do not fully comply with all mandatory requirements. No "unanswered" questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-compliance and the bidder shall be disqualified.

NO	REQUIREMENT	COMPLY	NOT COMPLY
1	Bidder to provide a Stand design and building concept of previous work done.		
2	<p>Organigram structure which clearly indicates who will be responsible for the management of the assignment as well as its execution. The allocation of team members to assignments should be based on the experience of the proposed project personnel.</p> <p>Agency needs to show evidence of highly competent and skilled staff who are able to advice, guide, lead, manage and direct on matters pertinent to the above resource requirements and skills. Experience and length of service in individuals who are able to apply creativity when designing and producing the stand for SANParks</p> <p>The proposed resource are as follows,</p> <ul style="list-style-type: none"> - Expertise in interior designing specialising in 3D design, - Graphic Designing, - Project Management, - Infrastructure Management, - Event - Retail display management <p>Name of the Resource (attach CV):</p> <p>Qualification (Certificates of qualifications should be attached):</p>		

3	<p>The Bidder (Company) - Minimum 6-10 years' experience in designing and building exhibition stands for major preferred brands in any industry (Tourism & Travel would be an added bonus).</p> <p>Substantiate your option as selected above: Agency needs to show a high level of experience and competence, with managing exhibition stands. Work done to support a client's brand positioning strategy through the design, concept and presentation of the exhibition stand Agency needs to provide evidence of exhibitions participated in and stands managed</p> <p>Evidence of this competence must be shown through the following:</p> <ul style="list-style-type: none"> • List of Clients Managed • Written Testimonials from other brands / clients • Public knowledge reports of stand activations managed (Business success feedback, awards receive etc. <p>Name of the Resource (attach CV): Brief description of relevant experience:</p>		
4	<p>Bidder to provide pictures of Stand Designs Building they previously managed</p>		

NB: Qualification Threshold – Bidders who comply with the mandatory requirement will be invited for a presentation via MS Teams.

NO	REQUIREMENT	COMPLY	NOT COMPLY
1	Bidder to conduct a presentation on how they are going construct the Exhibition Stand (from cradle to grave process, designing until to the fully constructed Exhibition Stand)		

6. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database.

7. PRICING

PROCUREMENT OF AN EXHIBITION STAND DESIGNER AND EVENT INFRASTRUCTURE AGENCY TO PROVIDE SANParks WITH A QUALITY EXHIBITION STAND DESIGN AND BUILD FOR THE AFRICA TRAVEL INDABA		
Number	Description	Amount
1.	Professional Fees	
2.	Material Costs	
3.	Cost of Construction and Breakdown	
4.	Transport Cost	
5.	Kitchen/Beverage station Coffee Bar or Smoothie, light catering (120 cups per day Estimated, of Coffee, Tea, Espresso, Hot Chocolate, cups, saucers, teaspoons, tea bags, milk, white & brown sugar sachets. Include a Barista for a period of 8 hours a day.	
	Sub total	
	VAT 15%	
	Total Cost	
	NOTE: Travel Costs to be quoted using AA rates. SANParks will only consider travel rates in line with the AA rates. Floor plans are in the scope of work	

8. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

9. TIMELINES

Upon appointment the recommended service provider is expected to deliver the service as per the terms of reference of the RFQ, failure to confirm, SANParks reserve the right to cancel the Purchase Order.

It is anticipated that the assignment will run for a period of 3 months from **March 2024 to May 2024**.

- Africa Travel Indaba Stand design and project management plan
- Stand shell scheme, branding, furniture, decals and visuals approved by **29 March 2024**
- All services orders (additional suppliers) are to be submitted no later than **06 April 2024**
- Handover of SANParks allocated space to exhibition stand supplier to project manage with exhibition management by **April 2024**
- Stand setup (Africa Travel Indaba to advise)
- Exhibition dates **14 – 16 May 2024**
- Exhibition stand strike **May 2024**
- Project wrap-up report and return of SANParks collateral by **May 2024**

10. FINANCIAL PAYMENT

Payment will be made in accordance with the PFMA (within 30 days of receipt of invoice) after delivery of service rendered or goods delivered.

A 50% prepayment to be made to the supplier as per the PMFA.

11. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

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**

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.

2.2.1 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 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.

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.

- 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

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

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) Either 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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 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 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 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 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 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)
Exempted Micro Enterprise (EMEs) Qualifying Small Enterprise (QSEs) Generic Enterprise (GENs)	Total Points: 10 QSEs/EMEs: 10 GENs: 1	
Black Ownership Enterprises owned by Black People with at least 51% shareholding or more	Total Points: 10 80% to 100% = 10 65% to 79% = 8 41% to 64% = 6 31% to 40% = 4 21% to 30% = 2 0% to 20% = 0	
Total number of Points	20	

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:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to RFQ
 - Pricing schedule(s);
 - Bidders Disclosure;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations of 2022

- 3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	SPECIFIC GOALS

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT:ON THIS DATE:

NAME (PRINT):

SIGNATURE:

OFFICIAL STAMP

WITNESSES

1

2