

Didacta Building
211 Nana Sita Street
Pretoria

Private Bag 1758
Pretoria
0001

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 95-2025-2026 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The National Research Foundation – SAASTA (NRF SAASTA) hereby invites suitably qualified service providers to submit quotations for the provision of system maintenance, support and enhancements of the existing South African Network of Science Centres (SANSC) online system for a period of (5) five months.
RFQ ISSUED DATE	25 August 2025
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE	01 September 2025
CLOSING TIME	11:00 AM
EXPECTED DATE SERVICES IS REQUIRED	TBC (From around September 2025)
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	N/A
DELIVERY ADDRESS OF GOODS/SERVICES	211 Nana Sita Street, Pretoria Central, 0002 Didacta Building, SAASTA
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to quotes2@saasta.nrf.ac.za . Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquiries can be directed at this e-mail address, S.Suke@saasta.nrf.ac.za , and / or you may contact Silence Suke on 012 392 9380.

Important Notes to this RFQ:

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, (quotes2@saasta.nrf.ac.za)
- If the quotation is late, it shall not be accepted for consideration.
- The NRF|SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatary Requirements);
- Supplier must provide a CSD no (MAAA.....)
- Supplier must provide a original or copy of certified of SANAS accredited BBBEE Certificate or Sworn Affidavit;

Prohibition of Gifts & Hospitality:

“Except for the specific goods or service procured by the NRF|SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF|SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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SERVICE PROVIDER/SUPPLIER:

REGISTRATION NUMBER:

CSD REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

1. NRF|SAASTA's standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1 forms** respectively.
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF|SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF|SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF|SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF|SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF|SAASTA official. The NRF|SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF|SAASTA before the NRF|SAASTA Award Letter or PO is issued. (An official authorised NRF|SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF|SAASTA's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request for Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the Government Procurement: General Conditions of contract, July 2010. You can log on www.saasta.ac.za/procurement/openbids to access this document.**

*1 Which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

*2 It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that:

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

Signature: _____

Date: _____

Capacity: _____

Annex B : **GENERAL CONDITIONS OF CONTRACT**

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT

South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the NRF, and its primary function is to advance public awareness, appreciation, and engagement of science, engineering, and technology (SET) in South Africa.

2. BACKGROUND OF THE PROJECT

SOUTH AFRICAN NETWORK OF SCIENCE CENTRE (SANSC) ONLINE SYSTEM

South African Network of Science Centre (SANSC) online system is a web-based system, and it has been operational for 7 years. It is based on the Department of Science, Technology and Innovation (DSTI)'s National Norms and Standards for a Network of Science Centres and Framework for the Promotion of Excellence in a National Network of Sciences centres. The National Norms and Standards for a Network of Science Centres defined the functions of science centres as follows:

- a. To promote science and technology literacy among young people and the general public.
- b. To contribute to the enhancement of learner participation and performance in science, technology, engineering and mathematics (STEM).
- c. To identify and nurture youth talent and potential in STEM.
- d. To provide career education in STEM based disciplines.

The Framework uses a quality assurance manual and accreditation criteria to assist science centres in the national network to:

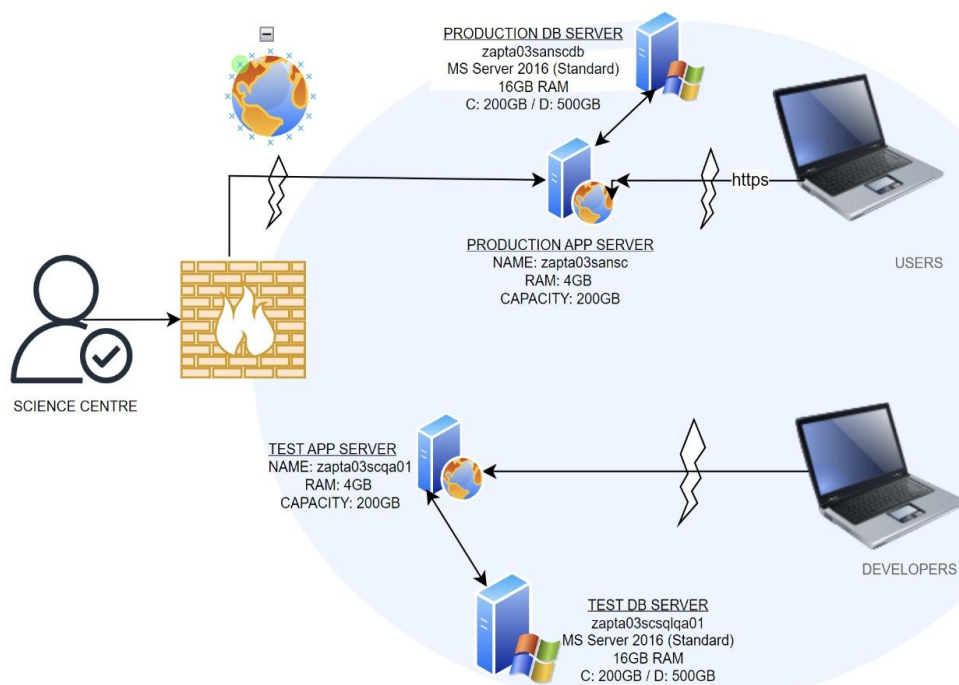
- a. Adequately respond to the four strategic areas;
- b. Uphold corporate governance; and
- c. Be conscious of service offerings quality and quality expectation of that service.

In pursuit of the Framework for the Promotion of Excellence in a National Network of Science Centres, science centres are subjected to peer evaluation to establish their state of development. More information can be obtained from SANSC website <https://www.sansc.org.za/Public/Home.aspx>

The system currently has four (4) key functionalities and these are the following:

- a. User Management – a phase where the SAASTA administrator manages user accounts.
- b. Evaluation and Accreditation – a stage where the computerised evaluation instruments are configured and the accreditation status is processed.
- c. Summary reports – a stage where dashboards/reports are generated based on the evaluation outcome feedback.
- d. Communication Platform – this includes the channels to be used by users to communicate and share information.

Figure 1 illustrates the system architecture and Table 1 illustrates the platform requirements.



The table below provides details of the SANSC Online system infrastructure

Physical Architecture	
Application Server	TEST
Server Name	zapta03scqa01
Memory	4GB (RAM)
Capacity (GB)	C: 200GB
Database server	TEST
Server Name	zapta03scsqlqa01
OS	Microsoft Server 2016 (Standard)
Capacity (GB)	C: 200GB / D: 500GB
Application Server	PROD
Server Name	zapta03sansc
Memory	4GB (RAM)
Capacity (GB)	C: 200GB
Database server	PROD
Server Name	zapta03sanscdb
OS	Microsoft Server 2016 (Standard)
Memory	16GB (RAM)
Capacity (GB)	C: 200GB / D: 500GB
Integration	
Integration Type	None
Integration with Internal Systems	None
Integration with External Systems	None

Security	
Port	IIS
User Management	Server level access - account with access rights. Scripted to authenticate against SA-account
SSL Certificates	DNS - Cloudflare

3. DETAILED SPECIFICATION

No.	Brief Description of Item(S)/Service(S) Required	Unit of Measure	Quantity of Item(s)
1	<p>General Maintenance and Support</p> <p>1.1 Establish an Incident Management Procedure: Develop and implement a detailed procedure for managing all service requests, including user creation, password changes, file uploads, and other system-related tasks. Ensure all incidents are consistently documented and managed.</p> <p>1.2 Incident Reporting: Employ the service provider's existing helpdesk and incident logging system to track and manage all incidents related to the SANSC Online System. Ensure that all incidents are accurately logged and that both clients and NRF SAASTA receive timely notifications.</p> <p>1.3 Ensure Defined Incident Response Times: Adhere to the agreed incident response times by providing an initial response <u>within one (1) hour of receiving a report of a critical issue</u>, confirming that the incident has been logged. Maintain continuous communication throughout the resolution process, providing updates at each stage until the issue is fully resolved. For non-critical issues, provide an initial response <u>within one (1) hour and aim to resolve the issue within 48 hours</u>. Ensure a high standard of responsiveness to minimise disruptions to system operations.</p> <p>1.4 Maintain System Functionality and Security: Ensure the SANSC Online System remains fully operational, secure, and free from software bugs and technical problems. Monitor system performance on a weekly basis to proactively identify and resolve any issues, within-depth performance reviews conducted at least monthly to assess and enhance overall system health. Ensure that any identified vulnerability be addressed via the CAB process to mitigate potential security risks of such software vulnerabilities.</p> <p>1.5 Prioritise Service Request Responses: Respond promptly to all service requests logged through the service provider's helpdesk system. Enable the client (NRF SAASTA) to assign priorities to service requests based on the business impact of each issue. Ensure that critical, noncritical, and general issues are addressed with the appropriate level of urgency and attention according to the priority set by the client.</p> <p>1.6 Manage Patch Upgrades: Implement and manage regular patch upgrades to protect the system against vulnerabilities. All patch</p>	Monthly	5

	<p>upgrades must follow a formal change request process, including obtaining NRF SAASTA's approval prior to implementation. Provide advance notice to NRF SAASTA of any planned patch management activities to ensure transparency, coordination, and minimal disruption to users.</p> <p>1.7 Content Editing: This refers to any system editing of new features to enhance the look of website, document updates (reports, company logos, photos) and / or any other information that may require updates in the system.</p> <p>1.8 Monthly Reporting: Overall monthly report on system performance.</p>								
2	<p>Information Backup and Lead Time</p> <p>2.1 Perform Daily Backups: Execute daily data backups on NRF SAASTA's production server to ensure data integrity and availability.</p> <p>2.2 Backups: Regularly verify the completeness and accuracy of backups.</p> <p>2.3 Conduct Monthly Database Restoration: Perform a monthly restoration of the database on the test server to validate data integrity and backup procedures. Ensure all restored data is accurate and complete.</p> <p>2.4 Provide Monthly Backup Reports: Deliver comprehensive monthly backup reports to NRF- SAASTA, detailing all backup activities, schedules, verifications, and any anomalies or corrective actions taken.</p> <p>2.5 Maintain application code repository: Implement appropriate Version Control Systems (VCS) to ensure alignment (test and development environments) with the code based that is deployed on the production environment.</p> <p>2.6 Backing up the Application's Code: Store the backup in a remote repository or cloud storage services.</p>								
3	<p>Compliance Management</p> <p>3.1 Ensuring the system complies with IT governance and regulations (e.g., data protection regulations and security).</p> <p>3.2 The bidder acknowledges and agrees to comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), and any applicable regulations or guidelines issued in relation thereto, in processing personal information during the execution of this bid and any subsequent agreement.</p>								
4	<p>Milestones</p> <table><tr><th>Key deliverables</th><th>Timelines</th></tr><tr><td>Incident management procedure</td><td>Monthly</td></tr><tr><td>Incidents report</td><td>Monthly</td></tr></table>	Key deliverables	Timelines	Incident management procedure	Monthly	Incidents report	Monthly		
Key deliverables	Timelines								
Incident management procedure	Monthly								
Incidents report	Monthly								

	Monthly back-up report	Monthly		
5	<p>Configuration Service</p> <p>5.1 The service provider will have access to the production server (SANSC server).</p> <p>5.2 Backup all science centres information databases daily on NRF SAASTA's production server.</p>			
6	<p>Support Service</p> <p>6.1 The appointed service provider delivers support for the online system for the period of the contract.</p> <p>6.2 Incident response time is 4 hours for critical issues and 48 hours for non-critical issues.</p> <p>6.3 The service provider provides regular updates of all critical incidents to the NRF SAASTA contract manager.</p>			
7	<p>Communication</p> <p>7.1 Project Steering Committee: To communicate by compiling and submitting detailed monthly incident reports to NRF SAASTA, based on data from the service provider's helpdesk system. These reports outline all logged queries, actions taken, and resolutions achieved and include analysis of any recurring issues or trends.</p> <p>7.2 Support Team: The potential service provider to formally communicate any changes to the support team that has been allocated to NRF SAASTA by email.</p>			

Managing Service Levels

- Upon appointment, both parties agree on the final set of performance levels for each deliverable service levels including measurable key performance indicators with minimum thresholds in writing which is appended to this RFQ document.
- Upon completing the implementation of the solutions the service provider must provide a comprehensive report on the deployment of all changes including lesson learnt and recommendation for future system updates.
- Failure to deliver the service within the agreed timelines will result in an order being cancelled.
- If a member of the project team as described in the table below leaves or has their job terminated, a replacement with the same training and experience should take over their role timeously to sure business continuity.
- The service provider should effectively facilitate the skills transfer process for NRF personnel, ensuring that critical knowledge is preserved and utilised within the organisation.

Annex D : EVALUATION CRITERIA

The evaluation criteria will be based on the following requirements:

1. Evaluation for Price and NRF|SAASTA specific goals based on the 80/20 PPPFA principle.

No.	Evaluation criteria	How this will be evaluated	Go / No-Go
1.	Company profile and experience	The bidder must submit the company profile indicates a minimum of five (5) years demonstrated knowledge and experience (as indicated by a list of past projects and work completed by the company) in systems development, maintenance and support.	
2.	<p>Staff Capacity:</p> <p>Minimum of three people including project manager. Permanent or at least 12 months term fixed contracts.</p> <p>Project Team:</p> <p>Experience and Qualification:</p> <ul style="list-style-type: none"> • Project Manager must have minimum of an IT Qualification or related at NQF Level 7 or higher or 15 years' experience in software development or IT project management. • Business Analyst must have minimum an IT Qualification or related at NQF Level 6 or higher and 7 years' experience in software development or Business Analysis. • Developer must have a minimum an IT Qualification or related NQF Level 6 or higher and 7 years' experience in software development. 	The bidder must submit the CV's and qualifications of the individual team members indicating their experience per individual according to the evaluation criteria.	
3.	References	Submit three signed contactable written references of systems development, maintenance and support provided from other clients.	
4.	Methodology	The bidder must submit a proposal detailing the maintenance and support plan on how to keep the system operational on a continuous basis.	

5.	Systems	Submit an example of 3 systems, specifically each for the following: system development, systems maintenance and support of accreditation maintained and supported by the service provider.	
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Evaluation: Price and NRF-SAASTA specific goals:

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

Annex E : **COST BREAK DOWN**

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead.
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply.
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR).
4. No price changes will be accepted after official Purchase Order (PO) is issued.

NB: Price calculation Guide to be aligned to the quotation

No.	Description	Unit of Measure	Quantity	Unit Price	Total VAT inclusive
1.	General Maintenance and Support (Page 9 -10)	Monthly	5		
2	Information Backup and Lead Time (Page 10 -11)	Monthly	5		
Total VAT inclusive					

Annex F : STANDARD BIDDING DOCUMENTS

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NRF/SAASTA)					
BID NUMBER:	as per the attached RFQ	CLOSING DATE:	as per the attached RFQ	CLOSING TIME:	11:00
DESCRIPTION	Supply of goods/services as per the attached RFQ				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE Emailed to					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	NAME:				
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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.

SBD4

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 the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

SBD4

- 3.5 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.
- 3.6 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.
- 3.7 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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20 (Proof of BBBEE level as per BBBEE status level)

	scoring table)
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:

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

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:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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)
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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

