



## REQUEST FOR QUOTATION

Terms of Reference

**INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR  
CATERING, SOUND AND TECHNICAL SUPPORT, PORTABLE ABLUTION  
FACILITIES, STAGE BUILD REQUIREMENTS AND FLOWER  
ARRANGEMENTS, FOR SANPARKS WORLD RANGERS DAY.**

**RFQ NUMBER: SCMPR0000017007**

<b>REQUEST FOR QUOTATION</b>	
<b>INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR CATERING: 160 PRE-PACKED LUNCH BOXES AND BEVERAGES, STRETCH TENT, AND CHAIRS</b>	
<b>RFQ NUMBER:</b>	
<b>ADVERTISEMENT DATE:</b>	<b>16 July 2025</b>
<b>CLOSING DATE:</b>	<b>22 July 2025</b>
<b>CLOSING TIME:</b>	<b>11h00am</b>
<b>RFQ DOCUMENT DELIVERY ADDRESS:</b>	<a href="mailto:tablemountain.scm@sanparks.org">tablemountain.scm@sanparks.org</a>  Please reference RFQ number on email subject line for bid submission.
<b>RFQ VALIDITY PERIOD:</b>	<b>90 days (commencing from the RFQ Closing Date)</b>
<b>TECHNICAL RELATED QUERIES</b>	<b>Ms. Babalwa Dlangamandla</b> <b>Babalwa.Dlangamandla@sanparks.org</b> <b>076 724 2416</b>  <b>Ms. Lauren Howard</b> <b>Lauren.Clayton@sanparks.org</b> <b>0711155843</b>  <b>Lerato Mathole</b> <a href="mailto:Lerato.Mathole@sanparks.org">Lerato.Mathole@sanparks.org</a>
<b>SCM RELATED QUERIES</b>	<b>Mr. Lubabalo Moni</b> <b>Lubabalo.Moni@sanparks.org</b>  <b>Ms. Bilqees Rodriques</b> <a href="mailto:Bilqees.Rodriques@sanparks.org">Bilqees.Rodriques@sanparks.org</a>

Bidders should ensure that bids are delivered timeously to the correct email 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

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS</b>					
BID NUMBER:	SCMPR0000017007	CLOSING DATE:	22 JULY 2025	CLOSING TIME:	11:00am
DESCRIPTION	<b>INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR CATERING, SOUND AND TECHNICAL SUPPORT, PORTABLE ABLUTION FACILITIES, STAGE BUILD REQUIREMENTS AND FLOWER ARRANGEMENTS, FOR SANPARKS WORLD RANGERS DAY.</b>				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS</b>					
<a href="mailto:tablemountain.scm@sanparks.org">tablemountain.scm@sanparks.org</a> and <a href="mailto:lauren.clayton@sanparks.org">lauren.clayton@sanparks.org</a>					
Please reference RFQ number on email subject line for bid submission.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Bilgees Rodriques		CONTACT PERSON	Lauren Howard Clayton	
TELEPHONE NUMBER	021 712 0527		TELEPHONE NUMBER	0711155843	
E-MAIL ADDRESS	<a href="mailto:Bilgees.Rodriques@sanparks.org">Bilgees.Rodriques@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:lauren.clayton@sanparks.org">lauren.clayton@sanparks.org</a>	
<b>SUPPLIER INFORMATION</b>					
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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
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]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
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
<b>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 BELOW.</b>			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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:

.....

## 1. PURPOSE

The purpose of this RFQ is to seek a supplier for the catering, sound and technical support, portable ablution facilities, stage build requirements and flower arrangements, for SANParks World Rangers Day.

- Delivery date: **Wednesday 30 July 2025**
- Delivery time: **Set up and delivery to be concluded on 30 July 2025 @ 16:00**

**Delivery:**

Kloofnek Parking Area – Tafelberg Road

## 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.

## 3. SCOPE OF WORK

SANParks requires the following -

**Technical sound requirements:**

- Sound/PA System
- Mini jack to XLR cable or Mini jack to Jack (audio cable that will connect from living streaming gear to sound mixer)
- Sound mixer with 4x audio speakers with stands (sound personnel to set up and operate sound desk)
- 85w 7000lm 5500k Light with Barndoors and have two stands
- Two cordless microphones
- Quiet Generator – To power four speakers and lighting as there is no electricity supply at the venue

**Tent/Stage and accessories:****Main Event set up- - Middle Parking Area**

- One 18m x 15m Bedouin tent to accommodate 200 people (weather dependent)
- 200 - black armless plastic chairs and chair covers (clean, same colour, same pattern)
- 4 Steel tables (trestle tables) with long black table clothes
- 2 VIP flushable toilets with janitor services
- 1 Perspex/transparent podium
- 8 panel stage/platform with black floor covering to fit under a 3m x 3m SANParks gazebo – see attached image as example
- Solid Steps\stairs

**Separate catering station – Lower Parking Area**

- A **6m x 9m** closed marquee (54m<sup>2</sup>) comfortably seats 50 guests.
- 50 armless plastic black chairs with black chair covers
- 7 banquet tables to maximise space – long black tablecloths with 4 flower center pieces in gold vases.
- a serving station (buffet style)

**Required certificates Occupational Health certificates from the venue**

- Public Liability Insurance with minimum cover of R1 000 000.00 for both catering services and the tent.
- Safety officer appointment and qualifications –

- engineer certificate to be issued on site by qualified engineer
- Electrical Certificate of Compliance
- Fire safety compliance certificate
- Certificates of Acceptability (COA) for catering/vendors
- Proof of Backup Power Supply

**The Marquee and stage supplier are required to provide SANParks with a Valid Certificate of Compliance for any temporary structures that may be erected, including but not limited to marquees, stages, and similar installations signed competent person registered in terms of the Engineering Profession of South Africa Act, 1990 (Act No.114 of 1990) who specializes in the civil and structural design.**

#### **Wreath/Flower Arrangement**

- 3 large wreaths (long ones)
- 3 x large white Candles

#### **Catering [Halaal Catering Required]**

- 150 prepacked lunches (rice, pap, chicken, beef, fish, vegetables, and potato and green salads and beverages (combination of soft drinks and fruit juice)
- 100 still water (500ml), 50 sparkling water(500ml).
- 50 guests lunch buffet (Hot meals for 50 guests: Steak with gravy / two sides of roast vegetables / veggie lasagna for vegetarians / Fried Chicken /roast potatoes/ white rice) with proper cutlery, glassware and crockery and chaffing dishes - food to be served warm,
- 50 bottles of water (500ml) (30 still and 20 sparkling)
- Apple and Orange juice in 5 jugs

#### **Catering at the Boardroom (holding room) – Kloofnek Office**

- 20 people – serving with proper cutlery, crockery
- Tea/coffee/ juice
- Muffins/scones,
- Fruit platter
- 20 Water (bottled water 500ml – still)
- Delivery date: **Thursday, 31 July 2025**
- Delivery time: **08:30am**

- The caterer should have completed setting up the venue by 10:00 on 31 July 2025

**Delivery:**

Kloofnek Parking Area – Off Tafelberg Road

**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 with 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 SBD6.1 (Preferential points claim form).  
accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit.
- Submission of fully completed SBD7 (Contract Form) in case of a contract.
- SARS TAX PIN

**5. 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).

**5. Mandatory requirements:**

Failure to provide the required documents will result in the disqualification of your bid.

Items	Submitted/ not submitted
Structural Engineer certificate - The engineer to conduct inspection after the pitching of both stretch tents and then a certificate should be issued.	



Liability insurance – for both catering services and the tent supplier should ensure that when they send through the quote, a liability insurance certificate is also attached.	
Halaal certificate	

## 6. PRICING

INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR DESIGN AND MANUFACTURING 100 BREATHABLE DRAW STRING SUN HATS WITH EMBROIDERY				
Item No	Item Description	Quantity per order	Unit Price	Price Inclusive of VAT
1	<b>Technical sound requirements:</b> <ul style="list-style-type: none"> <li>• Sound/PA System</li> <li>• Mini jack to XLR cable or Mini jack to Jack (audio cable that will connect from living streaming gear to sound mixer)</li> <li>• Sound mixer with 4x audio speakers with stands (sound personnel to set up and operate sound desk)</li> <li>• 85w 7000lm 5500k Light with Barndoors and have two stands</li> <li>• Two cordless microphones</li> <li>• Quiet Generator – To power four speakers and lighting as there is no electricity supply at the venue</li> </ul>	200 guests		
2	<b>Tent/Stage and accessories:</b> <ul style="list-style-type: none"> <li>• Main Event set up</li> <li>• One 18m x 15m Bedouin tent to accommodate 200 people (weather dependent)</li> <li>• 200 - black armless plastic chairs and chair covers (clean, same colour, same pattern)</li> <li>• 4 Steel tables (trestle tables) with long black table clothes</li> <li>• 2 VIP flushable toilets with janitor services</li> <li>• 1 disabled flushable toilet with janitor services</li> </ul>			

	<ul style="list-style-type: none"> <li>• 1 perspex/transparent podium</li> <li>• 8 panel stage/platform with black floor covering to fit under a 3m x 3m SANParks gazebo – see attached image as example</li> <li>• Solid Steps\stairs</li> </ul>			
3	<b>Separate catering station</b> <ul style="list-style-type: none"> <li>• A <b>6m x 9m</b> closed marquee (54m<sup>2</sup>) comfortably seats 50 guests.</li> <li>• 50 armless plastic black chairs with black chair covers</li> <li>• 7 banquet tables to maximise space – long black tablecloths with 4 flower center pieces in gold vases.</li> <li>• a serving station (buffet style)</li> </ul>	50 guests		
4	<b>Wreath/Flower Arrangement</b> <ul style="list-style-type: none"> <li>• 3 large wreaths (long ones)</li> <li>• 3 x large white Candles</li> </ul>			
2	<b><u>Delivery Fees</u></b>			
<b>TOTAL</b>				<b>R</b>
<b>VAT</b>				<b>R</b>
<b>GRAND TOTAL</b>				<b>R</b>

## 7. 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.

## 8. TIMELINES

The Successful supplier will be required to deliver the goods immediately after appointment as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

## **9. FINANCIAL PAYMENT**

Payment will be made in accordance with the PFMA (within 30 days of receipt of invoice) after the service has been rendered.

## **10. 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.

**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 interest<sup>1</sup> 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

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<sup>1</sup> 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.

interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 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 consortium<sup>2</sup> will not be construed as collusive bidding.

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

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

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<sup>2</sup> 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.

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

### **SBD 6.1**

#### **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**

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#### **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.

- 1.3** Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

- 1.5** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6** The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:



- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Percentage of ownership</b>		
B-BBEE Procurement Recognition Level 1 to 4	5	
Black people with at least 51% shareholding or more	5	
Exempted Micro Enterprises; - 5 points Qualifying Micro Enterprise; - 3 points Generic; - 2 points	5	
Woman ownership with at least 30% shareholding or more – 5 points maximum	5	
<b>TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER</b>	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

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