



REQUEST FOR QUOTATION

Terms of Reference

**APPOINTMENT OF A SERVICE PROVIDER TO INVESTIGATE POTENTIAL
SEXUAL HARASSMENT CASES IN THE KRUGER NATIONAL PARK AS AND
WHEN REQUIRED**

RFQ – 2025-09-01

REQUEST FOR QUOTATION

<p>You are hereby invited to submit a price quotation for:</p> <p>APPOINTMENT OF A SERVICE PROVIDER TO INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES IN THE KRUGER NATIONAL PARK AS AND WHEN REQUIRED</p>	
RFQ NUMBER:	RFQ-2025-09-01
ADVERTISEMENT DATE:	11 September 2025
CLOSING DATE:	26 September 2025
CLOSING TIME:	12:00am
BID DOCUMENT DELIVERY ADDRESS:	Fhatuwani.Matshili@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted)
BID VALIDITY PERIOD:	120 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Solly Shakwane / 013 735 4451
SCM RELATED QUERIES	Fhatuwani Matshili 013 735 4311

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-20250901	CLOSING DATE:	26 September 2025	CLOSING TIME:	12:00pm
DESCRIPTION	APPOINTMENT A SERVICE PROVIDER TO INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES IN THE KRUGER NATIONAL PARK AS AND WHEN REQUIRED				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
Fhatuwani.Matshili@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Fhatuwani Matshili		CONTACT PERSON	Solly Shakwane	
TELEPHONE NUMBER	013 735 44311		TELEPHONE NUMBER	013 735 4451	
E-MAIL ADDRESS	Fhatuwani.Matshili@sanparks.org		E-MAIL ADDRESS	solly.shakwane@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."

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 appoint a service provider to investigate potential sexual harassment cases in the Kruger National Park.

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.

SANParks derives its mandate mainly from the legislation and frameworks applicable to the public sector. These are as follow:

- The Constitution of the Republic of South Africa (1996);
- The Public Finance Management Act (PFMA) (1999);
- The National Treasury Regulations (2005);
- The National Environmental Management Protected Areas Act (NEMPAA); and
- SANParks Policies and Frameworks.

The Kruger National Park (KNP) is a renowned wildlife reserve in South Africa, attracting millions of visitors annually. As part of its commitment to maintaining a safe and respectful environment for all employees and visitors, the KNP seeks to appoint a qualified service provider to conduct thorough investigations into potential sexual harassment cases within the Park.

3. OBJECTIVE

The primary objective of this project is to identify and investigate any alleged incidents of sexual harassment occurring within the Kruger National Park. The service provider will be responsible for conducting impartial, comprehensive investigations to determine the validity of complaints and recommend appropriate actions to address any confirmed cases of sexual harassment.

4. SCOPE OF WORK

The scope of work includes, but is not limited to, the following tasks:

- Familiarize with the KNP's existing policies and procedures related to sexual harassment.
- Investigation Planning: Develop a detailed investigation plan outlining methodologies, timelines, and resources required for conducting thorough investigations.
- Complaint Intake and Assessment: Establish a confidential process for receiving and assessing complaints related to sexual harassment, ensuring sensitivity and confidentiality throughout the process.
- Evidence Gathering: Collect and analyse relevant evidence, including witness statements, documentation, and any other pertinent information to substantiate or refute allegations of sexual harassment.
- Interviews: Conduct interviews with complainants, witnesses, alleged perpetrators and victims in a respectful and unbiased manner, adhering to best practices for investigative interviewing.
- Report Compilation: Prepare comprehensive investigation reports summarizing findings, conclusions, and recommendations for each case investigated within stipulated times.
- Presentation of Findings: Present investigation findings to the KNP's designated authorities, providing clear and concise explanations of the investigative process and outcomes within the stipulated times.
- Follow-up and Monitoring: Provide support and guidance to the KNP in implementing recommendations and monitoring compliance with corrective actions, if necessary.
- Confidentiality and Integrity: Maintain strict confidentiality and integrity throughout the investigation process, ensuring the protection of all parties involved and the preservation of sensitive information.
- All collected data shall remain the property of the KNP and must be submitted to the KNP. Any distribution and sharing of data collected via this process is strictly prohibited and permitted solely upon request and subsequent approval from the Managing Executive of the KNP

5. DELIVERABLES

The following deliverables are expected from the service provider:

- Investigation Plan
- Investigation Reports (per case)
- Presentation of Findings

6. TIMELINES

Feedback on the investigations must be presented through a conclusive report within the specified timelines below, recognising that each case may be affected by its inherent complexity and urgency.

- A preliminary report is to be submitted within 10 working days of the initiation of the investigation.
- A comprehensive investigation report detailing findings and recommendations must be provided within 30 days of the investigation's commencement
- In an event that investigation report may not be finalised within the 30-day period, a formal communication detailing the reasons for the delay must be presented to the KNP

7. REPORTING AND COMMUNICATION

The service provider will be required to provide regular progress updates to the designated KNP representatives and maintain open communication channels throughout the duration of the investigations.

8. COMPETENCIES

Interested service providers should possess the following qualifications, experience and expertise. NB: higher qualifications are preferred for this investigation work and where the investigator doesn't possess higher qualifications such competency must be backed or supported by extensive experience in a related field.

- Demonstrated expertise in conducting investigations, particularly in the field of workplace harassment and discrimination.
- Knowledge of relevant legislation and best practices pertaining to sexual harassment prevention and investigation.
- Experience working with diverse stakeholders in sensitive and confidential environments.
- Strong communication and interpersonal skills, with the ability to interact professionally and empathetically with individuals involved in the investigation process.
- Proven track record of delivering high-quality investigation reports and recommendations.

NB: It is the responsibility of the service provider to conduct security checks of its investigators that they have no similar offence or with criminal record or registered as sex offenders by the criminal justice.

Service Providers will be expected as and when required to interview the alleged victims, perpetrators, and witnesses in the **indigenous language**.

9. BUDGET

Service providers are invited to submit detailed proposals outlining their proposed budget for the project, including all anticipated costs such as personnel, travel, and administrative expenses.

10. SUBMISSION OF PROPOSALS

Interested service providers should submit their proposals electronically to **Fhatuwani Matshili** at Fhatuwani.Matshili@sanparks.org no later than **24th September 2025 at 12:00pm**. Proposals should include a cover letter, company profile, relevant experience, proposed methodology, timeline, and budget.

11. THE BIDDING SELECTION PROCESS

The bid shall be evaluated in three (3) phases, the details of the evaluation phases are outlined below:

Phase I	Phase II	Phase III
Mandatory evaluation criteria	Technical/Functional evaluation criteria	Price and Specific Goals Evaluation
<ul style="list-style-type: none">• Compliance with mandatory requirements	<ul style="list-style-type: none">• Bidders must achieve the set minimum threshold of 75 points for functionality requirement.	<ul style="list-style-type: none">• Bids evaluated in terms of the 80/20 preference system (Price and Specific Goals)

Evaluation phases

Phase 1: Mandatory evaluation criteria

Bidder(s) responses will be evaluated based on the documents submitted under mandatory and standard RFQ requirements.

Failure to comply with mandatory requirements will lead to the bidder being disqualified, and not considered for further evaluation on Functional requirements and Price and Specific Goals.

Description of requirement	Included in the published bid document	To be returned by the bidder	Bidder to tick Yes if the document is submitted
GENERAL			
Letter of good standing (COIDA). Proof of valid certificate must be provided.	No	Yes	
Provide valid letter of good standing with the Legal Practice Council as a Law Firm. Proof of valid certificate must be provided.	No	Yes	

12. FUNCTIONAL EVALUATION CRITERIA

The minimum functional threshold is 75%. Any bidder who does not meet the minimum threshold will not proceed to the Price and Preference Stage of evaluation.

INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES					
Selection Criteria		Evidence Required	Total Points	Score Range	Scoring Methodology
1.	COMPANY EXPERIENCE				
1.1	<p>Company previous experience in the industry:</p> <p>Relevant experience in Conducting investigations in workplace harassment/discrimination</p> <p>Bidder must indicate the number of months or years in conducting Hygiene survey and health risk assessment.</p>	Appointment letters and reference letters on client letterhead (signed, dated, and contactable) indicating contract period and value for investigations in workplace harassment/discrimination.	40	40 Points =	The bidder has (72/+ Months) or more experience in conducting investigations, particularly in the field of workplace harassment and discrimination.
				30 Points =	The bidder has 60 to 71 months significant relevant experience in conducting investigations, particularly in the field of workplace harassment and discrimination.
				0 Points =	The bidder has less than 60 months significant relevant experience in conducting investigations, particularly in the field of workplace harassment and discrimination
2.	COMPETENCY AND CAPACITY				
2.1	<p>Competency and Capacity of Project Leader</p>	bidders must provide certified copies of relevant academic qualifications, issued by recognised institutions of higher learning.	40	40 Points =	The lead investigator has 11 years or more relevant experience in workplace harassment/discrimination investigations.

INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES					
Selection Criteria		Evidence Required	Total Points	Score Range	Scoring Methodology
	Bidders are required to submit comprehensive Curriculum Vitae (CVs) of the proposed project leader who will be responsible for conducting the investigation. The CVs must clearly outline the individual's expertise, roles, and years of experience specifically related to investigations in the field of workplace harassment and discrimination.	The minimum qualification requirement for the project leader is a Bachelor's degree in one of the following fields: <ul style="list-style-type: none">Criminal JusticeForensic ScienceLaw Or any other related discipline relevant to investigative work in workplace misconduct. CV must be comprehensive and qualifications are valid and certified (not older than 3 months). Demonstrates high expertise and capacity.			CV is comprehensive and qualifications are valid and certified (not older than 3 months). Demonstrates high expertise and capacity.
				30 Points =	The lead investigator has 10 to 10.9 years relevant experience. CV and qualifications are complete and valid. Shows strong capacity and relevant expertise.
				20 Points =	The lead investigator has 9 to 9.9 years relevant experience. CV is acceptable and qualifications are provided. Moderate capacity and expertise.
				0 Points =	The lead investigator has less than 7 to 8.9 years relevant experience. CV and qualifications are present but may lack depth. Basic capacity and expertise.
3	QUALITY OF METHODOLOGY AND APPROACH				
Total Points (3.1 to 3.6)			20		

INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES					
Selection Criteria		Evidence Required	Total Points	Score Range	Scoring Methodology
3	Detailed methodology and approach that applies to conducting investigations, particularly in the field of workplace harassment and discrimination.	<p>Bidders must submit a written methodology document outlining their approach to conducting investigations into workplace harassment and discrimination. The methodology must address the following components:</p> <ul style="list-style-type: none"> Investigation process and phases Data collection and analysis techniques Reporting structure and timelines Legal and ethical compliance Confidentiality and stakeholder engagement protocols 			The methodology is rigorous, well-structured, and fit-for-purpose. It includes detailed steps for conducting investigations, data collection, analysis, reporting, and stakeholder engagement. It demonstrates alignment with legal frameworks and best practices in workplace harassment/discrimination investigations.
3.1	Investigation process and phases	Clear outline of investigation stages, including initiation, evidence gathering, interviews, analysis, and reporting.	5	<ul style="list-style-type: none"> 0 = 3 = 4 = 5 = 	<ul style="list-style-type: none"> No investigation process described. Basic outline provided, lacks clarity or detail. Clear and relevant steps described, but not fully developed. Detailed, structured process aligned with best practices and investigation standards.
3.2	Methodology and Technical Approach	Detailed methodology including sampling methods, data tools, collection, and analysis process.	5	<ul style="list-style-type: none"> 0 = 3 = 4 = 	<ul style="list-style-type: none"> No info Generic methods Sufficient step-by-step

INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES					
Selection Criteria		Evidence Required	Total Points	Score Range	Scoring Methodology
				<ul style="list-style-type: none"> 5 = 	<ul style="list-style-type: none"> Rigorous and fit-for-purpose
3.3	Project Plan and Timelines	Bidders must submit a detailed project plan that outlines key milestones, timelines, resource allocation, and deliverables. The plan must demonstrate the bidder's ability to meet the following timeline requirements: <ul style="list-style-type: none"> Preliminary report within 10 working days of investigation initiation Comprehensive report within 30 calendar days of commencement Formal communication in case of delay beyond 30 days 	5	<ul style="list-style-type: none"> 0 = 3 = 4 = 5 = 	<ul style="list-style-type: none"> No project plan or unclear timelines. Basic plan with loosely defined timelines. Complete plan with clear milestones and deliverables. Logical, well-sequenced plan aligned with project scope and duration
3.4	Legal and ethical compliance	Demonstrates understanding of legal frameworks and ethical standards applicable to investigations.	5	<ul style="list-style-type: none"> 0 = 3 = 4 = 5 = 	<ul style="list-style-type: none"> No mention of legal or ethical compliance. Generic references to compliance. Specific laws and standards mentioned. Comprehensive integration of legal frameworks and ethical principles.
3.5	Confidentiality and stakeholder engagement protocols	Measures to protect confidentiality and engage stakeholders appropriately during investigations.	5	<ul style="list-style-type: none"> 0 = 3 = 4 = 5 = 	<ul style="list-style-type: none"> No Quality Assurance and Quality Control No protocols provided. Basic mention of confidentiality or engagement. Clear procedures for both

INVESTIGATE POTENTIAL SEXUAL HARASSMENT CASES					
Selection Criteria		Evidence Required	Total Points	Score Range	Scoring Methodology
					confidentiality and stakeholder involvement. <ul style="list-style-type: none"> Detailed, enforceable protocols aligned with legal and ethical
Total			100		
Minimum qualifying score required			75		

To be considered for evaluation, bidders must submit the following documents as part of their proposal. Failure to provide any of the listed items may result in disqualification:

1. Fidelity Fund Certificate

A valid certificate confirming the bidder's registration and compliance with the Fidelity Fund requirements.

2. Letter of Good Standing from the Legal Practice Council

A current letter confirming that the bidder is in good standing with the Legal Practice Council.

3. Proof of Business Premises

Confirmation of the physical address from which the firm conducts its business operations. This may include a lease agreement, utility bill, or municipal account in the name of the firm.

4. Practice Management Training Certificate

A valid certificate confirming that the attorneys involved in the project have successfully completed Practice Management Training, as required by the Legal Practice Council.

13. CONTRACTUAL ARRANGEMENTS

The selected service provider will enter into a formal contract with the Kruger National Park outlining the terms and conditions of the engagement, including deliverables, payment schedule, confidentiality agreements, and dispute resolution mechanisms.

14. RIGHT TO REJECT PROPOSALS

The Kruger National Park reserves the right to reject any or all proposals received and is not obligated to select the lowest-priced proposal.

15. CONFIDENTIALITY

All information provided by the Kruger National Park and obtained during the course of the project shall be treated as confidential and used solely for the purpose of fulfilling the obligations under this scope of work.

16. AMENDMENTS:

The Kruger National Park reserves the right to amend or modify this scope of work at any time during the procurement process, as deemed necessary.

17. 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 SBD 6.1

18. 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

19. 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.

20. PRICING SCHEDULE (Investigation Services)

NB: Kruger National Park will be regarded as the office of workplace during the duration of the engagement.

20.1. Professional Services

Item No	Resource Category	Rate per hour (ZAR)	VAT @15 %	Total (Incl. VAT)	Notes
1	Director / Engagement Lead	R	R	R	
2	Senior Investigator	R	R	R	
3	Investigator	R	R	R	
4	Forensic Analyst / Evidence Specialist	R	R	R	
5	Legal / Compliance Advisor	R	R	R	
6	Case Administrator / Coordinator	R	R	R	
TOTAL		R	R	R	

20.2.Disbursements

Item No	Item	Unit	Unit Rate (ZAR)	VAT @15%	Total (Incl. VAT)
1	Travel within KNP (return distance)	km	R	R	R
3	Transcription services	hour	R	R	R
4	Background checks / verifications	each	R	R	R
5	Secure data storage & encryption	month	R	R	R
6	Printing / courier of evidence bundles	each	R	R	R
7	Interpretation / translation (if applicable)	hour	R	R	R
8	Investigation Report (per case)	per case	R	R	R
TOTAL			R	R	R

TOTALS: (20.1 and 20.2)

Item No	Section	Amount (Excl. VAT)	VAT @ 15%	Total (Incl. VAT)
1	Professional Services	R	R	R
2	Disbursements	R	R	R
SUB-TOTAL		R	R	R
GRAND TOTAL (Incl. VAT)		R	R	R

1. 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.

2. BLACKLISTING OF SUPPLIERS

Blacklisting/restricting means the act of disqualifying a person or an entity from participating in the National Public procurement processes. SANParks Reserves the right to submit a list of Entities To be Blacklisted to National Treasury as a Result of Nonperformance or Corruption charges.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by

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

the 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.

3.6 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

GENERAL CONDITIONS

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);

The applicable preference point system for this tender is the 80/20 preference point system.

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.

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.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS: LOCAL SUPPLIERS ADJACENT TO KRUGER NATIONAL PARK OPERATIONS	20
Total points for Price and SPECIFIC GOALS	100

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.

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.

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).

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 or

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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:

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) any other invitation for tender, that 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 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 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: Local suppliers adjacent to Kruger National Park	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Location: 0 to 100 km adjacent to Kruger National Park	20	
Location: 101 to 200 km adjacent to Kruger National Park	10	
Location: 201 to 300 km adjacent to Kruger National Park	5	
Location: 301 km and more adjacent to Kruger National Park	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm

Company registration number:

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]

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:

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 bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
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 fulfillment 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 authorized 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 **Khethiwe Silubane** in my capacity as **General Manager: Finance (Kruger National Park)** accept your bid under reference number **RFQ: 20240301** dated **7th March 2024** 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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL
Appointment of a service provider to investigate potential sexual harassment cases in the Kruger National Park as and when required				

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: