



Province of the  
**EASTERN CAPE**  
HUMAN SETTLEMENTS

**CHIEF DIRECTORATE: HUMAN SETTLEMENTS PROPERTY AND ASSET MANAGEMENT:**

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA  
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## **TERMS OF REFERENCE**

**SCMU11-25/26-013: APPOINTMENT OF A PANEL OF  
LAND/PROPERTY VALUERS TO PROVIDE  
PROPERTY VALUATION SERVICES FOR 36 months  
THE EASTERN CAPE DEPARTMENT OF HUMAN  
SETTLEMENTS.**

**COMPILED FOR:**

Eastern Cape Department of  
Human Settlements  
Steve Tshwete House  
31-33 Phillip Frame Road,  
Waverly Park, Chiselhurst  
East London

**COMPILED BY:**

Human Settlements Properties  
and Assets Management.  
Eastern Cape Department of  
Human Settlements  
31-33 Phillip Frame Road  
East London

**SEPTEMBER 2025**

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## **1. OBJECTIVE**

The Department of Human Settlements seeks the services of experienced panel of property valuers to assist the Department with land/property valuation services on the procurement of land/property parcels for the development of human settlements in the province of Eastern Cape. This Panel of valuers will work together with the Eastern Cape Provincial Department of Human Settlements on the valuation of land/property to be procured.

## **2. INTRODUCTION**

The Eastern Cape Department of Human Settlements requests applications from suitable and competent property valuers to be on the departmental panel. The Department of Human Settlements Eastern Cape is on the drive to develop a panel for land/property valuers to perform valuation services whenever the need arises within the province of the Eastern Cape. The departmental panel will be utilized by the department to source valuer/s to assist the department during the land/property procurement process.

The Department herewith aims to establish a Panel of registered valuers that may be utilized to conduct property/land valuation on an ad-hoc basis.

## **3. PURPOSE OF THE PANEL**

- 3.1** The panel will enable the Department of Human Settlements to access the services of valuers with minimum time spent.
- 3.2** Valuers should meet the demands of the property valuation Act no. 17 of 2014.
- 3.3** Valuers to assist the department in procuring the land parcels that will perfectly meet the human settlements delivery with reasonable pricing.
- 3.4** Appointed valuers will be sourced from the Panel to perform a specific valuation on a specific land/property in a cost-effective manner.
- 3.5** Appointed valuers will benefit from being included in the Panel.

## **4. UTILIZATION OF THE PANEL**

- 4.1** The valuer/s will be sources from the panel to perform a specific land/property valuation as- and when required.
- 4.2** The Department will source quotations from listed valuers in the panel.
- 4.3** Appointment of valuers will be in accordance with the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulation 2022 (PPPFA) and Public Finance Management Act (PFMA).
- 4.4** The Department aims to appoint up to a maximum of three (03) independent valuers per each request.

## **5. REQUESTING, EVALUATION, ADJUDICATION AND AWARDING OF THE BIDS**

- 5.1** The Department will advertise the request for quotations through email to listed valuers.
- 5.2** Responsiveness of bidders will be evaluated and adjudicated by the Departments bid committees.
- 5.3** Quotations will be subject to evaluation on the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulation 2022 (PPPFA).
- 5.4** Responsive bidders will be listed from the highest points scorer to the lowest points scorer based on the points scored for price and specific goals evaluation.

## **6. ROTATION OF VALUERS IN THE PANEL**

- 6.1** The Department does not guarantee that all bidders registered on the panel will be awarded, however it will ensure that a rotation system is adhered to.
- 6.2** This means project awards will be done going through the whole lists before second appointments from those who were already given the opportunity.
- 6.3** The Department may negotiate with the valuers to lower the rates to be within the Departmental budget not otherwise.

## **7. SCOPE OF WORK**

- 7.1** Liaise with the municipality where the land parcel(s) are situated,
- 7.2** Obtain all necessary information i.e.
  - 7.2.1.1** Local authority
  - 7.2.1.2** Title deed information,
  - 7.2.1.3** Description of subject property,
  - 7.2.1.4** Lease details and occupation,
  - 7.2.1.5** Municipal valuation,
  - 7.2.1.6** Market related value
  - 7.2.1.7** Historical and Market related value analysis
  - 7.2.1.8** Investigation of land claim against the property,
  - 7.2.1.9** SG Diagram,
  - 7.2.1.10** Geotechnical study,
  - 7.2.1.11** Spatial Development Plan,
  - 7.2.1.12** Conservation area,
  - 7.2.1.13** Zoning,
  - 7.2.1.14** Land Use and improvements,
  - 7.2.1.15** Restructuring Zones,
  - 7.2.1.16** Conditions, servitudes, and endorsements,
  - 7.2.1.17** Rates and Taxes, services.
- 7.3** Liaise with the Department of environmental Affairs for Environmental Impact Assessment (EIA) matters

- 7.4 Conduct Market research using facts and correct mechanisms or methodology
- 7.5 Investigate the feasibility of necessary amenities i.e., School, Clinics and Parks etc.
- 7.6 Obtain GIS mapping and referencing,
- 7.7 Compile report and conduct a presentation on findings to the Management of the Department of Human Settlements.

## 8. KEY COMPETENCIES

- 8.1 Knowledge of the Law on Property Valuation.
- 8.2 Knowledge of the Code of professional conduct.
- 8.3 Understanding of South African government systems.
- 8.4 A track record of satisfactory performance in similar work.

## 9. DURATION OF THE PANEL.

The duration of the panel is three (3) years) and it may be renewed and extended by the Department of Human Settlement, for further periods as the Department deems it necessary.

## 10. PRICING AND PAYMENT INSTRUCTIONS

- 10.1 The pricing will be determined by the quoted price per property to be evaluated.
- 10.2 Payment will be effected only when the valuation is completed and meeting all the required standard set by the department.
- 10.3 The valuer/s are required to submit their invoices for the work done with all the details of property valued.
- 10.4 Payment will be effected within 30 days on submission of the invoice.

## 11. EVALUATION CRITERIA

ECDHS has set minimum standards (Stages) that a bidder needs to meet to be evaluated, selected and listed in the panel. The minimum standards consist of the following:

<b>(STAGE 0): Preliminary evaluation - Administrative compliance</b>	<b>(STAGE 1): Functionality Criteria</b>
Bidders must submit all documents as outlined under administrative compliance	Bidders must meet the functionality criteria for categorisation. Bidders will be categorised based on their functionality score.

## 11.1 STAGE 0 – ADMINISTRATIVE COMPLIANCE

Without limiting the generality of ECDHS's other critical requirements for this Bid, bidders must submit the documents listed in the Table below. All documents must be completed and signed by the duly authorized representative of the prospective bidder. During this phase, bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

No	Document that must be submitted	Explanatory Information
1	SBD1: Invitation to tender	Complete and sign the supplied proforma document
2	SBD2: Tax clearance certificate	Complete and sign the supplied proforma document
3	SBD4: Declaration of interest	Complete and sign the supplied proforma document
4	SBD6.1: Preference points claim form;	Complete and sign the supplied proforma document
5	Central supplier Database (CSD) registration	Service Providers must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit CSD printout as proof of registration.
6	Intent to form Joint venture consortium agreement	The joint venture and/or consortium agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. A signed agreement will be expected to be submitted prior award of contract.

## 11.2 STAGE 1: FUNCTIONALITY EVALUATION

- 11.2.1 In this stage the capacity and capabilities of the valuers will be assessed. Functionality will be scored out of one hundred **(100) points**.
- 11.2.2 Only bids which have achieved the required minimum points for functionality will be placed on the panel.
- 11.2.3 Bidders should obtain at least eighty points **(80) points** out of one hundred **(100) points** on functionality evaluation to qualify for placement on the panel.

NO	CRITERION	POINTS
1.	<b>Proven Company Experience in undertaking valuation of properties (signed reference letter/s and Appointment Letter/s of the same/similar project(s) must be attached)</b>  1.1 One (01) project = <b>15 points</b> 1.2 Two (02) projects = <b>20 points</b> 1.3 Three (03) or more projects = <b>50 points</b> 1.4 None = <b>0 Points</b>	50
2.	<b>Qualifications of Project Director/Leader: Must be a Professional Valuer</b>  2.1 Registration with South African Council for property Valuers Profession and Qualification in Property Valuation – (attach CV and certified qualification and registration certificate) = <b>50 points</b> 2.2 None = <b>0 points</b>	50
<b>TOTAL POINTS</b>		<b>100</b>

## 11.3 DESCRIPTION OF FUNCTIONALITY CRITERIA

- 11.3.1 **Proven Company Experience in undertaking valuation of properties (signed reference letter/s and Appointment Letter/s or purchase order of the same project(s) must be attached)**  
signed reference letter/s and appointment Letter/s of the same project(s) must be attached and if not attached (all the required letters) no points will be allocated
- 11.3.2 **Project Director/Leader: Must be a Professional Valuer (attach CV and certified tertiary qualification in Property Valuation)**  
Registration with South African Council for property Valuers Profession – attach certified certificate and failure to attach no points will be allocated  
Curriculum Vitae and certified tertiary qualification in Property Valuation must be attached and if not attached no points will be allocated  
The certification of the qualifications must be within three months from date of issue of the advert

## 11.4 PRICE AND PRICE AND SPECIFIC GOALS EVALUATION

11.4.1 Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders.

11.4.2 Regulation 5 and 6 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

### THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 11.4.3 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 below as may be supported by proof/ documentation stated in the conditions of this tender:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women owned Organizations	6	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	7	
Military Veterans	1	

### 11.4.4 CLAIMING OF PREFERENCE POINTS

11.4.4.1 Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid



Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation.

- 11.4.4.2 Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in form of a medical certificate / letter not older than 6 months from a registered medical practitioner (Practitioner number, contact details to be stated on correspondence) detailing the disability. The Medical certificate will only be used for evaluation purposes.
- 11.4.4.3 Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation.
- 11.4.4.4 Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority.
- 11.4.4.5 Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in terms confirmation letters from the Department of Military Veterans.

**NB:** Bidders must provide sufficient proof and the supporting documentation in respect of the above evaluation criteria and specific goals evaluation. Bidders who do not submit the required information shall not be scored for the respective/relevant evaluation criteria. In the case of a joint venture and/or consortium the agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. Failure to submit shareholding will result in non-allocation of points.

## **12. LEGALITIES OF THE CONTRACT.**

**12.1** General Conditions of the contract (GCC) will be applicable for the bid.

**12.2** Specific conditions of the contract

- 12.2.1** Registration with South African Council for property Valuer's profession.
- 12.2.2** Ensure the land/property valuation report will provide the department with clear and reliable information for decision making.
- 12.2.3** The appointed valuer will furnish the department with all valuation documents and present them to the management of the department.
- 12.2.4** The selected valuer will have to sign an appointment letter permitting to perform valuation service with the Department of Human Settlements.
- 12.2.5** The selected valuer will make sure that the process of valuation is conducted in line with Property Valuation Act.
- 12.2.6** The valuation report must reflect such opinions, statements and information as may be required or prescribed and must reflect an opinion or conclusion on the valuation of the property which is the subject of the valuation and must include all relevant information including, where applicable, the current use of the property, the history of the acquisition and use of the property, the market value of the property, an explanation on how a value was determined and the methodology utilised in determining the value.
- 12.2.7** Professional indemnity for competent person.
- 12.2.8** The department reserves the right to cancel the appointment.
- 12.2.9** Valuation quotation price are inclusive of VAT and payment is effected within 30 days upon receipt of an invoice.
- 12.2.10** The department will only release payment when the valuation report meets the set standards.

### **13. MINIMUM REQUIREMENTS**

The Valuer profile should include the following:

- 13.1** Must be a Professional Valuer with Qualification in Property Valuation
- 13.2** Registration with South African Council for property Valuers Profession.
- 13.3** Curriculum Vitae of key personnel that will be used for the assignment.
- 13.4** Certified copies of qualifications.
- 13.5** Proof of Locality.
- 13.6** Professional indemnity for competent person.

### **14. RETURNABLE SCHEDULES**

Valuers are required to complete and return the following returnable schedules: -

- 14.1** SBD 1 – Invitation to tender
- 14.2** SBD 2 - Tax Clearance requirements
- 14.3** SBD 4 - Declaration of Interest
- 14.4** SBD 6.2 - Preference Claim Form

### **15. VALIDITY OF THE OFFER**

This bid will be valid for one hundred and twenty (120) days after the closing date.

## **16.COLLECTION OF BID DOCUMENTS**

Bid documents will be available from the **04 October 2025** on the on Departmental website ([www.ecdhs.gov.za](http://www.ecdhs.gov.za)).

## **17.SUBMISSION OF PROPOSAL**

Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Houses, 31–38 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

Bid proposals must be submitted in a sealed envelope clearly marked with the bidders' details.

Faxed or emailed bid proposals will not be accepted. The Technical Proposal envelope may be opened in public on the closing day.

## **18.COMPULSORY BRIEFING SESSION**

Compulsory briefing session for this bid will be held on the **10 October 2025** at 11H00 at the Ground Floor boardroom, Department of Human Settlements at 31-33 Phillip Frame Road Chiselhurst. Failure to attend the compulsory briefing session will lead to disqualification

## **19.CLOSING DATE**

All bid proposals in response to this bid should reach the Department not later than the **24 October 2025 at 11H00**. Bids received after 11H00 will not be accepted and considered.

## **20.CONTACT DETAILS ON TERMS OF REFERENCE**

All SCM enquiries regarding this bid may be directed to Mr. Xolile Mpupa: Deputy Director– Demand Management; Department of Human Settlements, **EAST LONDON**

E-mail: [XolileM@ecdhs.gov.za](mailto:XolileM@ecdhs.gov.za)

All technical enquiries regarding this bid may be directed to: Mr Zukile Mrwashu – Land Acquisition and Tenure Services, Department of Human Settlements, **EAST LONDON**

Cell No: 076 841 4749

Email: [ZukileM@ecdhs.gov.za](mailto:ZukileM@ecdhs.gov.za)

**SCMU11-25/26-013: APPOINTMENT OF A PANEL OF LAND/PROPERTY VALUERS TO BE ON THE DEPARTMENTAL DATA BASE TO PROVIDE PROPERTY VALUATION SERVICES FOR THE EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS.**

**RECOMMENDED/NOT RECOMMENDED**



**MN Kettledas**

**Date**

**Chief Director: Human Settlements Properties and Asset Management**

04/09/2025

**RECOMMENDED/NOT RECOMMENDED**



**BSC Chairperson**

**Date**

**Mr A Mbarane**

**APPROVED/NOT APPROVED**



**Mr. EDQ Venn**

**Date**

**Head of Department**

19/09/2025

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS</b>							
BID NUMBER:	SCMU11-25/26-013	CLOSING DATE:	24 October 2025	CLOSING TIME:	11: 00		
DESCRIPTION	SCMU11-25/26-013: APPOINTMENT OF A PANEL OF LAND/PROPERTY VALUERS TO PROVIDE PROPERTY VALUATION SERVICES FOR 36 MONTHS IN THE EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
DEPARTMENT OF HUMAN SETTLEMENTS							
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR							
WAVERLY PARK							
EAST LONDON							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	MR. L DUKASHE			CONTACT PERSON	MR ZUKILE MRWASHU		
TELEPHONE NUMBER	083 838 3208			TELEPHONE NUMBER	076 841 4749		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	LoyisoD@ecdhs.gov.za			E-MAIL ADDRESS	ZukileM@ecdhs.gov.za		
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
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		
<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 PART B:3 ]		
<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			
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

<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 PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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 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:

.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



TAX CLEARANCE

TCC 001

**Application for a Tax Clearance Certificate****Purpose**

Select the applicable option .....Tenders | Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**Name/Legal name  
(Initials & Surname  
or registered name)Trading name  
(if applicable)

ID/Passport no

Company/Close Corp.  
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no E

Customs code

UIF ref no U

Telephone no

Fax  
no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax  
no

E-mail address

Physical address



**Particulars of tender (If applicable)**

Tender number

Estimated Tender  
amount

R

Expected duration  
of the tender

year(s)

**Particulars of the 3 largest contracts previously awarded**

Date started

Date finalised

Principal

Contact person

Telephone number

Amount

**Audit**

Are you currently aware of any Audit investigation against you/the company?..... YES NO  
If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of ☐ Tenders or ☐ Goodstanding.

I hereby authorise and instruct \_\_\_\_\_ to apply to and receive from  
SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of  
representative/  
agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/  
Public Officer

**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## 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 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

<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.

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.
- 3.5 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

<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.

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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

- 1.2 **To be completed by the organ of state**  
(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

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)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
<b>TOTAL</b>	<b>20</b>	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;



- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....