INVITATION TO BID

BID NUMBER:	EKZNW 01/2026/27
DESCRIPTION OF GOOD/SERVICE/WORK REQUIRED:	PROVISION OF LAUNDRY SERVICES AT INJISUTHI, KAMBERG, GIANT'S CASTLE, AND THENDELE RESORTS FOR A DURATION OF FIVE (05) YEARS AS AND WHEN REQUIRED FOR EZEMVELO KZN WILDLIFE.
COMPULSORY SITES BRIEFING SESSIONS DATE & ADDRESS:	Date: **27 August 2026** Time: **11:00am** Venue: **Giant's Castle Game Reserve (Ezemvelo KZN Wildlife)** Phone for directions: **+27 (0)36 353 3718** Note: **Bidders are to download and bring completed printed documents with them to site so that the "OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE can be signed and stamped on site.**
CLOSING DATE AND TIME:	**Thursday, 10 September 2026** **11:00am**
BID VALIDITY PERIOD:	180 calendar days (commencing from the Closing Date)
BID DOCUMENTS DELIVERY ADDRESS:	**Tenders/Bids Box** Ground Floor Entrance/ Main Reception **Ezemvelo KZN Wildlife, Head Office** Queen Elizabeth Park No. 1 Peter Brown Drive Montrose, Pietermaritzburg 3202 **NB:** Bidders must submit both hard copies and electronic documents in the form of a USB. Bidders must ensure that the envelopes containing bid documents are appropriately marked, clearly identifying the bid number, bid description, closing date and time, bidder contact person and contact details. Bidders must personally, or in the case of third-party delivery, i.e. Courier, ensure that the bid submission is deposited in the bid box marked "Tenders/Bids**.**
NAME OF BIDDER:	
BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED:	**R**
BID PRICE IN WORDS	....
BIDDERS SIGNATURE:	

TABLE OF CONTENT

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK, EZEMVELO KZN WILDLIFE SUPPLY CHAIN MANAGEMENT POLICY AND ALL OTHER PRESCRIPTS THAT REGULATE PUBLIC PROCUREMENT IN THE REPUBLIC OF SOUTH AFRICA.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies. Bidders are free to complete the bid documents electronically, as long as no changes are made to the terms and conditions of the bid document.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. **Bids submitted must be accurately completed. Bidders must ensure that all questions are answered. If questioned are "not applicable", bidders must ensure that "N/A" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the bid document is accurately completed and accompanied by all relevant certificates and other necessary applicable information. Original signature must appear on all relevant Sections of the bid document. Failure to comply with the same will invalidate your bid.**
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initiated.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. **For compulsory briefing sessions - Bidders must ensure that during a briefing session, the certificate is stamped and signed, also ensure that the attendance register is signed. Failure to comply with any of these will result to disqualification.**

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.

2. Prospective suppliers should self-register on the CSD website www.csd.gov.za

3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Ezemvelo KZN Wildlife may, without prejudice to any other legal rights or remedies it may have;

   3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted or less favorable arrangements are made.

4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.

5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) …………………………………..........................,

WHO REPRESENTS (state name of bidder) ……………………..CSD Registration

Number..

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE: ....

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved: ____

BID No: EKZNW 01/2026/27

Description: PROVISION OF LAUNDRY SERVICES AT INJISUTHI, KAMBERG, GIANT'S CASTLE, AND THENDELE RESORTS FOR A DURATION OF FIVE (05) YEARS AS AND WHEN REQUIRED FOR EZEMVELO KZN WILDLIFE.

This is to certify that (bidder's representative name) ____

On behalf of (company name) ____

Visited and inspected the site on ___/___/_________ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

____
Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ___/___/_________

____
Name of Public Entity Representative
(PRINT NAME)

Official stamp with signature

AUTHORITY TO SIGN A BID

1. Members of the enterprise must complete this form in full according to the type of enterprise, authorizing the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.
2. In the case of a Sole proprietor, a director may appoint himself/herself if they are the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.
3. The bidder must indicate the enterprise status by indicating ***(ticking)*** the appropriate box hereunder:

<table>
<tr><td>(I)

CLOSE CORPORATION</td><td>(II)

COMPANIES / (PTY) Limited</td><td>(III)

SOLE PROPRIETOR</td><td>(IV)

PARTNERSHIP</td><td>(V)

CO-OPERATIVE</td><td colspan="2">(VI)

JOINT VENTURE / CONSORTIUM</td><td>(VII)

NON-PROFIT COMPANY</td></tr>
<tr><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td><td>Incorporated</td><td></td><td rowspan="2"></td></tr>
<tr><td>Unincorporated</td><td></td></tr>
</table>

4. I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium),
   i. in the enterprise trading as: ***(Company name)*** ....
   ii. hereby authorise Mr/Mrs/Ms ***(Name & Surname)*** ....
   iii. acting in the capacity of ***(Position)*** ....
   iv. whose signature is ***(Affix signature)*** ....to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE EZEMVELO KZN WILDLIFE					
BID NUMBER:	**EKZNW 01/2026/27**	**CLOSING DATE:**	**10 SEPTEMBER 2025**	**CLOSING TIME:**	**11:00am**
DESCRIPTION	**PROVISION OF LAUNDRY SERVICES AT INJISUTHI, KAMBERG, GIANT'S CASTLE, AND THENDELE RESORTS FOR A DURATION OF FIVE (05) YEARS AS AND WHEN REQUIRED FOR EZEMVELO KZN WILDLIFE.**				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED AT THE FOLLOWING ADDRESS:					
Ezemvelo KZN Wildlife, Head Office					
Queen Elizabeth Park					
No. 1 Peter Brown Drive, Montrose					
Pietermaritzburg, 3202					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	Sthabiso Sithole	CONTACT PERSON	Nozipho Sibeko
TELEPHONE NUMBER	033 845 1225	TELEPHONE NUMBER	036 353 3815
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Sthabiso.Sithole@kznwildlife.com	E-MAIL ADDRESS	Nozipho.Sibeko@kznwildlife.com

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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.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 PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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: …………………………………………...

PRICING SCHEDULE

(PROFESSIONAL SERVICES)

RFQ NUMBER: **EKZNW 01/2026/27** DESCRIPTION: **PROVISION OF LAUNDRY SERVICES AT INJISUTHI, KAMBERG, GIANT'S CASTLE, AND THENDELE RESORTS FOR A DURATION OF FIVE (05) YEARS AS AND WHEN REQUIRED FOR EZEMVELO KZN WILDLIFE.**	CLOSING DATE: **10 September 2026** CLOSING TIME: **11:00am**

OFFER TO BE VALID FOR **180** CALENDAR DAYS FROM THE CLOSING DATE

GIANTS CASTLE RESORT			
Item No.	**Description**	**Quantity**	**Unit Price (Excl. Vat)**
1.	¾ bed Blanket	1	
2.	¾ bed Fitted sheet	1	
3.	¾ Plain sheet	1	
4.	Bath Towel	1	
5.	Bathmat	1	
6.	Base cover	1	
7.	Curtains	1	
8.	Duvet Cover	1	
9.	Duvet Inner	1	
10.	Dbl bed Blanket	1	
11.	Dbl bed Fitted sheet	1	
12.	Dbl bed plain sheet	1	
13.	Hand Towel	1	
14.	Mattress Protector	1	
15.	Pillow Cover	1	
16.	Pillow Inner	1	
17.	Pillow Protector	1	
18.	Tablecloth	1	
		Sub-Total Excluding Vat	**R**
		Vat 15%	**R**
		Grand Total (Carry to Summary)	**R**

NB: DELIVERY CHARGE:

Ezemvelo KZN Wildlife will only be responsible for payment for travel from the registered address point of origin to Resort, limited to a return trip of 350 km.

A successful service provider will utilize the National Department of Transport's tariff rate for the pick-up and delivery of laundry items and only delivery fees based on the National Department of Transport's tariff rate will be accepted.

KAMBERG RESORT COLLECTION AND DELIVERY POINT AT GIANTS CASTLE			
Item No.	**Description**	**Quantity**	**Unit Price (Excl. Vat)**
1.	¾ bed Blanket	1	
2.	¾ bed Fitted sheet	1	
3.	¾ Plain sheet	1	
4.	Bath Towel	1	
5.	Bathmat	1	
6.	Base cover	1	
7.	Curtains	1	
8.	Duvet Cover	1	
9.	Duvet Inner	1	
10.	Dbl bed Blanket	1	
11.	Dbl bed Fitted sheet	1	
12.	Dbl bed plain sheet	1	
13.	Hand Towel	1	
14.	Mattress Protector	1	
15.	Pillow Cover	1	
16.	Pillow Inner	1	
17.	Pillow Protector	1	
18.	Tablecloth	1	
		Sub-Total Excluding Vat	**R**
		Vat 15%	**R**
		Grand Total (Carry to Summary)	**R**

NB: DELIVERY CHARGE:

Ezemvelo KZN Wildlife will only be responsible for payment for travel from the registered address point of origin to Resort, limited to a return trip of 350 km.

A successful service provider will utilize the National Department of Transport's tariff rate for the pick-up and delivery of laundry items and only delivery fees based on the National Department of Transport's tariff rate will be accepted.

THENDELE RESORT			
Item No.	**Description**	**Quantity**	**Unit Price (Excl. Vat)**
1.	Bathmat	1	
2.	Bath Towel	1	
3.	Bath Towel- Hand	1	
4.	Blanket	1	
5.	Carpet	1	
6.	Carpet /Mats	1	
7.	Comforter	1	
8.	Cot pillowcase	1	
9.	Cot Sheets	1	
10.	Curtain	1	
11.	Cushion Cover Small	1	
12.	Cushion Cover Large	1	
13.	Dish Cloth	1	
14.	Duvet inner	1	
15.	Dish Swap	1	
16.	Duvet Cover	1	
17.	Mattress Cover	1	
18.	Base cover	1	
19.	Oven Gloves	1	
20.	Pillowcase	1	
21.	Pillow	1	
22.	Pillow protector	1	
23.	Serviette	1	
24.	Sheets	1	
25.	Sheets- Fitted	1	
26.	Table - Cloth	1	
27.	Toilet Mats	1	
28.	Tray Mats	1	
29.	Under blanket	1	
		Sub-Total Excluding Vat	**R**
		Vat 15%	**R**
		Grand Total (Carry to Summary)	**R**

NB: DELIVERY CHARGE:

Ezemvelo KZN Wildlife will only be responsible for payment for travel from the registered address point of origin to Resort, limited to a return trip of 350 km.

A successful service provider will utilize the National Department of Transport's tariff rate for the pick-up and delivery of laundry items and only delivery fees based on the National Department of Transport's tariff rate will be accepted.

INJISUTHI RESORT			
Item No.	**Description**	**Quantity**	**Unit Price (Excl. Vat)**
1.	Bath Math	1	
2.	Bath Towel	1	
3.	Bath Towel- Hand	1	
4.	Blanket	1	
5.	Cot pillowcase	1	
6.	Cot Sheets	1	
7.	Curtain	1	
8.	Duvet	1	
9.	Duvet Cover	1	
10.	Mattress Cover	1	
11.	Night Frill	1	
12.	Oven Gloves	1	
13.	Pillowcase	1	
14.	Pillow	1	
15.	Sheets	1	
16.	Sheets- Fitted	1	
17.	Toilet Mats	1	
		Sub-Total Excluding Vat	**R**
		Vat 15%	**R**
		Grand Total (Carry to Summary)	**R**

NB: DELIVERY CHARGE:

Ezemvelo KZN Wildlife will only be responsible for payment for travel from the registered address point of origin to Resort, limited to a return trip of 350 km.

A successful service provider will utilize the National Department of Transport's tariff rate for the pick-up and delivery of laundry items and only delivery fees based on the National Department of Transport's tariff rate will be accepted.

SUMMARY Bidders are required to price for all the resorts in SBD 3.3 – Pricing Schedule. Failure to price for all resorts will invalidate the bid and disqualify the bidder from further evaluation.	
<u>DESCRIPTION</u>	**GRAND TOTAL**
GRAND TOTAL A: GIANTS CASTLE RESORT	**R**
GRAND TOTAL B: KAMBERG RESORT	**R**
GRAND TOTAL C: THENDELE RESORT	**R**
GRAND TOTAL D: INJISUTHI RESORT	**R**
GRAND TOTAL (A + B + C + D)	**R**
……………………………… **Signature**	..……………………………………………. **Date**
……………………………… **Position**	………………………………………………. **Name of bidder**

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[1] in the enterprise, employed by the state? **YES/NO**

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

Full Name	**Identity Number**	**Name of State institution**

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

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:

……………………………………………………………………………………

……………………………………………………………………………………

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.

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 the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………… Signature	…………………………………………… Date
……………………………… Position	…………………………………………… Name of bidder

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.

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, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and;
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

(b) 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 as follows:

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

1.5 Failure on the part of a Bidder to submit proof or documentation required in terms of this Bid 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 Service Provider, 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	**or**	**90/10**
$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$	or	$Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$

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 Service Provider 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.

80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to Service Providers: The Service Provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Weight	Number of points claimed (80/20 system) (To be completed by the Service Provider)	Proof to be attached to substantiate points
At least 51% owned by black people	**04**		Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. **Detailed CSD report must be attached as proof**.
At least 51% owned by black people who are women	**03**		Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. **Detailed CSD report must be attached as proof**.
At least 51% owned by black people who are youth	**03**		Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. **Detailed CSD report must be attached as proof**.
At least 51% owned by black people with disabilities.	**04**		Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. **Detailed CSD report must be attached as proof**.
Geographical Location (Enterprises located in uThukela District Municipality)	**06**		Points will be allocated based on the supplier's **preferred address** as indicated on the CSD report. **Detailed CSD report must be attached as proof**. Ezemvelo KZN Wildlife reserves the right to verify this information.

DECLARATION WITH REGARD TO COMPANY/SPV

2.1 Name of company/SPV……………………………………………………………………….

2.2 Company registration number: …………………………………………………………...

2.3 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]

2.4 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; recommend that the Service Provider 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

(d) forward the matter for criminal prosecution, if deemed necessary.

…………………………………………………………………………………………………

SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME: ………………………………………………………………………………

DATE: ………………………………………………………………………………

ADDRESS: ………………………………………………………………………………

………………………………………………………………………………

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

4.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

4.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC Clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC Clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

6. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

7. Patent rights

7.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

8. Performance security

8.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

8.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

8.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) cashier's or certified cheque

(i) The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

9. Inspections, tests and analyses

9.1 All pre-bidding testing will be for the account of the bidder.

9.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

9.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

9.4 If the inspections, tests and analyses referred to in Clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

9.5 Where the supplies or services referred to in Clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

9.6 Supplies and services which are referred to in Clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

9.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

9.8 The provisions of Clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

10. Packing

10.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

10.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

11. Delivery and documents

11.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

11.2 Documents to be submitted by the supplier are specified in SCC.

12. Insurance

12.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

13. Transportation

13.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

14. Incidental Services

14.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

14.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

15. Spare parts

15.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

16. Warranty

16.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

16.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

16.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

16.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

16.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

17. Payment

17.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

17.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

17.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

17.4 Payment will be made in Rand unless otherwise stipulated in SCC.

18. Prices

18.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

19. Contract amendments

19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

20. Assignment

20.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

21. Subcontracts

21.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

22. Delays in the supplier's performance

22.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

22.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

22.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

22.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

22.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

23. Penalties

23.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination for default

24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

24.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

24.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

24.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(a) the name and address of the supplier and / or person restricted by the purchaser;
(b) the date of commencement of the restriction
(c) the period of restriction; and
(d) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

24.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

25. Anti-dumping and countervailing duties and rights

25.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

26. Force Majeure

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

26.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

27. Termination for insolvency

27.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

28. Settlement of Disputes

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

28.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due to the supplier.

29. Limitation of liability

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing language

30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

31. Applicable law

31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

32. Notices

32.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

33. Taxes and duties

33.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

33.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

34. National Industrial Participation (NIP) Programme

34.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

35. Prohibition of Restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

35.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

35.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

The above General Conditions of Contract (GCC) are accepted by:

Name:	
Designation	
Bidder:	
Signature	
Date:	

TERMS OF REFERENCE

BACKGROUND

Ezemvelo KZN Wildlife is a public entity that derives its mandate from the Kwazulu-Natal Nature Conservation Management Act (Act No 9 of 1997) and it's a Schedule 3C public entity in terms of the Public Finance Management Act (act No 1 of 1999), reporting to the Kwazulu-Natal (KZN) Department of Economic Development, Tourism and Environmental Affairs.
Ezemvelo directs the management of nature conservation within the province, including protected areas and this includes the development and promotion of ecotourism facilities within the Protected Areas.
The resorts aspire to maintain a 3 star grading service in terms of the Tourism Grading Council of South Africa (TGCSA). Requirements in terms of managing its assets and servicing of laundry to maintain hygienic standards, which is vital in the tourism sector. The project entails the provision of laundry services at Injisuthi, Kamberg, Giant's Castle, and Thendele resorts situated in the West section of KZN province. Ezemvelo KZN Wildlife has a mandate of conserving nature within and outside its protected areas as well as promoting eco-tourism for the benefit of the people. Ezemvelo KZN Wildlife believes in ensuring the cleanliness and hygienic standards of its facilities, to positively contribute towards achieving its mandate**.**

PURPOSE

The purpose of this appointment is to secure a reliable Service Provider to deliver high-quality laundry services for Ezemvelo KZN Wildlife's facilities, ensuring cleanliness, hygiene, and comfort for guests and staff. Proven experience in high-volume commercial laundry operations, with expertise in hospitality or healthcare linens. Compliance with relevant health and safety regulations. Capacity to handle volume and meet scheduled delivery times.

SCOPE OF SERVICES

Experience includes providing laundry services. Equipment and Facilities feature modern tools and amenities. Compliance adheres to relevant regulations and standards. The designated company will handle Laundry Collection, which involves gathering soiled linens. Washing and Ironing encompasses washing, drying, and ironing linens. Delivery involves providing clean linens. Quality Control ensures high standards in laundry services.

- **Collect Dirty Linen**: Gather the dirty linen from the designated resort on the specified collection dates. Ensure that no linen hangs over the edges of the collection basket or laundry bag. Transfer the collected linen to the laundry services department.
- **Deliver the Linen:** Soiled laundry will be collected and delivered during on weekdays between 08:00 and 11:00, as scheduled by the Resort Housekeeper.
- **Collection/Delivery Schedule**: Clean linen must be returned in clean laundry bags within 48 hours of collection, on weekdays, along with a specified delivery note. Dirty Linen will be collected when delivering clean loads between 08:00 and 11:00.
- **Processing Requirement**: The successful service provider must be capable of processing 1,500 pieces per 24 hours or a minimum of 700 kg of soiled linen within 24 hours exclusively for Ezemvelo KZN Wildlife, if required.
- **Laundry Bags**: Soiled laundry must be transported in laundry bags provided by Ezemvelo KZN Wildlife.
- **Liability for Damage:** The Service Provider is liable for any torn or damaged laundry discovered during or after laundry processing.
- **Typical Soiling**: Typical soiling may include body fluids (blood and urine), food, and alcoholic and non-alcoholic

beverages. The washing process must take this into account.

- **Sorting Linen**: Carefully segregate the linen according to fabric type, usage domain, degree of soiling, and type of soiling.
- **Colour Separation:** Sort different colours and materials of hotel bedding linens prior to washing.
- **Pre-washing**: Prewash dirty bedding linen at temperatures between 30-40°C. For towels, use detergent at a ratio of approximately 1/2000-1/1000g.
- **Detergent Ratio**: Control the detergent and water ratio.
- **Disinfectant Use**: Add disinfectant (colour bleaching powder or chlorine bleaching powder) at temperatures above 60°C.
- **Cooling Water**: Gradually add water before draining to cool the temperature to 50-60°C.
- **Dehydration**: Dehydrate hotel bedding linens thoroughly during the first extraction. During the third extraction, monitor the pH value (6-7) when heating to 30°C.
- **Stain Pre-treatment**: Inspect linen for stains before washing. Use stain cleaning chemicals for grease or oil stains. If instructed, use detergents only during washing to save time and effort.
- **Oil Dirt Treatment**: Use oil emulsifier for oil stains.
- **Washing/Extraction**: Load linen into washers, weighing it before washing to ensure washers are not overloaded. Only fill washing machines to 80% capacity.
- **Wash Cycle Settings**: Set automatic washers to different cycles based on linen type. For instance, embroidered pillow covers require a soft wash cycle, while curtains need a harsher one. The following cycle is effective: Soak → Flush → Suds → Bleach → Rinse → Extract → Starch.
- **Water Extraction**: Remove as much water from the linen as possible with extractors, then starch the linen for stiffness and shine.
- **Drying**: Transfer linen to dryers to remove remaining moisture. Handle with care due to increased weight post-wash. Use automatic dryers that blow hot air. Lint will be removed during drying, resulting in a finished surface. These dryers conserve electricity and deliver fresh, completely dry linen.
- **Ironing/Repairing**: Check linen for wear and tear at this stage. Separate worn-out items for tailoring. Items such as towels and bed linen require ironing; process them through an ironer.
- **Folding**: Fold and stack the linen neatly.

SPECIFIC CONDITION OF THE CONTRACT

- Pickup / Delivery: The successful Service Provider must provide relevant and necessary personnel, including equipment to collect and deliver the aforementioned items to Ezemvelo.
- Losses at the laundry to be for the contractor's cost.
- After award the service provider must commit to compensate Ezemvelo KZN Wildlife for any loss that may be suffered while laundry items are under their possession.
- Items damaged or lost due to the Service Providers negligence will be replaced at the Service Provider's costs (damage includes shrinking). Damaged items due the excessive use of chemicals must be replaced at Service Provider's cost with the same standard of existing laundry item. Discrepancies and shortages must be reported within 24hrs.
- Should the successful Service Provider sub-contract, the contract will be terminated with immediate effect.
- Flexibility is expected from the successful Service Provider- must be willing and able to accommodate any operations
- A successful Service Provider will utilize the National Department of Transport's tariff rate for the pick-up and delivery of laundry items. Only delivery fees based on the National Department of Transport's tariff rate will be accepted. Ezemvelo KZN Wildlife will only be responsible for payment for travel from the registered address point of origin to the specified Resort, limited to a return trip of 350 km to the specified Resort.
- Billing and reimbursement for the use of motor transport are directly dependent on updated, fluctuating tariffs issued by the Department of Transport.
- Bidders are required to price for all the resorts in SBD 3.3 – Pricing Schedule. Failure to price for all resorts will invalidate the bid and disqualify the bidder from further evaluation.
- The service provider prices for goods and services delivered under the contract must remain unchanged throughout the contracts duration, unless the purchaser requests price adjustments in accordance with the Consumer Price Index (CPI)

GIANT'S CASTLE AND KAMBERG

No	Description	PREVIOUS CONSUMPTION YEAR 1	PREVIOUS CONSUMPTION YEAR 2
1.	¾ bed Blanket	142	664
2.	¾ bed Fitted sheet	280	3360
3.	¾ Plain sheet	280	3360
4.	Bath Towel	360	4320
5.	Bathmat	296	3552
6.	Base cover	42	252
7.	Curtains	70	140
8.	Duvet Cover	48	648
9.	Duvet Inner	31	148
10.	Dbl bed Blanket	56	320
11.	Dbl bed Fitted sheet	155	1860
12.	Dbl bed plain sheet	155	1860
13.	Hand Towel	288	3456
14.	Mattress Protector	50	200
15.	Pillow Cover	210	2628
16.	Pillow Inner	64	320
17.	Pillow Protector	80	480
18.	Tablecloth	60	360

B: All the above-mentioned items are estimated quantities and can increase or reduce depending on operational requirements.

THENDELE RESORT

NO	DESCRIPTION	PREVIOUS CONSUMPTION YEAR 1	PREVIOUS CONSUMPTION YEAR 2
1.	Bathmat	250	3000
2.	Bath Towel	400	4800
3.	Bath Towel- Hand	400	4800
4.	Blanket	25	300
5.	Carpet	0	0
6.	Carpet /Mats	25	300
7.	Comforter	0	0
8.	Cot pillowcase	5	60
9.	Cot Sheets	5	60
10.	Curtain	20	240
11.	Cushion Cover Small	10	120
12.	Cushion Cover Large	10	120
13.	Dish Cloth	150	1440
14.	Duvet inner	5	60
15.	Dish Swap	150	1800
16.	Duvet Cover	50	600
17.	Mattress Cover	4	48
18.	Base cover	4	48
19.	Oven Gloves	4	48
20.	Pillowcase	500	6000
21.	Pillow	5	60
22.	Pillow protector	10	120
23.	Serviette	0	0
24.	Sheets	510	6120
25.	Sheets- Fitted	350	4200
26.	Table - Cloth	4	48
27.	Toilet Mats	4	48
28.	Tray Mats	5	60
29.	Under blanket	6	72

- **NB: All the above-mentioned items are estimated quantities and can be increased or reduced depending on operational requirements.**

- ***These are estimates only and do not constitute any firm commitment or undertaking as to quantities to be laundered and dry-cleaned for Ezemvelo KZN Wildlife.***

INJISUTHI RESORT

NO	DESCRIPTION	PREVIOUS CONSUMPTION YEAR 1	PREVIOUS CONSUMPTION YEAR 2
1.	Bath Math	93	1116
2.	Bath Towel	272	3264
3.	Bath Towel- Hand	102	1224
4.	Blanket	12	144
5.	Cot pillowcase	3	60
6.	Cot Sheets	3	60
7.	Curtain	16	192
8.	Duvet	6	72
9.	Duvet Cover	6	72
10.	Mattress Cover	6	72
11.	Night Frill	4	48
12.	Oven Gloves	4	48
13.	Pillowcase	324	3888
14.	Pillow	4	48
15.	Sheets	315	3780
16.	Sheets- Fitted	256	3072
17.	Toilet Mats	2	24

NB: All the above-mentioned items are estimated quantities and can increase or reduce depending on operational requirements

These are estimates only and do not constitute any firm commitment or undertaking as to quantities to be launder and dry clean for Ezemvelo KZN Wildlife.

SPECIAL CONDITIONS OF BID

1. INTRODUCTION

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

2. PURPOSE

The purpose of this bid is to invite prospective bidders to submit a request for provision of laundry services at Injisuthi, Kamberg, Giant's Castle, and Thendele Resorts for a duration of five (05) years.

3. CONTRACT PERIOD

This contract shall be for a period of sixty (60) months

4. BID PUBLICATION AND VALIDITY PERIOD

It is the responsibility of the bidder to keep tracking any information updates on the original tender adverts (e-Tenders Portal) throughout bidding process (advert till award stage). The tender proposal must remain valid for the period of one hundred and eighty (**180**) calendar days after closing date.

5. PRICING

The offered total of the prices should be inclusive of Value Added Tax (VAT). The Bidders pricing is to remain firm for **180 days** from the closing date of this tender; Ezemvelo KZN Wildlife reserves the right to negotiate with the recommended bidder prior to signing of the contract.

6. TENDER SUBMISSION

Bids must be submitted in both hard copies and electronic documents in the form of a USB. Bids must be deposited in the bid box:

EZEMVELO KZN WILDLIFE,
Queen Elizabeth Park,
01 Peter Brown Drive,
Montrose,
Pietermaritzburg,
3202

by envelopes clearly marked: "**EKZNW: PROVISION OF LAUNDRY SERVICES AT INJISUTHI, KAMBERG, GIANT'S CASTLE, AND THENDELE RESORTS FOR A DURATION OF FIVE (05) YEARS AS AND WHEN REQUIRED FOR EZEMVELO KZN WILDLIFE.**

7. EVALUATION CRITERIA

The evaluation process will be conducted in phase as follows:

PHASE 1: COMPLIANCE AND COMPLETENESS SCREENING

i. **Standard Bid documents:**

You are requested to complete and sign the Compulsory Returnable Standard Bidding Document (SBD) Forms:

a) Registration on the Central Supplier Database

b) Official Briefing Session/Site Inspection Certificate

c) Authority to Sign a Bid

d) SBD 1: Invitation to Bid

- Part A: Invitation to Bid
- Part B: Terms and conditions of the bid

e) SBD 3.3: Pricing Schedule

f) SBD 4: Bidders Disclosure

g) SBD 6.1 Preferential Procurement regulations 2022

h) General conditions of contract

i) Failure to complete and sign the above Compulsory Returnable Standard Bidding Document (SBD) Forms shall result in the tender being considered non-responsive and rejected.

ii. **Compliance:**

a) The bidder must be fully registered on the National Treasury Central Supplier Database (CSD) at the closing time of the bid.

b) The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

c) The bidder or any of its directors/shareholders are not restricted from doing business with government in terms of SCM Practice Note 05 of 2006.

d) Forging of documents/certificates Ezemvelo KZN Wildlife has observed that prospective bidders are allegedly submitting fraudulent and forged documents when participating in tenders. Bidders are advised against committing fraudulent activities and creating forged documents. Ezemvelo KZN Wildlife will ensure compliance with this Act by reporting all offenders of the SCM system to the SAPS and registering them on the Register of Tender Defaulters as stipulated in section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004. Offenders of the SCM system may face various penalties, including being barred from conducting business with any public institutions for a period not exceeding 10 years (see section 28 of this Act).

e) For Compulsory briefing sessions, bidders must ensure that the certificate is stamped and signed during the session, and the attendance register is signed as well.

N.B Failure to comply with the above requirement will result in the tender being deemed non-responsive and rejected.

PHASE 2: MANDATORY REQUIREMENTS

Bidders are to provide the required documents as per all mandatory requirements stipulated in this document.

NOTE: It is **MANDATORY** for the Bidder to submit relevant documentation in respect of the below and failure to do so will result in the bid being considered as incomplete and **THUS NOT BE CONSIDERED**.

No	Mandatory Requirements Description
1.	**Public Liability Insurance** The Service Provider must possess **public liability insurance with a minimum cover of R5 million** to cover any loss, damage to property, or physical injury that may arise during the performance of the contract. The Service Provider must submit either: • A copy of a **valid Public Liability Insurance Certificate/Policy Schedule** confirming insurance cover of at least **R5 million**; **or** • A **written Letter of Intent** issued by a registered insurance company confirming its intention to provide the Service Provider with public liability insurance cover of at least **R5 million**, should the Service Provider be appointed. The insurance cover or Letter of Intent must be submitted with the bid response. Failure to provide the required evidence of public liability insurance, or a valid Letter of Intent from a registered insurance company, will result in the bid being deemed **non-responsive and disqualified from further evaluation**.

PHASE 3: FUNCTIONALITY EVALUATION

The bid functionality will be evaluated out of 100 points by using the following points weight categories. All Bids that scored below **70 points** will be eliminated and not considered for further evaluation.

Ref No.	Functionality Evaluation	
1.	**Company Experience**	**30 Points**
	The bidder must provide a maximum of three (3) reference letters for completed or ongoing contracts related to laundry services. Each reference must demonstrate that the company has a minimum of one (1) year or more of experience in providing such services, and that the work was performed within the last ten (10) years. Reference letters reflecting less than one (1) year of experience will not be considered. Means of verification: **Fully signed reference letters:** The reference letter MUST include the following information: 1. Description of the services 2. Contract period (start date and end date) 3. Client Name 4. Company letterhead or company stamp 5. Client contacts person **NB:** Ezemvelo KZN Wildlife reserves the right to verify all reference letters submitted in support of the bidder's experience. Reference letters that cannot be verified will result in **disqualification** of the bid. It is the sole responsibility of bidders to ensure that **valid, accurate, and contactable references** are provided and submitted together with the bid. **<u>Sub-Points:</u>**	

<table>
<tr><td></td><td colspan="2">i. 0 points = non-submission/noncomplying documents
ii. 10 points = one (1) reference letter
iii. 20 points = two (2) reference letter
iv. 30 points = three (3) reference letter

NB: The bidder who fails to score minimum of 10 points will not be considered for further evaluation process</td></tr>
<tr><td>2.</td><td>TRANSPORT OWNERSHIP
The Service Provider must provide evidence of their ability to deliver services to the listed resorts, demonstrating reliable transport and logistics capacity.</td><td>30 Points</td></tr>
<tr><td></td><td colspan="2">Capacity to deliver:
The Service Provider must submit proof of ownership of a minimum of two (2) Light Delivery Vehicles (LDVs) suitable for the successful execution of the contract. Copies of valid vehicle registration and/or licence certificate(s) for each vehicle must be provided.

Proof of Ownership
The Service Provider must submit:
• Copies of valid vehicle registration certificates issued by the Department of Transport (DoT) or eNATIS for a minimum of two (2) Light Delivery Vehicles (LDVs), together with proof that the vehicles are registered in the name of the Service Provider.
Or
Letter of Intent or Lease Agreement
The Service Provider must submit a valid lease agreement or a valid letter of intent between the relevant parties confirming the availability of transport for the duration of the contract.
The agreement must be accompanied by:
• Copies of valid vehicle registration certificates issued by the Department of Transport (DoT) or eNATIS for a minimum of two (2) Light Delivery Vehicles (LDVs), and
• Proof that the vehicles are suitable for the successful execution of the contract.

<u>Sub-Points:</u>
– 02 Light delivery vehicles (LDVs) or more: 30 points
– 01 or Non submission :0 points</td></tr>
<tr><td>3.</td><td>PROPERTY OWNERSHIP
The bidder must submit proof of ownership or a valid lease agreement for the property or facility where the laundry services are currently conducted or will be conducted for the duration of the contract.</td><td>40 Points</td></tr>
<tr><td></td><td colspan="2">The Service Provider must submit one (1) of the following as proof of ownership or lawful access to the laundry facility where the services will be rendered:

PROOF OF OWNERSHIP
The bidder must submit proof of ownership of the laundry facility in the name of the business, which may include one (1) of the following:
• Proof of ownership or title deed of the property; or
• A municipal business rates and taxes account

Or

Lease Agreement
The bidder must submit a valid lease agreement for the laundry facility, accompanied by one (1) of the following:
• Proof of ownership or title deed of the property; or
• Municipal Business Rates and Taxes account,
issued in the name of the property owner and the lessee.
<u>Sub-Points:</u>
• Submission of Proof of ownership or lease agreement: 40 points
• Non submission :0 points</td></tr>
<tr><td colspan="3">TOTAL POINTS = 100</td></tr>
</table>

PHASE 4: PROPERTY AND ASSET INSPECTION

To qualify for evaluation, the service provider must demonstrate the availability and operational readiness of the following equipment:

Required Equipment

- **Industrial Washing Machines**
  - Minimum of two (2) machines
  - Each with a minimum capacity of 10 kg
- **Industrial Dryers**
  - Minimum of two (2) machines
  - Each with a minimum capacity of 10 kg
- **Finishing Equipment**
  - Industrial roller iron *or*
  - Industrial steam press

Failure to meet the required laundry facility and asset assessment standards during this inspection phase will result in the service provider not being considered for further evaluation.

PHASE 5: PRICE AND PREFERENCE

- The applicable preference point system for this tender is the 80/20 preference point system.
- Points shall be awarded for price is (80) and (20) for specific goals.
- The specific goals for the tender and points claimed are indicated per the table below:

POINTS FOR PRICE	SPECIFIC GOAL
$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$ Where: Ps = Points scored for price of tender under consideration Pt = Price of tender under consideration Pmin = Price of lowest acceptable tender	1. At least 51% Black owned enterprise: Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD report must be attached as proof.
	2. At least 51% owned by black people who are women: Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD report must be attached as proof.
	3. At least 51% owned by black people who are youth: Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD report must be attached as proof.
	4. At least 51% owned by black people with disabilities: Proof of disability letter from medical document from a doctor or other healthcare professional that confirm a person has a disability
	5. Geographical location: Points will be allocated based on the supplier's preferred address as indicated on the CSD report. The CSD report must be attached as proof. Ezemvelo KZN Wildlife reserves the right to verify this information.

8. CAPACITY OF THE BIDDER

8.1. REFERENCE FORMS

REFERENCE FORM 1 (**Non-Compulsory**)

1. **REFERENCE DETAILS**	**Information To Be Completed by Client**
Client Name	
Contract Number	
Description of Services Rendered	
Contract Start Date	
Contract End Date	
Duration of Service	
Client Contact Person	
Telephone Number	
Email Address	
CLIENT REPRESENTATIVE DETAILS	
Project Manager / Authorized Representative Name	
Designation	
Signature	
Date	
Place	

This serves to confirm that ____ (Bidder Name) has rendered/has been rendering laundry services to ____ (Client Name). The services were performed satisfactorily and covered a period of at least one (1) year.

The contract was completed or is currently ongoing and falls within the last ten (10) years from the bid closing date.

Affix Company Stamp

REFERENCE FORM 2 (**Non-Compulsory**)

1. **REFERENCE DETAILS**	**Information To Be Completed by Client**
Client Name	
Contract Number	
Description of Services Rendered	
Contract Start Date	
Contract End Date	
Duration of Service	
Client Contact Person	
Telephone Number	
Email Address	
CLIENT REPRESENTATIVE DETAILS	
Project Manager / Authorized Representative Name	
Designation	
Signature	
Date	
Place	

This serves to confirm that ____ (Bidder Name) has rendered/has been rendering laundry services to ____ (Client Name).

The services were performed satisfactorily and covered a period of at least one (1) year.

The contract was completed or is currently ongoing and falls within the last ten (10) years from the bid closing date.

Affix Company Stamp

REFERENCE FORM 3 (**Non-Compulsory**)

1. **REFERENCE DETAILS**	**Information To Be Completed by Client**
Client Name	
Contract Number	
Description of Services Rendered	
Contract Start Date	
Contract End Date	
Duration of Service	
Client Contact Person	
Telephone Number	
Email Address	
CLIENT REPRESENTATIVE DETAILS	
Project Manager / Authorized Representative Name	
Designation	
Signature	
Date	
Place	

This serves to confirm that ____ (Bidder Name) has rendered/has been rendering laundry services to ____ (Client Name).

The services were performed satisfactorily and covered a period of at least one (1) year.

The contract was completed or is currently ongoing and falls within the last ten (10) years from the bid closing date.

Affix Company Stamp

8.2. LIST OF PROJECTS:

The bidder must provide maximum of three (3) complete or ongoing contracts associated with laundry services. Each contract should demonstrate at least one (1) year of experience, conducted within the last ten (10) years.

No.	Name of the Institution.	Project Description.	Project Value.	Contract Period.	
				Start date	End date
1.					
2.					
3.					