



REQUEST FOR QUOTATION

Terms of Reference

**APPOINTMENT OF A SERVICE PROVIDER TO ASSIST
SANPARKS IN THE ESTABLISHMENT OF AN ENTERPRISE
PROJECT MANAGEMENT OFFICE**

RFQ NO.

SANParks-0067-11-21

REQUEST FOR QUOTATION

You are hereby invited to submit price quotation for:

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST SANPARKS IN THE ESTABLISHMENT OF AN ENTERPRISE PROJECT MANAGEMENT OFFICE

RFQ NUMBER:	SANParks-0067-11-21
ADVERTISEMENT DATE:	12 November 2021
CLOSING DATE:	19 November 2021
CLOSING TIME:	12H00
BID DOCUMENT DELIVERY ADDRESS:	scmquotation@sanparks.org
COMPULSORY BRIEFING SESSION:	16 November 2021, 11H00, Microsoft Teams Bidders must register for the briefing session wit Ms. Connie Kgoale on email address: connie.kgoale@sanparks.org by latest 15 November 2021 at 16H00.
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Property Mokoena property.mokoena@sanparks.org
SCM RELATED QUERIES	Connie Kgoale connie.kgoale@sanparks.org

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	SANParks-0067-11-21	CLOSING DATE:	19 November 2021	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO ASSIST SANPARKS IN THE ESTABLISHMENT OF AN ENTERPRISE PROJECT MANAGEMENT OFFICE				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
scmquotations@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Connie Kgoale		CONTACT PERSON	Property Mokoena	
TELEPHONE NUMBER	012 426 5229		TELEPHONE NUMBER	012 426 5067	
E-MAIL ADDRESS	oonnie.kgoale@sanparks.org		E-MAIL ADDRESS	Property.mokoena@sanparks.org	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

1. PURPOSE

The purpose of this exercise is to appoint a service provider assist SANParks in the establishment of an Enterprise Project Management Office.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under *National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003)*; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the *Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999)*, and it is listed as *Schedule 3 Part A: 25 public entities*.

SANParks' operations are guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

SANParks is a leader in Conservation and Tourism in Southern Africa. In order for SANParks to maintain its position as a leader and to stay relevant, it constantly seeks and enter into either co-operation agreements and/or partnerships or outsource services/expertise that are not available in the organisation.

It is against this background that SANParks is considering to appoint a service provider that will assist it in the establishment of the Enterprise Project Management Office.

An enterprise project management office (EPMO) differs from a traditional PMO in that it operates at a strategic level in collaboration with executives to ensure projects and portfolio activities are conducting to the benefit of the overall business.

Because EPMOs help organisations apply a standard approach to portfolio, programme and project management at a strategic leadership level, oversight of all initiatives, deliverables and compliance should fall within the purview of the EPMO.

3. SCOPE OF WORK

SANParks would like to invite qualified and experienced service providers to assist in establishing enterprise project management office. The **scope of work** includes the following:

1. Conduct and initial assessment of the organisation to:
 - 1.1. Quantify the requirement for the establishment of an EMPO with consideration of the project management level of maturity;
 - 1.2. Define the best placement within the organisation based on the functional responsibilities.
2. Define the SANParks EMPO Governance Framework, including:
 - 2.1. Assist in the establishment of an integrated enterprise-wide project governance framework (linked to the EMPO framework).
 - 2.2. Assist in establishing the framework for an EMPO (including standards, tools, processes and methodologies).
 - 2.3. Assist in defining best practice for the EPMO (based on initial assessment of project management environment).
 - 2.4. Assist in developing centralised funding processes, budget management and contract management and progress reporting framework.
 - 2.5. Assist with development of a process to align PKI's/strategic objectives to these frameworks.
 - 2.6. Quantifying the value proposition for the establishment of the EPMO inclusive of all resources (capacity, information technology, etc.)
 - 2.7. Assist in developing the reporting framework and the necessary reports & format to be used by service provider who will be appointed to oversee enterprise project management office.
3. Define the EMPO implementation approach and plan, including:
 - 3.1 Develop a terms of reference for the service provider to be appointed to manage the EPMO, inclusive of a recommendation for a compatible Project Management Information System (PMIS) (i.e. set minimum professional and certification criteria).

There will be a compulsory briefing session virtually to accommodate as many bidders

The service provider must have a minimum of 7 years in experience in enterprise project management office space. SANParks has a vast array of projects including biodiversity, infrastructure and ICT. The project team must be multi-disciplinary to be able to provide the necessary skills, qualifications and experience for this appointment. **Service providers must submit CV's and professional registration certificates project leader and team members.**

The bidding company must have amongst its members or employees, people with the following key expertise

4. PRICING SCHEDULE

Item No	Item Description	No of Hours	Unit Price	Price Excluding VAT (currency)
1	<p>Conduct and initial assessment of the organisation to:</p> <p>1.1 Quantify the requirement for the establishment of an EMPO with consideration of the project management level of maturity;</p> <p>1.2 Define the best placement within the organisation based on the functional responsibilities.</p>	40		
2	<p>Define the SANParks EMPO Governance Framework, including:</p> <p>2.1 Assist in the establishment of an integrated enterprise-wide project governance framework (linked to the EMPO framework).</p> <p>2.2 Assist in establishing the framework for an EMPO (including standards, tools, processes and methodologies).</p> <p>2.3 Assist in defining best practice for the EPMO (based on initial assessment of project management environment).</p> <p>2.4 Assist in developing centralised funding processes, budget management and contract management and progress reporting framework.</p> <p>2.5 Assist with development of a process to align PKI's/strategic objectives to these frameworks.</p> <p>2.6 Quantifying the value proposition for the establishment of the EPMO inclusive of all resources (capacity, information technology, etc.)</p> <p>2.7 Assist in developing the reporting framework and the necessary reports & format to be used by service provider who will be appointed to oversee enterprise project management office.</p>	160		
3	<p>Define the EMPO implementation approach and plan, including:</p> <p>3.1 Develop a terms of reference for the service provider to be appointed to manage the EPMO, inclusive of a recommendation for a compatible Project Management Information System (PMIS) (i.e. set minimum professional and certification criteria).</p>	24		
4	Disbursements (to include all direct costs such as travelling, copying, etc.)	Sum		
			TOTAL	R
			VAT (15%)	R
			GRAND TOTAL	R

TERMS AND CONDITIONS

- All the documents which have been presented to the Board to date regarding PRMA will be shared only with the successful bidder
- The pricing in a form of a pricing schedule outlined above or on the bidders format on a separate page or quotation for this RFQ must be total cost of ownership for SANParks, and cover the entire scope of work.

5. EVALUATION PHASES OF THE RECEIVED PROPOSALS

PHASE 1: MINIMUM REQUIREMENTS: COMPLIANCE RESPONSIVENESS CRITERIA

*In this phase all proposals received will be verified for compliance and completeness of the submitted proposal per the set of **minimum requirements as listed under paragraph 5.1**. Service Providers who comply with the listed requirements progresses to the next phase of pre-qualifying criteria.*

*NB: Only bidders who fully comply with minimum requirements progress to the next **stage** (2)*

PHASE 2: PRE-QUALIFYING CRITERIA

SANParks invite quotations from bidders who are **B-BBEE Level 1 up to Level 4**.

NB. A tender that fails to meet this pre-qualifying criteria will be declared unacceptable bid.

PHASE 3: MANDATORY EVALUATION

*In this phase all proposals received will be evaluated in using the **mandatory documents / requirements as listed under paragraph 5.2**. Service Providers who comply with the listed requirements progresses to the next stage of functionality evaluation.*

*NB: Only bidders who fully comply with minimum requirements progress to the next **Phase** (3)*

PHASE 4: FUNCTIONALITY EVALUATION

*In this phase all proposals received will be evaluated in using the **functionality evaluation as listed under paragraph 5.3**. Service Providers who comply with the listed requirements progresses to the next*

<i>stage of price and preference.</i>	
<i>NB: Only bidders who fully comply with minimum requirements progress to the next Phase (5)</i>	
<u>PHASE 5: PRICE AND PREFERENCE (B-BBEE)</u>	
Price	80
B-BBEE	20
TOTAL POINTS FOR PRICE AND B-BBEE	100

5.1 COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this stage is to review bid responses for purposes of assessing compliance with RFB requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of an official quotation on the company letter head
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit,
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),

5.2 MANDATORY EVALUATION

NO	DESCRIPTION	COMPLY	NON COMPLY
1.	Proof of professional registration at relevant councils refer to in the project team requirement i.e. (SACPCMP SACQSP, ECSA, PMI, APMG)		

5.3 FUNCTIONALITY EVALUATION

In this phase, Bidders are not eligible for the Price and Preference scoring stage where they score less than the minimum threshold prescribed for functionality of **75%**. Bidders are not eligible for the Price and Preference scoring stage where they score less than the minimum threshold prescribed for functionality. The minimum threshold that bidders need to score is 75%. Bidders who score 75% or more will qualify to be evaluated for Preference points and Price.

The evaluation will be based on the following:

4 equals 100: Exceeds the requirements

3 equals 75: meet the minimum requirements

2 equals 50 points: partially meet the requirements

1 equals 25 points: does not satisfactorily meet the requirements

No	Functionality Criteria	Weighting	Points	Points Allocation
1	<p>Proven track record and experience in providing similar assignments</p> <p>(List should state the nature of the assignment; the value; the duration and contactable reference) Proof such as appointment letters should be provided.</p>	25	1 - 4	<p>4 = The knowledge exceeds understanding of the requirements (5 letters)</p> <p>3 = The knowledge is clear and relevant and is demonstrating bidders understanding of the requirements (3 letters)</p> <p>2 = The knowledge provided demonstrate average understanding of the requirements (2 letters)</p> <p>1 = The knowledge provided lacks context of the requirement</p>
2	<p>Evaluation of references received. The reference letter should have information on the appointment and scope of work and relate to establishment of an EMPO.</p>	25	1 - 4	<p>4 = References provided exceed the requirements. 4 or more relevant reference letters provided.</p> <p>3 = References provided demonstrate the ability of the bidder and complies with required experience. 3 (Three) relevant reference letters provided.</p> <p>2 = References demonstrate average experience. 2 (Two) relevant reference letters provided.</p> <p>1 = Reference/s demonstrate poor experience. No relevant reference letters provided.</p>
3	<p>Qualifications and experience of core team members (CVs, Qualifications to be attached and membership of the</p>	25	1- 4	<p>4= Qualifications and experience exceed the requirements (more than 5 projects)</p> <p>3 = Qualifications and experience demonstrate ability of the bidder and</p>

No	Functionality Criteria	Weighting	Points	Points Allocation
	professional bodies where applicable) <ul style="list-style-type: none"> • Project manager 7 years • Construction manager 5yrs • Qs or professional engineer 5yrs • ICT professional 7years 			complies with the requirements (5 projects 2 = Qualifications and experience demonstrate average experience (3 projects 1 = Qualifications and experience demonstrate poor experience (1 project
4	Project Management Methodology Please provide a Project Plan and Methodology related to the Scope of Work.	25	1 - 4	4= Project Plan and Methodology demonstrates full understanding of Enterprise Project Management Office, and the establishment thereof. 3 = Project Plan and Methodology demonstrate adequate but not full understanding of Enterprise Project Management Office, and the establishment thereof. 2 = Project Plan and Methodology partially demonstrate some understanding of Enterprise Project Management Office, and the establishment thereof. 1= Project Plan and Methodology is poor, does not indicate any understanding of Enterprise Project Management Office, and the establishment thereof.

6. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

7. EVALUATION CRITERIA AND WEIGHTING

The RFQ stipulated that the responses to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
B-BBEE	20
Total	100

8. EVALUATION FORMULA FOR PRICE

The following formula will be applied to calculate the scores:

Price Formula

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

9. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

10. TIMELINES

Upon appointment the recommended supplier is expected to provide a project implementation plan for approval per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

11. FINANCIAL PAYMENT

Payment will be made in accordance to the PFMA (within 30 days of receipt of invoice) after delivery of service rendered or goods delivered.

12. FINAL AWARD

SANParks nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.

SANParks reserves the right not to award to the highest points scorer in accordance with S 2(1) (f) of the Act (PPPFA).

DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.
.....
.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

.....

Position

.....

Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

10. GENERAL CONDITIONS

10.1 The following preference point systems are applicable to all bids:

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

10.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

10.3 Points for this bid shall be awarded for:

- (a) Price; and

(b) B-BBEE Status Level of Contributor.

10.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

10.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

10.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

11. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;

(h) **“proof of B-BBEE status level of contributor”** means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

12. POINTS AWARDED FOR PRICE

12.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

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

13. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

13.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
------------------------------------	------------------

	(80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

14. BID DECLARATION

14.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

15. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

15.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of Paragraph 6.1 must be in accordance with the table reflected in Paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

16. SUB-CONTRACTING

16.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

16.1.1 If Yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE:

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		

Any EME		
Any QSE		

17. DECLARATION WITH REGARD TO COMPANY/FIRM

17.1 Name of Company/Firm:.....

17.2 VAT Registration Number:.....

17.3 Company Registration
Number:.....

17.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

17.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

17.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier

- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

17.7 Total number of years the company/firm has been in business:.....

17.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 4.1 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)

<ul style="list-style-type: none"> Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule: 	Yes	No
<ul style="list-style-type: none"> Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule: 	Yes	No
<ul style="list-style-type: none"> Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule: 	Yes	No
<ul style="list-style-type: none"> Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule: 	Yes	No
<p>The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the Home Page.</p>		

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the SANParks, do hereby make the following statements that I certify to be true and complete in every respect:

<ul style="list-style-type: none"> I have read and I understand the contents of this Certificate; 	Yes	No
<ul style="list-style-type: none"> I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect; 	Yes	No
<ul style="list-style-type: none"> I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder; 	Yes	No
<ul style="list-style-type: none"> Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder; 	Yes	No

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 consortium³ will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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.

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

³ 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.

STANDARD BIDDING DOCUMENTS DECLARATION

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

Declaration of Interest (SBD4)
Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit
Declaration of Bidder's past SCM practices (SBD8);
Certificate of Independent Bid Determination (SBD9)

The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement. I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that SANParks may reject the Offer or act against me should these declarations prove to be false. I confirm that I am duly authorised to sign this SBD declaration pack nominated in writing by the Chief Executive Officer or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES:	
1	_____
2	_____
Date	_____