



**KZN GROWTH FUND AGENCY  
REQUEST FOR PROPOSALS (RFP) 2024 - 19  
APPOINTMENT OF SERVICE PROVIDER TO PROVIDE REMOVAL AND STORAGE OF  
FURNITURE FOR THREE MONTHS**

Closing date : 13 September 2024  
Time : 12h00  
Submission format : email [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

**Name of the respondent:** .....

Late bids will not be accepted

**BID DETAILS**

RFP title: : Request for Office Furniture Removal and Storage

Procurement Reference Number: : KGFT – 2024 - 19

Description of Goods & Services: : Office Furniture Removal and Storage

Date of RFP : 04 September 2024

Compulsory Briefing Session : **09 September 2024**

Compulsory Briefing Session Time : 10h00

Compulsory Briefing Session Venue : 28<sup>th</sup> Floor Delta Towers, 303 Dr Pixley ka Seme Street

Date of RFP Closing : 13 September 2024

**CONTACT INFORMATION**

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

**BIDDER'S DETAILS**

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

CELL PHONE NUMBER Code ..... Number .....

FACSIMILE NUMBER Code ..... Number .....

E-MAIL ADDRESS .....

**Signature of Bidder** ..... **Date** .....

## **1. PURPOSE**

The KwaZulu-Natal Growth Fund Agency (KZNGFA) invite quotations from suitably qualified and experience service providers to provide Office Furniture Removal and Storage for three (03) months.

## **2. BACKGROUND**

KwaZulu-Natal Growth Fund Agency (KZNGFA) is an Agency, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KZNGFA is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

### **2.1 Procurement Philosophy**

It is the policy of KZNGFA, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development, and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KZNGFA Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KZNGFA.

The KZNGFA wishes to engage with service providers who are equally committed to maintain high quality services and better pricing.

## **3. SCOPE OF WORK**

KZNGFA will be vacating its current premises 28<sup>th</sup> Floor, 303 Dr Pixley Kaseme Street on 31<sup>st</sup> of September 2024 therefore, KZNGFA requires the services of a qualified Service Provider who will provide the services of Office Furniture Removal and Storage for three (03) months at an off-site storage facility.

### **3.1 Furniture Removal**

- 3.1.1 The relocation of furniture to the storage area must commence from the week of 09 October 2023.
- 3.1.2 The service provider will be required to dismantle, load, transport and offload the office furniture in the attached Annexure 1 from the KZNGFA head office at 28<sup>th</sup> Floor Delta Towers, 303 Dr Pixley Kaseme Street, Durban to the storage facility.

- 3.1.3 Both the service provider and KZNGFA must agree on the packing list and ensure that the list is accurate for record keeping and tracking purposes.
- 3.1.4 The service provider must take all possible measures during the dismantling, transportation and storage of the furniture to prevent any damage / loss to KZNGFA and the current landlord's property.
- 3.1.5 The service provider shall be liable for any loss or damage caused by any wilful or negligent act or omission of the service provider, its agent, or its employees.
- 3.1.6 Use of the lift at the KZNGFA head office is via a service lift and the service provider will only be allowed to use the service lift while moving furniture from the office to the truck/s.
- 3.1.7 Furniture must be inspected by the service provider PRIOR to dismantling and transportation and visible damages must be recorded and brought to the attention of KZNGFA before it is dismantled and transported.
- 3.1.8 Address where office furniture must be transported from:  
21<sup>st</sup> and 28<sup>th</sup> Floor Delta Towers  
303 Dr Pixley kaSeme Street  
Durban

### **3.2 Storage Facility**

- 3.2.1 Provide storage space for the storage of office furniture for a period of 03 (three) months.
- 3.2.2 Storage space must be within 20km radius of New Head Office - Kingsmead Office Park (Building is between Trade and Investment and Grinrod Bank) 2 Kingsmead Boulevard, Stamfordhill, Durban.
- 3.2.3 The premises must be located within a secure access-controlled area where access to and from the storage area is monitored and recorded 24 hours, 7 days per week.
- 3.2.4 Access to the off-site storage should be limited to KZNGFA authorized personnel only.

### **3.3 Packaging**

- 3.3.1 The furniture and equipment must be packed according to KZNGFA's requirements. Such requirements will be communicated to the appointed service provider (e.g., packed according to different categories – chairs, desks, couches, cabinets etc.)
- 3.3.2 The service provider must always ensure that high consideration and care is placed on the handling, movement and packing of the furniture and equipment to prevent any damages.
- 3.3.3 The service provider must ensure and maintain a neat and tidy environment whilst handling, moving and packing of the furniture and equipment.
- 3.3.4 Suitable packing material (wrapping plastics, blankets etc.), which will ensure that the goods arrive in the exact state as when it was originally moved must be used when furniture and equipment are packed, at the expense of the service provider

- 3.3.5 Service provider to ensure that the necessary boxes for packaging are available onsite to be used at its own cost.
- 3.3.6 Service provider to quote separately for the disassembling of furniture, where required (e.g. office desks), as per the supplied assets list.
- 3.3.7 Ensure effective service management and support to KZNGFA, e.g. responsiveness to KZNGFA instructions regarding turnaround time and providing expert advice and value-adding services.

### **3.4 Transport**

- 3.4.1 Transportation services must include but not be limited to collection, packing, wrapping, assembling, dismantling, loading and off-loading, labour, warehouse handling fees etc., and ensuring that the goods arrive in the exact state as when originally packed. The warehouse handling fee should be quoted for four occasions and will only be paid as and when KZNGFA has requested such services
- 3.4.2 The appointed service provider is required to collect and deliver the appropriate assets, load and off-load the assets from the truck at the designated area as per instruction from KZNGFA.

### **3.5 Insurance**

- 3.5.1 The service provider should therefore ensure that it has and continually maintains adequate all risk insurance cover and Special Perils insurance for the duration of the contract period to defray any costs that might be incurred due to damage or theft while items are stored at their premises
- 3.5.2 The appointed service provider must comply with all insurance requirements.
- 3.5.3 Service providers should have sufficient insurance coverage for any possible claims which include but are not limited to damages, negligence and/or liability.

## **4. CONTRACT DURATION**

The Services will be provided over a 3 (three) month period.

## **5. AWARD OF THE RFP**

KGFT is not obliged to accept and award this tender to the lowest bidder or any other bidder.

## **6. EVALUATION PROCESS AND CRITERIA**

Selection will be conducted over three stages as detailed below:

**Stage 1 - Compliance with Minimum Requirements**

**Stage 2 - Functionality**

**Stage 3 – Price and Specific Goals**

## 6.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

- 6.1.1 SBD 1, SBD 4 and SBD 6.1
- 6.1.2 Company Profile
- 6.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration) that shows Tax Compliance Status. Tax Compliance Status Pin on SARS Letterhead must be submitted if Tax Status is non-compliant.
- 6.1.4 Written confirmation of all risk insurance cover and Special Perils insurance of more than R500 000.00
- 6.1.5 Written confirmation by the bidder that the storage room is located within a secure access-controlled area where access to and from the storage area is monitored and recorded 24 hours, 7 days per week.
- 6.1.6 Bidder to provide evidence of ownership or right to use the building. (Lease agreement or Title Deeds)
- 6.1.7 Bidder to provide the physical address of the storage facility and approximate 20kms from KZNGFA current location.

**All bids duly lodged as specified in this RFQ will be examined to determine compliance with the mandatory requirements and conditions. Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.**

## 6.2 FUNCTIONALITY EVALUATION

Scores will be tabulated to 70 points. Respondents must score 49 points and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table 1 below:

FUNCTIONAL EVALUATION CRITERIA	Weight
<p><b>COMPANY EXPERIENCE</b></p> <p>Minimum of five (5) years the company has been rendering Office Furniture Removal and Storage. Company Profile clearly indicating the number of years in business providing the service.</p> <ul style="list-style-type: none"><li>• 1 – 4 Years' Experience = 0 Point</li><li>• 5 – 7 Years' Experience = 5 points</li><li>• 8 - 9 Years' Experience = 10 Points</li><li>• 10 or more Years' Experience = 15 Points</li></ul>	<b>15</b>

FUNCTIONAL EVALUATION CRITERIA	Weight
<p><b>PORTFOLIO OF EVIDENCE – PROJECTS UNDERTAKEN BY COMPANY</b></p> <p>Bidders must demonstrate experience in having provided work of a similar nature, by means of a portfolio made up of <b>at least 6 (six)</b> similar projects that have recently been completed or are currently in progress (Annexure A):</p> <p><b>The portfolio of evidence for each relevant project should detail the following as a minimum:</b></p> <ul style="list-style-type: none"> <li>• Client name;</li> <li>• Scope of work;</li> <li>• Transaction values; and</li> <li>• Project Duration;</li> </ul> <p>5 (five) points are allocated per similar project listed.</p>	<b>30</b>
<p><b>REFERENCE LETTERS</b></p> <p>Reference letters must be relevant to scope of work listed under point 1</p> <ul style="list-style-type: none"> <li>• 5 Letters of Reference relevant to the scope of work – 25 points.</li> <li>• 4 Letters of Reference relevant to the scope of work – 10 points.</li> <li>• 3 Letter of Reference relevant to the scope of work – 15 points.</li> <li>• 2 Letter of Reference relevant to the scope of work – 10 points.</li> <li>• 1 Letter of Reference relevant to the scope of work – 5 points.</li> </ul> <p><b>Letters must be on company letterhead, signed, and dated. Letters must not be older than 5 years linked to the evidence submitted on Annexure A</b></p>	<b>25</b>
<b>TOTAL</b>	<b>70</b>

**Note: Failure to obtain the minimum of 49 out of 70 on functionality will result in disqualification from further evaluation.**

### 6.3 STAGE 2 - PRICE AND SPECIFIC GOALS

9.3.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

9.3.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation.

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific Goals (see the below table)	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>

## SPECIFIC GOALS TABLE

SPECIFIC GOAL		POINTS
<b>Black Ownership</b>	51% - 100 %	10
	30% - 50%	6
	5% - 29%	4
	0% - 4%	0
<b>Black Women Ownership</b>	51% - 100 %	4
	30% - 50%	2
	5% - 29%	1
	0% - 4%	0
<b>Black Youth Ownership</b>	30% - 100 %	3
	5% - 29%	2
	0% - 4%	0
<b>Disability</b>	30% - 100 %	3
	5% - 29%	2
	0% - 4%	0
<b>TOTAL POINTS</b>		<b>20</b>

The following may be used as proof for claiming preference points

- BBEE Certificate or BBEE Affidavit
- CSD Report
- ID Documents of the owners of the company
- Municipal Account or Lease Agreement
- Doctors Certificate / disability database from relevant institutions (for more research)

## 7. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a proposal, by **no later than 12:00pm on 13 September 2024**

## 8. SUBMISSION DETAILS

- Submissions must be emailed to [scm@kznqf.co.za](mailto:scm@kznqf.co.za) attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Nicolette Napier [scm@kznqf.co.za](mailto:scm@kznqf.co.za) during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by



Mxolisi Dlamini  
Acting Chief Financial Officer



## PRICING SCHEDULE



NAME OF BIDDER: \_\_\_\_\_

**OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.**

Item No	Description	Quantity	Unit of Measures	Price (Excl. VAT)
01	Assets handling: (packing and loading, offloading and unpacking of assets, premises access)			
02	Dismantling of furniture			
03	Storage costs for 3 months – furniture & equipment			
04	Rate per kilometer, per freight ton		Freight Ton	
05	Labour			
06	Materials/consumables			
07	Assets-in-transit insurance			
08	Other (please specify)			
09	Carriage liability fee (if any)		%	
			<b>Total Pricing for 03 Months excl. VAT</b>	<b>R</b>
			<b>15% VAT</b>	
			<b>Total Pricing for 03 Months incl. VAT</b>	

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ 2024 – 19	CLOSING DATE:	13 September 2024	CLOSING TIME:	12h00
DESCRIPTION	<b>APPOINTMENT OF SERVICE PROVIDER FOR TO PROVIDE REMOVAL AND STORAGE OF FURNITURE FOR THREE MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Via email to <a href="mailto:scm@kzngf.co.za">scm@kzngf.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Sijabulile Ntshangase		CONTACT PERSON	Nicolette Napier	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:scm@kzngf.co.za">scm@kzngf.co.za</a>		E-MAIL ADDRESS	<a href="mailto:scm@kzngf.co.za">scm@kzngf.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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: .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship 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:  
 .....  
 .....

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

~~a) The applicable preference point system for this tender is the 90/10 preference point system.~~

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

~~c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.~~

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

### 2. DEFINITIONS

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

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBE	/	3,95	/	
BWO		3.00		
PWD		2.05		
BYO		3.00		
Skill Development		4.00		
Locality		4.00		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

## 9. SPECIAL CONDITIONS OF CONTRACT

This bid and all contract emanating there from will be subject to the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions are supplement to that of the General Conditions of Contract. Where, however the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of the Contract prevail.

KZNGFA reserve the right to exclude bidders who fail to comply with any of the Special Conditions of Contract as stated below.

The revised General Conditions of Contract (GCC) and issued by National Treasury in July 2010 are available on the website of National Treasury. The Special Conditions of Contract should be drafted taking cognizance of the General Conditions of Contract.

[http://ocpo.treasury.gov.za/Resource\\_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf](http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf)

### 9.1 Address where services are required.

The successful bidder will be required to render the services at the following address:

**KWAZULU NATAL GROWTH FRUND AGENCY**

21<sup>st</sup> and 28<sup>th</sup> Floor Delta Towers

303 Dr Pixley kaSeme Street

Durban

### 9.2 Packaging (Clause 9 of the GCC)

The packing, marking and documentation within and outside the packages shall comply strictly such 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.

### 9.3 Insurance (Clause 11 of the GCC)

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.

### 9.4 Transportation (Clause 12 of the GCC)

Specify if a price other than an all-inclusive delivered price be required in the SCC.

### 9.5 Incidental Services (Clause 13 of the GCC).

Specify incidental services to be provided

9.6 Spare Parts (Clause 14 of the GCC)

Specify any material, notifications and information pertaining to spare parts that must be provided by the supplier.

9.7 Warranty (Clause 15 of the GCC)

Specify the warranty validity i.t.o. clause 15.2; Specify the period for written claims to be attended to by the supplier in terms of clause 15.4 of the GCC

9.8 Any other requirements that must be included as Special Conditions