

**REQUEST FOR HYGIENIC SERVICES AND MAINTENANCE FOR A PERIOD OF  
THREE (3) YEARS FOR ALL DEPOTS INCLUDING HEAD OFFICE.**

**RFQ NO: MTC 2025/26/04**

<b>BIDDER'S COMPANY NAME:</b>	
<b>CSD NUMBER:</b>	
<b>EMAIL FOR SUBMISSIONS</b>	<a href="mailto:quotations@mtcec.co.za">quotations@mtcec.co.za</a> and CC: <a href="mailto:sityatat@mtcec.co.za">sityatat@mtcec.co.za</a>
<b>BRIEFING SESSION</b>	N/A
<b>CLOSING DATE&amp;TIME</b>	26 September 2025 @ 11H00

**ENQUIRIES**

<b>SCM ENQUIRIES</b>	<b>TECHNICAL ENQUIRIES</b>
Enquiries: Thandi Sityata / Nosiviwe Maya Telephone no: 077 600 3300 / 077 600 3311 Email: <a href="mailto:sityatat@mtcec.co.za">sityatat@mtcec.co.za</a>	Enquiries: Mr B Petse Telephone no. 0718960123 Email: <a href="mailto:petseb@mtcec.co.za">petseb@mtcec.co.za</a>

**PREPARED BY:**

**SUPPLY CHAIN MANAGEMENT UNIT  
81 CNR DRUMMOND ROAD& MDANTSANE ACCESS  
REESTON NORTH  
EAST LONDON  
5200**

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAYIBUYE TRANSPORT CORPORATION</b>					
RFQ NUMBER:	MTC 2025/26/04	CLOSING DATE:	26 SEPTEMBER 2025	CLOSING TIME:	11:00
RFQ DESCRIPTION	REQUEST FOR HYGIENIC SERVICES AND MAINTENANCE FOR A PERIOD OF THREE (3) YEARS FOR ALL DEPOTS INCLUDING HEAD OFFICE.				
<b>BID RESPONSE DOCUMENTS</b>					
Please email your submission to <a href="mailto:quotations@mtcec.co.za">quotations@mtcec.co.za</a> and CC <a href="mailto:sityatat@mtcec.co.za">sityatat@mtcec.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mrs T Sityata		CONTACT PERSON	Mr B Petse	
TELEPHONE NUMBER	043 051 7900		TELEPHONE NUMBER	043 051 7900	
CELL NUMBER	077 600 3300		CELL NUMBER	063 699 3199	
E-MAIL ADDRESS	<a href="mailto:sityatat@mtcec.co.za">sityatat@mtcec.co.za</a>		E-MAIL ADDRESS	<a href="mailto:petseb@mtcec.co.za">petseb@mtcec.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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)? ☐ 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 2.3 BELOW.**

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE EMAILED TO QUOTATIONS@MTCEC.CO.ZA BY, 26 SEPTEMBER 2025 11:00. 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, 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](http://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 THE BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:  
.....

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

Mayibuye Transport Corporation  
81 Surrey Road, Vincent,  
East London  
5247  
Phone 043 745 2582 • Fax 043 745 2586

## **Disclaimer**

The following document is made only to, and is directed only at, persons to whom such a document may lawfully be communicated ("relevant persons"). Any person who is not a relevant person should not act or rely on this document or any of its contents.

This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made in light of its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

To obtain additional information, please contact:

Ms. T Sityata: [sityatat@mtcec.co.za](mailto:sityatat@mtcec.co.za)

**RFQ SPECIFICATION FOR HYGIENIC SERVICES AND MAINTENANCE FOR A PERIOD OF THREE (3) YEARS FOR ALL DEPOTS INCLUDING HEAD OFFICE.**

**DEFINITIONS AND INTERPRETATIONS**

In this specification the following words and phrases shall have the following meaning unless the context otherwise requires.

**SABS** South African Bureau of Standard

**MTC** Mayibuye Transport Corporation.

**CEO** Chief Executive Officer.

**SLA** Service level Agreement.

**CFO** Chief Financial Officer.

**COO** Chief Financial Officer

**PFMA** Public Finance Management Act

**SCOPE STATEMENT:** The scope statement details the project deliverables and describes the major objectives. The objectives should include measurable success criteria for the project.

**SPECIFICATION:**

**REQUEST FOR HYGIENIC SERVICES AND MAINTENANCE FOR  
A PERIOD OF THREE (3) YEARS FOR ALL DEPOTS INCLUDING  
HEAD OFFICE.**

**RFQ NO.: MTC 2025/26/04**

**CLOSING DATE: 26 SEPTEMBER 2025**

**CLOSING TIME:11H00**

**VALIDITY PERIOD: 90 days**

## 1.INTRODUCTION

- 1.1 The Mayibuye Transport Corporation operates as a state-owned bus passenger transport service provider belonging to the Eastern Cape Provincial Government.
- 1.2 The Vision of the MTC is to become the Public Transporter of Choice.
- 1.3. It is the mission of the MTC to provide a safe, reliable, affordable public transport service that is responsive to its environment.
- 1.4. The prices tendered must be valid for 90 days.
- 1.5. There will be a briefing session for this RFQ, details of which will form part of the advertisement.
- 1.6. All submissions must be made electronically to the email address provided by the closing date and time, as advertised, to; [quotations@mtcec.co.za](mailto:quotations@mtcec.co.za) and CC [sityatat@mtcec.co.za](mailto:sityatat@mtcec.co.za)
- 1.7. All submissions must be indexed appropriately.

## 2.TECHNICAL SPECIFICATION

### DETAILED SPECIFICATION: HYGIENE SERVICES AND MAINTENANCE FOR A PERIOD OF 3 YEARS FOR FOUR (4) MTC DEPOTS AND HEAD OFFICE

Mayibuye Transport Corporation (MTC) invites suitably qualified and experienced service providers to submit bids for the provision of hygiene services, including the rental, servicing, and supply of hygiene equipment and consumables for MTC facilities:

#### SCOPE OF WORK

- 2.1. The successful service provider will be responsible for:
- 2.2. Supply, installation, and maintenance of hygiene equipment.
- 2.3. Regular servicing and replenishment of consumables.
- 2.4. Scheduled deep cleaning services of ablution facilities.
- 2.5. Ensuring compliance with all health, safety, and hygiene standards.
- 2.6. Supply, Insall and maintain electrical hand drying equipment to dry hands.
- 2.7. **Facilities are situated at: Vincent Head office, Reeston depot, Zwelitsha depot, Alice depot and Queenstown depot**



### 3. PRODUCT AND SERVICE REQUIREMENTS

#### 3.1. Hygiene Equipment Rental & Maintenance

The following items must be supplied, installed, and maintained:	<b>Quantity</b>	<b>Service Frequency</b>
<b>Item Description</b>		
She packets dispenser	15	Installed & maintained
Auto Sanitiser Dispenser	15	Installed & maintained
Toilet roll holder T3	41	Installed & maintained
Paper towel cabinet	25	Installed & maintained
Wall mounted bins	21	Installed & maintained
Liquid soap dispenser	16	Installed & maintained
Liquid soap dispenser top up	28	Installed & maintained
Auto foam soap dispenser	1	Installed & maintained
Mounted air freshener	21	Installed & maintained
She bins	20	Installed & maintained

### 3.2 Consumables (Monthly Supply)

The following consumables must be supplied monthly: <b>Item Description</b>	<b>Quantity</b>	<b>Frequency</b>
Hand sanitising gel 1L	2	Monthly
She packets (50's)	15	Monthly
Seat wipes (sealable containers)	10	Monthly
Gel shower shampoo 1L	10	Monthly
Colourless hand soap 5L	5	Monthly
White hand soap 1L	4	Monthly
Hand sanitiser foam 1.3L	1	Monthly
Slim Roll paper (6 pack)	24	Monthly

### 3.3 Deep Cleaning Services

The following must be deep cleaned **in two months: Facility**

	Quantity	Frequency
Basins	42	2 Months
Toilets	39	2 Months
Urinals	20	2 Months
Showers	12	2 Months

### 4.BIDDING CONDITIONS

Bidders must submit all completed and signed SBD Forms – as attached.

Bid documents must be submitted with a detailed pricing schedule as attached and filled in under the price breakdown.

The service provider will enter into a **service level agreement** with MTC after the appointment.

Bidder to indicate project duration on site.

The winning Bidder must provide all the applicable **certificates of compliance** including **operation and maintenance manuals** once the installation is complete.

## 5.EVALUATION CRITERIA

In addition to the requirements as stated, all RFQ will be evaluated based on price and proposal that best suit the corporate operational requirements of the Mayibuye Transport Corporation.

The RFQ will be evaluated based on the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2022) as well as Mayibuye Transport Corporation's Procurement policy

Qualifying proposals will be evaluated based on the following evaluation criteria:

EVALUATION CRITERIA	WEIGHTING
<b>Stage 1 – Compliance</b>	
Stage 1A	Mandatory Requirements
Stage 1B	Non-Mandatory Requirements
<b>Stage 2-Functionality</b>	
Company Experience	
Work plan	
<b>Stage 3-Price</b>	
Price	80
Specific Goals	20
TOTAL	100

### COMPLIANCE-STAGE 1

#### STAGE 1: COMPLIANCE REQUIREMENTS

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

#### STAGE 1A – MANDATORY REQUIREMENTS

If you do not submit/meet the following mandatory documents, your bid will be automatically disqualified. Please note bidders will not be evaluated further if they do not meet the mandatory requirements.

Bidders are required to include in their bid document the following:

Original and signed MTC SBD 1 Form "Invitation to Bid". Each page must be initiated.

Original and signed MTC SBD 3.1 Form "Firm Pricing Schedule". Each page must be initiated.

Original and signed MTC SBD 4 Form "Declaration of Interest". Each page must be initiated.

Original and signed MTC SBD 6.1 Form "Preferential Points Claim Form". Each page must be initiated.

Original and signed MTC SBD 7.2 Form "Rendering of Services". Each page must be initiated.

All equipment and consumables must meet **SABS and hygiene industry standards.**

Service provider shall ensure that its employees working on this contract are provided with necessary safety clothing and uniform when on site.

Service provider must be **registered with relevant authorities** and provide proof of compliance. (PBEH, NCCA AND SAIOH)

Staff must be trained in **occupational health and safety (OHS)** procedures.

Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties.

**Failure to submit any of the above documents will render the proposal non-responsive and it will be disqualified from the bid process. Where possible the corporation reserves the right to request further particulars.**

#### **STAGE 1B – NON-MANDATORY REQUIREMENTS (REQUIRED INFORMATION FOR BIDDING)**

MTC may request the bidder to submit the information within five (5) working days where necessary. Should this information not be provided, your bid proposal will be disqualified.

**Bidders will be required to be compliant with the following requirements upon appointment. Proof of documentation will be requested and verified.**

Valid Tax Clearance Certificate

Certified ID Copies of all directors of the company

CSD Report

Certified copies of company registration document

#### **STAGE 2**

##### **FUNCTIONALITY – STAGE 2**

Interested bidders shall then be evaluated on functionality after meeting all compliance requirements outlined.

The minimum threshold for technical/functionality requirements is 60% criterion as per the standard evaluation criteria presented in the table below. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical / functional requirements are presented in Table below

	CRITERIA	SUB -POINT ALLOCATION	POINTS
1	<b>Company experience in Hygiene Services</b> <ul style="list-style-type: none"> <li>o No experience</li> <li>o 1-2 years' experience</li> <li>o 3- 5 years' experience</li> <li>o 5 years and above</li> </ul> Proof/reference letter should be submitted	0 Points 10 Points 20 Points 30 Points	30
2	<b>Submit a detailed work plan that entails the following:</b> <ul style="list-style-type: none"> <li>• Hygiene equipment and material</li> <li>• Personal Protective equipment</li> <li>• Company policy on OHS policy</li> <li>• Disposal procedure in line with OHS legislation</li> </ul> <b>Work plan detailing the four elements</b> <b>Work plan detailing the three elements</b> <b>Work plan detailing the two elements</b> <b>Work plan detailing the one element</b>	20 15 10 5	20
	<b>TOTAL</b>		<b>50 POINTS</b>

\*\*\*A minimum of 60% must be attained from functionality to proceed to stage 3. Failure to obtain the required number of points will result in the bidder's proposal being declared non-responsive.

### STAGE 3

#### 80/20 PREFERENCE POINTS STAGE 3

Bidders must submit a separate pricing schedule as per the pricing schedule provided.

Bidders should provide their price proposal and provide proof of Specific Goals. They will be evaluated on price and specific goals using the 80/20 preference point system, as per the table below:

CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### THE PREFERENCE POINT SYSTEMS

Maximum points are allocated for price on the following basis:

80/20

or

90/10

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

$$PS = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

**Ps** = Points scored for price of tender under consideration

**Pt** = Price of tender under consideration

**Pmin** = Price of lowest acceptable tender

### POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 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

**Table for Specific goals**

The specific goals allocated points in terms of this tender	Acceptable evidence	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
100% Black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	30%	
51% - 99% black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	20%	
Less than 51% ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	10%	
Women Equity ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	20%	
Youth Equity ownership	Certified copies of ID documents of the owners	20%	
People with Disability	Letter from the medical practitioner confirming the disability	20%	



Locality within the Eastern Cape	Proof of Company address	10%	
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Failure to submit the required documentation for acceptable evidence will result in the bidders forfeiting the points for specific goals.

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	RFQNO.: .....
CLOSING TIME 16:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

R.....

.....

R.....

.....

R.....

.....

R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

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R.....

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.....

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R.....

.....

.....

.....

R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid .....  
.....
7. Estimated man-days for completion of project .....  
.....
8. Are the rates quoted firm for the full period of contract? \*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

## 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:

.....  
.....

<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.

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the 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

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<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.

will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature Date

.....  
Position Name of bidder

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

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

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

### **1. GENERAL CONDITIONS**

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

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

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that

preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$		

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:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

80/20                      or                      90/10

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—
- (c) 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
  - (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Historically Disadvantaged Individuals</b>		
a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	
<b>Women ownership</b>		
a)100% women ownership	4	
b)30% to 99% women ownership	2	
(c) Less than 30% women	1	
<b>Youth ownership</b>		
a)100% youth ownership	4	
b) 30% to 99% youth ownership	2	
c) Less than 30% youth ownership	1	
<b>People with Disability</b>		
(a) 20% or more disabled people ownership	4	
(b) Less than 20% disabled people ownership	2	
<b>Locality</b>		
a) Within the Eastern Cape	2	
(b) Outside the Eastern Cape	1	

#### 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.
  - (f)

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

**CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

**WITNESSES**

1 .....

2 .....

DATE.

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as.....  
accept your bid under reference number ..... dated.....for the rendering of  
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and  
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: