



REQUEST FOR QUOTATION (RFQ)

RFQ NO: 082/2026/CSO/STAND/RFQ

**APPOINTMENT OF A SERVICE PROVIDER TO SOURCE SPACE, DESIGN,
BUILD AND SET UP EXHIBITION STANDS FOR TCTA AT THE AWSISA
AFRICA & GLOBAL SOUTH WATER & SANITATION DIALOGUE.**

DESCRIPTION:	Appointment of a service provider to source space, design, build and set up exhibition stands for TCTA at the AWSISA Africa & Global South Water & Sanitation Dialogue.
DURATION:	60 days
PROPOSED BID PROCESS:	RFQ
DIVISION UNIT:	Communication and Stakeholders
ISSUE DATE:	10 September 2026
CLARIFICATIONS DEADLINE:	15 September 2026 @ 13:00 p.m.
CLOSING DATE:	17 September 2026 @ 11:00 a.m.
RFQ VALIDITY PERIOD	30 Days (from RFQ closing date)
SUBMISSION OF PROPOSALS:	tenders05@tcta.co.za
ENQUIRIES	tenders05@tcta.co.za

BACKGROUND

The AWSISA Africa & Global South Water & Sanitation Dialogue is a significant platform in the water and sanitation sector. It convenes African and global leaders, policymakers, funders, practitioners and innovators to explore practical solutions to the continent's water and sanitation challenges.

The Dialogue's programme includes exhibitions, high-level panel discussions, technical sessions and networking opportunities. Its objective is to promote collaboration across sectors, mobilise investment and support the acceleration of Sustainable Development Goal 6 on water and sanitation, as well as Africa's Agenda 2063.

For South Africa, the Dialogue presents an opportunity to showcase leadership in water resources management, infrastructure financing and regional cooperation. TCTA, as the implementing agent for strategic bulk raw water infrastructure, is well positioned to profile its institutional model, expertise and track record to domestic and international stakeholders.

TCTA will participate independently and has already secured its exhibition space directly from the organisers. This provides TCTA with an opportunity to manage its exhibition messaging, branding and stakeholder engagement independently while presenting a consistent corporate identity.

TCTA is looking for a service provider to pay for space and build a custom stand design. This integrated platform will cohesively incorporate the branding of both institutions and effectively highlight their collaborative contribution to regional water security and infrastructure development.

The free standard exhibition package includes the following provisions:

- Full access to the designated exhibition space.
- Branding opportunities, including a fascia board displaying the organisation's name.
- Shell scheme structure, carpeting, a 15-amp electrical connection, fluorescent lighting, routine stand cleaning, and on-site security services.

To ensure a presentation that meets the highest professional standards and perfectly aligns with the organisation's brand, TCTA will develop a custom, branded stand, in addition to the standard features.

The event details are as follows:

Event Date: 23–26 November 2026

Setup: 22 November 2026

Breakdown: 26 November 2026

Venue: Durban International Convention Centre (Durban ICC)

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

TCTA is looking to appoint a service provider to source space, design, build, and set up exhibition stands for the AWSISA Africa & Global South Water & Sanitation Dialogue 2026.

Event Date: 23–26 November 2026

Setup: 22 November 2026

Breakdown: 26 November 2026

Venue: Durban International Convention Centre (Durban ICC)

Quantity	Item	Description
1	Exhibition space	TCTA has secured the space for the exhibition. Service providers must pay for the space as per TCTA booking.
1	Stand Structure	Main Stand Structure like the design below. (the below image is only a sample) Bidders must customise designs.



Reception Area

- One custom-built reception counter positioned at the front of the stand.
- Reception desk to include:
- Full-colour TCTA branding;
- Lockable storage space;
- Integrated lighting where appropriate.

The stand should incorporate a concealed lockable storeroom approximately:

- 1m x 1m;
- Shelving for brochures and branded gifts;
- Space for personal belongings and cleaning materials.

Feature Walls and Branding

- Custom-built feature walls incorporating:
- TCTA corporate colours;
- High-quality printed graphics depicting TCTA projects and infrastructure;
- Illuminated branding elements and LED accent lighting;
- Prominent placement of the TCTA logo.

Multimedia Display

- One wall-mounted LED screen (minimum 55-inch).
- Concealed cabling and power connections.
- Capability to display videos, presentations and promotional content.

Meeting Area

- Four single seater couches with a coffee table
- 2 high stools
- Furniture to be modern, comfortable and suitable for stakeholder engagements.

		Graphic and Display Elements <i>The stand should incorporate:</i> - Large-format backlit graphic panels featuring TCTA infrastructure projects; - Circular or creatively shaped graphic display panels showcasing project imagery; - Provision for interchangeable graphics where required. Flooring - Premium flooring finish, such as: - Laminate timber flooring; or - Raised exhibition flooring with a wood-look finish. - Flooring must be professionally installed and secured. Landscaping - Minimum of two decorative plants to soften the exhibition environment and enhance aesthetics.
1	Health and Safety	- Stand Cleaning - Pre-Clean Prior to Handover - EMS approval - Structural Engineer Certificate - Safety Line
1	Technical Requirements	<i>The appointed service provider shall provide:</i> - Stand design and 3D renderings for approval; - Manufacture and construction of the stand; - Transportation to and from the venue; - Installation and complete setup before the exhibition opening; - Electrical connections and compliance with venue regulations; - On-site support during installation; - Dismantling and removal after the event.
1	Construction/Custom	Main Structural Walls 6m - Constructed using: 16mm MDF board; or 16mm Supawood; or

		- Modular aluminium exhibition framing system with MDF cladding. - All surfaces to be: Smooth finished; Filled and sanded; Spray painted or wrapped in high-quality vinyl. <i>Left Feature Wall</i> - Approximate dimensions: 3m - Constructed using: 16mm MDF board; or 16mm Supawood; or - Constructed using: Powder-coated aluminium frame; - MDF wall panels; Internal bracing members. <i>Features:</i> - Full-height backlit graphic panel; - Recessed LED strip lighting; - Concealed cable management. - Central Feature Wall
1	<i>Electrical</i>	- LED Long Arm Spotlight - 30w LED Flood Light - 15-amp 220v Standard Plug Point - LED Tube Light - DB Board - LED Wave Pendant - Warm White
1	<i>Audio & Visual</i>	- Multimedia Equipment - LED Screen - One 55-inch to 65-inch LED display screen. <i>Requirements:</i> - Wall-mounted; - HDMI connection; - Concealed power supply; - Media player or laptop connection.
2	<i>Graphic Panels</i>	<i>Large Backlit Graphic</i> - Aluminium lightbox frame; - Tension fabric graphics; - LED backlighting. - Circular Graphic Panels - Three circular display panels; - Diameter: approximately 600mm each. <i>Circular Graphic Panels</i>

		- <i>Construction:</i> - <i>Aluminium composite panels;</i> - <i>UV-printed graphics;</i> - <i>Mounted using concealed fixings.</i>
1	<i>Furniture on Hire</i>	- <i>4 x Single seater couches</i> - <i>2 Cocktail chairs</i> - <i>1 x Coffee Table</i>
1	<i>Graphics</i>	<i>TCTA will provide images; the service provider must supply artwork for approval by TCTA.</i>
1	<i>Flooring</i>	<i>The entire 18m² floor area shall be finished with:</i> - <i>Raised flooring system (minimum 50mm high);</i> - <i>Timber-look laminate flooring or luxury vinyl planks;</i> - <i>Aluminium edging trims;</i> - <i>Non-slip finish.</i> - <i>18sqm flooring</i> - <i>16mm Substrate - Ribs</i> - <i>16mm Melamine Flooring</i> - <i>16mm White Melamine - 12x6 – Sheet Edging</i> - <i>Exhibition Aluminium Edging</i> - <i>Caution tape and signage on the steps of the flooring</i>
1	<i>Labour and Transport</i>	<i>Transport - Stand - To and From Site</i> <i>Transport - Crew - To and From Site</i> <i>Labour - Build-up and Breakdown</i>

COMPANY EXPERIENCE REQUIRED

Bidders must have designed, built, and set up at least 2 exhibition stands for corporate, government, or institutional clients since registration. They must also submit 2 reference letters or fully complete **Form 1**. References must specifically speak to the provision of exhibition stands for corporate, government, or institutional clients.

Bidders must submit a portfolio or photographic evidence of previous exhibition stand projects as supporting information.

PERSONNEL EXPERIENCE REQUIRED

Service providers must manage all personnel assigned to the project.

DELIVERABLES

The service provider must source space, design, build, and set up exhibition stands for TCTA at the WISA 2026 Biennial Conference & Exhibition as indicated under scope of work above.

RETURNABLES	
MANDATORY	NON-MANDATORY
Two (2) signed Reference letters of similar projects on client letterheads (with all contactable information). References must specifically speak to the provision of exhibition stands for corporate, government, or institutional clients. Alternatively, bidders must complete, sign and submit Form 1. NB: TCTA reserves the right to contact the clients to verify the information provided	SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed.
Itemised pricing schedule that covers all scope of work. Bidders may not modify or reproduce the pricing schedule provided in the RFQ document.	A valid BBBEE Certificate issued by a Verification Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Consolidated BBBEE for Joint Venture tenderers issued by Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE (Refer to Annexure E and F). Bidders must complete one of the Sworn Affidavit applicable to their company (EME/QSE). No points will be awarded if the bidders' Sworn Affidavit does not comply with the minimum requirements for Valid Sworn Affidavits outlined in ANNEXURE A.
	CSD Registration Report
BIDDERS WHO FAIL TO SUBMIT ANY MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED FOR FURTHER EVALUATION.	

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE A. Where a B-BBEE Certificate is issued by a withdrawn verification agency, no points will be awarded as the B-BBEE Certificate will be deemed invalid.

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80

Specific Goals = 20

Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid.

ANNEXURES

FORM 1	COMPANY EXPERIENCE
A	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
B	SBD 1 – INVITATION TO BID
C	SBD 4 – BIDDERS DISCLOSURE
D	SBD 6.1 – IN TERMS OF PPR 2022
E	SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
F	SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

PRICING SCHEDULE
APPOINTMENT OF A SERVICE PROVIDER TO SOURCE SPACE, DESIGN, BUILD AND
SET UP EXHIBITION STANDS FOR TCTA AT THE AWSISA AFRICA & GLOBAL SOUTH
WATER & SANITATION DIALOGUE.

Qty	Item	Description	Amount
1	Exhibition space	Exhibition space from conference organisers	R61,471.27
1	Stand Structure	Main Stand Structure like the design below. (the below image is only a sample) Bidders must customise designs.  Reception Area - One custom-built reception counter positioned at the front of the stand. - Reception desk to include: - Full-colour TCTA branding; - Lockable storage space; - Integrated lighting where appropriate. The stand should incorporate a concealed lockable storeroom approximately: - 1m x 1m; - Shelving for brochures and branded gifts; - Space for personal belongings and cleaning materials. Feature Walls and Branding - Custom-built feature walls incorporating: - TCTA corporate colours; - High-quality printed graphics depicting TCTA projects and infrastructure; - Illuminated branding elements and LED accent lighting; - Prominent placement of the TCTA logo.	R

		Multimedia Display - One wall-mounted LED screen (minimum 55-inch). - Concealed cabling and power connections. - Capability to display videos, presentations and promotional content. Meeting Area - Four single seater couches with a coffee table - 2 high stools - Furniture to be modern, comfortable and suitable for stakeholder engagements. Graphic and Display Elements The stand should incorporate: - Large-format backlit graphic panels featuring TCTA infrastructure projects; - Circular or creatively shaped graphic display panels showcasing project imagery; - Provision for interchangeable graphics where required. Flooring - Premium flooring finish, such as: - Laminate timber flooring; or - Raised exhibition flooring with a wood-look finish. - Flooring must be professionally installed and secured. Landscaping - Minimum of two decorative plants to soften the exhibition environment and enhance aesthetics.	
1	Health and Safety	- Stand Cleaning - Pre-Clean Prior to Handover - EMS approval - Structural Engineer Certificate - Safety Line	R
1	Technical Requirements	The appointed service provider shall provide: - Stand design and 3D renderings for approval; - Manufacture and construction of the stand;	R

		- Transportation to and from the venue; - Installation and complete setup before the exhibition opening; - Electrical connections and compliance with venue regulations; - On-site support during installation; - Dismantling and removal after the event.	
1	Construction/ Custom	Main Structural Walls 6m - Constructed using: 16mm MDF board; or 16mm Supawood; or - Modular aluminium exhibition framing system with MDF cladding. - All surfaces to be: Smooth finished; Filled and sanded; Spray painted or wrapped in high-quality vinyl. Left Feature Wall - Approximate dimensions: 3m - Constructed using: 16mm MDF board; or 16mm Supawood; or - Constructed using: Powder-coated aluminium frame; - MDF wall panels; Internal bracing members. Features: - Full-height backlit graphic panel; - Recessed LED strip lighting; - Concealed cable management. - Central Feature Wall	R
1	Electrical	- LED Long Arm Spotlight - 30w LED Flood Light - 15-amp 220v Standard Plug Point - LED Tube Light - DB Board - LED Wave Pendant - Warm White	R
1	Audio & Visual	- Multimedia Equipment - LED Screen - One 55-inch to 65-inch LED display screen. Requirements: - Wall-mounted; - HDMI connection; - Concealed power supply; - Media player or laptop connection.	R

2	Graphic Panels	Large Backlit Graphic Construction: - Aluminium lightbox frame; - Tension fabric graphics; - LED backlighting. - Circular Graphic Panels - Three circular display panels; Circular Graphic Panels Construction: - Aluminium composite panels; - UV-printed graphics; - Mounted using concealed fixings.	R
1	Furniture on Hire	- 4 x Single seater couches - 2 Cocktail chairs - 1 x Coffee Table	R
1	Graphics	TCTA will provide images; the service provider must supply artwork for approval by TCTA	R
1	Flooring	The entire 18m² floor area shall be finished with: - Raised flooring system (minimum 50mm high); - Timber-look laminate flooring or luxury vinyl planks; - Aluminium edging trims; - Non-slip finish. - 18sqm flooring - 16mm Substrate - Ribs - 16mm Melamine Flooring - 16mm White Melamine - 12x6 – Sheet Edging - Exhibition Aluminium Edging - Caution tape and signage on the steps of the flooring	R
1	Labour and Transport	Transport - Stand - To and From Site Transport - Crew - To and From Site Labour - Build-up and Breakdown	R
TOTAL EXCLUDING VAT			R
VAT			R
GRAND TOTAL			R

NB:

- *TCTA will evaluate all Bid Submissions according to the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).*
- *If the price offered by the highest scoring bidder is not market-related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.*
- *Price must be reflected Excluding and Including VAT.*
- *All prices must include disbursements.*
- *Prices must be firm and unconditional. Bids with conditional prices will not be acceptable and will be treated as such.*
- *All prices must be in Rands (ZAR)*

FORM 1: COMPANY EXPERIENCE

CLIENT NAME (THE CLIENT COMPANY TO WHICH SERVICES WERE PROVIDED)	DESCRIBE THE PROJECT SCOPE	NAME & SURNAME OF PERSON CONTACT	CONTACT PERSON CONTACT DETAILS (TELEPHONE NUMBERS & EMAIL)		NATURE OF PROOF SUBMITTED (SLA, PO, etc.)
1.					
2.					
3.					
4.					
5.					
6.					

NB: The above will not be considered if the details in respect of the required minimum number of references are not provided in full. Templates created by bidders will not be considered.

SIGNATURE: NAME OF BIDDER.....(of person authorised to sign on behalf of the bidder

By signing above, the bidder declares that the information provided is true and correct.

ANNEXURE A: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used.

ANNEXURE B

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	082/2026/CSO/STAND/RFQ	CLOSING DATE:	17 September 2026	CLOSING TIME:	11:00 A.M.
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SOURCE SPACE, DESIGN, BUILD AND SET UP EXHIBITION STANDS FOR TCTA AT THE AWSISA AFRICA & GLOBAL SOUTH WATER & SANITATION DIALOGUE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
tenders05@tcta.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	RECEIVING OFFICER		CONTACT PERSON	RECEIVING OFFICER	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders05@tcta.co.za		E-MAIL ADDRESS	tenders05@tcta.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

3. 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, 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).**

4. 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 interest¹ 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**

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

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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

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

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

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);

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

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

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	80
SPECIFIC GOALS	20
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:

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

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.)

CRITERIA OF SPECIFIC GOALS	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)
Promotion of Black Ownership	Points will be awarded as follows: 0 - 50% Black Owned = 0 Points	

	• 51 - 100% Black Owned = 10 Points	
Geographical Location	Points will be awarded as follows: • A supplier not located in the Eastern Cape = 0 Points • A supplier located in the Eastern Cape = 10 Points • Instruction to score points: Bidders are required to submit valid proof of business addresses or operations within the Eastern Cape Province, such as a lease agreement or a recent municipal account. <i>The CSD report will not be used for points scoring.</i>	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or

any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	

ANNEXURE E

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;

	(b) Black people who are youth as defined in the National Youth Commission Act of 1996;
	(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;
	(d) Black people living in rural and underdeveloped areas;
	(e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
 Signature & stamp _____
 Date _____

ANNEXURE F

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth

	Commission Act of 1996;
(c)	Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;
(d)	Black people living in rural and underdeveloped areas;
(e)	Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

6. Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & stamp

Date: