



## REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of  
SAFCOL SOC LTD

RFQ number:		RFQ/IR/120/10/2026
RFQ Issue Date		13/04/2026
Closing date and Time		<b>29/04/2026 at 12:00PM - Late submissions will not be accepted</b>
COMPULSORY/ NON COMPULSORY BRIEFING SESSION		N/A
Briefing Session Date and Time:		N/A
RFQ validity period:		60 days (commencing from the RFQ Closing Date)
RFQ Description:		APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OCCUPATIONAL HEALTH AND WELLNESS PROGRAMME FOR A PERIOD OF THREE (3) MONTHS
Enquires:		Lindiwe Bhembe <a href="mailto:LindiweB@safcol.co.za">LindiweB@safcol.co.za</a>
		060 960 6579
E-mail RFQ responses to :		<a href="mailto:RFQHighveld@safcol.co.za">RFQHighveld@safcol.co.za</a> Please use the RFQ Number on the subject of the email when responding to this RFQ

NAME OF SERVICE PROVIDER: \_\_\_\_\_

TOTAL PRICE (INCL VAT): \_\_\_\_\_

**CONDITIONS OF THIS RFQ**

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation

**SPECIAL CONDITIONS OF THIS RFQ**

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent,
- All prices quoted must be firm and be inclusive of Value Added Tax( VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.
- Service Providers bidding as a Joint Venture - Consolidated BEE certificate in cases of Joint Venture

**PROTECTION OF PERSONAL INFORMATION**

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

**REASONS FOR DISQUALIFICATION**

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

**This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).**

**NAME OF BIDDER\_(COMPANY\_NAME)..... SIGNATURE.....**

**CAPACITY..... DATE.....**

# TERMS OF REFERENCE/SCOPE OF WORK

## ESTABLISHMENT OF AN INTERGRATED OCCUPATIONAL HEALTH AND WELLNESS PROGRAMME FOR SAFCOL FOR A PERIOD OF THREE (3) MONTHS.

### 1. SAFCOL OVERVIEW

The South African Forestry Company (SOC) Limited (SAFCOL) is the largest state-owned Forestry Company in Africa and falls within the portfolio of the Department of Forestry, Fisheries & the Environment (DFFE). The company is primarily involved in the forestry industry with operations in Limpopo, Mpumalanga, and KwaZulu-Natal, as well as in the Manica and Sofala Provinces of Mozambique. The company conducts a forestry business, which includes timber harvesting, timber processing and related activities both domestically and internationally. The Company is required to show an effective return to the shareholder, whilst contributing to Socio-economic development, mainly in rural areas.

### 2. OCCUPATIONAL HEALTH & WELLNESS PROGRAMME (OH&WP)

SAFCOL Management believes that, as a responsible employer, the health, safety and overall wellbeing of its employees must remain central to its operations. The Company is committed to ensuring that Occupational Health and Wellness (OH&W) forms the foundation of a healthy, productive and sustainable workforce. In support of this commitment, SAFCOL requires the appointment of a suitably qualified and experienced Integrated Occupational Health and Wellness (OH&W) Service Provider to render a comprehensive and holistic OH&W service across its business units and plantations for a period of **three (3) months**. SAFCOL's operations are geographically dispersed across KwaZulu-Natal, Mpumalanga, Limpopo and Gauteng. This wide operational footprint necessitates a coordinated, consistent and professional OH&W service to ensure compliance with relevant legislation, effective health risk management, and uniform service delivery throughout the organisation.

### 3. SAFCOL TOTAL STAFF COMPLIMENT

SAFCOL has an overall total of 1152 permanent and 129 temporary with a grand total of 1281 employees located in the following business units indicated below.

#### SAFCOL Business Units and Location

Regions	Business Units
Pretoria	SAFCOL Head Office-Pretoria
Mpumalanga Spitskop Clinic in Sabie	KLF Head Office. Nelspruit +Central Regional Office
	Bergvliet
	Witklip
	Brooklands
	Tweefontein
	Uitsoek
	Ecotourism
	Research: Sabie

	Nursery
	Technical Services and Mechanised Harvesting
	Platorand/Training Centre. Sabie
	Blyde
	Wilgeboom
	Sabie Roads
<b>South Region</b>	Belfast + Highveld Regional Office
	Berlin-Kaapschehoop
	Jessievale + Roads
	Lakenvlei-Belfast
	Nelshoogte-Barberton
	Ngome-Nongoma KZN
	Roburnia-Amsterdam
	Research-Palmridge Mtubatuba
<b>Limpopo Area serviced by Timbadola Clinic in Levubu</b>	Timbadola Sawmill-Levubu in Venda
	Entabeni + Roads -Levubu in Venda
	Woodbush in Tzaneen
	North Regional Office

**Quality Control:**

- Qualifications
- Registration
- Continuous Professional Development

**Services and infrastructure**

- Equipment
- Calibration

**Customer – Related Processes**

- FSC Audits
- Health & Safety
- Company Internal Audits
- Service provider's Audits
- Corrective Action Request

**4. OBJECTIVES**

SAFCOL's vision is to become a leader in sustainable forestry and commercial forest products. In pursuit of this vision, the company recognises that the health, and overall wellbeing of its employees are critical enablers of sustainable performance, productivity and long-term value creation. Thus the objective of this bid is to establish a **three (3) months** strategic partnership with an OH&W experienced service provider that will support and enhance SAFCOL's health and wellness initiatives, contribute to risk mitigation, promote employee wellbeing, and align with the company's strategic goals and sustainability mandate.

## **5. SCOPE OF WORK**

### **5.1 Occupational Health Medical Surveillance**

Conduct pre-employment, periodic, transfer and exit medical examinations in accordance with job risk profiles. Monitor employee exposure to occupational hazards (chemical, biological, physical, ergonomic and psychosocial). Ensure fitness for work and early detection of work-related illnesses including:

- Audiometry tests, Lung Function Test, Vision Screening
- Health questionnaires, Physical Assessments, History taking, A physical examination, Blood Pressure test, Glucose test, BMI, Urine test, Weight measurement, Height measurement and other tests deemed as necessary

### **5.2 COVID-19 Awareness and Any Other pandemic**

Promote awareness, prevention, preparedness and appropriate response to COVID-19 and any other pandemics or communicable disease outbreaks, in order to safeguard employee health, maintain business continuity, ensure compliance with national public health and occupational health requirements. Conduct screening, early detection and referral.

### **5.3 Attendance Scheduled Safety Meetings**

Attend all safety meetings at plantations, offices and processing plant. Participate in safety discussions, raise and contribute to corrective actions.

### **5.4 First Aider's Kit Monitoring**

Conduct regular inspections of First Aid kits to ensure and compliance with safety standards.

### **5.5 Villages Hygiene Inspections**

Carry out regular hygiene inspections in villages and identify health and hygiene risks and provide recommendations.

### **5.6 Health Education and Empowerment**

Provide one-on-one and group health education focused on chronic disease prevention and self-mangement. Align health education initiatives with national health calendar, occupational health risks, personal hygiene and sanitation, nutrition and wellness and promote healthy lifestyle choices.

## **5.7 Primary Health And Chronic Condition Care Utilising Private Public Partnership**

Provide first-level health care services for minor illnesses and injuries. Conduct basic health assessments, including: vital signs monitoring, health history taking, symptom screening, routine health screenings. Identify emerging health risks and recommend preventative interventions. Refer employees for further diagnostic evaluation when abnormalities are detected and for complex cases to appropriate health facilities such as:

- Blood pressure
- Diabetes
- Epilepsy
- HIV anti-retroviral
- Asthma
- TB
- Cancer
- And other conditions

## **5.8 Chronic Disease Management**

Identify employees diagnosed with chronic conditions such as hypertension, diabetes mellitus, asthma, epilepsy, cardiovascular diseases ect. Maintain a confidential chronic disease register. Conduct regular monitoring of chronic conditions to assess disease control and stability. Schedule follow-up consultations in line with medical recommendations. Review treatment compliance and identify challenges affecting disease management. Refer employees to treating Doctor or specialists for treatment review where necessary.

## **5.9 Occupational Disease and Injury Management**

Assess and manage work-related illnesses and injuries i.e. Noise Induced Hearing Loss. Refer employees for further medical intervention where required e.g. physiotherapy assessment and treatment, occupational Therapy assessments and treatment, radiology tests, psychologist therapy, referrals to specialist etc. Support rehabilitation process, return-to-work and reintegration programmes.

## **5.10 Incapacity Management Pocess Due to Ill- Health/Injury**

Support Line management to initiate the ill-health process through formal counseling sessions, ensure that employee understands the nature of the incapacity process, conduct medical assessment, follow ups, monitor and complete documents as per SAFCOL insurer requirement and record keeping. Ensure fair, consistent and compliant management of employee incapacity arising from ill-health or injury, while supporting employee wellbeing, operational continuity, and legal compliance.

## **5.11 HIV/AIDS Management Programme**

Conduct regular HIV/AIDS awareness campaign, facilitate access to voluntary, confidential HIV counselling and testing services (VCT), support early diagnosis, treatment and care, support employee wellness, productivity and retention and ensure compliance with labour, health and human rights legislation. Ensure pre- and post-test counselling is provided by qualified personnel. Support chronic

disease management integration for HIV-positive employees and provide psychosocial support. This programme must be conducted with Private Public Partnership (PPP).

## **5.12 Employee Assistance Programme**

Provide Health, Wellness and Lifestyle Support as follows:

### **(a) Psychosocial and Emotional Support**

Counselling related to but not limited to:

- Stress, anxiety and depression
- Relationship and family challenges
- Grief and loss
- Trauma and critical incidents/ fatalities- Individual and group counseling, debriefing

### **(b) Workplace and Performance-Related Support**

- Work-related stress and burnout
- Conflict resolution
- Adjustment to organisational change
- Performance or behavioural concerns (supportive, not punitive)

### **(c) Substance Abuse Support**

- Early identification and support for alcohol or substance abuse issues.
- Counselling and referral to specialised treatment programmes where required.
- Reintegration and ongoing support following treatment

### **(d) Financial and Legal Guidance**

- Information and referral support on:
  - Financial stress and debt management
  - Legal issues affecting personal wellbeing
  - Support provided within advisory and referral boundaries

### **(e) Access to EAP Services**

- EAP services are voluntary and confidential must be conducted by a registered psychologist or Social Worker
- Service provider must create a direct line with the dedicated contact number to All SAFCOL Employees
- Distribute Psychologist business card with SAFCOL dedicated contact
- Employees may access EAP through:
  - Self-referral using a direct line
  - Management referral (with employee consent)
  - Occupational Health or Human Capital referral
- Provide direct, confidential and unlimited access 24 hour, 7 days a week, personal support service and life management and group counselling
- Counselling session through telephonic and one-on-one counselling

- Compile and submit monthly reports

**(f) Confidentiality and Ethics**

- Keep all EAP engagements are strictly confidential.
- No personal or medical information is shared with Line Management without written informed consent
- Archive and ensure access only by authorised professionals
- EAP programme to comply with ethical standards, labour legislation, and privacy requirements

**(g) Track EAP utilisation trends on an anonymised basis**

- Monitor common themes and emerging risks.
- Report on programme effectiveness to management without breaching confidentiality.
- Use insights to inform wellness strategy and prevention initiatives.

## **6. IMPLEMENTATION PLAN**

**The appointed service provider will be expected to produce the following documents:**

- **Three (3) months** detailed OH&W design programme and implementation plan
- Compile and submit all OH&W activities reports on monthly, quarterly, and annual basis OH&W
- Attend SAFCOL OH&W monthly management meetings

## **7. KEY ROLE PLAYERS**

### **7.1. SAFCOL Officials**

- General Manager: Employee Relations and Wellness.
- Wellness Consultant
- Intern: Wellness

### **7.2. Service Provider Staff Complement**

Occupational Medical Practitioner and team to render daily clinic services at fully equipped Timbadola Clinic in Levubu, Spitskop Clinic in Sabie and mobile unit in Highveld Region. The bidder must provide at least 1 Occupational Health Doctor to service two clinics and 1 mobile clinic, minimum of three Occupational Health nurses (one for each clinic) and minimum of one clinic cleaners for two fully functional clinics. A minimum of one administrator or technician in each clinic

**PRICING SCHEDULE**

Description / Activities	Estimated number of employees	Amount	Total Cost (3 months) VAT inclusive
<ul style="list-style-type: none"> <li> <p><b>• Occupational Health Medical Surveillance</b>  Conduct pre-employment, periodic, transfer and exit medical examinations in accordance with job risk profiles. Monitor employee exposure to occupational hazards (chemical, biological, physical, ergonomic and psychosocial). Ensure fitness for work and early detection of work-related illnesses.</p> </li> <li> <p><b>• COVID-19 Awareness and Any Other pandemic</b>  Support workplace <b>symptom screening and monitoring</b> during outbreaks or high-risk periods. Facilitate referral of suspected or confirmed cases to appropriate healthcare facilities. Provide guidance on isolation, recovery and return-to-work requirements as per public health guidance. Provide counselling services, Workplace Preparedness and Response, Continuous Monitoring and Improvement</p> </li> <li> <p><b>• Incapacity Management Pocess Due to Ill-Health/Injury</b>  Identification and initiation,medical assessment, follow ups, monitoring and documentation completion as per SAFCOL insurer requirement and record keeing.</p> </li> <li> <p><b>• Occupational Disease and Injury Management</b>  Assess and manage work-related illnesses and injuries i.e. Noise Induced Hearing Loss. Refer employees for further medical intervention where required e.g. physiotherapy assessment and treatment, occupational Therapy assessments and treatment, radiology tests, psychologist therapy, referrals to specialist etc. Support rehabilitation process, return-to-work and reintegration programmes.</p> </li> <li> <p><b>• Chronic Disease Management</b>  Identify employees diagnosed with chronic conditions such as hypertension, diabetes mellitus, asthma, epilepsy, cardiovascular diseases ect. Maintain a confidential chronic disease register. Conduct regular monitoring of chronic conditions to assess disease control and</p> </li> </ul>	<p><b>1281</b></p>	<p>Clinic management and Human Resources costs</p>	

<p>stability. Schedule follow-up consultations in line with medical recommendations. Review treatment compliance and identify challenges affecting disease management. Refer employees to treating Doctor or specialists for treatment review where necessary.</p> <ul style="list-style-type: none"> <li>• <b>Attendance Scheduled Safety Meetings</b> Attend all safety meetings at plantations, offices and processing plant. Participate in safety discussions, raise and contribute to corrective actions.</li> <li>• <b>First Aider's Kit Monitoring</b> Conduct regular inspections of First Aid kits to ensure and compliance with safety standards.</li> <li>• <b>Villages Hygiene Inspections</b> Carry out regular hygiene inspections in villages and identify health and hygiene risks and provide recommendations.</li> <li>• <b>Health Education and Empowerment</b> Provide one-on-one and group health education focused on chronic disease prevention and self-mangement. Align health education initiatives with national health calendar, occupational health risks, personal hygiene and sanitation, nutrition and wellness and promote healthy lifestyle choices.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Primary Health Care and Chronic Disease Management</b> Provide first-level health care services for minor illnesses and injuries. Conduct basic health assessments, including: vital signs monitoring, health history taking, symptom screening, routine health screenings, Refer employees for further diagnostic evaluation when abnormalities are detected and for complex cases to appropriate health facilities. Identify emerging health risks and recommend preventative interventions.</li> </ul>	<p>Monthly monitoring, education care and support</p>	<p>No charge utilise Private Public Partnership (PPP) with Department of Health/NGO</p>	
<ul style="list-style-type: none"> <li>• <b>HIV/AIDS Management Programme</b> Conduct regular HIV/AIDS awareness campaign, Facilitate access to voluntary, confidential HIV counselling and testing services (VCT), support early diagnosis, treatment and care, support employee wellness, productivity and retention and ensure compliance with labour, health, and human rights legislation. Ensure pre- and post-test counselling is provided by qualified personnel. Support chronic disease management</li> </ul>	<p>HIV/AIDS awareness sessions, HIV Counselling and Testing (HCT), Promote annual World AIDS Day activities</p>	<p>No charge utilise (Public Private Partnership PPP with Department of Health/NGO</p>	

<p>integration for HIV-positive employees. Provide psychosocial support.</p>			
<ul style="list-style-type: none"> <li>• <b>Employee Assistance Programme</b> Provide Health, Wellness and Lifestyle Support as follows:</li> <li>• <b>Psychosocial and Emotional Support</b> Short-term counselling for: <ul style="list-style-type: none"> <li>○ Stress, anxiety and depression</li> <li>○ Relationship and family challenges</li> <li>○ Grief and loss</li> <li>○ Trauma and critical incidents</li> </ul> </li> <li>• <b>Workplace and Performance-Related Support</b> <ul style="list-style-type: none"> <li>○ Work-related stress and burnout</li> <li>○ Conflict resolution</li> <li>○ Adjustment to organisational change</li> <li>○ Performance or behavioural concerns (supportive, not punitive)</li> </ul> </li> <li>• <b>Substance Abuse Support</b> <ul style="list-style-type: none"> <li>○ Early identification and support for alcohol or substance abuse issues.</li> <li>○ Counselling and referral to specialised treatment programmes where required.</li> <li>○ Reintegration and ongoing support following treatment</li> </ul> </li> <li>• <b>Financial and Legal Guidance</b></li> <li>• Information and referral support on: <ul style="list-style-type: none"> <li>○ Financial stress and debt management</li> <li>○ Legal issues affecting personal wellbeing</li> <li>○ Support provided within advisory and referral boundaries</li> </ul> </li> <li>• <b>Access to EAP Services</b> <ul style="list-style-type: none"> <li>○ EAP services are voluntary and confidential must be conducted by a registered psychologist or Social Worker</li> <li>○ Service provider must create a direct line with the dedicated contact number to All SAFCOL Employees</li> <li>○ Distribute Psychologist business card with SAFCOL dedicated contact</li> <li>○</li> </ul> </li> <li>• <b>EAP services are voluntary and confidential</b></li> <li>• <b>Employees may access EAP through:</b> <ul style="list-style-type: none"> <li>▪ Self-referral</li> <li>▪ Management referral (with employee consent)</li> </ul> </li> </ul>	<p>Estimated at 20% of total work force of 1281</p>		



## **Evaluation Criteria**

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Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Mandatory Evaluation

Phase 3: Price and Specific Goals Evaluation

### **Phase 1: Administrative Compliance requirements**

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms( Declaration Forms)
3. Proof that tax matters with SARS are in order( SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents( e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors.

## Phase 2: Mandatory Requirements

DESCRIPTION OF CRITERIA	Comply / Non-Compy
<p><b>Company Experience</b></p> <p>Service provider must demonstrate that they have relevant experience in the Occupational Health and Wellness Programme Services (OH&amp;WS).Service provider must demonstrate atleast a minimum of five (5) years experience.</p> <p>Attach signed copies of contactable reference letters, with duration of the contract on a company letterhead of the referee.</p> <p><b><i>SAFCOL reserves the right to conduct due diligence of the submitted reference letters</i></b></p>	
<p><b>Occupational Medical Practitioner (OMP) Experience</b></p> <p>The Occupational Medical Practitioner must at least have experience in Occupational Health and Wellness Programme (OH&amp;WP).</p> <p>Service providers must provide concise CV of the OMP with atleast three (3) years experience as an OMP</p> <p><b><i>CV that demonstrates less than three (3) years experience will not be considered</i></b></p>	
<p><b>Occupational Medical Practitioner Qualifications</b></p> <p>Attach a copy of the MBChB qualifications, valid proof of registration with HPCSA to practice as a Medical Professional and proof of practice number</p> <p><b><i>Failure to attach a copy of qualification will result in a disqualification</i></b></p>	

**Detailed Project Plan**

The Service Provider must demonstrate a thorough understanding of the project brief, and clearly articulates its alignment with the scope of work/terms of reference. A detailed project plan and well-articulated proposal detailing that covers all (8) eight aspects as per the scope of work provided below:

1. Risk Based Medical Surveillance
2. Risk Based Testing
3. Compensation for Occupational Injuries and diseases act
4. Incapacity Management-Due to ill Health/Injury
5. HIV/AIDS Management Programme
6. Other Occupational health services
7. Primary Health and Chronic condition care utilizing private public partner.
8. Employees Assistance program your wellness supported confidentially

***Project plan that will not demonstrate all eight (8) aspects will not be considered***

**Proof of Mobile Clinic**

Service provider must demonstrate that they have a mobile clinic. Service provider must attach the e-natis documents reflecting the registration details of the company or the director and attach the pictures of the mobile clinic.

Service provider must provide a valid lease agreement in a case where the mobile clinic has been leased from a third party .

***Failure to attach the above information will lead to disqualification***

**NB. Service Providers who fail to meet all the mandatory requirements will not be evaluated further**

### **Phase 3: Price and Specific Goals Evaluation**

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100 points</b>

**Specific Goals for this RFQ and points that may be claimed are indicated as per table below:**

<b>Criteria</b>	<b>Points</b>
	<b>(80/20 system)</b>
51% and above Black Owned entities	20
<b>Total Points</b>	<b>20</b>

### **DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION: -**

<b>No.</b>	<b>Procurement Requirement</b>	<b>Required Proof Documents</b>
2.1	51% and above Black Owned entities	<ul style="list-style-type: none"> <li>• CIPC registration documents</li> <li>• B-BBEE certificate/sworn affidavit</li> <li>• South African Identification Document</li> </ul>
2.2	30% and above Black Women Owned	<ul style="list-style-type: none"> <li>• CIPC registration documents</li> <li>• B-BBEE certificate/sworn affidavit</li> <li>• South African Identification Document</li> </ul>
2.3	Atleast 51% Owned By People With Disabilities	<ul style="list-style-type: none"> <li>• Letter from the Doctor confirming Disability</li> <li>• South African Identification Document</li> </ul>
2.4	Atleast 51% Black Youth Owned	<ul style="list-style-type: none"> <li>• CIPC registration documents</li> <li>• B-BBEE certificate/sworn affidavit</li> <li>• South African Identification Document</li> </ul>
2.5	Implementation of RDP goals (Locality) Points	<ul style="list-style-type: none"> <li>• Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder</li> <li>• South African Identification Document</li> </ul>

**SAFCOL SUPPLIER CODE OF CONDUCT**

**Click on the following link to access the SAFCOL Supplier Code of Conduct and confirm as indicated below:**

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/>

<https://www.safcol.co.za/wp-content/uploads/2023/12/SCM-DOC-001-SUPPLIER-CODE-OF-CONDUCT.pdf>

**I confirm that I have read and understood SAFCOL supplier code conduct and that I will adhere to all the conditions contained therein.**

**NAME OF BIDDER\_(COMPANY\_NAME)..... SIGNATURE.....**

**CAPACITY..... 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**

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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.

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.
- 3.4 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.

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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.

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

**SBD 6.1**

**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**

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**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

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) The **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
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<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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 points is allocated for price on the following basis:

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = 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 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 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 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 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 the 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	Number of points claimed (80/20 system)
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	(80/20 system) (To be completed by the organ of state)	(To be completed by the tenderer)
51% and above Black Owned entities	20	

**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 deeme necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

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