



traditional affairs

Department:
Traditional Affairs
REPUBLIC OF SOUTH AFRICA

APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE TRADITIONAL AND KHOI-SAN LEADERSHIP BILL, 2024 (TKLB) AND THE MEMORANDUM OF OBJECTS

January 2026

BENEFICIARY	DEPARTMENT OF TRADITIONAL AFFAIRS
CONTACT PERSON	GLADMAN NDLOVU
PHYSICAL ADDRESS	509 PRETORIUS STREET, PENCARDIA 1,3 RD FLOOR, ARCADIA, PRETORIA,0001.
PROJECT NAME	TRANSLATION SERVICES TO THE DEPARTMENT OF TRADITIONAL AFFAIRS
QUANTITY	ONE OF EACH (2) DOCUMENTS.
RQF NO.	DTA/ PL/TLKB/002/2025/26
CLOSING DATE AND TIME:	25 FEBRUARY 2026 @ 11h00

APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE TRADITIONAL AND KHOI-SAN LEADERSHIP BILL, 2024 (TKLB) AND THE MEMORANDUM OF OBJECTS

1. INVITATION

The purpose of the Terms of Reference (ToR) document is to establish the criteria and guidelines for engaging a service provider to deliver translation services to the Department of Traditional Affairs. This will ensure effective communication across various languages, supporting the department's operational needs.

2. DURATION

The project's duration is **two months** commencing from the date of appointment with the service provider.

3. BACKGROUND

- 3.1 The Traditional and Khoi-San Leadership Act (the Act) was assented to by His Excellency Republic of South Africa in November 2019 and duly published in the Government Gazette on 28 November 2019 as Act No. 3 of 2019. The Act commenced with effect from 01 April 2021.
- 3.2 On 30 May 2023, the Constitutional Court declared the Traditional and Khoi-San Leadership Act (Act No. 3 of 2019) (TKLA) unconstitutional based on insufficient Parliamentary public participation processes. Therefore, a new Bill must be tabled in Parliament. It was decided to use the current Act as the basis for the new Bill and not to change any principles since the Constitutional Court made no finding on the content of the TKLA.
- 3.3 The Traditional and Khoi-San Leadership Bill, 2024 (TKLB), and the Memorandum of Objects must be translated into ten official languages for the public participation process.

4. PROJECT OBJECTIVES



The Project Objectives are:

- Translation of the TKLB and its Memorandum of Objects (estimated total word count: 70 000) from English into ten (10) official languages.
- Ensure that translations are accurate, culturally appropriate, and retain legal precision.
- Deliver electronic versions (MS Word format) and hard copies for all translated documents.
- Prioritise the Afrikaans, isiZulu, Tshivenda, and Sepedi translations within three weeks of project commencement.

5. SCOPE OF WORKS

5.1. Required Translations

The service provider must translate the TKLB and Memorandum of Objects from English into the following ten (10) official languages:

- Afrikaans
- Sepedi
- Sesotho
- Setswana
- siSwati
- Tshivenda
- Xitsonga
- isiNdebele
- isiXhosa
- isiZulu

5.2 Output Specifications

5.2.1 All translations must maintain the original formatting of the English text and the following:

- Font: Arial, size 12.
- Line Spacing: Single.
- Software: MS Word.
- File Format: Editable digital copies in MS Word and one printed hard copy per language.



5.2.2 Translations must be done for each language listed in paragraph 2.1; therefore, there must be 10 (ten) translated versions.

5.2.3 After the translations, the service provider/s must provide the Department of Traditional Affairs with electronic versions of each translation (digital copies) and one hard copy per language.

5.2.4 The following are the required specifications for the translations:

- All translations must be completed in Arial font size 12.
- The line spacing of all translations must be single.
- All translations must comply with the exact formatting of the English text (for example, the numbering, indents, and punctuation).
- MS Word software must be used for all translations
- Translation from English into Afrikaans, Isizulu, Tshivenda and Sepedi **must** be prioritised and delivered within 3 weeks of commencement of the contract.

6 PROJECT MANAGEMENT

6.1 This project will be implemented per the provisions of the Public Finance Management Act 1999 (Act No. 1 of 1999), National Treasury of South Africa. 2015. Supply Chain Management: A Guide for Accounting Officers/Authorities. DTA policies and prescripts, DTA, which will guide the project.

6.2 The company supervisor will liaise with the project manager appointed by DTA.

6.3 The Service Provider is required to follow the Service Level Agreement and adhere to the terms and conditions and the time frames.

7. COMPANY EXPERIENCES AND COMPETENCY

a) Company experience:

- The service provider (Company) should have at least 5 Years of operational experience in translation services.
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- The service provider should submit two reference letters to support the number of years and prove that they have successfully



performed or have been providing similar services from previous and current clients.

- A detailed company profile and a brief company management/director resume.
- The service provider must be familiar with and well-experienced in translation services of legislation.

b) The service provider must have:

A team of 4 translators, with each translator having:

- a recognised qualification in Translation Services;
- minimum of 3 years of proven relevant experience in translating.
- registration with a professional body or association (South African Translators Institute).
- Detailed CVs must be attached.

A team leader has:

- a recognised qualification in Translation Services.
- minimum of 5 years of proven relevant experience in translating services.
- registration with a professional body or association (South African Translators Institute).
- A detailed CV of the supervisor must also be attached.

Collectively, the service provider team must have a strong command of the following languages:

- Sepedi;
- Sesotho;
- Setswana;
- siSwati;
- Tshivenda;
- Xitsonga;
- isiNdebele;
- isiXhosa;
- isiZulu.
- English



- Afrikaans

8. FORM OF PROPOSAL

Service providers must submit their proposals with accurately completed bidding documents and the necessary supporting documents. In addition to this requirement, bidders are also requested to attach the following documents in support of their bids:

(a) Proposal:

- Three contactable references.
- Bidder's understanding of the terms of reference, with particular focus on the scope of the assignment and the deliverables.
- Bidder's logistical and administrative capacity to render the required services.
- Methodology – a detailed outline of how the service provider intends to undertake the task.
- A breakdown of proposed fee(s) to be charged by the Service Provider.
- An unconditional discount that the bidder is prepared to share or offer DTA.
- Value-added tax.
- Assumption that bid prices will include annual industry increases.

9. CONFIDENTIALITY OF INFORMATION

Should the service provider be appointed, all information shared during this bidding process and project implementation will remain the property of DTA, be kept with the utmost confidentiality, and cannot be used or shared for any other purpose.

On completion of the projects, all documents must be handed to the Department of Traditional Affairs, including soft and hard copies of all draft and final translations of the Traditional and Khoi-San Leadership Bill, 2024 (TKLB), including the Memorandum on the Objects of the Bill (total word

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count: 54577), translated reports, application forms and source documents used during research.

10. EVALUATION OF PROPOSALS

Proposals will be screened to ensure responsiveness to the RFP's requirements. DTA may reject any non-responsive proposal that does not provide evidence of the specified mandatory requirements. DTA reserves the right to request additional information and clarification from any or all bidders regarding their proposals during the evaluation and selection process.

Bids are invited based on proposals and will be evaluated in three stages: prequalification, functionality, price, and specific goals by the 80/20 preference points system.

11. STAGE 1 –SCM MANDATORY REQUIREMENTS

Mandatory documents (without which the tender will be considered non-responsive).

- A detailed company profile.
- Completed and appropriately signed Standard Bidding Documents: General Conditions of Contract, SBD 1, SBD 3.3, SBD 4.
- Key personnel should be registered with the South African Translators Institute (SATI).

NB: ANY PROPOSAL THAT DOES NOT COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED

STAGE 2 EVALUATION OF FUNCTIONALITY

Crite ria	Maximum possible score
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<p>Qualifications</p> <ul style="list-style-type: none"> o National Diploma (NQF 6): Translation & Interpreting Practice =2 o b) B-tech (NQF 7): Translation & Interpreting Practice =3 o C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5 <p>Experience of translators</p> <ul style="list-style-type: none"> o Less than 3 years experience = 0 o 3 years relevant experience = 2 o Above 3 but below less than 5 years relevant experience = 3 o 4 years and above relevant experience = 5 	
<p>Translator 2</p> <p>Qualifications</p> <ul style="list-style-type: none"> o National Diploma (NQF 6): Translation & Interpreting Practice =2 o b) B-tech (NQF 7): Translation & Interpreting Practice =3 o C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5 <p>Experience of translators</p> <ul style="list-style-type: none"> o Less than 3 years' experience = 0 o 3 years relevant experience = 2 o Above 3 but below less than 5 years relevant experience = 3 o 5 years and above relevant experience = 5 	
<p>Translator 3</p> <p>Qualifications</p> <ul style="list-style-type: none"> o National Diploma (NQF 6): Translation & Interpreting Practice =2 o b) B-tech (NQF 7): Translation & Interpreting Practice =3 o C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5 <p>Experience of translators</p> <ul style="list-style-type: none"> o Less than 3 years' experience = 0 o 3 years relevant experience = 2 o Above 3 but below less than 5 years relevant experience = 3 o 5 years and above relevant experience = 5 	
<p>Translator 4</p>	



TOTAL POINTS	100
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BIDDERS WHO FAIL TO ACHIEVE A MINIMUM OF 65 POINTS OUT OF 100 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION IN STAGE THREE (PRICE AND SPECIFIC GOALS).

STAGE 3 POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. 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 tender 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.
- 3.2. 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.)

DTA'S SPECIFIC GOALS	POINTS
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SPECIFIC/PREFERENTIAL GOALS	80/20	90/10
B-BBEE compliance based on section 10 of the BBBEE Act 53 of 2003 as amended by act 46 of 2013	8	4
Black ownership (51% or More)	4	2
Women ownership (51% of More)	4	2
Youth	2	1
People with Disabilities	2	1

B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3. Name _____ of
company/firm.....

3.4. Company _____ registration _____ number:
.....

3.5. 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]

3.6. 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;

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[Signature]

[Signature]

- 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:

12. TRADITIONAL AFFAIRS RIGHTS




Traditional Affairs reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed. This RFQ does not commit Traditional Affairs to award an Agreement, to pay any costs incurred by bidders in preparing their proposals submitted in response to this RFQ, or to procure or contract services. Traditional Affairs reserves the right to modify or cancel this RFQ in whole or in part, reject any proposals, and accept the proposal it considers most favourable to Traditional Affairs' interests at its sole discretion. Traditional Affairs further reserves the right to reject all proposals and seek new proposals when considering such a procedure in its best interest. If there is any evidence indicating that two or more bidders are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such bidders shall be rejected. The evidence of such practices shall be reported to the relevant authorities.

The Department of Traditional Affairs reserves the right to hold discussions and negotiations with any individual or qualified company, to interview or not, to request additional information or revised proposals, or to request the best and final offers if it is in the Department of Traditional Affairs' best interest to do so. However, the Department of Traditional Affairs may award without conducting interviews or negotiations; therefore, recommended service providers are encouraged to submit their best proposal at the outset.

13. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF MATERIAL

All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to DTA. The service provider shall give DTA all the required assistance in protecting such intellectual property rights. All material, in paper, electronic, or any recorded format produced by the service provider in the performance of this Contract shall remain the property of DTA and must be handed over to DTA within one month of the completion of the contract.

All service providers undertake not to infringe on the intellectual property of third parties. Should any action or claim be instituted by DTA emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify DTA against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

14. AMENDMENTS AND VARIATION

The terms of reference, the offer made by the successful bidder, DTA's acceptance, and the General Conditions of Contract shall constitute the formal



18 PAYMENTS

DTA does not pay any amount in advance. Only original signed invoices must be submitted for payment. The service provider will be paid within 30 days after the invoice is approved, when the services have been fully rendered to the satisfaction of DTA, and this will be done by electronic transfer directly into the service provider's bank account.

19. TERMINATION OF THE CONTRACT

If the service provider does not commence to work on the project, and after 7 days of written notice addressed to their domicilium address to start, they still fail to start working on the project, this contract may be cancelled forthwith.

This contract may be cancelled for reasons other than poor performance or breach of contract by giving the service provider 14 days written notice to rectify or address the cause of concern where-after, DTA shall have the right to summarily cancel the contract upon written notice to the service provider.

20. COMMUNICATION

All technical communication must be addressed to the Supply Chain Management office in writing and emailed to DTAQuotations@cogta.gov.za.

21. SUBMISSION OF PROPOSALS

Service provider/s must submit the proposals on or before **18 August 2025 @ 11H00** at **DTA Office at Pencardia 1 buildings, 509 Pretorius Street, Arcadia, Pretoria**. Bidders should note that no late submission will be accepted by the department.

22. ENQUIRIES

Submit all enquiries, preferably in writing, quoting the RFQ number in the subject line, to DTAQuotations@coqta.gov.za.

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS 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

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.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

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

Bid No.:

Name of Bidder:

- 5.2 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 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

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.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....

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

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.

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institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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Signature	Date
.....
Position	Name of bidder