



**REQUEST FOR QUOTATION (RFQ)**

**RFQ: 023/2026/CSO/STAND/RFQ**

**APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, BUILD AND SET UP EXHIBITION STANDS FOR TCTA AT THE WISA 2026 BIENNIAL CONFERENCE & EXHIBITION**

<b>DESCRIPTION: (AS PER PROCUREMENT PLAN)</b>	Appointment of a service provider to design, build and set up exhibition stands for TCTA at the WISA 2026 Biennial Conference & Exhibition
<b>DURATION:</b>	Until Completion of WISA Project
<b>PROPOSED BID PROCESS:</b>	RFQ
<b>BRIEFING SESSION:</b>	N/A
<b>CLARIFICATION DEADLINE:</b>	23 June 2025 @ 11H00 a.m.
<b>ISSUE DATE:</b>	19 June 2026
<b>CLOSING DATE:</b>	26 June 2026 @ 11H00 a.m.
<b>BID VALIDITY PERIOD</b>	30 days
<b>ENQUIRIES</b>	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>
<b>SUBMISSION OF PROPOSALS:</b>	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>

**BACKGROUND**

The Trans-Caledon Tunnel Authority (TCTA) invites suitably qualified and experienced service providers to submit quotations for the design, construction, installation and dismantling of a custom exhibition stand for the WISA 2026 Biennial Conference & Exhibition, scheduled to take place from 22–24 July 2026 at the Cape Town International Convention Centre (CTICC), Cape Town.

The purpose of this procurement is to appoint a service provider that will design and deliver a professional, innovative and visually impactful exhibition stand that effectively communicates TCTA's mandate, strategic objectives and contribution to water security and bulk raw water infrastructure development in South Africa.

The appointed service provider will be required to provide an end-to-end solution, including concept

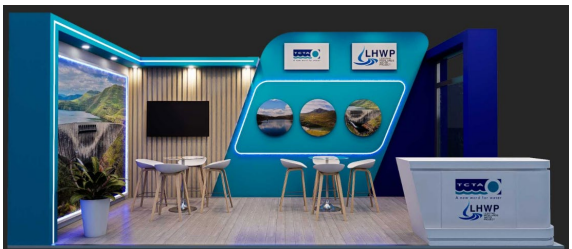
development, stand design, fabrication, transportation, installation, on-site support where necessary and post-event dismantling. The exhibition stand must align with TCTA's corporate identity and create an engaging platform for stakeholder interaction, knowledge sharing and the showcasing of TCTA's projects and achievements.

## SCOPE OF WORK

TCTA is looking to appoint a service provider to design, build, and set up exhibition stands for the WISA 2026 Biennial Conference & Exhibition. Full RFQ Scope of Work is provided below:

### DETAILED DESCRIPTION OF GOODS/SERVICES: FULL SCOPE OF WORK

**WISA 2026 Biennial Conference & Exhibition**  
**Event Date: 22–24 July 2026 at the Cape Town International Convention Centre (CTICC).**  
**Setup: 21 July 2026**  
**Breakdown: 24 July 2026**

Quantity	Item	Description
1	Exhibition space	TCTA has secured space for the exhibition as the event is for a closed audience.
1	Stand Structure	<p>Main Stand Structure like the design below. (the below image is only a sample) Bidders must customise designs.</p> <div style="text-align: center;">  </div> <p><b>Reception Area</b></p> <ul style="list-style-type: none"> <li>- One custom-built reception counter positioned at the front of the stand.</li> <li>- Reception desk to include:</li> <li>- Full-colour TCTA branding;</li> <li>- Lockable storage space;</li> <li>- Integrated lighting where appropriate.</li> </ul> <p><b>The stand should incorporate a concealed lockable storeroom approximately:</b></p> <ul style="list-style-type: none"> <li>- 1m x 1m;</li> <li>- Shelving for brochures and branded gifts;</li> <li>- Space for personal belongings and cleaning materials.</li> </ul> <p><b>Feature Walls and Branding</b></p> <ul style="list-style-type: none"> <li>- Custom-built feature walls incorporating:</li> <li>- TCTA corporate colours;</li> <li>- High-quality printed graphics depicting TCTA projects and infrastructure;</li> </ul>

		<ul style="list-style-type: none"> <li>- Illuminated branding elements and LED accent lighting;</li> <li>- Prominent placement of the TCTA logo.</li> </ul> <p><b>Multimedia Display</b></p> <ul style="list-style-type: none"> <li>- One wall-mounted LED screen (minimum 55-inch).</li> <li>- Concealed cabling and power connections.</li> <li>- Capability to display videos, presentations and promotional content.</li> </ul> <p><b>Meeting Area</b></p> <ul style="list-style-type: none"> <li>- Four single seater couches with a coffee table</li> <li>- 2 high stools</li> <li>- Furniture to be modern, comfortable and suitable for stakeholder engagements.</li> </ul> <p><b>Graphic and Display Elements</b> The stand should incorporate:</p> <ul style="list-style-type: none"> <li>- Large-format backlit graphic panels featuring TCTA infrastructure projects;</li> <li>- Circular or creatively shaped graphic display panels showcasing project imagery;</li> <li>- Provision for interchangeable graphics where required.</li> </ul> <p><b>Flooring</b></p> <ul style="list-style-type: none"> <li>- Premium flooring finish, such as:</li> <li>- Laminate timber flooring; or</li> <li>- Raised exhibition flooring with a wood-look finish.</li> <li>- Flooring must be professionally installed and secured.</li> </ul> <p><b>Landscaping</b></p> <ul style="list-style-type: none"> <li>- Minimum of two decorative plants to soften the exhibition environment and enhance aesthetics.</li> </ul>
1	Health and Safety	<ul style="list-style-type: none"> <li>- Stand Cleaning - Pre-Clean Prior to Handover</li> <li>- EMS approval</li> <li>- Structural Engineer Certificate</li> <li>- Safety Line</li> </ul>
1	Technical Requirements	<p>The appointed service provider shall provide:</p> <ul style="list-style-type: none"> <li>- Stand design and 3D renderings for approval;</li> <li>- Manufacture and construction of the stand;</li> <li>- Transportation to and from the venue;</li> <li>- Installation and complete setup before the exhibition opening;</li> <li>- Electrical connections and compliance with venue regulations;</li> <li>- On-site support during installation;</li> <li>- Dismantling and removal after the event.</li> </ul>
1	Construction/Custom	<p>Main Structural Walls 6m</p> <ul style="list-style-type: none"> <li>- Constructed using: 16mm MDF board; or 16mm Supawood; or</li> </ul>

		<ul style="list-style-type: none"> <li>- Modular aluminium exhibition framing system with MDF cladding.</li> <li>- All surfaces to be: Smooth finished; Filled and sanded; Spray painted or wrapped in high-quality vinyl.</li> </ul> <p><i>Left Feature Wall</i></p> <ul style="list-style-type: none"> <li>- Approximate dimensions: 3m</li> <li>- Constructed using: 16mm MDF board; or 16mm Supawood; or</li> <li>- Constructed using: Powder-coated aluminium frame;</li> <li>- MDF wall panels; Internal bracing members.</li> </ul> <p><i>Features:</i></p> <ul style="list-style-type: none"> <li>- Full-height backlit graphic panel;</li> <li>- Recessed LED strip lighting;</li> <li>- Concealed cable management.</li> <li>- Central Feature Wall</li> </ul>
1	<i>Electrical</i>	<ul style="list-style-type: none"> <li>- LED Long Arm Spotlight</li> <li>- 30w LED Flood Light</li> <li>- 15-amp 220v Standard Plug Point</li> <li>- LED Tube Light</li> <li>- DB Board</li> <li>- LED Wave Pendant - Warm White</li> </ul>
1	<i>Audio &amp; Visual</i>	<ul style="list-style-type: none"> <li>- Multimedia Equipment</li> <li>- LED Screen</li> <li>- One 55-inch to 65-inch LED display screen.</li> </ul> <p><i>Requirements:</i></p> <ul style="list-style-type: none"> <li>- Wall-mounted;</li> <li>- HDMI connection;</li> <li>- Concealed power supply;</li> <li>- Media player or laptop connection.</li> </ul>
2	<i>Graphic Panels</i>	<p><i>Large Backlit Graphic</i></p> <ul style="list-style-type: none"> <li>- Aluminium lightbox frame;</li> <li>- Tension fabric graphics;</li> <li>- LED backlighting.</li> <li>- Circular Graphic Panels</li> <li>- Three circular display panels;</li> <li>- Diameter: approximately 600mm each.</li> </ul> <p><i>Circular Graphic Panels</i></p> <ul style="list-style-type: none"> <li>- Construction:</li> <li>- Aluminium composite panels;</li> <li>- UV-printed graphics;</li> <li>- Mounted using concealed fixings.</li> </ul>
1	<i>Furniture on Hire</i>	<ul style="list-style-type: none"> <li>- 4 x Single seater couches</li> <li>- 2 Cocktail chairs</li> <li>- 1 x Coffee Table</li> </ul>

1	Graphics	TCTA will provide images; the service provider must supply artwork for approval by TCTA.
1	Flooring	The entire 18m <sup>2</sup> floor area shall be finished with: <ul style="list-style-type: none"> <li>- Raised flooring system (minimum 50mm high);</li> <li>- Timber-look laminate flooring or luxury vinyl planks;</li> <li>- Aluminium edging trims;</li> <li>- Non-slip finish.</li> <li>- 18sqm flooring</li> <li>- 16mm Substrate - Ribs</li> <li>- 16mm Melamine Flooring</li> <li>- 16mm White Melamine - 12x6 – Sheet Edging</li> <li>- Exhibition Aluminium Edging</li> <li>- Caution tape and signage on the steps of the flooring</li> </ul>
1	Labour and Transport	Transport - Stand - To and From Site Transport - Crew - To and From Site Labour - Build-up and Breakdown

### COMPANY EXPERIENCE REQUIRED

Bidders must have completed at least 2 projects in provision of exhibition stands for corporate, government, or institutional clients. They must also submit 2 reference letters or fully complete annexure A. References must specifically speak to the provision of exhibition stands for corporate, government, or institutional clients.

A portfolio showcasing previous work, including examples of stands designed for large-scale conferences, trade shows, or industry-specific events.

### PERSONNEL EXPERIENCE REQUIRED

Bidders must manage all personnel assigned to the project.

### DELIVERABLES

TCTA is looking to appoint a service provider to design, build, and set up exhibition stands for TCTA at the WISA 2026 Biennial Conference & Exhibition as indicated under scope of work above.

## RETURNABLES

NO.	DOCUMENT TYPE	DESCRIPTION	STATUS
1.	<b>Compliance</b>	<p>Bidders must submit a <b>minimum of two (2) signed reference letters</b> demonstrating their experience in the provision of exhibition stands for corporate, government, or institutional clients.</p> <p>Only signed reference letters with full contact details on the client's official letterhead will be considered.</p> <p><b>Alternatively</b>, bidders must fully complete <b>Annexure A</b> and provide details of a minimum of two (2) projects completed in the provision of exhibition stands for corporate, government, or institutional clients.</p> <p><b>NB: TCTA reserves the right to contact the clients to verify the information provided</b></p>	<b>Mandatory</b>
2.	<b>Compliance</b>	An itemised RFQ Pricing Schedule that covers the entire scope of work	<b>Mandatory</b>
4.	<b>Compliance</b>	<p>Valid BBBEE Certificate issued by the Verification Agency accredited by SANAS, Valid DTIC BBBEE Certificate, Valid Sworn Affidavit for EME or QSE, Consolidated BBBEE for Joint Venture tenderers issued by a Verification Agency an accredited by SANAS.</p> <p>No points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in <b>ANNEXURE B</b>.</p>	<b>Non-Mandatory</b>
5.	<b>Standard National Treasury Bidding Documents (SBD)</b>	<ul style="list-style-type: none"> <li>• SBD 1</li> <li>• SBD 4</li> <li>• SBD 6.1</li> </ul>	<b>Non-Mandatory</b>
7.	<b>Administrative</b>	Proof of registration on the National Treasury Central Supplier Database (CSD)	<b>Non-Mandatory</b>

**Any bidder who fails to submit a non-mandatory document will receive zero points where that document is linked to specific functionality criteria. Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.**

## TRANSFORMATION GOALS

N/A

## PROPOSED FUNCTIONALITY CRITERIA

N/A

## SPECIFIC GOALS

### B-BBEE

The following table will be used to calculate the score out of 20 for BBEE:

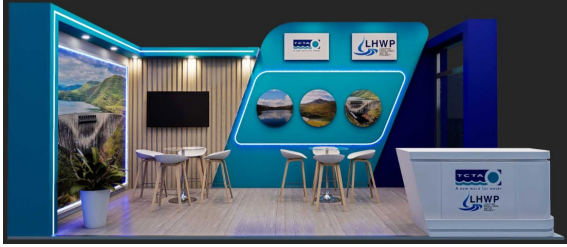
B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

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

A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

-All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

## RFQ PRICING SCHEDULE

Quantity	Item	Description	Amount
1	Stand Structure	<p>Main Stand Structure like the design below. (the below image is only a sample) Bidders must customise designs.</p>  <p><b>Reception Area</b></p> <ul style="list-style-type: none"> <li>- One custom-built reception counter positioned at the front of the stand.</li> <li>- Reception desk to include: <ul style="list-style-type: none"> <li>- Full-colour TCTA branding;</li> <li>- Lockable storage space;</li> <li>- Integrated lighting where appropriate.</li> </ul> </li> </ul> <p><b>The stand should incorporate a concealed lockable storeroom approximately:</b></p> <ul style="list-style-type: none"> <li>- 1m x 1m;</li> <li>- Shelving for brochures and branded gifts;</li> <li>- Space for personal belongings and cleaning materials.</li> </ul> <p><b>Feature Walls and Branding</b></p> <ul style="list-style-type: none"> <li>- Custom-built feature walls incorporating: <ul style="list-style-type: none"> <li>- TCTA corporate colours;</li> <li>- High-quality printed graphics depicting TCTA projects and infrastructure;</li> <li>- Illuminated branding elements and LED accent lighting;</li> <li>- Prominent placement of the TCTA logo.</li> </ul> </li> </ul> <p><b>Multimedia Display</b></p> <ul style="list-style-type: none"> <li>- One wall-mounted LED screen (minimum 55-inch).</li> <li>- Concealed cabling and power connections.</li> <li>- Capability to display videos, presentations and promotional content.</li> </ul> <p><b>Meeting Area</b></p> <ul style="list-style-type: none"> <li>- Four single seater couches with a coffee table</li> <li>- 2 high stools</li> <li>- Furniture to be modern, comfortable and suitable for stakeholder engagements.</li> </ul> <p><b>Graphic and Display Elements</b></p> <p>The stand should incorporate:</p> <ul style="list-style-type: none"> <li>- Large-format backlit graphic panels featuring TCTA infrastructure projects;</li> <li>- Circular or creatively shaped graphic display panels showcasing project imagery;</li> <li>- Provision for interchangeable graphics where required.</li> </ul>	R

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1	Audio & Visual	<ul style="list-style-type: none"> <li>- Multimedia Equipment</li> <li>- LED Screen</li> <li>- One 55-inch to 65-inch LED display screen.</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Wall-mounted;</li> <li>- HDMI connection;</li> <li>- Concealed power supply;</li> <li>- Media player or laptop connection.</li> </ul>	R	
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1	Furniture on Hire	<ul style="list-style-type: none"> <li>- 4 x Single seater couches</li> <li>- 2 Cocktail chairs</li> <li>- 1 x Coffee Table - Bent Glass</li> </ul>	R	
1	Graphics	TCTA will provide images; the service provider must supply artwork for approval by TCTA	R	
1	Flooring	<p>The entire 18m<sup>2</sup> floor area shall be finished with:</p> <ul style="list-style-type: none"> <li>- Raised flooring system (minimum 50mm high);</li> <li>- Timber-look laminate flooring or luxury vinyl planks;</li> <li>- Aluminium edging trims;</li> <li>- Non-slip finish.</li> <li>- 18sqm flooring</li> <li>- 16mm Substrate - Ribs</li> <li>- 16mm Melamine Flooring</li> <li>- 16mm White Melamine - 12x6 – Sheet Edging</li> <li>- Exhibition Aluminium Edging</li> <li>- Caution tape and signage on the steps of the flooring</li> </ul>	R	
1	Labour and Transport	<p>Transport - Stand - To and From Site</p> <p>Transport - Crew - To and From Site</p> <p>Labour - Build-up and Breakdown</p>	R	
TOTAL EXCLUDING VAT			R	
VAT			R	
GRAND TOTAL			R	

Price must be reflected Excluding and Including VAT

All prices must include disbursements

Prices must be firm and unconditional.

**NB:** The bidders must complete the pricing schedule as presented. Bidders who fail to submit prices as presented above will not be considered for price and preference evaluation. Prices must be firm and unconditional

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. Bidders can obtain TCTA's standard conditions of bid upon request.

#### ATTACHMENTS

<b>A</b>	COMPANY EXPERIENCE
<b>B</b>	B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
<b>C</b>	SBD 1 – INVITATION TO BID
<b>D</b>	SBD 4 – BIDDERS DISCLOSURE
<b>E</b>	SBD 6.1 – IN TERMS OF PPR 2022

**ANNEXURE A: COMPANY EXPERIENCE**

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

**NB: No points will be allocated if this table is not completed in full. No points will be allocated for self-created templates.**

**SIGNATURE: ..... NAME OF BIDDER.....(of person authorised to sign on behalf of the Bidder)**

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

## **ANNEXURE B: 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 C: SBD 1 – REQUEST FOR BID

### PART A: REQUEST FOR BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	023/2026/CSO/STAND/RFQ	CLOSING DATE:		CLOSING TIME:	11h00 a.m.
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, BUILD AND SET UP EXHIBITION STANDS FOR TCTA AT THE WISA 2026 BIENNIAL CONFERENCE & EXHIBITION THROUGH TCTA				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<a href="mailto:Tenders06@tcta.co.za">Tenders06@tcta.co.za</a>					
BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tefo		CONTACT PERSON		
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>	
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]	1. 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 VENTURE OR CONSORTIUMS / 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: .....

**ANNEXURE D: SBD 4 – 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 the following 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?

2.3.1 If so, furnish the following particulars:

.....  
.....  
.....

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

**3. DECLARATION**

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

## ANNEXURE E: 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 all bids:

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

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

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

- (a) The applicable preference point system for this tender is the **80/20** preference point system.
- (b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this bid 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 bid are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1 POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\max}} \right)$$

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 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

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