

## **TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID**

**GAAL/133/2025/2026**

**PROVISION FOR AS AND WHEN REQUIRED SUPPLY, REPLACE, AND  
NEW INSTALLATION OF NEW AIR-CONDITIONING, REPAIR,  
MAINTENANCE AND SERVICE OF THE EXISTING AIR-CONDITIONING  
UNITS FOR THREE YEARS AT POLOKWANE INTERNATIONAL.**

**A COMPULSORY BRIEFING SESSION TO BE HELD ON**

**30 JUNE 2025 AT 10H00**

**POLOKWANE INTERNATIONAL AIRPORT CONFERENCE HALL**

**CLOSING DATE AND TIME OF BID**

**11 JULY 2025 AT 11H00**

**BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE**

Directors: Mr V Xaba (Chairperson). Mr E Ramutanda. Ms S Phayane. Mr N Mangena. Adv. E Lambani. Ms S Mabilane. Mr S Maharaj. Dr N Skeepers. Mrs M Matli (CEO). Mr J Khuloane (CFO).  
Adv. K Sebola (Company Secretary)

**REQUEST FOR PROVISION OF AS AND WHEN REQUIRED SUPPLY, REPLACE, AND NEW INSTALLATION OF NEW AIR-CONDITIONING, REPAIR, MAINTENANCE AND SERVICE OF THE EXISTING AIR-CONDITIONING UNITS FOR THREE YEARS AT POLOKWANE INTERNATIONAL AIRPORT.**

**1. PURPOSE:**

The purpose for this service request is to invite bids for the provision of supply, replace, installation of new air-conditioning units including repairs, maintenance and service of the existing air-conditioning units for the airport's buildings.

**2. BACKGROUND:**

GAAL has existing air-conditioning units in different buildings and most are very old and requires frequent maintenance, servicing and repairs or sometimes replacement due to the outdated model of the equipment or other reasons.

The airport will use their discretion to request the services from the service provider as and when required.

**3. REQUIRED SERVICES**

**The services required are as follows:**

- The request covers general and detailed supply, replace and new installations including repairs and maintenance of the air-conditioning units.
- The contractor to allow for all labour, travelling, consumables, air-conditioning split units and associated items to execute the services.
- Strategic objective of this offering is to introduce innovative maintenance system to Polokwane International Airport.
- The contractor should be able to attend callouts twenty-four hours and seven days a week including weekends and public holidays.

- Standards and regulations to comply with are but not limited to SANS, OHS Act, manufacturers specifications, code of practices and installation instructions including all other relevant regulations and the bylaws.

#### **4. GENERAL REPAIR AND INSTALLATION REQUIREMENT**

4.1 All materials and equipment supplied and installed shall be of a new high quality, designed and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.

4.2 All work shall be executed in a first-class workman-like manner by a qualified technician.

4.3 All equipment, component parts, fittings and materials supplied and/ or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SABS specifications and codes.

4.4 All materials and workmanship which in the opinion of GAAL's representative is inferior to that specified for the work will be condemned.

4.5 All condemned material and workmanship shall be replaced or rectified as directed and approved by GAAL's representative at the cost of the service provider.

4.6 Minimum requirement from the contractor, human resources (x1 Technician and x1 Assistant Technician)

4.7 Equipment needed (adjustable ladders, transport LDV, variety of power tools for quality work and complete toolbox)

## PRICING SCHEDULE

| Description                                                                                                                                                             | Unit                 | Rate for year 1 | Rate for year 2 | Rate for year 3 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|-----------------|-----------------|
| The bidder will indicate what percentage markup will be added to material used                                                                                          | %                    | %               | %               | %               |
| The bidder will indicate what percentage markup will be added for complete split unit air-conditioning with outside units and its related components.                   | %                    | %               | %               | %               |
| The bidder indicate what percentage markup will be added for hire or use of hired specialised equipment (proof of cost per hour must be submitted within invoices)      | %                    | %               | %               | %               |
| The bidder must tender his total cost per hour per Technician and Assistant Technician to perform air conditioning services during normal working hours                 | Technician           | R               | R               | R               |
|                                                                                                                                                                         | Assistant Technician | R               | R               | R               |
| The bidder must tender his total cost per hour per Technician and the Assistant Technician to perform air conditioning services after normal working Hours              | Technician           | R               | R               | R               |
|                                                                                                                                                                         | Assistant Technician | R               | R               | R               |
| The bidder must tender his total cost per hour per Technician and the Assistant Technician to perform air conditioning work services on Sunday and paid public holidays | Technician           | R               | R               | R               |
|                                                                                                                                                                         | Assistant Technician | R               | R               | R               |

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|                                                                       |                |   |   |   |
|-----------------------------------------------------------------------|----------------|---|---|---|
| The bidder must indicate travelling fee per kilometer (if applicable) | Rate per km    | R | R | R |
| The bidder must indicate the cost of accommodation (if applicable)    | Rate per night |   |   |   |
| Total                                                                 |                | R | R | R |
| Total Bid offer (VAT included)                                        |                | R |   |   |

## 5. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, functionality and preference point system.

| Administrative (mandatory) Criteria<br>(Gate 0)                                                                                                                   | Functionality Evaluation Criteria<br>(Gate 1)                                                                                 | Price and Specific Goals Evaluation Criteria<br>(Gate 2)                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Suppliers must submit all documents as outlined in paragraph 5.1 (Table 1) below.<br><br>Only bidders that comply with all these criteria will proceed to Gate 1. | Supplier(s) are required to achieve a minimum of 80 points out of 100 points to proceed to Gate 2 (Price and Specific Goals). | Supplier(s) will be evaluated on <b>price</b> (weighted price) as per scope of work and <b>specific goals</b> claimed points as stipulated on SBD 6.1 (paragraph 4.2). |

### 5.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory. During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The

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bidder(s) quotation will be disqualified for non-submission of any of the documents.

**Table 1: Documents that must be submitted for administrative/mandatory requirements.**

| Document that must be submitted                                                                    | Non-submission will result in disqualification. |                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invitation to Bid – SBD 1                                                                          | YES                                             | Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.                                                                                                                                                        |
| Pricing Schedule – SBD 3.3                                                                         | YES                                             | Complete and sign the supplied pro forma document.                                                                                                                                                                                                                                           |
| Declaration of Interest – SBD 4                                                                    | YES                                             | Complete and sign the supplied pro forma document.                                                                                                                                                                                                                                           |
| Preference Point Claim Form – SBD 6.1                                                              | YES                                             | Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> <li>▪ Full CSD Report</li> <li>▪ Medical certificate for disability</li> </ul>                                                            |
| CIDB Grading                                                                                       | YES                                             | Proof of active CIDB rating of 3ME grading or above.                                                                                                                                                                                                                                         |
| Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1 | YES                                             | Supplier must be registered as a service provider on the Central Supplier Database (CSD).                                                                                                                                                                                                    |
| Pricing Schedule / Quotation                                                                       | YES                                             | Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories. |



## 5.2 Gate 1: Functionality Evaluation Criteria

All suppliers are required to respond to the functionality evaluation criteria. A brief description of the scoring system is given below. A tabulated score sheet which will be used in the evaluation is as shown below.

| CRITERIA                                                                                                                                                                           | POINTS | SCORING CRITERIA                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Experience of similar (air-conditioning) previous project executed. (Attach contactable reference letters, stipulating years of experience)                                        | 30     | Less than 1 year = 0<br>1 – 3 year(s) = 10<br>>3 – 5 years = 20<br>>5 years = 30                                                            |
| Number of completed (air-conditioning) supply, replace, installation including service and maintenance and service of the air-conditioning units (attach client reference letters) | 30     | No project = 0<br>1 – 3 project(s) = 10<br>4 – 5 project(s) = 20<br>6 and more projects = 30                                                |
| Technician's experience of installing and repairs of air-conditioning in similar work (attach CV's)                                                                                | 15     | Below 1 year = 0<br>Years 1 – 3 = 5<br>Years 4 – 5 = 10<br>Years 6 and more = 15                                                            |
| Technician's qualification of National Certificate in Air-conditioning / Refrigeration and Ventilation                                                                             | 15     | NQF level 2 without trade test = 0<br>NQF level 2 and trade test = 5<br>NQF level 3 and trade test = 10<br>NQF level 4 with trade test = 15 |
| Company Demographic address/Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from                                                    | 10     | Capricorn District = <b>10 points</b><br>Outside Capricorn District = <b>5 points</b>                                                       |

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|                                                                                           |     |                                                  |
|-------------------------------------------------------------------------------------------|-----|--------------------------------------------------|
| traditional council/Chief authority/lease agreement or any other valid proof of address.  |     | Outside of Limpopo Province =<br><b>2 points</b> |
| <b>TOTAL</b>                                                                              | 100 |                                                  |
| Minimum threshold (failure to meet this threshold your bid will not be evaluated further) | 80  |                                                  |

**The maximum points that can be scored on functionality equals 100. Suppliers scoring less than 80 points will be disqualified.**

### **5.3 Gate 2: Preference Point System,**

Preference Points System where the 80 points are awarded for the price and the 20 points are awarded for specific goals as follows.

| <b>FINAL EVALUATION CRITERIA</b> | <b>POINTS</b> |
|----------------------------------|---------------|
| Price                            | 80            |
| Specific goals                   | 20            |
| <b>TOTAL</b>                     | <b>100</b>    |

## **6. BID SUBMISSION**

All bids and supporting documents must be placed or couriered in the bid box located at Polokwane International Airport, Admin Block on or before the stipulated closing date and time as indicated in the SBD1.

Bids will only be considered if received by the entity on or before the closing date and time.



**Bidders are required to submit their bids and supporting documents in a clearly marked envelopes as follows: -**

| REQUIRED DOCUMENTS                                                                                                                                                                                                                        | PRICE & SPECIFIC GOALS                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exhibit 1:</b><br><br>Administrative and mandatory documents<br><br><i>(Refer to Section 5.1 - Gate 0: Administrative requirements (Table 1))</i>                                                                                      | <b>Exhibit 4:</b><br><br>General Conditions of Contract (GCC)                                                                               |
| <b>Exhibit 2:</b><br><br>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation.<br><br>Supporting documents for technical responses. <i>(Refer to Section 5.2 - Gate 1: Functionality Evaluation Criteria)</i> | <b>Exhibit 5:</b><br><br><ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Any other supplementary information</li> </ul> |
| <b>Exhibit 3:</b><br><br>Pricing Schedule/Bid offer                                                                                                                                                                                       | <b>Exhibit 6:</b><br><br>Electronic submission (USB/Memory card/External hard drive) – clearly marked                                       |

## 7. TERMS AND CONDITIONS

### 7.1 Supplier Due Diligence

7.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

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## **7.2 Counter Conditions**

7.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

## **7.3 Negotiation**

7.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

## **7.4 Bid Enquiries**

7.4.1 All enquiries should be in writing to [scmgroupp@gaal.co.za](mailto:scmgroupp@gaal.co.za) . The closing date for receipt of all enquiries is 4 July 2024. All enquiries beyond the closing date will not be considered.

## **6.5 Communication and Confidentiality**

6.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency to afford GAAL an opportunity to consider what corrective action is necessary (if any).

6.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

6.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

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

**SBD1**

|                                                                                                  |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b> |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| BID NUMBER:                                                                                      | GAAL/133/2025/2026                                                                                                                                                                                     | CLOSING DATE: | 11 JULY 2025                                                      | CLOSING TIME:                                            | 11:00                                                                                                |
| DESCRIPTION                                                                                      | PROVISION FOR AS AND WHEN REQUIRED SUPPLY, REPLACE, AND NEW INSTALLATION OF NEW AIR-CONDITIONING, REPAIR, MAINTENANCE AND SERVICE OF THE EXISTING AIR-CONDITIONING UNITS FOR THREE YEARS AT POLOKWANE. |               |                                                                   |                                                          |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>       |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| ADMIN BLOCK                                                                                      |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| N1 NORTH TO MAKHADO                                                                              |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| GATEWAY WEG                                                                                      |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| POLOKWANE, 0700                                                                                  |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                            |                                                                                                                                                                                                        |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |                                                          |                                                                                                      |
| CONTACT PERSON                                                                                   | JULIUS RAMATJIE                                                                                                                                                                                        |               | CONTACT PERSON                                                    | CHRISTIAN MTSHWENI                                       |                                                                                                      |
| TELEPHONE NUMBER                                                                                 | 087-291-1088                                                                                                                                                                                           |               | TELEPHONE NUMBER                                                  | 087-291-1054                                             |                                                                                                      |
| FACSIMILE NUMBER                                                                                 | 015-288-0125                                                                                                                                                                                           |               | FACSIMILE NUMBER                                                  | 015-288-0122                                             |                                                                                                      |
| E-MAIL ADDRESS                                                                                   | scmgroupp@gaal.co.za                                                                                                                                                                                   |               | E-MAIL ADDRESS                                                    | christian.mtshweni@gaal.co.za                            |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                      |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| NAME OF BIDDER                                                                                   |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| POSTAL ADDRESS                                                                                   |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| STREET ADDRESS                                                                                   |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| TELEPHONE NUMBER                                                                                 | CODE                                                                                                                                                                                                   |               | NUMBER                                                            |                                                          |                                                                                                      |
| CELLPHONE NUMBER                                                                                 |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| FACSIMILE NUMBER                                                                                 | CODE                                                                                                                                                                                                   |               | NUMBER                                                            |                                                          |                                                                                                      |
| E-MAIL ADDRESS                                                                                   |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| VAT REGISTRATION NUMBER                                                                          |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| SUPPLIER COMPLIANCE STATUS                                                                       | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                                             |               | OR                                                                | CENTRAL SUPPLIER DATABASE No:                            | MAAA                                                                                                 |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?           | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                                                     |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                |                                                                                                                                                                                                        |               |                                                                   |                                                          |                                                                                                      |
| 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 |                                                                                                      |

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DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 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:.....

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**SBD 3.3**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: ..... BID NO.: **GAAL/133/2025/2026**  
CLOSING TIME **11:00** CLOSING DATE: **11 JULY 2025**

OFFER TO BE VALID FOR **150** DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|---------|-------------|----------------------------------------------------------------|
|---------|-------------|----------------------------------------------------------------|

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)

| PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---------------------|-------------|------------|
| -----               | R-----      | 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 |

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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. ....

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## BIDDER'S DISCLOSURE

**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 in respect of employees of the State

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by the state? **YES/NO**

If so, furnish particulars of the names, individual identity numbers, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

### **3. Bidders' disclosure in respect of independent bidding**

I, the undersigned, ..... 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 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.
- 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 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 state for a period not exceeding 10 years in terms of the Prevention and

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Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT AND ACCEPT  
THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
INFORMATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position/ Designation

.....  
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**

#### 1. GENERAL CONDITIONS

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

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

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <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

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terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

|                                                             |           |                                                             |
|-------------------------------------------------------------|-----------|-------------------------------------------------------------|
| <b>80/20</b>                                                | <b>or</b> | <b>90/10</b>                                                |
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | <b>or</b> | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |
| Where                                                       |           |                                                             |

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest



acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

| The specific goals allocated points in terms of this tender           | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Enterprises with ownership of 51% or more by person/s who are black   | 10                                                                                |                                                                           |
| Enterprises with ownership of 51% or more by person/s who are women   | 4                                                                                 |                                                                           |
| Enterprises with ownership of 51% or more by person/s who are youth   | 2                                                                                 |                                                                           |
| Enterprises with ownership of 51% or more by person/s with disability | 2                                                                                 |                                                                           |
| Enterprises located in rural or townships areas                       | 2                                                                                 |                                                                           |
| <b>Total</b>                                                          | <b>20</b>                                                                         |                                                                           |

## 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 –

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- (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>          | .....                              |
|                          | .....                              |
|                          | .....                              |
|                          | .....                              |