



REQUEST FOR QUOTATION

Terms of Reference

**INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR
RENDERING GAS MAINTENANCE SERVICES, CERTIFICATION AND
REPAIRS FOR A PERIOD OF 24 MONTHS FOR TABLE MOUNTAIN
NATIONAL PARK (TMNP)**

RFQ NO: TMNP011/2025-26RRR

REQUEST FOR QUOTATION	
INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR RENDERING GAS MAINTENANCE SERVICES, CERTIFICATION AND REPAIRS FOR A PERIOD OF 24 MONTHS FOR TABLE MOUNTAIN NATIONAL PARK (TMNP)	
RFQ NUMBER:	TMNP011/2025-26RRR
ADVERTISEMENT DATE:	11/02/2026
CLOSING DATE:	19/02/2026
CLOSING TIME:	11h00am
RFQ DOCUMENT DELIVERY ADDRESS:	tablemountain.scm@sanparks.org Please reference RFQ number on email subject line for bid submission. (Please note that any submissions made to any other email other than the designated email will not be accepted)
RFQ VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Onwabile Plaatjie Onwabile.Plaatjie@sanparks.org
SCM RELATED QUERIES	Lubabalo Moni Lubabalo.Moni@sanparks.org

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	TMNP011/2025-26RRR	CLOSING DATE:	19/02/2026	CLOSING TIME:	11:00am
DESCRIPTION	INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR RENDERING GAS MAINTENANCE SERVICES, CERTIFICATION AND REPAIRS FOR A PERIOD OF 24 MONTHS FOR TABLE MOUNTAIN NATIONAL PARK (TMNP)				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
tablemountain.scm@sanparks.org					
Please reference RFQ number on email subject line for bid submission.					
(Please note that any submissions made to any other email other than the designated email will not be accepted)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lubabalo Moni		CONTACT PERSON	Onwabile Plaatjie	
TELEPHONE NUMBER	021 741 2350		TELEPHONE NUMBER	021 741 2347	
E-MAIL ADDRESS	Lubabalo.Moni@sanparks.org		E-MAIL ADDRESS	Onwabile.Plaatjie@sanparks.org	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO

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

.....

1. PURPOSE

The purpose of this RFQ is to invite suppliers to submit formal written quotation for rendering gas maintenance services, certification and repairs for a period of 24 months for Table Mountain National Park (TMNP).

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entities.

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

3. SCOPE OF WORK

SANParks needs to appoint a supplier for rendering gas maintenance services, certification and repairs for a period of 24 months for Table Mountain National Park (TMNP).

3.1 Description

Table Mountain National Park (TMNP) makes use of various gas appliances that require regular maintenance and repair. From time-to-time faults occur that require repair to conform to safety standards and ensure that acceptable levels of services are provided to paying guests. **Only authorized persons registered with SAQCC gas are permitted to handle, store, distribute, install or remove gas appliance and systems.** Authorized person must issue a certificate of conformity (COC) – certificate will confirm that the gas systems comply with the relevant standards. GAS maintenance must comply with SANS requirements.

Services could include basic Service and repair to gas equipment to Olifantsbos Cottage, Protea Hut, Erica Hut , Smits Tented Camps, Slangkop, Overseers and Orangekloof and Newlands, Kloofnek and KJB Fire Standby areas. Contractors should note that these locations are spread between the City Bowl in the North and Cape Point in the Southern Peninsula.

Guarantee on part and workmanship is important given that many of the listed locations are either used for tourism services or fire and emergency services response and as such requires a high level of safety in terms of public health, and fire suppression. All of our gas installations must be compliant in terms of national regulatory legislation as and when amended. The contractor will also be responsible for annual certification of listed sites and must include as a specific compliance costing per site as well as assessment and maintenance of new infrastructure for compliance.

3.2 Scope of Work

3.2.1 Services to be rendered

- Provide for an hourly rate for repairs during working hours (including transport)
- Provide for an hourly rate for work/ repairs after hours, weekends and public holidays (including transport)
- Undertake quarterly services of all units across the TMNP and keep a log of services for safety reasons. The log must be made available to the relevant SANParks managers on request.
- Callouts must be attended to within 24 hours, as per the work approval procedures.
- The supplier must have knowledge of all gas products and able to service or repair different brands, eg Bosch, Defy, Fagor, Junkers, Anvil , Zero fridges ,Euro gas burner etc.

Work Callout procedures: These steps are to be followed without exception:

1. The designated manager will notify the contractor of a fault/ emergency repair/ problem.
2. Contractor dispatches staff to assess and cost of the fault/ emergency repair/ problem.
3. The quotation for materials is to be submitted to the designated manager for approval. Time and travel is at a set rate (SARS travel rates) and to be logged and signed off by the cost centre manager prior to invoicing.

Areas:

Service of all gas appliances

1. Erica 1x geysers, 1 x gas
2 plate gas burner
2. Protea/ Restio 2 x geysers ,1 x 3 plates gas burner
3. Olifantsbos 1 x chest fridge and freezer, 3 x gas geysers ,1 x fridge and freezer, 1 x gas stove with oven
4. Smits Tented Camp 1 x 5 plates gas stove, 8 x gas geysers, 6 x 2 plates stoves.
5. Slangkop Tented Camp, 1 x gas stove with oven
6. Newlands Fire Standby 1x Gas stove 8 plate, 1x Gas stove 6 plate,
7. Kloofnek House no 6 (gas stove with oven)

- 8.Kloofnek house no 4 (gas stove with oven)
- 9.Kloofnek house no 5 (gas stove with oven)
- 10.KJB Fire Standby -1 x 2 plate gas burner (one annually only)
- 11.Overseers ,2 x gas fridge and freezer , 1 x gas griller , 1 x 5 plates gas stove , 2 x gas geysers
- 12.People Trail ,1 x gas geyser ,1 x 4 gas burner , 1 x gas fridge and freezer
- 13.Sunbird center .1 x 6 gas burner.2 x gas geysers

3.2.2 Site safety

Note: Please note that the Table Mountain National Park is a public facility and as such the utmost care needs to be taken to ensure public safety at all times.

PPE should be worn at all times

Site inspections:

- A. Evaluate the site and condition and maintenance needs before undertaking work
- B. Do planning before work can be done
- C. Assess the risks involved before performing the work
- D. Assess the scope of the work to ensure Guest safety throughout the repairs/ maintenance
- E. Establish the work needs and components required to be done before quoting

3.2.3 Safety Signages will be required and shall comply with the national regulations:

- 1. Signage at the place of work
- 2. Access and escape routes
- 3. Environmental considerations

Work positioning and starting machinery

- A. equipment and fuel storage
- B. pre-start checks

3.2.4 Access

Access via Cape of Good Hope Main Gate, Tented Camps and TMNP North to be coordinated with the designated manager before entry. Access to the other sites will be opened as per arrangement with operational staff in terms of locked gates, accommodation units, offices etc. Approval from the **Senior Section Ranger** is required before after-hours weekends or public holidays will be permitted.

Access Overseers Cottage and People 's trail hut:

The Successful bidder will be required to meet SANParks officials at Constantia Nek Parking opposite La Parada. No bidder will be able to access Overseers Cottage without an authorized SANParks official as the cottage is located at the back Table Mountain.

3.2.5 Special Instruction

- Be available to provide a service 365 days a year
- work according to the OHS Act in relation to safety
- Provide proof of registration with The LPG GAS Industry Registration Board of South Africa and a current certified Gas installation Certificate of Compliance.
- Provide proof of registration with the City of Cape Town Gas Register
- No subcontracting is allowed.

Contract Period:

The contract period shall be for a period of 24 months from the date of commencement.

All prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the bidder is successful). All prices tendered will be final and binding”

4. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid).
- Submission of a quotation on the company letterhead.
- Submission of fully completed SBD 4 (Bidder's disclosure).
- Submission of fully completed SBD6.1 (Preferential points claim form)

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the bidder to submit documentary **proof (BBBEE certificate or sworn affidavits and for Promotion of local suppliers/service providers: Municipality rates/utilities statement not older than 3 months or Facilities /Premises lease agreement)** in support of bidders claims for such preference for that specific goal.

Bidders are further referred to the content of the (SBD 6.1) Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

- Submission of fully completed SBD7 (Contract Form) in case of a contract.
- Submission of SARS TAX PIN
- Submission of BBBEE certificate or sworn affidavits

THE BIDDING SELECTION PROCESS

- **Evaluation phase 1**

Mandatory Requirements

- Proof of Registration with the South African Qualification and Certification Committee (SAQCC).
- Valid letter of good standing for Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (COIDA): (Mandatory requirement)

Evaluation Phase 2: FUNCTIONALITY CRITERIA

Only those bidders who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

NB: The minimum qualifying score for functionality is **90** out of a maximum of **100**.

Bidders shall ensure that all relevant information has been submitted with the offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS SUBMISSION** could result in the bidder not being able to achieve the specified minimum scoring of 90.

Functionality Criteria	Functionality (proof)	Points allocation	Weighting
1. Past reference in successfully servicing Gas appliances.	<p>Client reference/ Completion letters Clearly indicating:</p> <ul style="list-style-type: none"> • Scope of Work, • Timeframe (Start and End dates) • Value of Project • Performance Status <p>Please note: The letter must be on a client's letter head, and it must list all the above-mentioned bullets to be able to score points</p>	<p>1 letter = 10 points</p> <p>2 letters = 20 points</p> <p>3 letters = 30 points</p> <p>4 or more letters = 40 points</p>	40
2. Service Technician with minimum of 2 years' experience in servicing fire Gas repairs supported by CV for each.	Comprehensive CV of service technician for the past 2 years with contactable references	<p>1 year = 10 points</p> <p>2 years = 20 points</p> <p>3 years = 30 points</p> <p>4 years and more = 40 points</p>	40
3. Proof of Company Vehicle ownership	Proof of company vehicle registration	<p>1 Vehicle= 5 points</p> <p>2 Vehicle=10 points</p> <p>3 Vehicle or more = 20 points</p>	20
Total		100	

5. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

6. PRICING

INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR RENDERING GAS MAINTENANCE SERVICES, CERTIFICATION AND REPAIRS FOR A PERIOD OF 24 MONTHS WITHIN THE TABLE MOUNTAIN NATIONAL PARK (TMNP).				
Item No	Item Description	Rate per hour	Unit Price	Price exclusive of VAT
1.	Provide for an hourly rate for repairs during working hours	hourly rate		
2.	Provide for an hourly rate for work/repairs after hours, weekends and public holidays	hourly rate		
3	Travel Rate per Kilometer	KM Rate		
4	Mark up on parts % on parts (for adjudication purposes use R1000 as a base to calculate the mark up amount)	% Rate		
				R
				VAT
				R
				GRAND TOTAL
				R

7. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

8. TIMELINES

The Successful supplier will be required to deliver the goods immediately after appointment as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

9. FINANCIAL PAYMENT

Payment will be made in accordance with the PFMA (within 30 days of receipt of invoice) after the service has been rendered.

10. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award, subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

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

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any

competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.

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

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

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

.....
Signature	Date
.....
Position	Name of bidder

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

(delete whichever is not applicable for this tender).

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

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or}$		
$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or}$		
$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$		

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)
Percentage of ownership		
Black people with at least 51% shareholding or more	5	
Exempted Micro Enterprises; - 10 points Qualifying Micro Enterprise; - 5 points Generic; - 2 points	10	
Woman ownership with at least 30% shareholding or more – 5 points maximum	5	
TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company _____ registration _____ number: _____

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be

restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary

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

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: **TMNP011/2025-26RR** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;

- (ii) General Conditions of Contract; and
- (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL
RENDERING GAS MAINTENANCE SERVICES, CERTIFICATION AND REPAIRS FOR A PERIOD OF 24 MONTHS FOR TABLE MOUNTAIN NATIONAL PARK (TMNP)				

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT

.....ON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

Physical Addresses for all properties:

Olifantsbos cottage ,Erica hut, Protea hut 'Smits Camp

Buffelsfotein Visitor Centre

Plateau Road

Cape point

7995

Slangkop tented Camp

46 Light house road

Kommetjie

7975

Newlands Fire Base

1 Newlands Avenue

Newlands

Kloofnek Fire Standby, House no 4, 5 and 6.

8 Signal Hill drive

Kloofnek
Cape Town

Klaasjagersberg Offices

Klaasjagersberg
Plateau Road
Simons Town

Oversees Cottage

Rhodes drive
Constantia nek
Constantia
7806

Sunbird Centre

Off ou kaapse Weg
Noordhoek (Silvermine Sunbird Centre)
7974

People's Trail Hut

At the top of Back Table Mountain (after the Oversees Cottage)
Rhodes Drive
Constatia Nek
Constatia
7806