



## **REQUEST FOR QUOTATION (RFQ)**

**For the printing, supply and installation of custom wallpaper  
for the SACAA Contact Centre and Client Service Walk-in  
Centre**

**RFQ No:**

**RFQ/SB/068/Contact Centre-client-services-Walk-in-Centre-  
Wallpaper/COMMS/2026-2027-RE-ISSUE**

**Closing Date and Time for Submission:**

**08 October 2026 At 11H00**

**BIDDERS ARE REQUIRED TO SUBMIT BIDS ON TIME TO AVOID BEING LATE. OUR NEW OFFICE PARK HAS STRINGENT SECURITY MEASURES. EACH BIDDER WILL BE REQUIRED TO OBTAIN AN ACCESS CODE TO ENTER THE OFFICE PARK. TO RECEIVE THE ACCESS CODE PRIOR ARRANGEMENTS MUST BE MADE WITH EITHER BETTY MONYEKI ON 082 885 4270 OR CYNTHIA MOTAUNG ON 083 461 6534 TO OBTAIN THE ACCESS CODE FOR THE OFFICE PARK.**

## 1. INVITATION TO BID

The purpose of this Request for Proposal (RFP) is for:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                          |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------|
| DESCRIPTION OF GOODS/ SERVICE REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                      | The Printing, Supply and Installation of Custom Wallpaper for the SACAA Contact Centre and Client Service Walk-in Centre |          |
| SPECIFICATIONS/ DESCRIPTION:                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                          |          |
| ITEM/ SERVICE:                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                          | QUANTITY |
| The SACAA hereby invites suitably qualified and experienced service providers specializing in the design, printing and installation of wall papers to submit quotations for the sourcing, supply, delivery and installation of suitable wallpaper for the Contact Centre and Client Service Walk-In Centre.                                                                                                                                                 |                                                                                                                          |          |
| The purpose of this project is to enhance the aesthetic appeal, brand alignment, and professional environment of the client-facing and operational areas.                                                                                                                                                                                                                                                                                                   |                                                                                                                          |          |
| Scope of Work:                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                          |          |
| The scope of work includes, but is not limited to:                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                          |          |
| <ul style="list-style-type: none"><li>• Custom printing on premium quality wallpaper.</li><li>• Installation of the wallpaper by the service provider, including any necessary surface preparation, at both the Contact Centre and the Client Service Walk-In Centre.</li><li>• Printing artwork will be provided by SACAA. (Bidders must specify the required file format(s), resolution and dimensions needed to produce a print-ready design).</li></ul> |                                                                                                                          |          |
| Sourcing & Supply:                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                          |          |
| <ul style="list-style-type: none"><li>• Supply high-quality, durable, commercial-grade wallpaper.</li><li>• Ensure wallpaper is:<ul style="list-style-type: none"><li>◦ Washable and stain resistant.</li><li>◦ Fade-resistant.</li><li>◦ Fire-retardant (where applicable).</li><li>◦ Suitable for high-traffic environments.</li><li>◦ Easy to maintain and clean.</li></ul></li></ul>                                                                    |                                                                                                                          |          |
| Material Guideline:                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                          |          |
| Material                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Heavy-duty, fabric-backed vinyl wall covering, suitable for commercial settings and custom printing                      |          |
| Vinyl weight                                                                                                                                                                                                                                                                                                                                                                                                                                                | 400 g/m² or more                                                                                                         |          |
| Tensile strength                                                                                                                                                                                                                                                                                                                                                                                                                                            | MD 80N/cm (nominal); TD 60N/cm (nominal)                                                                                 |          |
| Tear strength                                                                                                                                                                                                                                                                                                                                                                                                                                               | 8500 mN (nominal)                                                                                                        |          |
| Roll size                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Available in large roll sizes                                                                                            |          |
| Fire rating                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Approved to manufacturer's standards; certification to be submitted                                                      |          |
| Adhesive                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Fabric-backed vinyl adhesive system                                                                                      |          |

|                                  |                                                                                                                       |  |  |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Bacterial resistance</b>      | Required                                                                                                              |  |  |
| <b>Stain/chemical resistance</b> | Required                                                                                                              |  |  |
| <b>Warranty</b>                  | Applicable warranty against manufacturing defects                                                                     |  |  |
| <b>Maintenance</b>               | Fully washable and able to withstand repeated scrubbing, including chlorine-releasing agent solutions, without damage |  |  |

**Area Size Estimations:**

| No. | Area / Location               | Width     | Height     |
|-----|-------------------------------|-----------|------------|
| 1   | Client Service Walk-In Centre | 15 metres | 3.1 metres |
| 2   | Contact Centre                | 8 metres  | 3.1 metres |

*\*Note: Bidders must verify these measurements during the compulsory site inspection and flag any discrepancy in writing before the closing date.*

**Design Requirements:**

Wallpaper designs should:

- Align with the organisation's corporate identity (branding guidelines will be provided).
- Create a modern, professional and welcoming atmosphere.
- Be suitable for both the Contact Centre operational environment and the Client Service Walk-In Centre (public-facing space).
- Carry fire-rating approval to the manufacturer's standards.
- Use a fabric-backed vinyl adhesive system.
- Offer bacterial resistance.
- Offer stain and chemical resistance.
- Be fully washable and withstand repeated scrubbing, including chlorine-releasing agent solutions, without damage.

**Installation:**

- Provide professional installation services.
- Ensure minimal disruption to business operations (installation must be done outside of SACAA's business hours).
- Remove and dispose of waste material upon completion.

**Service Provider to submit:**

- A detailed proposal, with design concepts, based on the SACAA branding guidelines and artwork provided (including design, printing, materials).
- A project installation plan, including proposed after-hours schedule and health and safety measures.
- Company profile, with a link to the company's website
- A minimum of three (3) references from similar projects, including contactable details.
- Proof of attendance at the compulsory site inspection.
- CV and qualifications of the project lead.

**GENERAL/ COMMENTS:**

**Bidders are required to attend a compulsory site assessment at the SACAA – Centurion Head Office as follows:**

- **Conduct a compulsory site inspection on 01 October 2026 at 11h00am.**
- Take accurate measurements of all designated wall areas.
- Assess wall condition and surface preparation requirements.
- Ensure that quotations provided include everything as requested.

## **2. EVALUATION CRITERIA**

Bidders will be evaluated in accordance with the Supply Chain Management Policies as well as the Preferential Procurement Policy Framework, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations of 2022. The evaluation criteria will consist of the following three (3) phases:

### **2.1. PHASE 1: SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS**

Bids received will be verified for completeness and correctness. The SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The set of bid documents must be completed and submitted. (**SACAA reserves the right to request information/ additional documents if there are any missing from the bidder(s) submission.**) Bidders are to ensure that they submit the following documentation/ information with their bid.

| <b>Document</b>                                                                       | <b>Comments</b>                                                                                                                                             | <b>Compulsory requirement</b> |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Proof of registration on the Central Supplier Database (CSD) of the National Treasury | Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. <b>Please indicate/ supply the supplier number.</b> | If applicable                 |
| SBD1 (Invitation to bid)                                                              | Completed and signed                                                                                                                                        | Yes                           |
| SBD4 (Bidders Disclosure)                                                             | Completed and signed                                                                                                                                        | Yes                           |
| SBD6.1 (Preferential Procurement Point)                                               | Completed and signed                                                                                                                                        | Yes                           |

### **PHASE 2 - TECHNICAL EVALUATION CRITERIA**

Assessment of Technical / Functional evaluation of the bid will be done in terms of the criteria as stated in the table below. Bidders should take note of the Criteria, Weighting, and Scoring when responding to this bid.

**TABLE 1: Technical Evaluation: Staff Change Management Training Program**

| TECHNICAL EVALUATION                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |           |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| SUB-CRITERIA                                    | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | POINTS    |           |
|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | MIN       | MAX       |
| <b>Proposal and Project Implementation Plan</b> | <p>Bidder is required to submit a detailed proposal which includes the project plan indicating:</p> <ul style="list-style-type: none"> <li>• Printing timelines</li> <li>• Proposed material</li> <li>• Durability of material</li> <li>• Installation timelines</li> <li>• A minimum of three (3) design concepts, based on the SACAA branding guidelines and artwork provided.</li> </ul> <p>i. Submitted detailed proposal, covering all five (5) aspects of the bid requirements, including four (4) or more design concepts = <b>40 Points</b></p> <p>ii. Submitted proposal covering all five (5) listed aspects, with three (3) design concepts = <b>30 Points</b></p> | <b>30</b> | <b>40</b> |
| <b>Company Experience</b>                       | <p>Bidder is required to provide a company profile demonstrating the company's experience in printing, supplying and installing wallpaper in office environments, with a link to the company website:</p> <p>i. Submitted company profile with company website showing experience of six (6) or more years = <b>20 Points</b></p> <p>ii. Submitted company profile with company website showing a minimum of three (3) – five (5) years' experience = <b>15 Points</b></p>                                                                                                                                                                                                    | <b>15</b> | <b>20</b> |
| <b>Resources</b>                                | <p>Bidder is required to illustrate capacity and relevant experience of personnel who will undertake the project by providing the Curriculum Vitae (CV) of the project lead, who is a qualified Interior Decorator or Interior Designer, to be assigned to the project.</p> <p>The submitted CV of the project lead must clearly indicate the qualification/s and experience.</p> <p>i. Submitted CV of Interior designer/decorator and SAQA Accredited Higher Certificate in Interior</p>                                                                                                                                                                                    | <b>15</b> | <b>20</b> |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |            |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
|                                              | <p>Design and/or Interior Decorator with experience of five (5) years or more = <b>20 Points</b></p> <p>ii. Submitted CV of Interior designer/decorator and SAQA Accredited Higher Certificate in Interior Design and/or Interior Decorator with experience of two (2) – four (4) years or more = <b>15 Points</b></p>                                                                                                                                                                                                              |           |            |
| <b>References</b>                            | <p>Bidder must provide reference letters from previous clients for whom wallpaper was sourced, printed and installed. The reference letters must be for work done in the last three (3) years and must include:</p> <p>References should include the client business name, a description of the service rendered, contact information, and the duration and nature of the project.</p> <p>i. Four (4) or more reference letters provided = <b>20 Points</b></p> <p>ii. Three (3) reference letters provided = <b>10 Points.</b></p> | <b>10</b> | <b>20</b>  |
| <b>TOTAL POINTS FOR TECHNICAL EVALUATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>70</b> | <b>100</b> |

Bidders who score 70 or more points on functionality will be considered for presentation evaluations. Any bidder scoring less than 70 points will not be considered further.

### 3. PHASE 3 - PRICE AND SPECIFIC GOAL EVALUATIONS

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000).

For this bid, 80 points will be allocated for Price and 20 points for Specific Goals.

#### 3.1 This tender will be evaluated using the 80/20 preferential point system. The following PPPFA formula will be used to evaluate the price:

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

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

$P_t$  = Rand value of bid under consideration.

$P_{\min}$  = Rand value of lowest acceptable bid.

#### 3.2 Only bidders that have achieved the minimum qualifying points on

functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- 3.2.1.1 Price; and
- 3.2.1.2 Specific Goal.

The maximum points for this bid are allocated as follows:

| SPECIFIC GOAL                            | POINTS |
|------------------------------------------|--------|
| PRICE                                    | 80     |
| SPECIFIC GOAL                            | 20     |
| Total points for Price and SPECIFIC GOAL | 100    |

#### POINTS AWARDED FOR A SPECIFIC GOAL

In terms of the Preferential Procurement Regulations 2022, points will be awarded for specific goals in accordance with the table below:

| SPECIFIC GOALS<br>(B-BBEE STATUS LEVEL OF CONTRIBUTOR) | NUMBER OF POINTS |
|--------------------------------------------------------|------------------|
| 1                                                      | 20               |
| 2                                                      | 18               |
| 3                                                      | 14               |
| 4                                                      | 12               |
| 5                                                      | 5                |
| 6                                                      | 6                |
| 7                                                      | 4                |
| 8                                                      | 2                |
| Non-Compliant contributor                              | 0                |

#### **4. SUBMISSION OF RFQ DOCUMENT**

**Please send your submission (detailed quote, SBD1, SBD4 and SBD6.1 and valid B-BBEE) to SACAA Head Office at the below address by 08 October 2026 at 11H00**

**The bid submission requires a three (3) envelope system as per Section 4 of the evaluation criteria:**

**Envelope 1: All mandatory documents on Phase 1.**

**Envelope 2: Technical proposal (1 original and copy)**

**Envelope 3: The pricing schedule shall be submitted on a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately (1original and 1 copy). Bidders are required to provide a detailed price schedule breakdown.**

## PART A INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)                                                                  |                                                                                                                              |                                     |                                         |                                                                                |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------|-------|
| BID NUMBER:                                                                                                                                                | RFQ/SB/068/Contact Centre-client-services-Walk-in-Centre-Wallpaper/COMMS/2026-2027-RE-ISSUE                                  | CLOSING DATE:                       | 08 OCT 2026                             | CLOSING TIME:                                                                  | 11H00 |
| DESCRIPTION                                                                                                                                                | For the printing, supply and installation of custom wallpaper for the SACAA Contact Centre and Client Service Walk-in Centre |                                     |                                         |                                                                                |       |
| BID RESPONSE DOCUMENTS MAY BE SUBMITTED TO SACAA HEAD OFFICE AT THE BELOW ADDRESS                                                                          |                                                                                                                              |                                     |                                         |                                                                                |       |
| <b>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</b>                                                                                                              |                                                                                                                              |                                     |                                         |                                                                                |       |
| Ikhaya Lokundiza, Byls Bridge Office Park,<br>Doringkloof, Centurion<br>0157                                                                               |                                                                                                                              |                                     |                                         |                                                                                |       |
| SUBMIT INSIDE BOX MARKED BOX1                                                                                                                              |                                                                                                                              |                                     |                                         |                                                                                |       |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO                                                                                                             |                                                                                                                              |                                     | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |                                                                                |       |
| CONTACT PERSON                                                                                                                                             | Bishop Selelepoo                                                                                                             | CONTACT PERSON                      | Bishop Selelepoo                        |                                                                                |       |
| TELEPHONE NUMBER                                                                                                                                           | 011 545 1262                                                                                                                 | TELEPHONE NUMBER                    | 011 545 1262                            |                                                                                |       |
| FACSIMILE NUMBER                                                                                                                                           | N/A                                                                                                                          | EMAIL ADDRESS                       | selelepoo@caa.co.za                     |                                                                                |       |
| E-MAIL ADDRESS                                                                                                                                             | selelepoo@caa.co.za                                                                                                          |                                     |                                         |                                                                                |       |
| SUPPLIER INFORMATION                                                                                                                                       |                                                                                                                              |                                     |                                         |                                                                                |       |
| NAME OF BIDDER                                                                                                                                             |                                                                                                                              |                                     |                                         |                                                                                |       |
| POSTAL ADDRESS                                                                                                                                             |                                                                                                                              |                                     |                                         |                                                                                |       |
| STREET ADDRESS                                                                                                                                             |                                                                                                                              |                                     |                                         |                                                                                |       |
| TELEPHONE NUMBER                                                                                                                                           | CODE                                                                                                                         |                                     | NUMBER                                  |                                                                                |       |
| CELLPHONE NUMBER                                                                                                                                           |                                                                                                                              |                                     |                                         |                                                                                |       |
| FACSIMILE NUMBER                                                                                                                                           | CODE                                                                                                                         |                                     | NUMBER                                  |                                                                                |       |
| E-MAIL ADDRESS                                                                                                                                             |                                                                                                                              |                                     |                                         |                                                                                |       |
| VAT REGISTRATION NUMBER                                                                                                                                    |                                                                                                                              |                                     |                                         |                                                                                |       |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                 | TAX COMPLIANCE SYSTEM PIN:                                                                                                   |                                     | OR                                      | CENTRAL SUPPLIER DATABASE No:                                                  | MAAA  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                               | TICK APPLICABLE BOX]<br><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<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIED FOR THE GOODS/ SERVICES/ WORKS 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                 |                                                                                                      |
| 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                 |                                                                                                      |
| <b>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.</b> |                                                                                    |                                                                          |                                                                                                      |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b><br>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.<br>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                                                                                                                                                                                                                                        |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br>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.<br>2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.<br>2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br>2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br>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.<br>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: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

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

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

2.2 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 consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices,

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

including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature Date

.....  
Position

.....  
Name of bidder

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL  
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE  
TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1. GENERAL CONDITIONS**

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

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

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| 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 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 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<br>TERMS OF THIS TENDER<br>(B-BBEE STATUS LEVEL OF CONTRIBUTOR) | Number of points<br>allocated<br>(80/20 system)<br>(To be completed by<br>the organ of state) | Number of points<br>claimed<br>(80/20 system)<br>(To be completed<br>by the tenderer) |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1                                                                                                      | 20                                                                                            |                                                                                       |
| 2                                                                                                      | 18                                                                                            |                                                                                       |
| 3                                                                                                      | 14                                                                                            |                                                                                       |
| 4                                                                                                      | 12                                                                                            |                                                                                       |
| 5                                                                                                      | 5                                                                                             |                                                                                       |
| 6                                                                                                      | 6                                                                                             |                                                                                       |
| 7                                                                                                      | 4                                                                                             |                                                                                       |
| 8                                                                                                      | 2                                                                                             |                                                                                       |
| Non-Compliant contributor                                                                              | 0                                                                                             |                                                                                       |

#### 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:** .....

.....

.....

.....

