



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of
SAFCOL SOC LTD

RFQ number:	RFQ/IMA/012/2024	
RFQ Issue Date	18 February 2025	
Closing date and Time	03 March 2025 at 12:00PM - Late submissions will not be accepted	
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None	
Briefing Session Date and Time:	None	
RFQ validity period:	60 days (commencing from the RFQ Closing Date)	
RFQ Description:	LEASING OF OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF FOUR (4) MONTHS	
Enquires:		Zwelakhe Fakude Zwelakhe.Fakude@safcol.co.za
		013 754 2700 ext 3129 / 063 705 1195
E-mail RFQ responses to :		RFQHighveld@safcol.co.za Please use the RFQ Number on the subject of the email when responding to this RFQ Submissions/quotations not sent to RFQHighveld@safcol.co.za will not be considered

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent, .
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.
- Service Providers bidding as a Joint Venture - Consolidated BEE certificate in cases of Joint Venture

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.

2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

TERMS OF REFERENCE/SCOPE OF WORK

DESCRIPTION OF GOODS/SERVICE REQUIRED: LEASING OF OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF FOUR (4) MONTHS

1. BACKGROUND

SAFCOL The South African Forestry Company SOC Ltd (SAFCOL) is a state-owned forestry company listed as a Schedule 2 major public entity in terms of the Public Finance Management Act 1 of 1999. It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development in the long term of the forestry.

2. PURPOSE

The South African Forestry Company SOC Limited (SAFCOL) is seeking proposals from reputable, competent and qualifying service providers to provide for the leasing of office and parking space in the Pretoria area to accommodate SAFCOL head office for a period of 4 months starting **15 MARCH 2025**.

2.1. Objectives of the required goods / services

To procure professional services to provide office leasing space to SAFCOL for a period of 4 months in the Pretoria area. The successful lease proposal will adequately provide for the Head office requirements for SAFCOL from **15 MARCH 2025**.

3. SCOPE OF WORK

SAFCOL is looking for office space and secure parking facilities in a secure environment and located in Pretoria area.

Bidders with plug and work facilities already partitioned and almost meeting the requirements are encouraged to Bid.

A. Lease Period

The premises must be offered to SAFCOL under an operating lease (i.e. not a purchase agreement, public-private partnership or finance lease) **for a period of four (4) months** ("lease period").

B. Expected date of occupation

Full and beneficial occupation of the premises to be offered to SAFCOL on **15 MARCH 2025**. Please refer to **Special Conditions of RFQ**.

C. Locality

- i) The premises must be within a radius of 20 km from the Pretoria Central Business District preferably Pretoria east and must be close to public transport routes.

D. Usable Office Space

Bidders to offered quotes for option 1 separately and option 2 separately.

Option 1

SAFCOL is seeking proposals for **504m²** of usable office space, reception, boardrooms and kitchen.

This must at least be partitioned or almost be equivalent to:

a)	Reception area	6m x 6m	=	36m ²
b)	3 x Storeroom	5m x 6m	=	90m ²
c)	Offices cubicles			
i)	4 x 5m x 5m cubicles		=	100m ²
ii)	6 x 4m x 5m cubicles		=	120 m ²
iii)	4 x 4m x 4m cubilces		=	64 m ²
d)	1 x 18 seater-Boardroom	6m x 9m	=	54m ²
e)	1 x 5 seater-boardroom	4m x 4m	=	16m ²
f)	1 x Kitchen and sitting area	4m x 6m	=	<u>24m²</u>
	Total		=	504m² or equivalent

E. Parking Requirements

The premises must have or offer 18 covered parking bays, which are situated in a secure off-street, onsite area.

Option 2

SAFCOL is seeking proposals for **362m²** of usable office space, reception, boardrooms and kitchen.

This must at least be partitioned or almost be equivalent to:

a)	Reception area	6m x 6m	=	36m ²
b)	3 x Storeroom	5m x 6m	=	90m ²
c)	Offices			
i)	2 x 5m x 5m cubicles		=	50m ²
ii)	3 x 4m x 5m cubicles		=	60m ²
iii)	2 x 4m x 4m cubilces		=	32m ²
d)	1 x 18 seater-Boardroom	6m x 9m	=	54m ²
e)	1 x 5 seater-boardroom	4m x 4m	=	16
f)	1 x Kitchen and sitting area	4m x 6m	=	<u>24 m²</u>
	Total		=	362m² or equivalent

E. Parking Requirements

The premises must have or offer 9 covered parking bays, which are situated in a secure off-street, onsite area.

F. Accessibility

G. Fire Protection and Risk Management

The property, the building and the premises (including the interior of the office space) must comply with all site related requirements, such zoning rights (e.g. office rights), servitudes, national/provincial and local authority requirements, environmental, heritage and fire protection requirements, Occupational Health and Safety Standards (including the provisioning of the necessary signage, evacuation plans and routes, etc.), electrical compliance and other related statutory requirements. Proof of compliance or clearance must be submitted along with the bidder's proposal/bid.

H. Security Requirements

- i) The Landlord/bidder must provide SAFCOL with an acceptably secure working environment.
- ii) Access to the site offered to SAFCOL must be secured adequately and access controlled with security services.
- iii) The site must be under twenty-four (24) hour operational CCTV surveillance and monitored by security services.

I. Municipal Rates & Services

The bidder must quote SAFCOL an all-inclusive cost-to-company rental for the full duration of the 6 month contract, inclusive of all services and utilities. The landlord shall provide signage pertaining to interior floor lay-out plans and emergency (including fire) evacuation plans and routes to the interior property, the building and the premises offered to SAFCOL, sufficient to meet industry standards and all applicable laws, including the general upkeep, maintenance and repair of all such signage.

J. Building and Premises Maintenance

The property, buildings, premises and the office (both its exterior and its interior) offered to SAFCOL shall be fully serviced and maintained by the landlord/bidder, at the landlord's/bidder's sole expense, against SAFCOL paying an all-inclusive cost-to-company gross rental. Without limiting the generality of the aforementioned, SAFCOL requires the landlord/bidder to supply, fit, commission, replace, repair, maintain and regularly service the following, at the landlord's/bidder's sole expense:

- a) If applicable, remotes and other means of remote access control to the property or the buildings, including providing at least one (1) such remote control for each SAFCOL employee.
- b) Fire detection (e.g. smoke detectors and alarms, etc.) and firefighting equipment, including fire extinguishers, and the regular servicing thereof and the fitment of fire-push bar emergency unlocking mechanisms to fire doors, etc. (where applicable).
- c) The maintenance of any escalators or lifts and the regular servicing thereof.
- d) Air-conditioning (central or individual units) to all office, storage spaces, patch rooms and the regular servicing thereof.
- e) General upkeep, maintenance and regular servicing of the structure of the office both external and internal (including fences, gates, walkways, driveways, parking bays and areas, covers to covered parking bays, roof, walls, floors, basements, waterworks including basins, taps, pipes and drains, boilers, geysers, ablution facilities, toilets, urinals, sewerage system and pipes, refuse bins, refuse compacting and refuse removal, electrical infrastructure including electrical fittings, switches, lights, plugs and wiring, interior infrastructure including doors, partitioning walls, ceilings, floor covering (e.g. tiles and carpets) including for normal wear and tear, shop fronts, windows, window blinds, paint on external and internal walls, roaming remote control reception devices used to open automated gates (including batteries), alarm system including control panel, motion detectors, panic buttons, window and door monitors, siren, battery, radio, antenna and wiring, etc.).
- f) General and weekly upkeep and maintenance of any court yards, gardens, grounds, trees, plants and lawns.
- g) Cleaning and hygiene services (air fresheners, toilet paper dispensers, toilet seat cleaners, urinal hygiene and air dry or disposable paper towel for drying of hands, etc.) to common areas, toilets and to the interior of the premises offered to SAFCOL. Female toilets require specialised hygiene services, which must also be provided and regularly serviced.
- h) Pest control including the control of rodents, ants, cockroaches, flies, mosquitoes, moths, snakes, lice and/or any other common pest on the property.

- i) Without limiting the generality of the aforementioned, the landlord/bidder will not be able to recover any of the following from SAFCOL, not in addition to the all-inclusive cost-to-company gross rental:
1. Rates, taxes, levies, refuse and/or sanitation charges charged on the property, building or the premises, by the local authority or any other authority.
 2. Operational costs or expenses, such as pest control, garden services, security services, cleaning and/or hygiene services in the common areas and to the interior of the offices offered to SAFCOL, indoor plant services to the premises rented by SAFCOL, water or gas or electrical usage in the common areas, refuse removal, sanitary fees, domestic or industrial effluent fees, corporate or body corporate or property owners association levies, property or building or glass or third party liability insurance, SASRIA, maintenance or servicing costs in respect of the property or building or the premises, advertisement or promotional fund fees or levies, charges for the installation or reading of meters for gas and water and electrical usage, charges for the lease or stamp duties on the lease, turn-over or profit related rentals and all other aspects.
 3. Security guards at the property or the building and access control. The contract for the security services must be the landlord's/bidder's responsibility and the monthly payments must be for the landlord's/bidder's account (e.g. SAFCOL's proportionate share of the costs of security guards must already be included in SAFCOL's gross rental).
 4. All smoke detectors and other firefighting equipment to be procured, installed, commissioned, replaced, repaired and maintained by the landlord/bidder, at the landlord's/bidder's sole expense.
 5. Cost in regards to the maintenance, operation, running and ad hoc use of the back-up generators included in the operating costs that are already included in SAFCOL's all-inclusive gross rental (i.e. there will be no additional costs for SAFCOL's account).
 6. The property (both its exterior and its interior) offered to SAFCOL should be fully serviced and maintained by the landlord/bidder, at the landlord's/bidder's sole expense, against SAFCOL paying an all-inclusive cost-to-company gross rental.

K. Special Conditions of Bid

- a) **Tenant Installation, fit-out and allowance:** The landlord/bidder must offer, at the landlord's/bidder's expense, to allow for minor alterations to the premises by means of a tenant installation to suit SAFCOL's operational functions and provide a conducive working space for SAFCOL Head Office staff (including change in drywalls and moving of air-conditioning units, etc.), according to the specifications of SAFCOL. This will be presented by the bidders by means of listed fit out provisions to provided by the land lord upon signing of a 4 month lease agreement.
- b) The landlord/bidder must allow for installation of ICT related equipment to suit SAFCOL's operational functions for SAFCOL Head Office staff (including network cabling, Wireless Access points, CCTV cameras, Biometrics, Video Conferencing equipment, etc.), according to SAFCOL requirements.

LOCAL CONTENT REQUIREMENTS

Item No	Description of Goods	Local Content Threshold	Declaration by bidder
1.	Labour	100%	
2.	PPE	100%	

RETURNABLE DOCUMENTS

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Clearance
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- CSD Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print) **Signature**

.....

Capacity	Date
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Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Functionality Requirements

Phase 3: Site Inspection

Phase 4: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors.

Phase 2: Functionality Evaluation

Description of Criteria	Method of Evaluation	Points Allocation
A. Facilities (40) The space needs to be suitable for the intended use, as per the requirements below. The usable office space needs to be in an appropriate shape that can accommodate the required offices. All spaces will need contact with natural light and ventilation. I) Usable office area for SAFCOL minimum of 504m² li) Stores minimum of 90m² lii) Cleaner Storeroom with fire resistant doors (The building/ leased premises to include an area for a cleaner storeroom, which space must be large enough to house lockers) lv) Number of parking bays for SAFCOL (minimum of 18 covered parking bays) V) The layout must provide for separate offices, open plan areas, one or more kitchens with lockable built-in cupboards and at minimum 1 x eating area to accommodate at least twenty people. Vi) Reception area Vii) A minimum of two (2) male and two (2) female toilets, and a minimum of one (1) male and one (1) female toilet for people with disability.	Submission of latest floor plans or layouts with complete dimensions showcasing the requirements by SAFCOL OR Confirmation letter together with floor plans and layouts that the alterations will be aligned to the requirements before occupation	40
	No submission of latest floor plans or layouts with complete dimensions showcasing the requirements by SAFCOL And Letter of confirmation	0

Description of Criteria	Method of Evaluation	Points Allocation
B. Accessibility (15) The premises and offices, including toilet facilities, offered to SAFCOL must be easily accessible by people with disabilities, including those in wheelchairs. The bidder will be required to submit latest floor plans or layouts with complete dimensions showcasing the above.	The bidder will be required to submit latest floor plans or layouts with complete dimensions showcasing the above.	15
	No submission of the latest floor or layouts with complete dimensions showcasing the above	0
C. Security Requirements (20) i) 24-hour Grade C security guard registered with PSIRA (proof of certificate to be attached).	Attach proof of registration with PSIRA (PSIRA certificate)	5
	No attached certificate	0
ii) The access gate/ access reception should provide a communications medium to SAFCOL's reception. Proof of communications medium, such as an operating manual to be provided.	Submit proof of communication medium (such as operating manual)	5
	No proof of communication medium (such as an operating manual)	0
iii) The site must be under twenty four (24) hour operational CCTV surveillance, and monitored by security services. Bidder to provide a contract from the security service provider	Bidder to provide a contract from the security service provider	5
	No contract provided for the security services	0
iv) The main gate must be access controlled with a card reader tag for employees and CCTV cameras. Bidder to provide CCTV reports/service provider contracts/ operating manual as proof.	Bidder to provide CCTV reports/service provider contracts/ operating manual as proof.	5
	No CCTV reports/services provider contracts/operating manual	0

Description of Criteria	Method of Evaluation		Points Allocation
D. Building Compliance (25) 1. The following certification of compliance must be in place: Failure to attach the certificates will result to zero (0) points allocation - Mechanical Certificate COC (HVAC) - Electrical COC (An electrical COC to be provided prior to the signing of the lease if not supplied with this bid) - Fire Clearance Certificate - Municipal approved building plans - Occupation Certificate (to be provided prior to the signing of the lease if not supplied with this bid)	Mechanical Certificate COC (HVAC)	5	25
	Electrical COC (An electrical COC to be provided prior to the signing of the lease if not supplied with this bid)	5	
	Fire Clearance Certificate	5	
	Occupation Certificate (to be provided prior to the signing of the lease if not supplied with this bid)	5	
	Occupation Certificate (to be provided prior to the signing of the lease if not supplied with this bid)	5	
	Failure to attach certificates		0
Minimum Threshold for site inspection			60
Minimum threshold for functionality			100

N.B: Bidders who score a minimum of 60 points for functionality will be considered for the site evaluation.

Phase 3 Site Inspection

To ensure the suitability and acceptance of the location of the premises offered, SAFCOL will conduct one or more site visits at any time, which site visits will be scored and used to assist SAFCOL in:

- i. Finalising the evaluation of functional requirements, and/or
- ii. Considering whether or not to compile a shortlist.

SAFCOL may review and/or reconsider the functional evaluation scores given and review any shortlist established, if any.

Evaluation Criteria		
SITE EVALUATION (100 POINTS)		
SITE EVALUATION (Take note: A supplier who fails to obtain more than 75% in the Site Visit phase shall be excluded from the next phase of evaluation of Price and Specific Goals Evaluation)		
EVALUATION CRITERIA	RATING	WEIGHT
1. Location of the premises is in a radius of 20km from the Pretoria CBD	Within 20km of Pretoria CBD (measured from the Pretoria Post Office, corner of Jeff Masemola and Sophie de Bruyn Streets) in the direction of the suburbs mentioned under Preferred Commercial Nodes (Location 1)) (20) 0-20km = 20 points 21-30km- 10 More than 30km =0	20
Comment:		
2. Office space structure: • Office space is housed in a singular building structure for exclusive use by SAFCOL. • Office space is in a shared singular building structure (one additional tenant) • Office space is located in multiple building structures with multiple tenants	Exclusive use (10) Shared (8) Multiple (5)	10
Comment:		

3. Location is in close proximity to major highway route(s) e.g. N1/R21/N4.	Located within 2 km from highway (10) Located within 3 km from highway (5) Not located in close proximity to highway (0)	10
Comment :		
4. Total parking bays available • 55 covered, secure onsite parking bays for SAFCOL officials; • Minimum of 2 parking bays for people with disabilities.	Quantity and type (basement) of parking (covered, secure onsite) available (10) Quantity but not type (basement) of parking (covered, secure onsite) available (5) Quantity nor type (covered and basement) of parking not available (0))	10
Comment:		
5. The building is situated in an accessible area close to public transport such as taxis, busses, etc.	Accessible by private and public transport 0m – 1km	10
	1.01km - 2km	5
	Above 2km	0
Comment:		
6. The office space is located within an area which is visibly safe and has adequate exterior lighting	Adequate lighting and safe area (10) Safe but not adequate lighting (5) Neither (0)	10

Comment :		
7. Additional security measures: i) Security guard registered with PSIRA (proof of certificate to be attached). ii) The access gate/ access reception should provide a communications medium to SAFCOL's reception. Proof of communications medium, such as an operating manual to be provided. iii) The site must be under twenty four (24) hour operational CCTV surveillance, and monitored by security services. Bidder to provide a contract from the security service provider iv) The main gate must be access controlled with a card reader tag for employees and CCTV cameras. Bidder to provide CCTV reports/service provider contracts/ operating manual as proof.	Comply with all 4 security requirements (10)	10
	Comply with: 3 = (8) 2 = (6) 1 = (3)	8 6 3
	Less than 1 = (0)	0
Comment:		
8. The office space is accessible for persons living with physical disabilities. - External: Accessible ramps next to demarcated parking. Easy access to building. - Internal: Lifts (where applicable). Easy access around offices/floors.	Ramps and/or lifts available for ease of access (10)	10
	No ramps or lifts provided (0)	0
Comment:		

9. Information Communication Technology The building will require Line of Sight in order for the Wide-Area Network (WAN) to function. The current Pretoria Office nearest High sight is Chamboard flats (Lat: -25.746310 deg, long 28314250 deg in Pretoria.	Proof of Line of Sight (10)	10
	No Proof of Line of Sight (0)	0
Comment:		
Minimum Threshold for site inspection		75
TOTAL		100

Phase 4: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this RFQ and points that may be claimed are indicated as per table below:

Criteria	Points
	(80/20 system)
At least 51% Black Ownership	5
At least 30% Black Women Ownership	5
At least 51% Black Youth Owned	5
At least 51% Owned By People With Disabilities	5
Total Points	20

Documents Requirement for verification of Points allocation: -

No.	Procurement Requirement	Required Proof Documents
2.1	Atleast 51% Black Ownership	• CIPC registration documents and, • B-BBEE certificate/sworn affidavit and, • South African Identification Document
2.2	Atleast 30% Black Women Owned	• CIPC registration documents and, • B-BBEE certificate/sworn affidavit and, • South African Identification Document
2.3	Atleast 51% Owned By People With Disabilities	• Letter from the Doctor confirming Disability and, • South African Identification Document
2.4	Atleast 51% Black Youth Owned	• CIPC registration documents and, • B-BBEE certificate/sworn affidavit and • South African Identification Document
2.5	Implementation of RDP goals (Locality)	• Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder and, • South African Identification Document

SAFCOL SUPPLIER CODE OF CONDUCT

Click on the following link to access the SAFCOL Supplier Code of Conduct and confirm as indicated below:

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/>

<https://www.safcol.co.za/wp-content/uploads/2023/12/SCM-DOC-001-SUPPLIER-CODE-OF-CONDUCT.pdf>

I confirm that I have read and understood SAFCOL supplier code conduct and that I will adhere to all the conditions contained therein.

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... 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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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.

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

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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.

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

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:

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 points is allocated for price on the following basis:

80/20

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

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 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 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 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 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 the 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)
At least 51% Black Ownership	5	
At least 30% Black Women Ownership	5	
At least 51% Black Youth Owned	5	
Atleast 51% Owned By People With Disabilities	5	

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:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible

on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods

Stipulated minimum threshold

_____ %
_____ %
_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
(b) Practice number:
(c) Telephone and cell number:
(d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated

minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....
NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated

in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex C

Local Content Declaration - Summary Schedule

(C1) Tender No.			
(C2) Tender description:			
(C3) Designated product(s)			
(C4) Tender Authority:			
(C5) Tendering Entity name:			
(C6) Tender Exchange Rate:	Pula		EU
(C7) Specified local content %			

Note: VAT to be excluded from all calculations

GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date:

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender