



**REQUEST FOR PROPOSAL**

<b>RFB NUMBER:</b>	RFB004/2026
<b>DESCRIPTION:</b>	APPOINTMENT OF A SERVICE PROVIDER FOR THE PANEL OF ROUNDTOP TRANSPORT SERVICE FOR A PERIOD OF THREE (03) YEARS.
<b>PUBLICATION DATE:</b>	19 JUNE 2026
<b>VALIDITY PERIOD:</b>	90 DAYS FROM THE CLOSING DATE
<b>CLOSING DATE:</b>	13 JULY 2026
<b>CLOSING TIME:</b>	12H00
<b>BRIEFING SESSION</b>	<p><b>COMPULSORY BRIEFING SESSION WILL BE HELD ON MICROSOFT TEAMS AS PER BELOW LINK</b></p> <p><a href="https://teams.microsoft.com/meet/320398502201521?p=8gjh5tjPRbL6pnnvgV">https://teams.microsoft.com/meet/320398502201521?p=8gjh5tjPRbL6pnnvgV</a></p> <p><b>DATE: 29 JUNE 2026</b></p> <p><b>TIME : 11H00 - 12H30</b></p> <p><b>FAILURE TO ATTEND THE SESSION WILL LEAD TO DISQUALIFICATION</b></p>
<b>BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO:</b>	<p>SAFCOL NELSPRUIT OFFICE          ABSA Square          3RD Floor; Reception          20 Paul Kruger Street          Mbombela, Nelspruit</p>
<b>PRICE OF BID DOCUMENT</b>	NO CHARGE
<b>SCM INQUIRIES:</b> For all bidding related enquiries	<p>Ms. Lungile Moeketsi          E-mail: <a href="mailto:Lungile.Moeketsi@safcol.co.za">Lungile.Moeketsi@safcol.co.za</a></p>
<b>NAME OF BIDDER:</b>	
<b>TOTAL BID AMOUNT (Including VAT): R</b>	

**Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it shall not be accepted for consideration.**

The SAFCOL's Bid Box is generally accessible 8 hours a day from 08h00 to 16h30; 5 days a week (Monday to Friday). Bidders must ensure that they **deposit their bids in the tender box situated next to the reception.**

**(Bidders must advise their couriers of the instruction above to avoid misplacement of bid responses)**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE BID, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

**BIDDING STRUCTURE**

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Joint Venture, indicate the following: <i>(To be completed for each JV)</i>	
Name of prime contractor	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	

<b>If Joint Venture, indicate the following: (To be completed for each JV)</b>	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If Consortium, indicate the following: (To be completed for each Consortium member)</b>	
Name of Joint Venture/ Consortium member	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using subcontractors, indicate the following: (To be completed for each subcontractor)</b>	
Name of prime contractor	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

**Checklist of documents to be submitted:**

***Please tick in the relevant block below***

**YES**

**NO**

Submit an Original bid document and a copy.

SBD 1: Invitation to Tender (with a signature of an authorized representative of the Tenderer)

Specifications, Conditions of tender and Undertakings by Tenderer (with a signature of an authorized representative of the Tenderer)

SBD 3.1 Pricing Schedule

SBD 4- Bidder's disclosure

SBD 6.1 Preference Point Claim Form in terms of the preferential procurement regulations 2022

Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close corporation

Certified copies of latest share certificates, in case of a company.

A breakdown of how fees and work will be spread between members of the Tendering consortium.

Supporting documents to responses to Mandatory Criteria

Supporting documents – Central Supplier Database Registration Summary Report

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

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SAFCOL</b>					
BID NUMBER:	<b>RFB004/2026</b>	CLOSING DATE:	<b>13 JULY 2026</b>	CLOSING TIME:	<b>12:00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR THE PANEL OF ROUNDLOG TRANSPORT SERVICE FOR A PERIOD OF THREE (3) YEARS</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

<b>SAFCOL NELSPRUIT OFFICE</b>					
<b>ABSA Square</b>					
<b>3RD Floor; Reception</b>					
<b>20 Paul Kruger Street</b>					
<b>Mbombela, Nelspruit</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

	TCS PIN:		<b>OR</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	<input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS ON SPECIFIC GOALS, WHERE APPLICABLE]</b>			
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g., resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE )	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	<b>SAFCOL</b>	CONTACT PERSON	<b>Tshepo Mokgwadi</b>
CONTACT PERSON	<b>Sicelo Msibi</b>	TELEPHONE NUMBER	<b>N/A</b>
TELEPHONE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>
FACSIMILE NUMBER	<b>N/A</b>	E-MAIL ADDRESS	<b>Tshepo.Mokgwadi@safcol.co.za</b>
E-MAIL ADDRESS	<b>tenders@safcol.co.za</b>		

**SBD1**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

YES  NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## **GENERAL INFORMATION**

### **1 NON-EXPECTATION:**

Notwithstanding anything stated in the Request for Proposals (“RFP”), in the advertisements published in respect of the RFP, any answers or clarification provided by the SAFCOL as part of the SCM process or otherwise:

- 1.1 The procurement of accommodation, goods or services will be at the SAFCOL’s sole and absolute discretion and the SAFCOL reserves the right, including without limitation: not to accept any proposal/bid and to cancel the RFP and this TOR, without awarding any contract; unilaterally to amend/supplement/split the specifications on the basis of which the RFP and this TOR is made, including but without limiting, the right to withdraw any part of the service requirement;
  - 1.1.1 to ask clarification of their proposals/bids from any one or more of the bidders;
  - 1.1.2 to conduct one or more inspections *in loco* at the venues and facilities offered; and
  - 1.1.3 to link any conditions, it deems appropriate to its acceptance of any bid.
- 1.2 the RFP, its advertisement or this TOR does not constitute an offer. The aforementioned documents intend only to provide enough information for the preparation and submission of comparable proposals by the bidders.
- 1.3 the lowest or any proposal/bid may not necessarily be accepted.
- 1.4 nothing in the RFP, this TOR or in the advertisements published in respect of the RFP or in the actions of the SAFCOL, the Head/Acting Head of the SAFCOL, the SAFCOL’s agents, members, officials or employees must be construed as creating any expectation, legitimate or otherwise, regarding matters dealt with in the RFP, the advert for the RFP or this TOR or any other matters.

### **2 CONDITIONS AND UNDERTAKINGS BY BIDDER BID**

- 2.1 **The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
  - 2.1.1 Black ink should be used when completing Bid documents.
  - 2.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SAFCOL will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 2.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SAFCOL on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.
- 2.3 I/We agree that -

- 2.4 the offer herein shall remain binding upon me/us and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing hour and date of the Bid;
- 2.5 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 2.6 NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 2.7 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 2.8 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

<b>Signature(s) of Bidder or assignee(s)</b>	<b>Date</b>
<b>Name of signing person (in block letters)</b>	
<b>Capacity</b>	
<b>Are you duly authorized to sign this bid?</b>	
<b>Name of Bidder [company name] (in block letters)</b>	
<b>Postal address (in block letters) Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)</b>	
<b>Telephone Number</b>	<b>FAX Number:</b>
<b>Cell Number</b>	<b>E-mail Address:</b>

**Confidentiality**

- 2.9 The information contained in this document is of a confidential nature and must only be used for purposes of responding to this RFP. This confidentiality clause extends to bidder, partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.

- 2.10 For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 2.11 The receiving party shall not, during the period of validity of this process, or at any time, thereafter, use or disclose, directly or indirectly, the confidential information of SAFCOL (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 2.12 The receiving party shall take all such steps as may be reasonably necessary to prevent SAFCOL's confidential information coming into the possession of unauthorized third parties. In protecting the receiving party's confidential information, SAFCOL shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 2.13 Any documentation, software or records relating to confidential information of SAFCOL, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process shall:
- 2.13.1 be deemed to form part of the confidential information of SAFCOL;
  - 2.13.2 be deemed to be the property of SAFCOL;
  - 2.13.3 not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
  - 2.13.4 be surrendered to SAFCOL on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

### **3 News and press releases**

- 3.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, SAFCOL and its Client.

### **4 Precedence of documents**

- 4.1 This RFP consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 4.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that SAFCOL may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SAFCOL.

- 4.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of SAFCOL as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of SAFCOL in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

## **5 Preferential procurement reform**

- 5.1 SAFCOL supports B-BBEE as an essential ingredient of its business. In accordance with government policy, SAFCOL insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 5.2 SAFCOL shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential Regulations, 2022.

## **6 National Industrial Participation Programme**

- 6.1 The National Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD5 is not applicable for this bid.).

## **7 Language**

- 7.1 Bids shall be submitted in English.

## **8 Gender**

- 8.1 Any word implying any gender shall be interpreted to imply all other genders.

## **9 Headings**

- 9.1 Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

## **10 Security clearances**

- 10.1 Employees and subcontractors of the successful bidder may be required to be in possession of valid security clearances to the level determined by the SSA and/or SAFCOL commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.
- 10.2 Employees and subcontractors of the successful bidder will be required to sign a non-disclosure agreement.

## **11 Occupational Injuries and Diseases Act 13 of 1993**

The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. SAFCOL reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to SAFCOL.

## **12 Formal contract**

- 12.1 This RFP, all the appended documentation and the proposal in response thereto read together, form the basis for a formal contract to be negotiated and finalized between SAFCOL and/or its clients and the enterprise(s) to whom SAFCOL awards the bid in whole or in part.
- 12.2 Any offer and/or acceptance entered verbally between SAFCOL and any vendor, such offer shall not constitute a contract and thus not binding on the parties.

## **13 Protection of Personal Information**

In responding to this bid, SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that it shall only process the information disclosed by bidders in their response to this bid 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 personal information disclosed by SAFCOL in the bidding process in the same manner.

## **14 Reasons for disqualification**

- 14.1 SAFCOL reserves the right to disqualify any bidder, which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
- 14.1.1 bidders whose tax matters have not been declared by the South African Tax Revenue services to be in order, or that satisfactory arrangements have been made with the South African Tax Revenue Services to meet the bidder's tax obligations;
  - 14.1.2 bidders who submitted incomplete information and documentation essential for the adjudication of the requirements of this RFP;
  - 14.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, Work references, experience, etc.;
  - 14.1.4 bidders who received information not available to other vendors through fraudulent means; and/or
  - 14.1.5 bidders who do not comply with mandatory requirements as stipulated in this RFP.
  - 14.1.6 bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or;
  - 14.1.7 bidders who are listed on the National Treasury's database of restricted suppliers and defaulters.

## **15 National Treasury's Central Supplier Database (CSD)**

- 15.1 Tenderers are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SAFCOL is required to ensure that price proposals are invited and accepted from prospective Tenderers listed on the CSD. Tender

may not be awarded to a Tenderer who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>. Respondents are required to provide the following to SAFCOL in order to enable it to verify information on the CSD:

Supplier Number: \_\_\_\_\_ unique registration reference number: \_\_\_\_\_.

## **16 Bid preparation**

- 16.1 All additions to the proposal documents i.e. annexures, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the goods offered etc. shall be neatly bound as part of the schedule concerned.
- 16.2 All responses regarding questions posed in the annex attached herewith shall be answered in accordance with the prescribed RFP response format.
- 16.3 There shall be no public opening of the Bids received. Unless specifically provided for in the proposal document, Bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.
- 16.4 No Bids from any bidder with offices within the Republic of South Africa (RSA) shall be accepted if sent via the Internet or e-mail.
- 16.5 Bids from international bidders with no office or representation in the RSA shall not be accepted.

## **17 Oral presentations and briefing sessions**

- 17.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SAFCOL. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SAFCOL shall schedule the time and location of these presentations. Oral presentations are an option of SAFCOL and may or may not be conducted.
- 17.2 Any bidder who has reasons to believe that the tender specification is based on a specific brand must inform SAFCOL not later than ten (10) days after the publication of the Bid.

**The closing date for questions/ enquiries on this RFB004/2026 is 07 July 2026 at 12H00.**

## GENERAL CONDITIONS OF BID AND CONDITIONS OF CONTRACT

- 1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state either "Comply" or "Do not Comply" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- 2 A "✓" under "Comply" will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under "Do Not Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder **does not accept** the content of the applicable paragraph.
- 3 The following bid conditions will govern the contract between the SAFCOL and the successful bidder:

### 3.1

This Bid is subject to the General Conditions of Contract referred to in this document.	<b>Comply</b>	<b>Do not Comply</b>

### 3.2

The laws of the RSA shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	<b>Comply</b>	<b>Do not Comply</b>

### 3.3

SAFCOL shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Comply</b>	<b>Do not Comply</b>

### 3.4

SAFCOL SCM may request written clarification regarding any aspect of this proposal. The bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified.	<b>Comply</b>	<b>Do not Comply</b>

### 3.5

In the case of Consortium, Joint Venture or Subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and rand value.	<b>Comply</b>	<b>Do not Comply</b>

### 3.6

SAFCOL reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	<b>Comply</b>	<b>Do not Comply</b>

### 3.7

	<b>Comply</b>	<b>Do not Comply</b>
--	---------------	----------------------

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.		
--	--	--

3.8

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	<b>Comply</b>	<b>Do not Comply</b>

3.9

Where applicable, SAFCOL reserves the right to conduct benchmarks on product/services offered during and after the evaluation.	<b>Comply</b>	<b>Do not Comply</b>

3.10

SAFCOL reserves the right to conduct a pre-award's survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	<b>Comply</b>	<b>Do not Comply</b>

3.11

Where the Bid calls for commercially available solutions, bidders who offer to provide future based solutions will be disqualified.	<b>Comply</b>	<b>Do not Comply</b>

3.12

The bidder should not qualify the proposal with own conditions. <b>Caution:</b> If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	<b>Comply</b>	<b>Do not Comply</b>

3.13

Should the bidder withdraw the proposal before the proposal validity period expires, SAFCOL reserves the right to recover any additional expense incurred by SAFCOL having to accept any less favourable proposal or the additional expenditure incurred by SAFCOL in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	<b>Comply</b>	<b>Do not Comply</b>

3.14

	<b>Comply</b>	<b>Do not Comply</b>
--	---------------	----------------------

Delivery of and acceptance of correspondence between SAFCOL and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.		
---	--	--

3.15

	<b>Comply</b>	<b>Do not Comply</b>
Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SAFCOL shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.  Such cancellation shall mean that SAFCOL reserves the right to award the same proposal to next best bidders as it deems fit.		

3.16

	<b>Comply</b>	<b>Do not Comply</b>
In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.		

3.17

	<b>Comply</b>	<b>Do not Comply</b>
Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SAFCOL signatory and added to this RFP as an addendum.		

3.18

	<b>Comply</b>	<b>Do not Comply</b>
Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.		

3.19

	<b>Comply</b>	<b>Do not Comply</b>

Bidders who make use of subcontractors. The proposal shall, however, be awarded to the vendor as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SAFCOL and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.		
---	--	--

3.20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Comply</b>	<b>Do not Comply</b>

3.21

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	<b>Comply</b>	<b>Do not Comply</b>

3.22

Evaluation of Bids shall be performed by an evaluation panel established by SAFCOL. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80/90, and the maximum number of preference points that may be claimed for B-BBEE (according to the PPPFA) is 20/10.	<b>Comply</b>	<b>Do not Comply</b>

3.23

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	<b>Comply</b>	<b>Do not Comply</b>

3.24

The bidders' response to this tender, or parts of the response, shall be included as a whole or by reference in the final contract.	<b>Comply</b>	<b>Do not Comply</b>

3.25

SAFCOL has discretion to extend the validity period should the evaluation of this bid not be completed within the stipulated validity period.	<b>Comply</b>	<b>Do not Comply</b>

3.26

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	<b>Comply</b>	<b>Do not Comply</b>

3.27

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been affected and the original wording or phrasing shall be used.	<b>Comply</b>	<b>Do not Comply</b>

3.28

The Bidder has read, understood and commit to comply with the SAFCOL Supplier code of conduct obtainable from: t: [SCM-DOC-001 SUPPLIER CODE OF CONDUCT](#) or <https://www.safcol.co.za/opportunities/procurement-opportunities/>  
**NB: Non-compliance will lead to disqualification from the bid process.**

<b>Comply</b>	<b>Do not Comply</b>

**SBD 3.1:PRICING SCHEDULE**

Name of bidder: .....	
<b>Bid Number: RFB004/2026</b>	<b>Closing Time 12:00</b>
<b>Closing Date: 13 July 2026</b>	

**PLEASE NOTE:**

**OFFER TO BE VALID FOR 90 DAYS FROM 13 JULY 2026 (THE CLOSING DATE OF BID).**

The bidder must provide the total price for the

**RFB004/2026 – APPOINTMENT OF A SERVICE PROVIDER FOR THE PANEL OF ROUNDLOG TRANSPORT SERVICE FOR A PERIOD OF THREE (3) YEARS.**

This annexure should be completed and signed by the Bidder’s authorised personnel as indicated below: **If applicable each year**

- 1 Please indicate your total bid price here: **R**..... (Incl of VAT) (compulsory)
- 2 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.**
- 3 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

4 Are the rates quoted firm for the full period of the contract? 

YES	NO
-----	----

5 **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

6.

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Not comply
Substantiate / Comments		

7.

The bidder must indicate <b>clearly</b> , which portion of the service price as well as the monthly costs is linked to the exchange rate.	Comply	Not comply
Substantiate / Comments		

8.

All additional costs must be clearly specified.	Comply	Not comply
---	--------	------------

Substantiate / Comments		

**Price Declaration Form**

Dear Sir/Madam

Having read through and examined the Tender Document, Tender no. **RFB004/2026**, the General Conditions, The Requirement and all other Annexes to the Tender Document, we to provide

\_\_\_\_\_ , for the total tendered contract sum of:

R \_\_\_\_\_ (including VAT)

In Words: R \_\_\_\_\_ (including VAT).

We confirm that this price covers all services for the:

**RFB004/2026: APPOINTMENT OF A SERVICE PROVIDER FOR THE PANEL OF ROUNDLOG TRANSPORT SERVICE FOR A PERIOD OF THREE (3) YEARS**

including but not limited to the supply of all required. We confirm that SAFCOL will incur no additional costs whatsoever over and above this amount in connection with the services related to the provision of this services We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED** \_\_\_\_\_  
 (Print name of signatory)

**DATE:** \_\_\_\_\_

**Designation** \_\_\_\_\_

**FOR AND ON BEHALF OF: COMPANY NAME** \_\_\_\_\_

**Tel No** \_\_\_\_\_

**Fax No** \_\_\_\_\_

**Cell No** \_\_\_\_\_

**SBD 4: Declaration of Interest**

**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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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:

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

.....  
.....  
**3 DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 **I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;**
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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 bid

---

<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.

## SBD 6.1

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

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

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

---

#### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in 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:

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{\min}$  = Price of lowest acceptable tender

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Procurement from black owned entities (At least 51% ownership).		20		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.2. Name of company/firm.....

3.3. Company registration number: .....

3.4. 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]

3.5. 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:** .....

.....

.....

.....

## TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER FOR PANEL OF ROUNDLOG TRANSPORT SERVICE FOR A PERIOD OF THREE (3) YEARS

SAFCOL is a state-owned company listed as 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 industry according to accepted commercial management practice in South Africa.

#### 1. OBJECTIVES

The objective of this Request for Bid (RFB) is to source and appoint a panel of competent service providers for a period of three (3) years, to provide roundlog transport services as and when the need arises.

#### 2 SCOPE OF WORK

Successful Bidders will be appointed on a panel for to provide Roundlog transport services. SAFCOL will request on a project basis, by means of a Request for Quote (RFQ) for inbound Roundlog transport services as and when required from the panel. The particulars of the projects will be determined by need that arises from the operations.

The service providers will be required to provide the following inbound Roundlog transport services transport.

- Type of transport: Shorthaul (SH), Direct-to-mill (DTM), Long-haul (LH), with or without Back Haul and Handling
- Location of the operation: All SAFCOL plantations to internal sawmills
- Type of product: Sawlogs and pulpwood
- Duration of the RFB/Panel: 3 years

The RFQ for a single plantation or a combination of plantations in a specific geographical area, depending on the volume or type of services required. The table below depicts the geographical spread of SAFCOL plantation in the three provinces:

**Table 1: Plantations per geographical area**

Geographical area	Area	Plantation
Limpopo	Makhado	Entabeni,
	Tzaneen	Woodbush
Mpumalanga & KZN	Sabie & Graskop	Wilgeboom, Blyde, Tweefontein, Bergvliet, Witklip, Brooklands
	Nelspruit	Berlin, Nelshoogte
	Sudwala	Uitsoek
	Highveld	Belfast, Jessievale, Roburnia
	Vryheid	Ngome

The allocated RFQ to the successful panel member shall include an uptime penalty system based on the volume target (per supply chain involved) set and agreed between parties monthly.

### Illustrative Example of uptime management

Year 1

80%

#### UPTIME PENALTY

#### 1. FORMULA

*Rate per mode per distance applicable for the month x Actual uptime achieved / Applicable agreed uptime %*

#### 2. EXAMPLE

*Assume:*

*Volume target agreed for XYZ is 2000m<sup>3</sup> for a specific month*

*SH rate applicable 01-10km is R60/ m<sup>3</sup>*

*Volume delivered 1450.123 m<sup>3</sup>*

*Uptime achieved for XYZ = 72.506%*

$$\begin{aligned} \text{SH R } 60 & \times 0.72506 = 43.5036 \\ 80\% & \quad 80\% \\ & = 54.3795 \end{aligned}$$

*Therefore, the actual volume delivered for SH of 1450.123m<sup>3</sup> will be paid at a rate of R54.38/m<sup>3</sup> for XYZ for the applicable month.*

### 3. SPECIFICATIONS FOR INBOUND ROUNDLOG TRANSPORT SERVICES

#### 3.1 VOLUME

- The volume for inbound as per estimated client's demand

Clients	Estimated Annual Volume
Timbadola Sawmill	100 000 m <sup>3</sup>
Envisaged Mill Delivery	50 000 m <sup>3</sup>
Sappi	70 000 tons

The table above indicates the current annual estimated volume volumes. The volume mentioned in terms of reference volumes mentioned are not guaranteed and will change with operational requirements during the panel period. RFQ volumes will depend on the annual market requirement of specific geographical areas or plantations.

#### 3.2 NORMS AND STANDARDS

Bidders shall comply with the National Road Traffic Act and code of practice on Safety and Health in Forestry. The appointed bidders will be liable for compliance with the following:

- SAFCOL Best Operating Practices (BOPs) and Integrated Management System (IMS),
- SAFCOL SHEQ standards,

- SAFCOL SHEQ standard for motorised equipment (Annexure 1),
- FSC principles,
- Relevant South African Laws – including but not limited to the Occupational Health and Safety Act and Basic Conditions of Employment Act and National Road Traffic Act of 1996.
- Safety System

#### 4. REQUIRED ROUNDLOG TRANSPORT SERVICE CAPACITY

##### 4.1. Loading for Loading, Unloading & Materials Handling Equipments

The handling of the sawlogs and pulpwood requires specialised equipment for handling. The type of equipments below stipulates the minimum requirements expected equipment that should make up the handling of the sawlogs and pulp products and to be used by the successful appointed panel member. The equipment supplied must be proficient to execute the work they will be doing. Equipment shall comply with the SAFCOL’s Motorised equipment standard document - SHE-STD-4.4.6.19 (Annexure 1).

- Three-wheel loggers or two rigid trucks with Self-loading capacity



*Three-wheel logger required to do loading, sorting and unloading of Sawlogs*

##### 4.2. Truck fleet and trailers

Due to the different mode of transport, methods/activity that can be employed the type of trucks fleet set per transport mode listed is the minimum requirement expected. The trucks fleet below stipulates the expected equipment that should make up transport services to move the volume. Operators must be able to start immediately with the applicable equipment needed for this operation/s. No start up time provisions will be made.

### 4.2.1 Suggested configurations

- Handling equipment (loading, depot handling and offloading)  
Three Wheel loggers or self-loading truck (normally crane mounted or Forwarder). Note: As far as practically possible SAFCOL will support the use of self-loading equipment or independent loaders.

### 4.4.2 Short haul

- 6 x 4 Rigid Truck tractor with or without self-loading capabilities.

### 4.2.3 Direct to Mill

- Rigid Truck tractor 6 x 4, 6 x 6, 8 x 4, 8 x 8 Rigid with 2 or 3 axle tag/pup trailer with or without self-loading capabilities

### 4.2.4 Long-haul

- Rigid Truck Tractor with Drawbar/pulp trailer with minimum of three (4) or four (4) Axle configurations.

### 4.2.5 Log Specifications

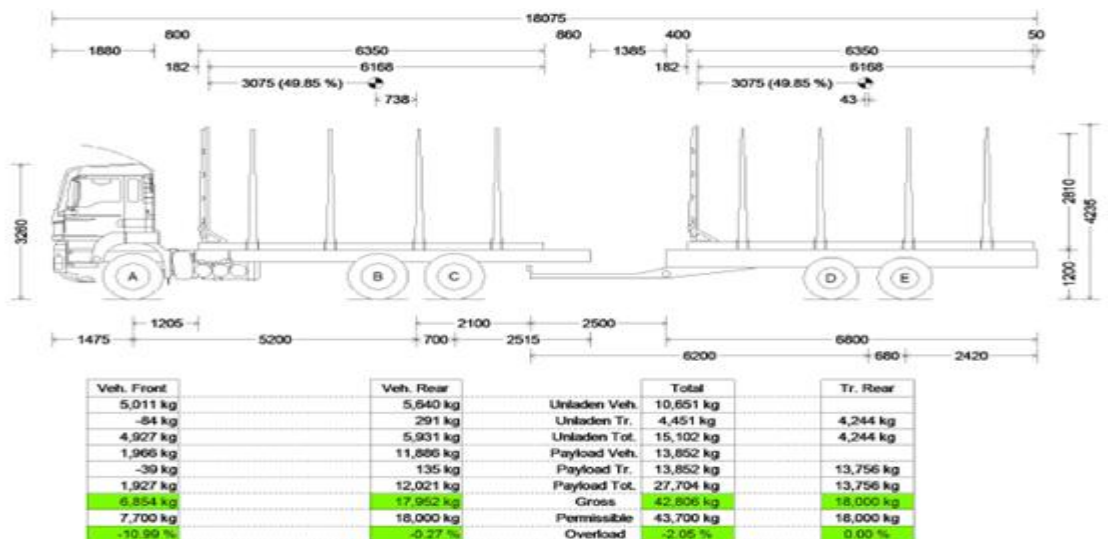
Round log sawlogs - minimum of 2.4m length, maximum of 6.6m length at 300mm intervals (lengths as indicated above exclude the required 10cm overcut)

The 6.6 length sawlogs are mainly transported from Entabeni and Woodbush plantations, the service provider to ensure that the length of the logger frames on the trucks is long enough to fully accommodate the length of the saw logs.

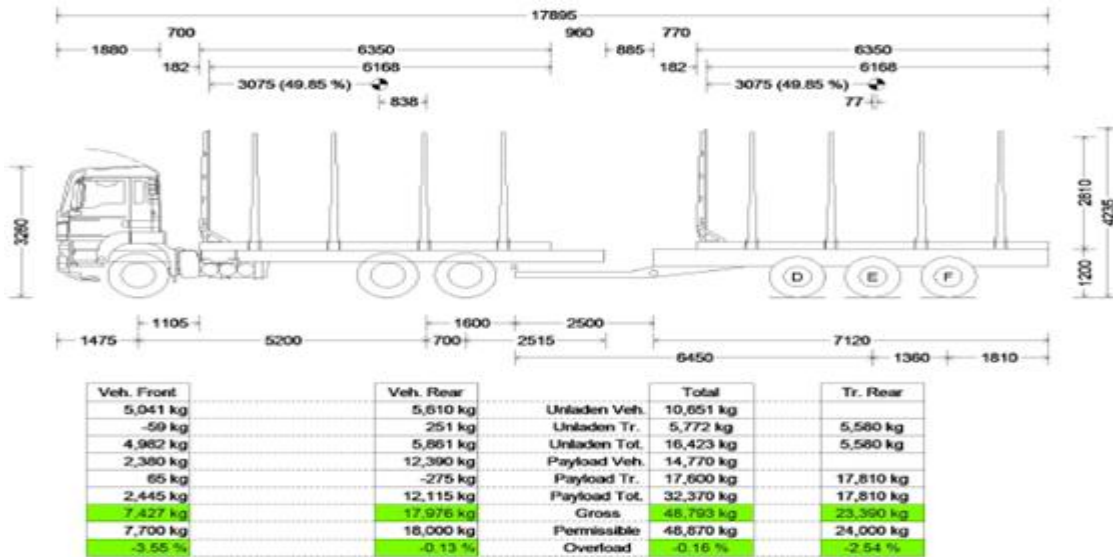
### 4.2.6 Log transport configurations and Log specifications

The following are the typical images of the required rigid logger truck for short haul (SH), Direct to Mill (DTM) and long haul (LH).

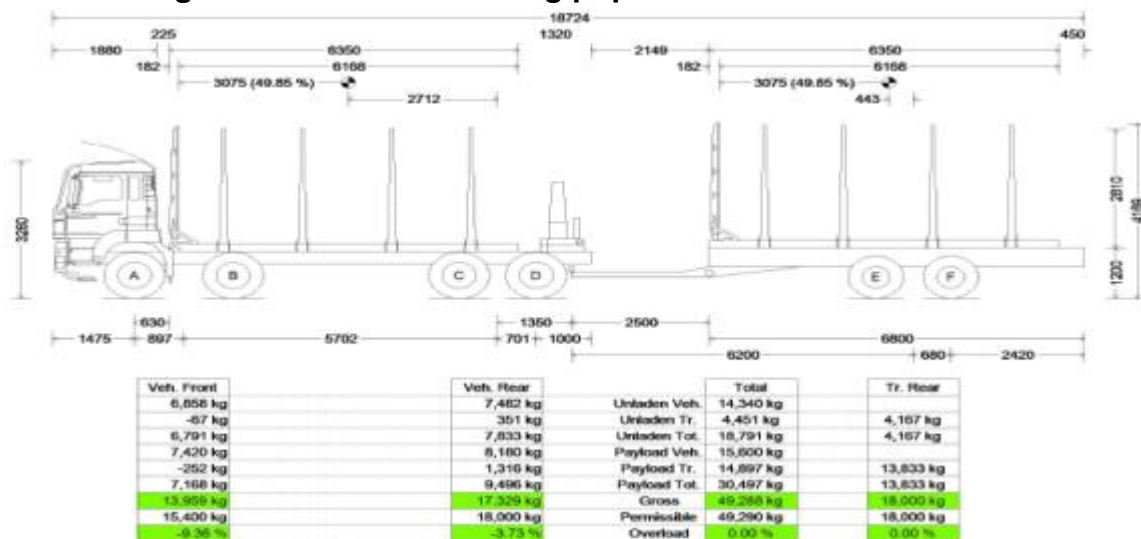
#### 6x4 freight truck with 2 axle tag/pup trailer



### 6x4 freight truck with 3 axle tag/pup trailer



### 8x4 freight truck with tandem tag/pup trailer



The crane might also be fitted but it has limited use, as other clients like Sappi do not permit trucks with cranes in their area of operation, Is ideally for Timbadola sawmill operation.

### 5. MANAGEMENT OF PANEL SERVICE PROVIDERS IN PROVISION FOR ROUND LOG TRANSPORT SERVICES

- SAFCOL will endeavour to request RFQ`s and allocate to the qualifying panel member on an as and when the operational requirement arises.
- The allocation of RFQ`s and volumes will be decided by SAFCOL as operational needs and market requirements dictate,

- Appointed panel members will be requested to provide written quotations as and when inbound Roundlog transport services are required by means of an RFQ process,
- The appointed bidder who achieves the highest points on preference point system (price and specific goals) during RFQ evaluation will be considered first, however SAFCOL may appoint more than one service provider depending on the volume services requirement of the RFQ and available services of appointed service providers,
- No appointed bidder on the panel will automatically be entitled to any volume,
- As and when the need arises for additional inbound Roundlog transport services, Request for Quotes will be issued to the panel members who have additional services to fulfil the RFQ services requirement.
- For the Timbadola sawmill Roundlog transport service Bid, the participating or appointed panel member will have to set aside annual volume at negotiated percentage to an emerging subcontractor, First preference should be given to approved land claimant who have entered partnership arrangement with SAFCOL and other ad hoc projects arising from other external clients, panel member will still appoint the subcontractor were deem necessary. (Enterprise development is a priority for SAFCOL on this particular project and Bidder will be required to fully render enterprise development mentorship through skills transfer and financial assistance where necessary).
- At discretion of management RFQ quoted prices might be benchmarked within the Forestry industry, were deemed necessary.
- The service providers will be appointed on a project basis as and when the need arises for all modes of transport (namely Direct to Mill DTM, Short haul SH, Long Haul LH, Long with No backhaul NBH or with Backhaul). Service providers must submit the rate per km bracket upon request once appointed on the panel.
- Bidders that scores required qualifying points during functionality evaluation will be considered for the panel. In instance where one service provider qualifies to form part of the panel If the process results in only one successful competent service provider, that service provider can be appointed. The market may be approached to supplement the Panel of roundlog service for a period of three(3) years.
- Panel member must bid for their preferred transport service per project
- The project size and period are at the discretion of SAFCOL management and will be informed by operational needs.
- When the need arises the service provider will be required to submit a quotation for the specific volume that will require an inbound Roundlog transport service, the transport cost will be per R/m<sup>3</sup> or R/ton depending on the type of species to be transported.
- Panel member that bid to participate on the panel of round log transport services will be evaluated on the functionality criteria, to qualify to participate on the panel in conjunction with a base rate provided.
- The service for round-log transport may not be bound to one region and it may be serviced to all SAFCOL plantations
- Panel member appointed on the panel of round log transport may not be limited to one plantation.
- Panel member shall participate on the panel on a rotational basis, with consideration of available required capacity on other available RFQs.

## **6. MANAGEMENT**

SAFCOL requires efficient and professional Inbound Roundlog transport services with the following:

- Relevant Roundlog transport services and forestry experience,
- Experience in the scope of work they are bidding for,
- Manager/s with Roundlog transport experience,
- Junior management (supervisors) that are competent with transport operations experience and
- Mechanical support for equipment maintenance and repairs.
- The bidder shall ensure that each operation is under the constant supervision of a competent supervisor on site.

### **6.1 LABOUR RESOURCES**

SAFCOL requires the that the appointed bidders comply with the following minimum requirements:

- Employees be in the possession of a valid South African Identity document or work permit,
- Compliant with all labour legislation,
- Registered with the Workman's Compensation Fund, with a valid letter of good standing and the Unemployment Insurance Fund,
- Employees shall be paid at least the minimum wage as per the sectoral determination or as gazette by government annually and their salaries be adjusted accordingly,
- Employees be in possession of a valid employment contract compliant to the minimum requirements on employment legislation,
- Employees are issued with Personal protective equipment (PPE) according to SAFCOL`s SHE standard for PPE (Annexure 2).
- Employees undergo required annual medical screenings as per legislation,
- Safety induction before inbound Roundlog transport services awards commence,

### **6.2 ANCILLARY EQUIPMENT**

In addition to the major equipment, the following are also required to ensure efficient operation:

- Demarcated safety areas with appropriate signage,
- Drip or spill trays,
- Oil spill kits,
- Fire extinguisher
- Two-way Radios or other means of communication i.e. cellphones,
- Compliant First Aid kits as prescribed by SAFCOL Safety Standards,
- Personal Protective Equipment (PPE) prescribed by SAFCOL Safety Standards (Annexure 2),
- All trucks need to be fitted with routing and tracking devices (with access to KLF), unless otherwise agreed.

### **6.3 MOTORISED EQUIPMENT**

Appointed bidders shall ensure that:

- All drivers have a valid Driver's License and Public Driver Permit (PrDP) for drivers transporting people,
- All motorised equipment is in a roadworthy condition with current Certificates of Fitness and licenses are current/valid,
- Labour carriers comply with Traffic Legislation,
- No transportation of employees on the back of an LDV will be allowed,

### **6.4 SAFETY, HEALTH, ENVIRONMENTAL & QUALITY REQUIREMENTS**

Appointed Panel Members shall:

- Comply with the SAFCOL SHEQ Standard for Contractors and other relevant SAFCOL standards as prescribed in the IMS,
- Ensure that the following positions are in place and appointed:
  - At least 1x trained First Aider (level 2) with current valid certificate per operation per operation,
  - At least 1x trained SHE Rep with current valid certificate per operation
  - Safety Officer or Consultant,
- Comply with SAFCOL environmental practices and standards as prescribed in the IMS and
- Comply with SAFCOL's product specifications.
- Successful service providers will only commence with awarded RFQ volumes once a successful safety induction is completed.

### **6.5 LOGISTICS AND INFRASTRUCTURE SUPPORT**

Operators must be independent with their own fuel, infrastructure and material supply requirements. On site infrastructure e.g. workshop area can be negotiated and arranged at the time of appointment of Bidder at a fee, offsite allocation is preferred. Operators are to have full network of OEM (Original Equipment Manufacturer) or RMI(Retail Motor Industry) as backup support for their operation.

#### **6.5.1 Invoicing**

Invoicing shall be agreed upon between the relevant KLF forester (on plantation), the relevant KLF logistics co-ordinator and the transport carrier. Supporting documentation shall include the mill delivery document signed off by all parties as well as electronic proof of deliveries (GPS records, time & date stamps etc.)

#### **6.5.2 Administration and operations Requirements**

- The service provider must have his/her own delivery notes.
- Daily trip summaries with a full recon of m<sup>3</sup> or ton over distance (load cells) must be made available to all supply chain stakeholders (e.g. SAFCOL and customer).
- Monthly carrier pro-forma and original invoices – the service provider must have the tools to generate the original invoice on site at the day of the scheduled invoicing.
- Every load must be accompanied by a delivery note where 4 parties can sign and receive a copy (seller, carrier, handler, and buyer).
- Proof and summary of delivery will be used for invoicing purposes.
- Where applicable the carrier will take part and sign off on month end stocks.
- A transport manager must be dedicated for the term per geographic area.

- Fleet supervisor/s according to geographical and capacity needs.
- Operators are expected to do their own routing and scheduling, and submit to the Logistics Coordinator
- Operators are expected to do their own daily buffer management.
- Dispatch functionality is strongly advised.
- Monthly committed fleet summary of mill and infield times.
- Each vehicle to be equipped with additional communication needs (Radio/cell phone per truck)

## **6.6 LEGAL REQUIREMENTS**

Appointed bidders shall:

- Comply with all relevant legislation that is specific to the scope of work and
- Ensure that they have Public Liability Cover with a Spread of Fire (Forestry and Plantation) extension with a minimum value of R5 million.

## **7. SPECIAL CONDITIONS**

Diesel prices will be adjusted in accordance with the Department of Energy`s published prices according to the Department of Energy`s Magisterial District zones. The diesel price adjustment will only be relevant to the fuel portion of the RFQ quoted rate at an expected 30% of the machine/truck`s cost contribution.

## **8. ENTERPRISE DEVELOPMENT**

As part of SAFCOL commitment to integrate land claimants in the forestry value chain, companies owned by land claimants` groups would be eligible to participate for sub-contracting opportunities. Transformation business unit within SAFCOL shall support and facilitate participation of the identified businesses through its strategies and programmes, guided by SAFCOL supply chain policy.

## **9. EVALUATION CRITERIA**

The evaluation criteria for the assessment of the proposals will be based on qualitative aspects of the proposal. Bidders will be evaluated on mandatory and functionality criteria. The functionality criteria include a physical verification of required Roundlog transport capacity. Bidders will be required to present the required roundlog transport capacity for physical

verification, that they indicated to be available for the proposed Inbound Roundlog Transport services panel they are bidding for.

The Bid documents will be evaluated individually on a score sheet by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference. All bidders who score less than 70 out of 100 points for functionality will not be considered further. Evaluation will be conducted in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022 .

In accordance with the SAFCOL Supply Chain Management Policy, the bid evaluation process shall be carried out in two (2) phases namely:

- Phase 1a : Administrative Requirements
- Phase 1b : Mandatory requirements
- Phase 2a : Functionality Evaluation
- Phase 2b : Physical services verification

### Phase: 1a. Administrative Compliance

Description	Comply	Do not comply
Completion in full the Request for Proposal document		
Completion of all SBD Forms (Declaration Forms)		
Proof that tax matters with SARS are in order (Tax Clearance Certificate)		
Certified copy of proof of company registration documents (e.g. Pty; Trust; CC etc.)		
Original or certified copy of B-BBEE Level of contribution Certificate (Failure to attach certificate will lead to non-allocation of points)		
Registration with Central Supplier Database (CSD)		
Joint Venture Agreement (If applicable)		

### Phase 1b: Mandatory Requirement

No.	Description:	Comply	Do not comply
1.	Public Liability Cover with a Spread of Fire (Forestry and Plantation) minimum of R 5 000 000 confirmation of quotation from insurance company or proof of cover <ul style="list-style-type: none"> <li>• Attach liability cover or quotation</li> </ul>		
2.	Proof of registration with the Compensation Commissioner, Department of Labour or approved equivalent in terms of the COID Act <ul style="list-style-type: none"> <li>• Attach a valid Letter of Good Standing</li> </ul>		

***NB: Bidders who fail to meet the mandatory requirement will not be considered for further evaluation***

**Phase 2a: Functionality Evaluation**

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
<b>COMPANY EXPERIENCE</b>		<b>(20)</b>
<p>Bidders must demonstrate that they have experience in conducting Roundlog transport services.</p> <p>Provide signed, contactable references letters on a company official letterhead.</p> <p>The reference letters must indicate the number of years (start date and end date or duration) appointed and the type of transport service delivered.</p> <p>Reference letters from different clients will be counted cumulatively.</p>	Less than one 1- year experience	0
	Reference letter(s) with 1-2 years' experience	8
	Reference letter(s) with 3 to 4 years' experience	10
	Reference letter(s) 5 to 6 years' experience	15
	Reference letter(s) with 7 years and more experience	20
<b>MANAGEMENT EXPERIENCE</b>		<b>(10)</b>
<p><b>Experience of Project manager</b></p> <p>Bidders must demonstrate that the Project leader has relevant experience in executing same or similar projects to supply roundlog transport services.</p> <p>Attach a concise CV with contactable references</p>	Less than one 1- year experience	0
	1 to 2 yrs experience	3
	3 to 4 yrs experience	5
	5 to 6 yrs experience	7
	7 years and more experience	10
<b>PAST EXPERIENCE OR CAPABILITY TO DELIVER ON CONTRACTED VOLUME (20)</b>		
<p>Bider should indicate and provide proof of their experience regarding capability to deliver the contracted volume. including the management thereof, <u>equal or above fifty thousand (50 000) tons or m<sup>3</sup> of sawlogs, wattle, transmissions pool etc, from their respective clients.</u></p> <p>The volume can be referenced from one client or a collective sum of volume from</p>	The Bidder has capability to deliver 50 000 and more tons or m <sup>3</sup> of sawlogs, wattle, transmissions pool etc.	<b>20</b>
	The Bidder has capability to deliver from 1000 tons/m <sup>3</sup> to 50 000 tons	<b>10</b>

<p>your other respective clients making a sum total of 50 000 and more of ton or m<sup>3</sup>. Signed reference letter(s) from Bidder's clients indicating the following: the type of product transported, volume transported in tons or m<sup>3</sup> and duration of the contract period.</p> <p><b>N.B.</b> the reference letter(s) that do not conform to the above-outlined aspects will not be considered.</p>	/m <sup>3</sup> of sawlogs, wattle, transmissions pool etc.	
	<1000 tons /m <sup>3</sup> of sawlogs, wattle, transmissions pools delivered.	<b>0</b>
<b>DESCRIPTION OF CRITERIA</b>	<b>METHOD OF EVALUATION</b>	<b>POINTS ALLOCATION</b>
<b>LOADING, UNLOADING (15)</b>	<b>&amp; MATERIALS</b>	<b>HANDLING</b>
<p>The Bidder must indicate the possession of the required loading and unloading material handling equipment which are strictly three-wheel loggers.</p> <p><b>Note</b> the proof ownership of this equipment will further be used as validation in awarding the points. (The enatis document namely RCI and LCO, will used to validate the ownership, the Bidder is required to attach this document failure to do will lead to Bidder scoring zero).</p>	No Three-wheel loggers.	<b>0</b>
	One (1) or two (2) Three-wheel loggers.	10
	Three (3) or more Three-wheel loggers.	<b>15</b>
<b>REQUIRED ROUNDLOG (25)</b>	<b>TRANSPORT SERVICE</b>	<b>CAPACITY</b>
<p><b>Note</b> the proof ownership of this equipment will further be used as validation in awarding the points. (The enatis document namely RCI and LCO, will used to validate the ownership, the Bidder is required to attach this document failure to do will lead to Bidder scoring zero).</p> <p>In case of full time lease, the bidder shall provide the details of the signed copy of service level agreement (SLA) between lessor and lessee full time lease agreements detailing the lease period and number leased handling equipment, trailers and trucks (the enatis document namely RCI and LCO will serve as validity of proof of ownership, the Bidder is</p>	<b>Truck Fleet and Trailers</b>	<b>0</b>
	The bidder that have truck fleet and trailers of less than five(5) logger rigid trucks tractor fleet of trucks with trailers which have two or more axle tag/pulp trailer or tradem trailer (6x4; six-by-six; eight-by-four) for transport service.	
	<b>Truck Fleet and Trailers</b>	<b>20</b>
	The bidder that have truck fleet and trailers of five(5) logger rigid trucks tractor fleet of trucks with trailers which have two or more axle tag/pulp trailer or tradem trailer (6x4; six-by-six; eight-by-four) for transport service.	

required to attached this document failure to do will lead to Bidder scoring zero) SAFCOL will enforce physical verification and condition assessment of all applicants that meet minimum evaluation requirements and condition equipment before final award.		
	<b>Truck Fleet and Trailers</b>	<b>25</b>
	The bidder that have truck fleet and trailers of six (6) or more logger rigid trucks tractor fleet of trucks with trailers which have two or more axle tag/pulp trailer or tradem trailer (6x4; six-by-six; eight-by-four) for transport service.	
<b>Phase 2a: Functionality Evaluation</b>		<b>90</b>

**Phase 2b: Functionality - Physical verification of required Roundlog Transport Service Capacity**

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATIONS
<b>Required Roundlog Transport Service Capacity</b>		(10)
<b>No Loading, Unloading &amp; Materials Handling</b>		<b>5</b>
Loading Equipment condition – no major oil leaks, and brake defects	Equipment condition – 5 points • Good -3 • Fair -2 • Poor – 0	
<b>Truck Fleet and Trailers</b>		<b>5</b>
Rigid Logger Truck tractor and Trailer – no major oil leaks, steering and brake defects	Equipment condition – 5 points • Good -3 • Fair -2 • Poor – 0	
<b>Total Phase 2b Physical verification total score</b>		<b>10</b>
<b>Functionality - Phase 2a and 2b total score</b>		<b>100</b>

***N.B: Only Bidders who score the minimum of 70 and more points will be considered for physical verification and appointment on the panel of roundlog transport service.***