



**REQUEST FOR QUOTATION (RFQ)**

**RFQ: 029/2026/EWSS/TRAINING/RFQ**

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE SNAKE AWARENESS, SNAKE IDENTIFICATION, AND SNAKE HANDLING TRAINING FOR EMPLOYEES ACROSS VARIOUS TCTA SITES INCLUDING THE PROVISION OF TRAINING MATERIAL, CERTIFICATES OF COMPETENCE/ATTENDANCE, AND ADVISORY SUPPORT ON SNAKE-RELATED OCCUPATIONAL HAZARDS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS**

<b>DESCRIPTION:</b>	Appointment of a Professional Service Provider to provide Snake Awareness, Snake Identification, and Snake Handling Training for employees across various TCTA sites, including the provision of training material, certificates of competence/attendance, and advisory support on snake-related occupational hazards for a period of 24 months
<b>DURATION:</b>	24 Months
<b>PROPOSED BID PROCESS:</b>	RFQ
<b>BRIEFING SESSION:</b>	N/A
<b>CLARIFICATION DEADLINE:</b>	02 July 2025 @ 11H00 a.m.
<b>ISSUE DATE:</b>	29 June 2026
<b>CLOSING DATE:</b>	07 July 2026 @ 11H00 a.m.
<b>BID VALIDITY PERIOD</b>	30 days
<b>ENQUIRIES</b>	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>
<b>SUBMISSION OF PROPOSALS:</b>	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>

**BACKGROUND**

TCTA operates across multiple geographical locations where employees may encounter snakes. In alignment with the Occupational Health and Safety Act, 85 of 1993 and associated

risk-management requirements, the organisation requires a specialised service provider that can deliver snake awareness and safe-handling training that improves employee competence, reduces snakebite risk, and ensures safe emergency response protocols.

The training is required to enable employees to identify snakes, understand behavioural risks, respond appropriately during snake encounters, and follow TCTA emergency procedures for snake incidents.

## SCOPE OF WORK

1. Appointment of a Professional Service Provider to provide Snake Awareness, Snake Identification, and Snake Handling Training for employees across various TCTA sites, including the provision of training material, certificates of competence/attendance, and advisory support on snake-related occupational hazards for a period of Twenty-Four (24) months.

All quantities listed in the cost template are contract indicative volumes only. The quantities will be used to do financial evaluation, but they do not create an obligation to TCTA to incur these transaction volumes.

2. Training Requirements

2.1 All training and training material must be done in English.

2.2 Training must align to wildlife handling best practices, and relevant national standards

2.3 Trainers conducting handling training must be accredited/recognised by registered bodies such:

- FGASA (Field Guides Association of Southern Africa),
- Herpetological Associations
- Wildlife handling accreditation bodies, or equivalent.

2.4 Training material must be supplied by the service provider.

2.5 Certificates must be issued upon completion (attendance or competency).

2.6 Where live handling training is conducted, strict animal welfare standards must apply.

2.7 Training delivery may be in-person, online (awareness only), or hybrid depending on course type.

2.8 The training that must be provided is as follows:-

TRAINING COMPONENT	QTY OF ATTENDEES
Snake Awareness & Identification	20 online or in person
Snakebite First Aid	20 online or in person

Snake Handling (practical)	20 online or in person
Safe Snake Capture & Removal	20 online or in person
Site-specific snake hazard induction	20 online or in person

TCTA will provide the dates for the training once the service provider has been appointed. A minimum of 6 attendees will attend each training event either online or in person.

### COMPANY EXPERIENCE REQUIRED

The Company must have completed a minimum of three (3) projects in delivering Snake Awareness and Snake Handling training. Duly completion of **Annexure A** whereby the bidder must capture a minimum of three projects in line with this RFQ must be submitted. Alternatively, bidders can submit minimum of three ( 3) reference letters in line with RFQ Scope of work. Only signed PDF reference letters on client letterheads will be considered.

Service Provide must register/accredited with an appropriate wildlife, environmental or first-aid regulatory/training body. The training provider must have completed at least 5 scope specific related trainings. Proof of accreditation/registration must be submitted.

### PERSONNEL EXPERIENCE REQUIRED

#### 1. Snake Trainer / Facilitator Requirements

Each trainer must:

- Have at least 5 years' experience working with wild snakes.
- Hold recognised certification/accreditation for:
  - Snake Handling Training
  - Venomous snake management
  - Snakebite first-aid instruction
- Be able to demonstrate competence in:
  - Species identification
  - Safe capture and relocation
  - Emergency response to snakebite incidents

#### 2. Snake Advisory Specialist

Must have:

- Minimum 5–10 years' experience in herpetology, wildlife management, or snake capture.
- Demonstrated experience in workplace snake risk assessments.

Experience advising on safe operating procedures and emergency protocols.

## DELIVERABLES

Delivery all RFQ Scope Of Work

## RETURNABLES

NO.	DOCUMENT TYPE	DESCRIPTION	STATUS
1.	<b>Compliance</b>	<p><b><u>Company Experience</u></b></p> <p>The bidder must demonstrate proven experience in the delivery of Snake Awareness and Snake Handling Training</p> <p>Bidders must submit minimum of three reference letters in the delivery of Snake Awareness and Snake Handling Training.</p> <p>Only signed PDF reference letters on client letterheads will be considered.</p> <p>Only signed reference letters with full contact details on the client's official letterhead will be considered.</p> <p><b>Alternatively</b>, bidders must fully complete <b>Annexure A</b> and provide details of a minimum of three (3) projects completed in Snake Awareness and Snake Handling Training.</p> <p><b>NB: TCTA reserves the right to contact the clients to verify the information provided. Annexure A must be fully completed for points allocations</b></p>	<b>Mandatory</b>
2.	<b>Compliance</b>	<p><b><u>Snake Trainer / Facilitator</u></b></p> <p>The proposed Snake Trainer/Facilitator must submit a detailed <b>Curriculum Vitae (CV)</b> demonstrating a <b>minimum of Five (5)</b> years' experience working with wild snakes.</p> <p>The bidder must provide proof of relevant training accreditation in snake handling and snake awareness.</p>	<b>Mandatory</b>

3.		<p><b><u>Snake Advisory Specialist</u></b></p> <p>The proposed Snake Trainer/Facilitator must submit a detailed Curriculum Vitae (CV) demonstrating a minimum of seven (5) years' experience working with wild snakes.</p> <p>The bidder must provide proof of relevant training accreditation in snake handling and snake awareness</p> <p><b>Only verifiable and relevant qualifications and experience will be considered for the proposed personnel</b></p>	<b>Mandatory</b>
5.	<b>Compliance</b>	Fully completed itemised RFQ Pricing Schedule Bidders may not modify or reproduce the pricing schedule provided in the RFQ document.	<b>Mandatory</b>
6.	<b>Compliance</b>	Valid BBBEE Certificate issued by the Verification Agency accredited by SANAS, Valid DTIC BBBEE Certificate, Valid Sworn Affidavit for EME or QSE, Consolidated BBBEE for Joint Venture tenderers issued by a Verification Agency an accredited by SANAS. No points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in <b>ANNEXURE B</b> .	<b>Non-Mandatory</b>
7.	<b>Standard National Treasury Bidding Documents (SBD)</b>	<ul style="list-style-type: none"> <li>• SBD 1</li> <li>• SBD 4</li> <li>• SBD 6.1</li> </ul>	<b>Non-Mandatory</b>
8.	<b>Administrative</b>	Proof of registration on the National Treasury Central Supplier Database (CSD)	<b>Non-Mandatory</b>

**ANY BIDDER WHO FAILS TO SUBMIT A NON-MANDATORY DOCUMENT WILL RECEIVE ZERO POINTS WHERE THAT DOCUMENT IS LINKED TO SPECIFIC FUNCTIONALITY CRITERIA. ANY BIDDER WHO FAILS TO SUBMIT A MANDATORY DOCUMENT WILL BE DISQUALIFIED AT THIS STAGE AND NOT EVALUATED FURTHER.**

## TRANSFORMATION GOALS

N/A

**PROPOSED FUNCTIONALITY CRITERIA**

N/A

**SPECIFIC GOALS**

**B-BBEE**

The following table will be used to calculate the score out of 20 for BBEE:

B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.  
 -All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

**PROPOSED FUNCTIONALITY CRITERIA**

Section	FUNCTIONAL CRITERIA	MAX SCORE
<b>1. Company experience: Annexure A or reference letters to be considered</b>	The bidder must have completed a minimum of 3 projects in the delivery of Snake Awareness and Snake Handling Training). Points will be allocated as follows: <ul style="list-style-type: none"> <li>• 3 successfully completed total rewards projects = 20</li> <li>• Less than 3 successfully completed total rewards projects with corresponding proof of reference letters: 0</li> </ul> Bidders must submit signed reference letters on client letterheads or Annexure A : Company experience	20
<b>2. <u>Snake Trainer / Facilitator</u></b>	The proposed Snake Trainer/Facilitator must submit a detailed Curriculum Vitae (CV) demonstrating a minimum of Five (5) years' experience working with wild snakes with relevant training accreditation in snake handling and snake awareness  <b>Point allocation:</b>	10

	<p><u>Years of Work Experience as a Trainer/Facilitator:</u></p> <ul style="list-style-type: none"> <li>• 8 or more years of experience: 10 points</li> <li>• 5 - 7 years of work experience: 5 points</li> <li>• Less than 5 years: 0 points</li> </ul>	
<p><b>3. <u>Snake Advisory Specialist</u></b></p>	<p>The proposed Snake Advisor must submit a detailed Curriculum Vitae (CV) demonstrating a minimum of five (5) years' experience working with wild snakes with relevant training accreditation in snake handling and snake awareness</p> <p><b>Point allocation:</b></p> <p><u>Years of Work Experience as a Snake Advisor:</u></p> <ul style="list-style-type: none"> <li>• 10 or more years of experience: 10 points</li> <li>• 5- 9 years of work experience: 5 points</li> <li>• Less than 5 years: 0 points</li> </ul> <p><b>Only verifiable and relevant qualifications and experience will be considered for the proposed personnel</b></p>	10
	<b>TOTAL</b>	<b>40</b>
<p><b>NB - Bidders must obtain a minimum of thirty (30) points out of forty (40) points to qualify for evaluation on Price and Specific Goals. Bidders that score less than 30 points for functionality will be disqualified at this stage.</b></p>		

## PROPOSED PRICING SCHEDULE

TRAINING COMPONENT	QTY OF ATTENDEES	COST PER ATTENDEE EXCL.	TOTAL COST EXCLUDING VAT
Snake Awareness & Identification	10 online		
	10 in person		
Snakebite First Aid	10 online		
	10 in person		
Snake Handling (practical)	10 online		
	10 in person		
Safe Snake Capture & Removal	10 online		
	10 in person		
Site-specific snake hazard induction	10 online		
	10 in person		
<b>SUB TOTAL</b>			
<b>VAT @15%</b>			
<b>TOTAL COST INCLUDING VAT</b>			

TCTA's cost template must be used and may be reproduced on a like for like basis.  
 Bidders will invoice based on the actual number of attendees attending the training event.  
 Bidders must price each line item.  
 Price must be reflected Excluding and Including VAT  
 All prices must include disbursements  
 Prices must be firm and unconditional.

TCTA's Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid. Bidders can obtain TCTA's standard conditions of bid upon request.

## ATTACHMENTS

<b>A</b>	<b>ANNEXURE A</b> FOR COMPANY EXPERIENCE
<b>B</b>	B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
<b>C</b>	SBD 1 – INVITATION TO BID
<b>D</b>	SBD 4 – BIDDERS DISCLOSURE
<b>E</b>	SBD 6.1 – IN TERMS OF PPR 2022

**ANNEXURE A: - COMPANY EXPERIENCE**

Bidders may reproduce this document.

<b>COMPANY EXPERIENCE</b>					
<b>Name of client</b>	<b>Services Rendered (please indicate)</b>	<b>Start Date of</b>	<b>End Date of</b>	<b>Contact person</b>	<b>Contact details e-mail address and telephone number</b>
	<b>Indicate the type of training that was provided. Training must be in line with the Scope of Work</b>	<b>Contract Duration Period Dd/mm/ys</b>	<b>Contract Duration Period Dd/mm/ys</b>		

**This Annexure A must only be completed for the company experience.**

If the bidder is unable to demonstrate the minimum number of years in this Annexure A the bid will be disqualified

SIGNATURE: ..... NAME OF BIDDER: (of person authorized to sign on behalf of the company)

## **ANNEXURE B: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE**

**The following information is required for the Sworn Affidavits to be valid: -**

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used

## ANNEXURE C: SBD 1 – REQUEST FOR BID

### PART A: REQUEST FOR BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	029/2026/EWSS/TRAINING/RFQ	CLOSING DATE:	07 July 2026	CLOSING TIME:	11h00 a.m.
DESCRIPTION	Appointment of a Professional Service Provider to provide Snake Awareness, Snake Identification, and Snake Handling Training for employees across various TCTA sites.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<a href="mailto:Tenders06@tcta.co.za">Tenders06@tcta.co.za</a>					
BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tefo		CONTACT PERSON		
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tenders06@tcta.co.za">tenders06@tcta.co.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	1. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3					

BELOW.

**PART B: TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

**2. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**ANNEXURE D: SBD 4 – BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. BIDDER’S DECLARATION**

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

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

Full Name	Identity Number	Name of State institution

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 the following 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?

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

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

<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.

## ANNEXURE E: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

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

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

- (a) The applicable preference point system for this tender is the **80/20** preference point system.
- (b) **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 bid 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 bid 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

#### 3.2.1 POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (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)

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

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

5.4. 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.

<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....