



SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2026/10253621/49
RFQ ISSUE DATE	07 OCTOBER 2026
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR GARDEN, GROUNDS AND INTERIOR PLANT MAINTENANCE SERVICES FOR SABC KZN OFFICE FOR A PERIOD OF FIVE (5) YEARS
COMPULSORY BRIEFING SESSION	SABC DURBAN OFFICE RECEPTION 100 KE MASINGA ROAD DURBAN 16 OCTOBER 2026 @10H00 – 11H00AM
CLOSING DATE & TIME	22 OCTOBER 2026 AT 12H00PM

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Blonde Ngoepe** via email: Tenderqueries@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

South African Broadcasting Corporation SOC Limited: Registration Number: 2003/023915/30

Non-Executive Directors: Dr K M Ramukumba (Chairperson); Ms N A Batyi (Deputy Chairperson); Ms A C Dzebu; Dr R K C Horne; Ms P Kadi; Dr P P Magopeni; Mr D M Maimela; Mr D K Mohuba; Ms M Moonsamy; Ms R M S Motaung; Adv T S Thipanyane; Dr M Tsedu

Executive Directors: Ms N L Chabeli (Group Chief Executive Officer); Mr L M Billings (Chief Financial Officer); Mr L Binza (Chief Operations Officer); **Company Secretary:** Adv T Moshakga

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:

 **RFQ Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - Receipt of incomplete bid
 - File size
 - Delay in transmission receipt of the bid
 - Failure of the Bidder to properly identify the bid
 - Illegibility of the bid; or
 - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT LINKS WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN.

NOTES ON COMPULSORY SITE VISIT

- Any bidder interested in attending the compulsory site inspection, which is set for **Friday, October 16th, 2026**, at the **SABC Kwazulu Natal Office** - (Reception Area), may do so at any time between 10:00 a.m. and 11: 00 p.m.
- Report to Reception **15 Minutes** before in order to make arrangements with the Protection Service to gain access to the Facility.
- Personnel representing the bidders are advised to wear Personal Protective Equipment (safety shoes) and please bring along your ID or Driver's license to gain access to the **SABC Kwazulu Natal Office** Facility
- **Attendees must sign the attendance register and non-attendance of the scheduled compulsory site visit will result in automatic disqualification of bids to be submitted**

1. MANDATORY REQUIREMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation

Mandatory Requirement	Comply/ Not Comply
Bidder to submit proof of a certified qualification in Horticulture or Landscaping, with a minimum of a National Diploma (NQF 6) in Ornamental/Landscaping/Horticulture or a Degree, majoring in Horticulture or Landscaping.	
Bidder to provide proof of address for an established operating office in the Kwazulu Natal province, in the form of a signed lease agreement/utility statement/copy of a title deed (proof must reflect entity name or registered director/shareholder/owner/subsidiary). Bidder site must not be more than 150 kilometers away from the primary site. (SABC KZN Office) Bidder to provide a physical address /office site.	

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

REQUIRED DOCUMENTS

- 1.1 Submit proof of Central Supplier Database (CSD) registration
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
- 1.3 (Verification will also be done by the SABC internally).
- 1.4 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.5 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD.

2. **BACKGROUND**

The purpose of this request is to appoint a service provider for garden, grounds and interior plant maintenance services for SABC KZN for a period of Five (5) years.

The SABC KZN office, which is in proximity of the Durban CBD in the prime Kingsmead Office Park is also regarded as part of Durban's Tourist attraction and an educational tour destination for schools. A new contract will ensure that the SABC seeks the services from an experienced service provider who will ensure consistent and high-quality maintenance of the garden. Trimming of trees and shrubs will make the site visible enough for Security to patrol and prevent vagrants and criminals from breaking in at night.

3. **REQUIREMENTS AND SCOPE OF SERVICES**

Routine Garden and grounds maintenance

3.1 **Daily Services**

- Sweeping of paved areas, parking lot and walkways.
- Remove weeds from flower beds and apply weed killer on walkways.
- Maintenance of garden beds and edging along walkways, to keep them aesthetically clean.
- Watering of plants if and when necessary
- Removal of dead leaves and garden rubble, for disposal.
- Clearing of litter in the parking lot

3.2 **Weekly Services**

- Clearing of leaves and debris in the stormwater drains and removal of debris from all walkways.
- Mowing of all lawn areas on site as well as outside 2m from perimeter fence.
- Sweeping or blowing of all paved areas and parking area to remove debris.
- Removal of the green mould in the parking areas.
- Spraying of weed killer on paved and tarred areas.
- Maintenance of indoor garden and pot-plants in offices.

3.3 **Monthly Services**

- Sweep and clean carport roof structures on parking lot, transport house and OB parking.
- Apply weed control to paved areas
- Conduct site inspection with Building Supervisor if requested
- Pruning and trimming of shrubs and trees.
- Cut back branches hanging from perimeter fence
- Monthly maintenance of the atrium at main entrance and pot plants in the offices

5th Floor - Lotus FM	3 pot plants
4th Floor – Administrative	Finance – 5 pot plants PGM – 2 pot plants Passage – 1 pot plant
3rd Floor – Commercial Enterprise	Office ZNAD309 – 1 pot plant Office

	ZNAD308 – 2 pot plants Office ZNAD305 – 3 pot plants Office ZNAD302 – 4 pot plants
2nd Floor – Ukhozi FM	Boardroom – 3 pot plants Station Manager – 1 pot plant Open area – 3 pot plants
1st Floor – TVOB	Administrator's office – 4 pot plants
Ground floor	Lift area – 3 pot plants Reception desk – 1 small pot plant Entrance – 2 indoor gardens
Total	38

3.4 **Annual Services**

- Apply fertilizer to garden beds
- Conduct assessment of the garden condition and provide recommendations for improvements.

3.5 **Equipment and tools for the contract**

The service provider shall be responsible for the supply and maintenance of the equipment which will be deemed necessary in order to carry the duties of this contract.

Tools	Material
• Kudu Mower grass cutting machine fitted with stone guards • Stepladder • Handheld chainsaw • Rakes and brooms • Wheelbarrow • Blowing machine • High pressure cleaner • Safety signage “” Grass cutting”” • Barricade net • Reef Spade • Hose Pipe	Petrol Weed killer chemical Fertilizer

3.6 **Occupational Health and Safety**

- Mandatory Staff uniform with the logo of the company.
- High visibility reflector vests when operating tools.
- SABS approved Safety shoes, earplugs and masks
- Eye protection (polycarbonate safety goggles or full-face visors)
- A First Aid box with first aid consumables to be available on site.
- Staff will be expected to adhere to the SABC OHS Policy and Physical Security Policy.

3.7 Staff and service hours

- The service hours for this contract will be from **07h00 am to 15h30 pm**, Monday to Friday only.
- A compliment of 2 staff on site, full-time and a roving Site Supervisor, who will be accountable for the scope of work.

4. RFQ VALIDITY PERIOD

This bid will remain valid **90 (ninety) days** from the date of bid closing.

5. COSTING

The indicative costing should reflect a detailed cost breakdown, and any direct or indirect costs associated with the rendering of services / supply and delivery of goods. Bidders are advised to use **Annexure F - Pricing Schedule**

6. DURATION OF THE CONTRACT

Five (5) years

7. LOCATION

SABC Kwazulu Natal Office

8. SECOND PHASE: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

- The tender submission will be technically evaluated out of **80**
- A minimum threshold of **45 out of a maximum of 80** has been set.
- Bidders who obtain less than threshold of **45 out of 80** points will be disqualified and will be eliminated from further evaluation (**Third Phase: Site Inspection**)

Evaluation area	Evaluation Criteria	Min. Points	Max. Points
Service Providers relevant experience in rendering gardening services	<u>Bidders must provide a minimum of Three (3) references letters not older than 10 years with relevant experience which MUST meet the following:</u> • On a client's business letterhead • Contact details (email address or contact number) • Contract duration • Duly signed by authorised person <u>Number of Letters</u> • Greater than 5 references letters = (20 points) • 3 – 5 reference letters = (10 points) • Less than 3 reference letters = (0 point) <u>Company Profile illustrating Experience in Gardening services Number of years in Gardening services</u> (Must stipulate period of garden service)	20	40

	• Greater than 5 years = (20 points) • 3 - 5 years = (10 points) • Less than 3 years = (0 point)		
Garden Maintenance Plan	<u>Respondent must submit a Garden Maintenance Plan and work schedule covering the following topics</u> • Waste management (3) • Management of safety when working at heights (3) • Management of employee exposure to Hazardous Biological Agents (procedure) (4) • Management of issuing of PPE (Personal Protective Equipment). (3) • Written safe working procedures as prescribed by the OHS act pertaining to gardening services (4) • Management of injuries on duty procedure (3)	10	20
Experience of personnel	<u>Provide a comprehensive CV and qualifications for Manager/Supervisor with a minimum of Three (3) years' experience in managing or supervising Maintenance Services for Gardening, Grounds and Interior Plants.</u> The CV must have at least three (3) contactable references • Greater than 5 years' experience = (15 points) • 3 – 5 years' experience = (10 points) • Less than 3 years' experience = (0 points)	10	15
Public Liability Certificate	<u>Bidders to provide Public Liability Certificate</u> • Yes (5 Points) • No (0 Points)	5	5
Total		45	80

9. THIRD PHASE: SITE INSPECTION EVALUATION CRITERIA

Site Inspection will be conducted on all bidders who have met the threshold on functionality evaluation. The below mentioned criteria will be used to evaluate the site inspection. Evaluation Area

Evaluation Element	Evaluation Criteria	Points
A-Operations	• Kudu Mower grass cutting machine fitted with stone guards (5) • Stepladder (2) • Handheld chainsaw (2)	

	• Rakes and brooms (2) • Wheelbarrow (2) • Blowing machine (2) • High pressure cleaner (2) • Safety signage “” Grass cutting”” (2) • Barricade net (2) • Reef spade (2) • Hose Pipe (2) • Plant Nursery (5)	30
B-Communication	• Communication tools - Dedicated email address and Computer/ Mobile phone for Supervisor (10)	10

The points obtained for Site inspection must be at least **30 out of maximum 40**. Service Provider who obtains less than **30** points will be declared non-responsive and not proceed to the next phase of evaluations: **Price & Specific Goals**

10. PRICE AND SPECIFIC GOALS

- The 80/20 preference point system will apply to evaluate responses
- The award of the tender / RFQ to will be based on functionality evaluation.
- The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

d. PRICE

The **80/20** preference point system

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 comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

11. BEE (SPECIFIC GOALS)

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

12. ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

13. OBJECTIVE CRITERIA

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **12 months** after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 12 (**Twelve**) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of **5 (Five)** years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of **12 (Twelve)** months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

14. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

15. CONDITIONS TO BE OBSERVED WHEN TENDERING

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
 - Make a selection solely on the information received in the submissions
 - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
 - Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
 - Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

16. COST OF BIDDING

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

17. PAYMENT TERMS

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Annexure A - Declaration of Interest
- Annexure B - **SBD 6.1 Form**
- Annexure C - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure D - Previous completed projects/Current Projects
- Annexure E - SBD 4 Form**
- Annexure F - Pricing Schedule**

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:	
POSITION	:	
OFFICE WHERE EMPLOYED:	:	
TELEPHONE NUMBER	:	
RELATIONSHIP	:	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

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 the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
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SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the tender or RFQ

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

ANNEXURE C

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted%
- 3.2.2 The name of the sub-contractor
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “D”

Previous completed Records Management, Archiving and Tracking System projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current Records Management, Archiving and Tracking System projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

ANNEXURE “E”**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE F**PRICING SCHEDULE**

		Monthly Cost	Year 1	Year 2 (Year 1 Plus CPI Escalation*)	Year 3 (Year 2 Plus CPI Escalation*)	Year 4 (Year 3 plus CPI Escalation*)	Year 5 (Year 4 plus CPI Escalation*)
1.	GARDENING PERSONNEL						
2.	OPERATIONAL COSTS						
3.	SUB-TOTAL						
4.	VALUE ADDED TAX @15%						
5.	GRAND TOTAL						
6.	TOTAL COST OF GARDENING SERVICES INCLUDING VALUE ADDED TAX FOR 60 MONTHS:						

*Contract must be fixed for the first year and shall, where applicable, be subject to an increase of not more than applicable Statistic SA – Consumer Price Indices. The **6%** escalation assumed is only for the purpose of costing for bidding purpose only *