

**SANRAL**  
SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD



Reg.No.1998/009584/30

**BUILDING SOUTH AFRICA  
THROUGH BETTER ROADS**

**REQUEST FOR TENDER (RFT) NO: NRA 2025/0410**

**REQUEST FOR TENDER (RFT): THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS AND GRADING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

<b>ISSUE DATE:</b>	<b>10 JUNE 2026</b>
<b>BRIEFING SESSION:</b>	<b>N/A</b>
<b>CLOSING DATE:</b>	<b>1 JULY 2026</b>
<b>CLOSING TIME:</b>	<b>11:00am</b>

**SECTION 1: SBD1 FORM**

**PART A  
INVITATION TO BID**

<b>BID NUMBER:</b>	NRA 2025/0410	<b>ISSUE DATE:</b>	10 JUNE 2026	<b>CLOSING DATE:</b>	01 JULY 2026	<b>CLOSING TIME:</b>	11:00 am
<b>DESCRIPTION</b>	THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS AND GRADING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.						
<b>VALIDITY PERIOD</b>	90 working days including the first day and including the last day.						
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>							
CONTACT PERSON	Procurement Office @ <a href="mailto:ProcurementHO3@sanral.co.za">ProcurementHO3@sanral.co.za</a>						
TELEPHONE NUMBER	N/A						
E-MAIL ADDRESS	<a href="mailto:ProcurementHO3@sanral.co.za">ProcurementHO3@sanral.co.za</a>						
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>							
ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					[IF YES, ANSWER QUESTIONNAIRE BELOW ]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO							
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO							
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO							
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO							
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO							
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b>							

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. TAX COMPLIANCE REQUIREMENTS

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 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.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

## SECTION 2: NOTICE TO BIDDERS

### 1. INSTRUCTIONS TO BIDDERS

#### 1.1 Submission of bid

The RFT submissions will close at **11h00 on Wednesday, 01 JULY 2026** and all RFT documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFT reference number and sealed in an envelope when placing in the tender box and addressed to:

- **SANRAL COC, 36 Assegai Wood Road, The Reeds, Centurion 0157**  
(<https://share.google/X1drxPpwHeYkATAGP>)

**1.1.1** Bidders **must submit one original hard copy and electronic copy (e.g. on compact disk or memory stick/USB)**. Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFT envelope must also contain the Bidder's details on the back of the envelope.

**1.1.2** No bid may be withdrawn after it has been submitted to SANRAL unless the Bidder so requests in writing and such request is received by SANRAL before the scheduled closing date. All bids received by SANRAL on or before the scheduled closing date and time shall be valid and binding for a period of 90 (ninety) working days calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.

**1.1.3** No telegraphic, or faxed bids will be accepted.

**1.1.5** Properly motivated alternatives may be submitted but will only be considered if a compliant offer has been submitted. The alternative shall be approached and priced to the same detail as required by this RFT.

**1.1.6** Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by SANRAL. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which SANRAL may rely upon in the selection of a preferred Bidder.

**1.1.7** Bidders must ensure that their bids contain all documents as specified in this RFT.

#### 1.2 Clarification

If a Bidder considers that any of the RFT documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL **by e-mail only** using the contact information stated in the SBD 1 Form.

**Enquiries will close at 14h00 on Wednesday, 24 June 2026.** SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFT documents shall modify the issued RFT.

#### 1.3 Formal Briefing

- **Not Applicable:** No formal briefing session will be conducted. All enquiries must be sent **by e-mail only** using the contact information stated in the SBD 1 Form.

**(a)** If you intend to submit a tender for this project, please provide written confirmation to the procurement email address specified in the SBD 1 Form.

**(b)** A late notification of intent to tender from a prospective bidder will not necessarily result in an extension of the tender closing date. **Enquiries will close at 14h00 on Wednesday, 24 June 2026.**

#### 1.4 Conflict of Interest

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to SANRAL. Bidders should contact SANRAL for clarity on whether a conflict of interest actually

exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to disclose any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

### **1.5 Participation in More than One Bid**

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

### **1.6 Collusion with others**

Bidders may not negatively engage or collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFT. Such action will lead to disqualification with no further evaluation of their bid.

### **1.7 Communication**

Specific queries relating to this RFT before the closing date of the RFT should be submitted to the contact person stated in the SBD 1 Form **5 days before** tender closing date. In the interest of fairness and transparency SANRAL's response to such a query will then be made available to other bidders.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of SANRAL in respect of this RFT between the closing date and the date of the award of the business.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Respondents may also, at any time after the closing date of the RFT, communicate with the name of delegated individual on any matter relating to its RFT response:

All unsuccessful bidders have a right to request SANRAL to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

### **1.8 Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFT as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFT submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by SANRAL through this RFT process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to SANRAL.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

### **1.9 Legal Compliance**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

### **1.10 Disclaimers**

Respondents are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of a Quotation in response to it. Please note that SANRAL reserves the right to:

- modify the RFT's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFT's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFT;

- split the award of the order/s between more than one Supplier/Service Provider should it at SANRAL's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to SANRAL to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.

***If there are any queries during the Bid process and any other period after the Bid closure, Bidders are advised to forward the queries to the email address indicated in SBD1 form. If no responses are received, Bidders are requested to send the follow up email to [scmcomplaints@SANRAL.co.za](mailto:scmcomplaints@SANRAL.co.za).***

#### **1.11 Security clearance**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

#### **1.12 Johannesburg Stock Exchange Debt Listing Requirements**

SANRAL may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

#### **1.13 National Treasury's Central Supplier Database**

Respondents 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. SANRAL is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent 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/>.

**For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.**

#### **1.14 Tax Compliance**

Respondents must be compliant when submitting a proposal to SANRAL and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**SANRAL urges its clients, suppliers and the general public to report any fraud or corruption to  
TIP-OFFS ANONYMOUS: [tipoffs@sanral.co.za](mailto:tipoffs@sanral.co.za)**

## SECTION 3

### BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

#### 1 BACKGROUND

The South African National Roads Agency Soc Limited (SANRAL) hereby invites suitably qualified and experienced service providers to submit bids for conducting periodic job evaluations and grading exercise on existing and new positions for a period of thirty-six (36) months.

#### 2 EXECUTIVE OVERVIEW

SANRAL is going through a transition process as a result of the establishment of new divisions and new provincial offices, as a result of this process, there are new jobs that have been created and therefore need to be evaluated and graded accordingly.

Some of the existing jobs in the current structure will also need to be reviewed and regraded to align them with the development brought about by the establishment of new divisions and provincial offices. .

#### 3 SCOPE OF REQUIREMENTS

**a)** To conduct a detailed Job Evaluation and Grading Exercise that will ensure that all job positions are appropriately classified and aligned to the organizational structure, functions and grade levels in order to achieve internal harmony in compensation taking into consideration the basic concept of equal pay for equal value of work.

**b)** To undertake an alignment exercise, adjusting the job grade levels of staff to address inequities and disparities between roles in the same job family and across the organisation as and when required.

**c)** To determine the difference in complexity between positions/roles, using the same systematic approach across the organisation.

**d)** To establish a logical basis for salary benchmarking (internal and external parity).

**e)** To establish a logical basis for pay structuring.

**f)** To provide a common language and defined point of reference for negotiation and collective bargaining.

**g)** Scoping of new roles, profiling and benchmarking them out in the market (as and when required).

**h)** Develop SANRAL's Competency Framework based on minimum job inherent requirements.

**\*The Service Provider will be expected to conduct the Job Evaluation and Grading Exercise that will provide SANRAL with:**

**a)** Job Evaluation to be conducted periodically as per Service Level Agreement and on an ad hoc basis as when required on either new or existing SANRAL positions.

**b)** A detailed Job Evaluation and Grading Report of all jobs against the Paterson Job Evaluation and Grading Framework, with recommendations for job grade alignments.

**c)** Report linking Job Evaluation and Grading results to the salary structure and reflects the level of remuneration that is commensurate with role capability requirements and the job market.

**d)** A rational basis for making defensible decisions on job grade levels.

**e)** Evaluation of minimum job inherent requirements with relevant markets and disciplines in order to aid and feed into SANRAL's competency framework.

**SECTION 4**

**CRITERIA AND RETURNABLE DOCUMENTS**

**4.1 STEP ONE: Test for Responsiveness (Mandatory Requirements)**

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check (Mandatory)</b>	
<b>a)</b> Bid received before closing date and Time	
<b>b)</b> Bidder has completed SECTION 1: SBD1 Form	
<b>c)</b> Bidder has submitted a Priced Offer	
<p><b>d)</b> The bidder must provide three (3) key resources as follows:</p> <ul style="list-style-type: none"> <li>• Project Leader/Manager.</li> <li>• Organisation Design Specialist.</li> <li>• Psychometrist or Organizational/Industrial Psychologist.</li> </ul> <p><b>Note:</b> One (1) of the key resources listed above must be registered with the Health Professional Council of South Africa (HPCSA) - (provide active/valid proof of registration certificate with HPCSA). Key personnel proposed for this tender shall be exclusive to one bidder only. A person proposed by more than one bidder will result in disqualification.</p>	
<b>e)</b> The bidder must have a proven track record of conducting job evaluations and grading processes for other organizations in the past ten (10) years - (provide three (3) relevant contactable reference letters from within the last ten (10) years).	
<b>f)</b> The bidder must have a proven track record of working with Paterson Job Evaluation System - (provide evidence/report of previous work done using Paterson Job Evaluation System).	

***The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two (Failure to meet all the above will lead to disqualification).***

#### 4.2 STEP TWO: FUNCTIONALITY EVALUATION SCORING MATRIX

The bidder's response must strictly adhere to the outlined criteria for the bid to ensure adequate evaluation. The bidder is required to achieve **60** out of **100 points/thresholds** on this functionality assessment to proceed to the next Step. It is imperative that each section of the response comprehensively addresses the specific requirements outlined in the criteria to facilitate comprehensive evaluation by the bid evaluation committee.

Criteria	Description	Point allocation	Maximum Points
<b>1. Work Experience</b>	The bidder must demonstrate a proven track record of undertaking job evaluations and grading processes for other organisations over the past ten (10) years. Relevant, contactable reference letters must be submitted as supporting evidence.		25
	<ul style="list-style-type: none"> <li>Provision of more than five (5) reference letters.</li> </ul>	15	
	<ul style="list-style-type: none"> <li>Provision of five (5) reference letters.</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Provision of three (3) reference letters.</li> </ul>	5	
<b>Part A - Reference Letters.</b>			
<b>Part B - Paterson Job Evaluation System.</b>	The bidder must demonstrate a proven track record in utilising the Paterson Job Evaluation System. Provide Evidence of prior work carried out using this system, such as reports, must be submitted.		25
	<ul style="list-style-type: none"> <li>The bidder has provided evidence of experience in applying the Paterson Job Evaluation System.</li> </ul>	10	
	<ul style="list-style-type: none"> <li>The bidder has not provided evidence of experience in applying the Paterson Job Evaluation System.</li> </ul>	0	

Criteria	Description	Point allocation	Maximum Points
<p><b>2. Submission of Proposal (Understanding of Project Scope).</b></p>	<p>To effectively demonstrate their understanding of the project scope, bidders should provide detailed responses, supported by relevant examples, explanations, and references to the Scope of Engagement document. Additionally, clarity, coherence, and specificity in their proposal will enhance their chances of being scored favourably on this criterion.</p>		
	<p><b>(a) Objectives:</b> Clearly articulate their understanding of the project's objectives as stated in the Scope of Engagement. This includes the overarching goals and outcomes that the project aims to achieve.</p>		5
	<p><b>(b) Deliverables:</b> Clearly outline the expected deliverables of the project and demonstrate an understanding of what is required to produce these deliverables. This may involve discussing the content, format, and quality standards expected for each deliverable.</p>		
	<p><b>(c) Alignment:</b> Ensure that their proposed approach aligns with the project's objectives, requirements, and deliverables. This may involve highlighting how their methodology and strategies will effectively address the stated scope of work.</p>		
	<p><b>(d) Value Proposition:</b> Clearly communicate the value they intend to bring to the project based on their understanding of the scope. This may include identifying potential opportunities for optimization, innovation, or added value beyond the stated requirements.</p>		
	<ul style="list-style-type: none"> <li>• Submission of a proposal that fully articulate items (a) to (d) above. E.g.: Supported by relevant examples, explanations, and references.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• Submission of a proposal that partially articulate any of the three (3) items above. E.g.: Supported by relevant examples, explanations, and references.</li> </ul>	3	

Criteria	Description	Point allocation	Maximum Points
	<ul style="list-style-type: none"> <li>Submission of a proposal that fairly articulate any of the two (2) items above. E.g.: Supported by relevant examples, explanations, and references.</li> </ul>	2	
	<ul style="list-style-type: none"> <li>Submission of a proposal that articulate less than two (2) of the four (4) items (a to d) above will lead to a zero score.</li> </ul>	0	
<b>3. Methodology and Approach.</b>	By providing a detailed and comprehensive explanation of their proposed methodology and approach, including how they will address key components of the project, bidders can effectively demonstrate their readiness and capability to undertake the project.		5
	<b>a) Submission of Methodology:</b> Clearly outline the proposed methodology for conducting the Job Evaluation and Grading Process and the development of the Competency Profile. This should include a step-by-step description of how they intend to approach the project.		
	<ul style="list-style-type: none"> <li>If the methodology covers the Job Evaluation and Grading Process and the development of the Competency Profile.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>If the methodology only covers the Job Evaluation and Grading Process.</li> </ul>	3	
	<ul style="list-style-type: none"> <li>If the methodology covers the development of the Competency Profile only.</li> </ul>	0	
	<b>b) Submission of Quality Assurance:</b> Address how they will ensure the quality and accuracy of their work throughout the project. This must include quality control measures and validation processes.	5	

Criteria	Description	Point allocation	Maximum Points
	Submission of a Quality Assurance that does not address how they will ensure the quality and accuracy of their work throughout the project. Does not include quality control measures and validation processes.	0	
<b>4. Qualifications and Expertise of Key Team Members.</b>	For each team member, the bidder should highlight their qualifications, relevant experience, and any certifications or accreditations they possess. Additionally, the bidder may provide references or examples of past projects where the team members have demonstrated their expertise in similar roles. This information will enable the evaluation committee to assess the suitability and capability of the proposed team to successfully execute the project.		
	<b>a) Project Leader/Manager:</b> <ul style="list-style-type: none"> <li>• <b>Qualifications</b> – NQF Level 7 in Humanities, Social Sciences, Social Work, Human Resources and/or Equivalent.</li> </ul>	10	65
	<ul style="list-style-type: none"> <li>• <b>Certificate of Competence in Project management.</b></li> </ul>	5	
	<ul style="list-style-type: none"> <li>• <b>Working Experience</b> – Ten (10) Years of experience in project management, demonstrating track record in overseeing similar projects.</li> </ul>	10	
	*Failure to submit the required documentation or responses that are sufficiently detailed and well-structured will lead to a zero score.	0	
	<b>b) Organisation Design Specialist:</b>	10	

Criteria	Description	Point allocation	Maximum Points
	<ul style="list-style-type: none"> <li><b>Qualifications</b> - NQF Level 7 in Humanities, Social Sciences, Social Work, Human Resources and/or Equivalent.</li> </ul>		
	<ul style="list-style-type: none"> <li><b>Working Experience</b> – Ten (10) Years of relevant experience in Organisation Design. Must have track record in conducting Job Evaluation and Grading Processes and the development of the Competency Profile.</li> </ul>	10	
	<b>c) Psychometrist or Organizational/Industrial Psychologist.</b> <ul style="list-style-type: none"> <li><b>Qualifications</b> - NQF Level 7 in Humanities, Social Sciences, Social Work, Human Resources and/or Equivalent.</li> </ul>	10	
	<ul style="list-style-type: none"> <li><b>Working Experience</b> – Ten (10) Years of relevant experience working in Human Resource Department.</li> </ul>	10	
	*Failure to submit the required documentation or responses that are sufficiently detailed and well-structured will lead to a zero score.	0	
<b>TOTAL</b>			<b>100</b>

***The minimum threshold for technical/functionality [Step TWO] must be met for the Respondent's Proposal to progress to Step THREE for final evaluation (Failure to meet 60 points will lead to disqualification).***

**4.3 STEP THREE: Evaluation and Final Weighted Scoring**

a) **Price and Specific Goal**

SANRAL will utilise the following formula in its evaluation of Price:

80/20

or

90/10

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

*Ps* = Score for the Bid under consideration

*Pt* = Price of Bid under consideration

*Pmin* = Price of lowest acceptable Bid

Specific goals	Criteria	10 points		20 points	
		Point allocation	Maximum points	Point allocation	Maximum points
B-BBEE Level	Level 1	10.00	10.00	20.00	20.00
	Level 2	9.00		18.00	
	Level 3	6.00		14.00	
	Level 4	5.00		12.00	
	Level 5	4.00		8.00	
	Level 6	3.00		6.00	
	Level 7	2.00		4.00	
	Level 8	1.00		2.00	
	Non-compliant contributor	0.00		0.00	

b) **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

**4.4 STEP FOUR: Post Tender Negotiations (if applicable)**

- Respondents are to note that SANRAL may not award a contract if the price offered is not market-related. In this regard, SANRAL reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:

- first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
- negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should SANRAL conduct post tender negotiations, Respondents will be requested to provide their best and final offers to SANRAL based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

#### **4.5 STEP FIVE: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

Respondents are to note that, on award of business, SANRAL is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 01 of 2015/2016. **[This is not applicable if RFT was not advertised on National Treasury e-Tender Publication Portal]**

Respondents declaring a commercial relationship with a DPIIP or FPPO are to note that SANRAL is required to annually publish on its website a list of all business contracts entered into with DPIIP or FPPO. This list will include successful Respondents, if applicable.

**SECTION 5****PRICING SCHEDULE:**

<b>Item No</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (Excl. VAT)</b>	<b>Total Price (Excl. VAT)</b>
1	Job evaluation and Grading Per Job based on Job profiles.	EA	1000	R	R
2	Scoping of new roles, profiling and benchmarking them out in the market (as and when required).	EA	500	R	R
3	Develop SANRAL's Competency Framework based on minimum job inherent requirements.	EA	1	R	R
<b>Total Price, exclusive of VAT:</b>					R
<b>VAT 15% (if applicable)</b>					R
<b>Total Inclusive of VAT (where applicable)</b>					R

**Notes to Pricing:**

- 4.5.1 The total number of 1000 referenced above is an estimated number of jobs to be evaluated. The service provider to be appointed will be paid based on the actual number of jobs evaluated or work done.
- 4.5.2 Scoping of new roles, profiling and benchmarking them out in the market (as and when required).
- 4.5.3 All Prices must be provided in South African Rand, inclusive of VAT.
- 4.5.4 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.

**SECTION 6**  
**RETURNABLE DOCUMENTS**

The tenderer must complete the following returnable documents:

<b>FORM</b>	<b>LIST OF RETURNABLE DOCUMENTS</b>	<b>STATUS</b>
INVITATION TO BID	SBD 1 FORM	
FORM A2:	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
FORM A3:	CERTIFICATE OF AUTHORITY FOR JOINT VENTURES (WHERE APPLICABLE)	
FORM A4:	DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	
FORM A5:	DECLARATION FORM - MANAGEMENT OF DOMESTIC PROMINENT INFLUENTIAL PERSONS, FOREIGN PROMINENT PUBLIC OFFICIALS AND FOREIGN INFLUENTIAL NATIONALS	
FORM A6	CERTIFICATE OF FRONTING PRACTICES	
FORM A7	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	
FORM A8:	DECLARATION OF TENDERER'S LITIGATION HISTORY	
FORM A9:	CERTIFICATE OF TAX COMPLIANCE STATUS	
FORM A10:	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER	
FORM A11 (SBD4):	BIDDER'S DISCLOSURE	
FORM A12 (SBD6.1):	PREFERENCING SCHEDULE - TENDERER'S B-BBEE VERIFICATION	
FORM A13:	POPIA	
FORM A14:	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	
FORM A15:	DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
FORM A16:	REGISTRATION WITH CIDB	<u>N/A</u>
FORM A17:	CERTIFICATE OF SINGLE TENDER SUBMISSION	
FORM A18:	SPECIFIC GOALS POINTS CLAIM FORM	
FORM A19 (SBD6.2):	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS.	<u>N/A</u>
FORM A20:	LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)	<u>N/A</u>
FORM A21:	FORM OF OFFER	
FORM B1:	SCHEDULE OF WORK EXPERIENCE	
FORM B2:	KEY PERSONNEL EXPERIENCE	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFT. Should the Respondent be awarded the contract [**the Agreement**] and fail to present SANRAL with such renewals as and when they become due, SANRAL shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which SANRAL may have for damages against the Respondent.

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A2: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Notes to tenderer:

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners. Submit a copy of the resolution on printed and bound hard copy and flash drive.
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
  - authority for signatory,
  - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.
4. In the event that authorisation is for more than one project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on .....

Mr/Ms ..... whose signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no. **NRA 2025/0410 - REQUEST FOR TENDER FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS AND GRADING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

.....  
.....

and any contract which may arise therefrom on behalf of (enter name of tenderer in block capitals) ...

SIGNED ON BEHALF OF THE COMPANY: .....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY:

WITNESSES:

.....  
SIGNATURE

.....  
SIGNATURE

.....  
NAME (print)

.....  
NAME (print)

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A3: JOINT VENTURE AGREEMENT**

<b>Bidder Name</b>	<b>Contact Detail (Name, Cellphone, Email)</b>	<b>Share % in the JV</b>
Lead Bidder:		
<b>Total</b>		100

**Tenderer:**

In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement  
 Lead Bidder shall have Majority share certificate.

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A4: DECLARATION OF TENDERER’S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL**

**Notes to tenderer:**

- 1. The signatory for the tenderer (as per Form A2) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.**
- 2. In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.**

I, the undersigned, ..... declare that:

(i) the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

.....  
.....  
.....  
.....

(ii) the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

(iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at ..... on the ..... day of

..... 20.....

.....  
SIGNATURE

The deponent having:

- 1. Acknowledged that he/she knows and understands the contents hereof;
- 2. Confirmed that he/she has not objection to the taking of the prescribed oath;
- 3. That he/she considered the prescribed oath as binding upon his/her conscience; and
- 4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of April1977 having been complied with.

.....  
COMMISSIONER OF OATHS

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## **FORM A5: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)**

Notes to Tenderer:

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: [www.nra.co.za](http://www.nra.co.za))
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
  - i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
  - ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
  - i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
  - ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
  - iii. "DD" means Due Diligence.
  - iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
  - v. "DPIP" means a Domestic Prominent Influential Person.
  - vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
  - vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
  - viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
  - ix. "FPPO" means a Foreign Prominent Public Official.
  - x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
  - xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.

- xii. "Senior Management" means the Executive Committee or its individual members.
- 9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

**Prominent Influential Persons (PIP’s) Reporting Form**

<b>IDENTIFICATION PARTICULARS</b>				
Primary Particulars	First Name	Surname	Middle Name	ID/Passport Number
Country Details	Country of Origin		Citizenship	Current Country of Residence
<b>CURRENT STATUS AND BACKGROUND</b>				
Current Occupation	Occupational Title		Status	
			Active	Non-active
Is the potential/business partner (mark with an "X" whichever is applicable):				
a DPIP	a FPPO	a FIN	Family member or Close Associate of a DPIP/FPPO/FIN?	
<b>KNOWN BUSINESS INTERESTS</b>				
No	Name of Entity	Role in Entity	Status	
1			Active	Non-active
2				
3				
4				
5				

<b>MEDIA REPORTS / OTHER SOURCES OF INFORMATION</b>
(Please reference all known negative or damaging media reports associated with the DPIP/FPPO/FIN)

--

Reporting Person/s:

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

**DECLARATION / UNDERTAKING BY THE TENDERER**

I, the undersigned, .....  
 declare that:

- i. the information furnished on this declaration form is true and correct.
- ii. I accept that, any action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A6: CERTIFICATE OF FRONTING PRACTICES**

**Fronting Practices**

**Window-dressing:** This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation.

**Benefit Diversion:** This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

**Opportunistic Intermediaries:** This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

**Responsibility to Report Fronting**

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

**Fronting Indicators**

<ul style="list-style-type: none"> <li>• The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;</li> </ul>
<ul style="list-style-type: none"> <li>• The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;</li> </ul>
<ul style="list-style-type: none"> <li>• The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;</li> </ul>
<ul style="list-style-type: none"> <li>• There is no significant indication of active participation by black people identified as top management at strategic decision making level;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence;</li> </ul>

<ul style="list-style-type: none"> <li>• The enterprise displays evidence of circumvention or attempted circumvention;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.</li> </ul>

**DECLARATION**

I, the undersigned, .....

in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A7: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**

The tenderer shall provide a copy supplier registration from the National Treasury Central Supplier Database ([www.treasury.gov.za](http://www.treasury.gov.za)). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture a printed copy supplier registration from must be provided for each member of the Joint Venture.

Name of Service Provider: .....

Central Supplier Database Supplier Number: .....

Supplier Commodity: .....

Delivery Location: .....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A8: DECLARATION OF TENDERER’S LITIGATION HISTORY**

**Note to tenderer:**

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A9: CERTIFICATES OF TAX COMPLIANCE**

The Tenderer shall complete the declaration below.

I, ..... (name)  
the undersigned in my capacity as ..... (position)  
on behalf of ..... (name of company)  
herewith grant consent that SARS may disclose to the South African National Roads Agency SOC Limited  
(SANRAL) our tax compliance status.

For this purpose our unique security personal identification number (PIN) is .....

In the event of a joint venture each member shall comply with the above requirements.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A10: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER**

<b>PAGE</b>	<b>DESCRIPTION</b>

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A11: BIDDER’S DISCLOSURE SBD4**

**Notes to tenderer:**

- i. Definitions:
  - a) “State” means:
    - any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
    - any Municipality of Municipal Entity;
    - Provincial Legislature;
    - National Assembly or the National Council of Provinces; or
    - Parliament.
  - b) “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
- ii. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.
- iii. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated and tenderer will be ultimately restricted from doing business with the State.

**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**

- a. 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

---

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


2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

If so, furnish particulars:

.....  
 .....

**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

<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.

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 BE FALSE.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A12:TENDERER’S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)**

**Notes to Tenderer:**

- 1. A tenderers’ scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
  - The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 April 2019.
  - i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A14; and
  - ii) The certificate shall:
    - Be valid at the closing date;
    - Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
    - Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
    - Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data 4.15); and
  - iii) A valid BBBEE Certificates shall contain:
    - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
    - Value-Added Tax number, where applicable.
    - The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
    - B-BBEE status with corresponding procurement recognition level.
    - The relevant Codes used to issue the B-BBEE verification certificate.
    - Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
    - Financial period which was used to issue the B-BBEE Verification Certificate
  - iv) A valid Sworn Affidavit must contain the following:
    - Name/s of deponent as they appear in the identity document and the identity number.
    - 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.
    - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
    - Percentage black ownership, black female ownership and whether they fall within a designated group.
    - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
    - Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise’s registration documents, which was used to determine the total revenue.
    - B-BBEE status level. An enterprise can only have one status level.
    - Date deponent signed and date of Commissioner of Oath must be the same.
    - 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.
  - v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.

Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A13: PROTECTION OF PERSONAL INFORMATION**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):  
  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. SANRAL will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:  
  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFT, the Responsible party is “SANRAL” and the Data subject is the “Respondent”. SANRAL will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. SANRAL reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFT and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANRAL.
5. In responding to this bid, SANRAL acknowledges that it will obtain and have access to personal information of the Respondent. SANRAL agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. SANRAL further agrees that in submitting any information or documentation requested in this RFT, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by SANRAL and/or its authorised appointed third parties.
7. Furthermore, SANRAL will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, SANRAL requires the Respondent to process any personal information disclosed by SANRAL in the bidding process in the same manner.
8. SANRAL shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFT (physically, through a computer or any other form of electronic communication).

- 9. SANRAL shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
- 10. The Respondent may, in writing, request SANRAL to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that SANRAL correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in SANRAL’s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 11. In submitting any information or documentation requested in this RFT, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFT and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES	NO
-----	----

- 12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject’s personal information included in its submission and thereby indemnifying SANRAL against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
- 13. The Respondent declares that the personal information submitted for the purpose of this RFT is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent’s authorised representative: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by SANRAL, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A14: CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION**

Notes to tenderer

1. The tenderer shall complete the declaration below.
2. In the event of a Joint Venture (JV), each member of the JV shall comply with the above requirements.

I, \_\_\_\_\_ (name), the undersigned in my capacity as \_\_\_\_\_ (position), on behalf of \_\_\_\_\_ (name of company), herewith grant consent that SANRAL or any of their appointed Service Providers may conduct a due diligence investigation on \_\_\_\_\_ (name of company) to evaluate our ability to perform the contract as stipulated in the Standard Conditions of Tender, Clause C.3.13(b).

In addition, any information in this regard requested by SANRAL or any of their appointed Service Providers, shall be submitted within the timelines of the request.

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A15: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES****Notes to tenderer:**

1. **This declaration:**
  - a. **must form part of all tenders submitted.**
  - b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State's procurement of the supply chain management system.**
3. **The tender of any tenderer may be disregarded if that tenderer or any of its directors have –**
  - a. **abused and/or misused the State's procurement and/or supply chain management system;**
  - b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
  - c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
  - d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

4.1	Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied.</b> The Database of Restricted Suppliers now resides on the National Treasury website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If Yes, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If Yes, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the tenderer and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If Yes, furnish particulars:		

**CERTIFICATION**

I, the undersigned,

.....

certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A16: REGISTRATION WITH CIDB**

The tenderer shall provide a pdf copy of the Active Contractor’s Listing off the CIDB website [www.cidb.org.za](http://www.cidb.org.za). Tenderers whose CIDB registration expires within 21 days after close of tender shall attach proof of their application for re-registration (refer to tender data clause C.2.1.1). In the case of a Joint Venture, a pdf copy of the Active Contractor’s Listing must be provided for each member of the Joint Venture.

Complete the following details of his registration with the Construction Industry Development Board.

Name of Contractor:

Contractor Grading Designation:

CIDB Contractor Registration Number:

Registration expiry date: .....

In the case of a Joint Venture, Lead Bidder must hold not less than 51% share in the JV.

	CIDB Grading	JV Shareholding %
Lead Bidder:		

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A17: CERTIFICATE OF SINGLE TENDER SUBMISSION**

**Notes to tenderer:**

- 1. This certificate serves as a declaration by the tenderer that a single tender was submitted.**
- 2. In the case of a Joint Venture (JV), a separate certificate is to be completed and submitted by each JV member.**

**DECLARATION**

I, the undersigned, ..... in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

- 1. I have read and understand the notes to, and the contents of, this certificate.
- 2. I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner participate in more than 1 (one) tender.

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A18: SPECIFIC GOALS POINTS CLAIM FORM**

This form contains general information and serves as a claim for preference points for specific goals Contribution. SANRAL will award preference points to companies who provide valid proof of evidence of as per the table below.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.**

**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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable. Despite the stipulated preference point system, SANRAL shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- 1.3 Preference points for this bid shall be awarded for:
  - (a) Price;
  - (b) B-BBEE Status Level of Contribution.
  - (c) Any other specific goal determined in SANRAL.
- 1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of specific goals together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised

competitive bidding processes or proposals;

- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- (h) **“Price”** includes all applicable taxes less all unconditional discounts.
- (i) **“Proof of B-BBEE Status Level of Contributor”** means:
  - 1) B-BBEE status level certificate issued by an unauthorised body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (j) **“QSE”** means a Qualifying Small Enterprise in terms of a Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (k) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (l) **“Specific goals”** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by SANRAL to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

**3. POINTS AWARDED FOR PRICE**

**3.1 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

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

3.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
<b>Large</b>	Certificate issued by SANAS accredited verification agency
<b>QSE</b>	Certificate issued by SANAS accredited verification agency Sworn-Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn- affidavits must substantially comply with the format that can be obtained on the DTI’s website at <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a> .]

<b>EME<sup>3</sup></b>	Sworn-Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard
------------------------	---

- 3.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 3.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 3.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 3.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder’s responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

**4. BID DECLARATION**

4.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1**

5.1 B-BBEE Status Level of Contribution: . = .....(maximum of 20 points)  
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**6. SUB-CONTRACTING**

6.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with any of the enterprises below:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME ✓</b>	<b>QSE ✓</b>
Black people		
Black people who are youth		

Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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

- 7.1 Name of company/firm:.....
- 7.2 VAT registration number:.....
- 7.3 Company registration number:.....

**7.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....

**7.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraphs 4.1 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 4.1 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have-
  - (a) disqualify the person from the bidding 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, SANRAL reserves the right to penalise the bidder up to 10 percent of the value of the contract;
- (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
- (f) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS

.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A19 (SBD6.2): DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (INCORPORATING SBD6.2)**

**BID NUMBER: N/A**

**Note to tenderer:**

**1. This will be a condition of contract.**

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

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

**1. General Conditions**

- 1.1. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.2. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.3. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

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

Where:

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

- 1.6** A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule – Form A3.6) are not submitted as part of the bid documentation.

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

Description of services, works or goods	Stipulated minimum threshold

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

<b>YES</b>		<b>NO</b>	
------------	--	-----------	--

*Tick applicable box*

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on .

The relevant rates of exchange information is accessible on <https://www.resbank.co.za>.

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

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

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

**IN RESPECT OF BID NO. BID NUMBER: N/A**

ISSUED BY: South African National Roads Agency SOC Limited

N.B.:

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by

the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) the facts contained herein are within my own personal knowledge;
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) the local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SATS 1286:2011	

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

**The local content percentage for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E.**

- d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority/Institution restricting the tenderer from tendering.

SIGNATURE: .....

DATE: .....

WITNESS No. 1: .....

WITNESS No. 2: .....

**FORM A20: LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)**

**BID NUMBER: N/A**

**Note to tenderer:**  
**This will be a condition of contract.**

C1	Tender No.:								
C2	Tender Description:								
C3	Designated Product(s):								
C4	Tender Authority:								
C5	Tendering Entity Name:								
C6	Tender Exchange Rate:	Pula	P	EU	€	GBP	£	OTHER (specify)	

**Note: VAT to be excluded from all calculations**

Calculation of Local Content							Tender Summary				
Tender Item No's	List of Items	Tender Price Each (Excl. VAT)	Exempted Imported Value	Tender Value Net of Exempted Imported Content	Imported Value	Local Value	Local Content % (Per Item)	Tender Qty	Total Tender Value	Total Exempted Imported Content	Total Imported Content
❖		(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
							(C20) Total Tender Value	R			
							(C21) Total Exempt Imported Content	R			
							(C22) Total Tender value net of exempt imported content	R			
							(C23) Total Imported Content	R			
							(C24) Total Local Content	R			
							(C25) Average Local Content % of tender	%			

**Signature of tenderer from Annexure B: (SANS 1286.2017)**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**BID NUMBER: N/A**

**ANNEXURE D: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C**

(D1)	Tender No.:																
(D2)	Tender Description:																
(D3)	Designated Product(s):																
(D4)	Tender Authority:																
(D5)	Tendering Entity Name:																
(D6)	Tender Exchange Rate:	Pula	P							EU	€					GBP	£

Note: VAT to be excluded from all calculations

A. Exempted imported content				Calculation of imported content						Summary	
Tender item No's	Description of imported content	Local Supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
										(D19) Total exempt imported value	R0

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer				Calculation of imported content						Summary	
Tender item No's	Description of imported content	Local Supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Tender Qty	Exempted imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
										(D45) Total imported value by 3rd	R0

party

**BID NUMBER: N/A**

C. Imported by a 3rd party and supplied to the Tenderer				Calculation of imported content						Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
										(D45) Total imported value by 3rd party	R 0

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
					(D52) Total of foreign currency payments declared by tenderer and/or 3rd party
					R 0

**Signature of tenderer from Annexure B: (SATS 1286.2011)**

\_\_\_\_\_

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

R 0

**This total must correspond with Annex C - C 23**

**Date:**

\_\_\_\_\_

**BID NUMBER: N/A**

**ANNEXURE E: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C**

(E1)	Tender No.:		<b>Note: VAT to be excluded from all calculation</b>
(E2)	Tender Description:		
(E3)	Designated Product(s):		
(E4)	Tender Authority:		
(E5)	Tendering Entity Name:		

<b>Local Products (Goods, Services and Works)</b>	<b>Description of items purchased</b>	<b>Local suppliers</b>	<b>Value</b>
	<i>(E6)</i>	<i>(E7)</i>	<i>(E8)</i>
	<b>(E9) Total local products (Goods, Services and Works)</b>		R 0
<i>(E10)</i>	<b>Manpower costs</b>	(Tenderer's manpower cost)	R 0
<i>(E11)</i>	<b>Factory overheads</b>	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R 0
<i>(E12)</i>	<b>Administration overheads and mark-up</b>	(Marketing, insurance, financing, interest etc.)	R 0
	<b>(E13) Total local content</b>		R 0
<b>This total must correspond with Annex C - C24</b>			

**Signature of tenderer from Annexure B:  
(SATS 1286:2011)**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**FORM A21: FORM OF OFFER**

**CONTRACT SANRAL HO NRA 2025/0410**

**REQUEST FOR TENDER (RFT): THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS AND GRADING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

I/we, by signing this part of the forms of offer and acceptance, confirm that I/we practise the principles of corporate governance that abhors corruption and fraud and that we have examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules and am/are duly authorised to represent and commit the tenderer to the contractual obligations contained therein.

I/we further confirm that by submitting this offer the tenderer accepts the conditions of tender and offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of tender and the conditions of contract identified in the contract data.

**A. PRICE OFFERED**

**THE OFFERED TOTAL OF THE PRICES (INCLUSIVE OF VALUE ADDED TAX) BROUGHT FORWARD FROM THE PRICING SCHEDULE SUMMARY IS:**

.....  
.....

(in words) (R..... in figures).

I/we confirm that if any difference between the total of the Pricing Schedule Summary and the amounts stated above exists, the total in the Pricing Schedule Summary shall apply.

**B. PREFERENCE CLAIMED**

I/we claim the following B-BBEE contributor status level ..... as per Returnable Schedule Form: Tenderer’s B-BBEE Verification Certificate subject to Tender Data. In the event of any difference between the above stated status level and the Verification Certificate attached to Form A12, the Verification Certificate shall apply.

You may accept this offer by signing and returning to the tenderer one copy of the acceptance part of the forms of offer and acceptance before the end of the period of validity stated in the tender data, (or at the end of any agreed extension thereof), whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

Notwithstanding anything contained in a covering letter to this tender, I/we declare this offer is submitted entirely without deviations or qualifications other than those stipulated in Form A10: Schedule of Deviations or Qualifications by the tenderer and that it is made free from any fraud, corruption and misrepresentation.

Yours faithfully

SIGNATURE: ..... DATE:.....

NAME (IN CAPITALS):

CAPACITY:

Date and minute reference of Board resolution if different from returnable schedule Form A2: Certificate of Authority for signature.

NAME AND ADDRESS OF ORGANISATION:

.....  
.....  
.....  
.....

NAME AND SIGNATURE OF WITNESSES:

SIGNATURE: ..... DATE:.....

NAME (IN CAPITALS): .....

SIGNATURE: ..... DATE: .....

NAME (IN CAPITALS): .....

**FORM B1: SCHEDULE OF WORK EXPERIENCE**

The bidder must have a proven track record of conducting job evaluations and grading processes for other organizations in the past ten (10) years - **(provide three (3) relevant contactable reference letters from within the last ten (10) years)**. Complete the table below:

No	Client Name	Client contact details: <ul style="list-style-type: none"> <li>• Client Contact Person</li> <li>• Client Email</li> <li>• Client Phone number</li> </ul>	Project Description	Project VALUE (Incl. VAT)	Start date – End Date
1		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		R	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
2		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		R	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
3		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		R	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

**FORM B2: KEY PERSONNEL EXPERIENCE - PROJECT LEADER/MANAGER**

The Project Leader/Manager must have 10 Years of experience in project management, demonstrating track record in overseeing similar projects (**Provide a Curriculum Vitae (CV)**).

Complete the table below:

Names		
Professional Registration		Professional Registration Number :
Highest Qualification		
NQF Level		
Years of experience		
Client Name		
Description of duties		

**FORM B2.1: KEY PERSONNEL EXPERIENCE - ORGANISATION DESIGN SPECIALIST.**

The Organisation Design Specialist must have ten (10) years of relevant experience in Organisation Design. Must have track record in conducting Job Evaluation and Grading Processes and the development of the Competency Profile **(Provide a Curriculum Vitae (CV))**. Complete the table below:

Names		
Professional Registration		Professional Registration Number :
Highest Qualification		
NQF Level		
Years of experience		
Client Name		
Description of duties		

--	--

**FORM B2.2: KEY PERSONNEL EXPERIENCE - PSYCHOMETRIST OR ORGANIZATIONAL/INDUSTRIAL PSYCHOLOGIST.**

The Psychometrist OR Organizational/Industrial Psychologist must have ten (10) years of experience working in Human Resources Department **(Provide a Curriculum Vitae (CV)).**

Complete the table below:

Names		
Professional Registration		Professional Registration Number :
Highest Qualification		
NQF Level		
Years of experience		
Client Name		

Description of duties	
-----------------------	--

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS AND GRADING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.