



APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE TRADITIONAL AND KHOI-SAN LEADERSHIP BILL, 2024 (TKLB) AND THE MEMORANDUM OF OBJECTS

July 2025

BENEFICIARY	DEPARTMENT OF TRADITIONAL AFFAIRS
CONTACT PERSON	GLADMAN NDLOVU
PHYSICAL ADDRESS	509 PRETORIUS STREET, PENCARDIA 1,3RD FLOOR, ARCADIA, PRETORIA,0001.
PROJECT NAME	TRANSLATION SERVICES TO THE DEPARTMENT OF TRADITIONAL AFFAIRS
QUANTITY	ONE OF EACH (2) DOCUMENTS.
RQF NO.	DTA/ PL/TLKB/001/2025/26
COMPULSORY BRIEFING SESSION DATE AND TIME	06 August 2025 @ 10H00 am. DTA Office at Pencardia 1 buildings, 509 Pretorius Street, Arcadia, Pretoria.
CLOSING DATE AND TIME:	22 August 2025 @ 11h00

APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE TRADITIONAL AND KHOI-SAN LEADERSHIP BILL, 2024 (TKLB) AND THE MEMORANDUM OF OBJECTS

1. INVITATION

The purpose of the Terms of Reference (ToR) document is to establish the criteria and guidelines for engaging a service provider to deliver translation services to the Department of Traditional Affairs. This will ensure effective communication across various languages, supporting the department's operational needs.

2. DURATION

The project's duration is **two months** commencing from the date of appointment with the service provider.

3. BACKGROUND

- 3.1 The Traditional and Khoi-San Leadership Act (the Act) was assented to by His Excellency Republic of South Africa in November 2019 and duly published in the Government Gazette on 28 November 2019 as Act No. 3 of 2019. The Act commenced with effect from 01 April 2021.
- 3.2 On 30 May 2023, the Constitutional Court declared the Traditional and Khoi-San Leadership Act (Act No. 3 of 2019) (TKLA) unconstitutional based on insufficient Parliamentary public participation processes. Therefore, a new Bill must be tabled in Parliament. It was decided to use the current Act as the basis for the new Bill and not to change any principles since the Constitutional Court made no finding on the content of the TKLA.
- 3.3 The Traditional and Khoi-San Leadership Bill, 2024 (TKLB), and the Memorandum of Objects must be translated into ten official languages for the public participation process.

Two handwritten signatures in black ink, one appearing to be 'P.D.' and the other 'Deel'.

4. PROJECT OBJECTIVES

The Project Objectives are:

- Translation of the TKLB and its Memorandum of Objects (estimated total word count: 70 000) from English into ten (10) official languages.
- Ensure that translations are accurate, culturally appropriate, and retain legal precision.
- Deliver electronic versions (MS Word format) and hard copies for all translated documents.
- Prioritise the Afrikaans, isiZulu, Tshivenda, and Sepedi translations within three weeks of project commencement.

5. SCOPE OF WORKS

5.1. Required Translations

The service provider must translate the TKLB and Memorandum of Objects from English into the following ten (10) official languages:

- Afrikaans
- Sepedi
- Sesotho
- Setswana
- siSwati
- Tshivenda
- Xitsonga
- isiNdebele
- isiXhosa
- isiZulu

5.2 Output Specifications

5.2.1 All translations must maintain the original formatting of the English text and the following:

- Font: Arial, size 12.
- Line Spacing: Single.
- Software: MS Word.
- File Format: Editable digital copies in MS Word and one printed hard copy per language.



5.2.2 Translations must be done for each language listed in paragraph 2.1; therefore, there must be 10 (ten) translated versions.

5.2.3 After the translations, the service provider/s must provide the Department of Traditional Affairs with electronic versions of each translation (digital copies) and one hard copy per language.

5.2.4 The following are the required specifications for the translations:

- All translations must be completed in Arial font size 12.
- The line spacing of all translations must be single.
- All translations must comply with the exact formatting of the English text (for example, the numbering, indents, and punctuation).
- MS Word software must be used for all translations
- Translation from English into Afrikaans, Isizulu, Tshivenda and Sepedi **must** be prioritised and delivered within 3 weeks of commencement of the contract.

6 PROJECT MANAGEMENT

- 6.1 This project will be implemented per the provisions of the Public Finance Management Act 1999 (Act No. 1 of 1999), National Treasury of South Africa. 2015. Supply Chain Management: A Guide for Accounting Officers/Authorities. DTA policies and prescripts, DTA, which will guide the project.
- 6.2 The company supervisor will liaise with the project manager appointed by DTA.
- 6.3 The Service Provider is required to follow the Service Level Agreement and adhere to the terms and conditions and the time frames.

7. COMPANY EXPERIENCES AND COMPETENCY

a) Company experience:

- The service provider (Company) should have at least 5 Years of operational experience in translation services.
- The service provider should submit two reference letters to support the number of years and prove that they have successfully performed or have been providing similar services from previous and current clients.

- A detailed company profile and a brief company management/director resume.
- The service provider must be familiar with and well-experienced in translation services of legislation.

b) The service provider must have:

A team of 4 translators, with each translator having:

- a recognised qualification in Translation Services;
- minimum of 3 years of proven relevant experience in translating.
- registration with a professional body or association (South African Translators Institute).
- Detailed CVs must be attached.

A team leader has:

- a recognised qualification in Translation Services.
- minimum of 5 years of proven relevant experience in translating services.
- registration with a professional body or association (South African Translators Institute).
- A detailed CV of the supervisor must also be attached.

Collectively, the service provider team must have a strong command of the following languages:

- Sepedi;
- Sesotho;
- Setswana;
- siSwati;
- Tshivenda;
- Xitsonga;
- isiNdebele;
- isiXhosa;
- isiZulu.
- English
- Afrikaans



8. FORM OF PROPOSAL

Service providers must submit their proposals with accurately completed bidding documents and the necessary supporting documents. In addition to this requirement, bidders are also requested to attach the following documents in support of their bids:

(a) Proposal:

- Three contactable references.
- Bidder's understanding of the terms of reference, with particular focus on the scope of the assignment and the deliverables.
- Bidder's logistical and administrative capacity to render the required services.
- Methodology – a detailed outline of how the service provider intends to undertake the task.
- A breakdown of proposed fee(s) to be charged by the Service Provider.
- An unconditional discount that the bidder is prepared to share or offer DTA.
- Value-added tax.
- Assumption that bid prices will include annual industry increases.

9. CONFIDENTIALITY OF INFORMATION

Should the service provider be appointed, all information shared during this bidding process and project implementation will remain the property of DTA, be kept with the utmost confidentiality, and cannot be used or shared for any other purpose.

On completion of the projects, all documents must be handed to the Department of Traditional Affairs, including soft and hard copies of all draft and final translations of the Traditional and Khoi-San Leadership Bill, 2024 (TKLB), including the Memorandum on the Objects of the Bill (total word count: 54577), translated reports, application forms and source documents used during research.

10. EVALUATION OF PROPOSALS

Proposals will be screened to ensure responsiveness to the RFP's requirements. DTA may reject any non-responsive proposal that does not provide evidence of the specified mandatory requirements. DTA reserves the right to request additional information and clarification from any or all bidders regarding their proposals during the evaluation and selection process.

Bids are invited based on proposals and will be evaluated in three stages: prequalification, functionality, price, and specific goals by the 80/20 preference points system.

11. STAGE 1 –SCM MANDATORY REQUIREMENTS

Mandatory documents (without which the tender will be considered non-responsive).

- A detailed company profile.
- Completed and appropriately signed Standard Bidding Documents: General Conditions of Contract, SBD 1, SBD 3.3, SBD 4.
- Key personnel should be registered with the South African Translators Institute (SATI).

NB: ANY PROPOSAL THAT DOES NOT COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED

STAGE 2 EVALUATION OF FUNCTIONALITY

Criteria	Maximum possible score
Company experience (a minimum of five (5) years' experience in providing translation services): (• Less than 5 years = 0 • 5 years = 2 • Above 5 - 7 years = 3 • Above 7 years = 5	5 Points

A minimum of two testimonial/s or reference letter/s with contact details for verification purposes and should be submitted. • 2 reference letters/testimonials = 2 • 3 reference letters/testimonials = 3 • 4 or more reference letters/testimonials = 5	5 Points
KEY PERSONNEL Key Personnel will be evaluated on Qualifications and Experience. Curriculum Vitae (CV) of translators, including copies of qualifications and supporting evidence should be submitted. Team Leader Qualification of a Team Leader • National Diploma (NQF 6): Translation & Interpreting Practice/Language Practice =5 • B-tech (NQF 7): Translation & Interpreting Practice/Language Practice =7 • Honours degree (NQF 8) or higher: Translation & Interpreting Practice/Language Practice =10 Experience of a Team Leader • Less than 5 years' experience = 0 • five years of relevant experience = 5 • Above five but below 7 years of relevant experience = 7 • 7 years and above relevant experience = 10	20 Points
Four (4) Key personnel (Translators) Translator 1 Qualifications ○ National Diploma (NQF 6): Translation & Interpreting Practice =2 ○ b) B-tech (NQF 7): Translation & Interpreting Practice =3 ○ C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5	40 points

Experience of translators - o Less than 3 years experience = 0 - o 3 years relevant experience = 2 - o Above 3 but below less than 5 years relevant experience = 3 - o 4 years and above relevant experience = 5	
Translator 2 Qualifications - o National Diploma (NQF 6): Translation & Interpreting Practice =2 - o b) B-tech (NQF 7): Translation & Interpreting Practice =3 - o C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5 Experience of translators - o Less than 3 years' experience = 0 - o 3 years relevant experience = 2 - o Above 3 but below less than 5 years relevant experience = 3 - o 5 years and above relevant experience = 5	
Translator 3 Qualifications - o National Diploma (NQF 6): Translation & Interpreting Practice =2 - o b) B-tech (NQF 7): Translation & Interpreting Practice =3 - o C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5 Experience of translators - o Less than 3 years' experience = 0 - o 3 years relevant experience = 2 - o Above 3 but below less than 5 years relevant experience = 3 - o 5 years and above relevant experience = 5	
Translator 4 Qualifications - o National Diploma (NQF 6): Translation & Interpreting Practice =2 - o b) B-tech (NQF 7): Translation & Interpreting Practice =3 - o C) Honours degree (NQF 8) or higher: Translation & Interpreting Practice =5	

Experience of translator		
o Less than 3 years' experience	= 0	
o 3 years relevant experience	= 2	
o Above 3 but below less than 5 years relevant experience	= 3	
o 5 years and above relevant experience	= 5	
Service providers have a command of the required languages		10 Points
- o No command of languages required = 0 - o Limited command of languages =5 - o Strong command of Afrikaans, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, isiNdebele, isiXhosa, isiZulu and English (Two paragraphs of samples of documents translated from English to all other languages to be submitted with the bid document) =10		
Project Approach and Methodology		20 Points
4. Understanding of the scope of work to be included in a detailed project plan: - o No understanding of the scope of work = 3 Points - o Clear understanding of the scope of work = 5 points - o Clear understanding of the scope of work and indication of availability of resources = 7 points - o Clear understanding of the scope of work, Indication of availability of resources and alignment of project with prescribed timeframes=10		
5. A clearly defined Proposal, including a detailed Project plan with clear timelines - o No outline of the approach and timelines for different milestones/deliverables of the project=0 - o Investigation and interview methodology = 5 - o Clear approach, suitable methods for undertaking the project, detailed process plan on how the project will be approached, clear project timelines aligned to the stipulated timeframes = 7 - o Clear approach, suitable methods for undertaking the project, detailed process plan on how the project will be approached, clear project timelines aligned to the stipulated timeframes, including interview process with applicants and community members. = 10		
TOTAL POINTS		100

BIDDERS WHO FAIL TO ACHIEVE A MINIMUM OF 65 POINTS OUT OF 100 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION IN STAGE THREE (PRICE AND SPECIFIC GOALS).

STAGE 3 POINTS AWARDED FOR SPECIFIC GOALS

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

DTA'S SPECIFIC GOALS	POINTS	
	80/20	90/10
SPECIFIC/PREFERENTIAL GOALS		
B-BBEE compliance based on section 10 of the BBBEE Act 53 of 2003 as amended by act 46 of 2013	8	4
Black ownership (51% or More)	4	2
Women ownership (51% or More)	4	2
Youth	2	1
People with Disabilities	2	1

B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3. Name of company/firm.....

3.4. Company registration number:

3.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

12. TRADITIONAL AFFAIRS RIGHTS

Traditional Affairs reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed. This RFQ does not commit Traditional Affairs to award an Agreement, to pay any costs incurred by bidders in preparing their proposals submitted in response to this RFQ, or to procure or contract services. Traditional Affairs reserves the right to modify or cancel this RFQ in whole or in part, reject any proposals, and accept the proposal it considers most favourable to Traditional Affairs' interests at its sole discretion. Traditional Affairs further reserves the right to reject all proposals and seek new proposals when considering such a procedure in its best interest. If there is any evidence indicating that two or more bidders are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such



bidders shall be rejected. The evidence of such practices shall be reported to the relevant authorities.

The Department of Traditional Affairs reserves the right to hold discussions and negotiations with any individual or qualified company, to interview or not, to request additional information or revised proposals, or to request the best and final offers if it is in the Department of Traditional Affairs' best interest to do so. However, the Department of Traditional Affairs may award without conducting interviews or negotiations; therefore, recommended service providers are encouraged to submit their best proposal at the outset.

13. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF MATERIAL

All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to DTA. The service provider shall give DTA all the required assistance in protecting such intellectual property rights. All material, in paper, electronic, or any recorded format produced by the service provider in the performance of this Contract shall remain the property of DTA and must be handed over to DTA within one month of the completion of the contract.

All service providers undertake not to infringe on the intellectual property of third parties. Should any action or claim be instituted by DTA emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify DTA against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

14. AMENDMENTS AND VARIATION

The terms of reference, the offer made by the successful bidder, DTA's acceptance, and the General Conditions of Contract shall constitute the formal agreement between DTA and the successful bidder. No amendment of this agreement, variation, waiver, relaxation, or suspension of any of its provisions shall have any force or effect unless reduced to in writing and signed by both parties.

The service provider shall be appointed as an independent contractor, and DTA shall not be held liable for any obligations or liabilities arising from the service provider's actions.

The service provider does not have the right to bind DTA in any way during the execution of their mandate under this contract.



15. REPORTING

The appointed service provider will report to the appointed Project Manager of DTA. The detailed reporting requirements will be provided to the successful service provider during the contract negotiation and project inception.

Upon completion of a task, the service provider shall write a report to the DTA Project Manager on specific problems, suggestions, improvement methods, work programmes, personnel turnover, complaints, remedial actions taken and all other matters relating to the provision of response handling services.

16. MONITORING AND EVALUATION

DTA or its nominee reserves the right to monitor and evaluate the progress and outcome of this intervention as well as other services provided by the selected service provider; DTA or its nominee reserves the right to replace the service provider if the quality of service rendered is being compromised.

17. ASSESSMENTS

Assessments of the performance of the service provider will be conducted during the relevant periods in line with activities and in accordance with the key deliverables. If there is dissatisfaction with the performance, written notice outlining the deficiencies will be provided to the service provider, who will have 7 working days to rectify the deficiency, failing which the contract will be terminated.

18. PAYMENTS

DTA does not pay any amount in advance. Only original signed invoices must be submitted for payment. The service provider will be paid within 30 days after the invoice is approved, when the services have been fully rendered to the satisfaction of DTA, and this will be done by electronic transfer directly into the service provider's bank account.

19. TERMINATION OF THE CONTRACT

If the service provider does not commence to work on the project, and after 7 days of written notice addressed to their domicilium address to start, they still fail to start working on the project, this contract may be cancelled forthwith.

This contract may be cancelled for reasons other than poor performance or breach of contract by giving the service provider 14 days written notice to rectify or address the cause of concern where-after. DTA shall have the right to summarily cancel the contract upon written notice to the service provider.

20. COMMUNICATION

All technical communication must be addressed to the Supply Chain Management office in writing and emailed to DTAQuotations@cogta.gov.za.

21. BRIEFING SESSION (COMPULSORY)

Bidders are invited to attend a compulsory briefing session at **10H00 on 06 August 2025** at the DTA Office at Pencardia 1 buildings, 509 Pretorius Street, Arcadia, Pretoria.

22. SUBMISSION OF PROPOSALS

Service provider/s must submit the proposals on or before **22 August 2025 @ 11H00** at **DTA Office at Pencardia 1 buildings, 509 Pretorius Street, Arcadia, Pretoria**. Bidders should note that no late submission will be accepted by the department.

23. ENQUIRIES

Submit all enquiries, preferably in writing, quoting the RFQ number in the subject line, to DTAQuotations@cogta.gov.za.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER: DTA/PL/TLKB/001/2025/26 CLOSING DATE: 22/08/2025 CLOSING TIME: 11h00

APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE TRADITIONAL AND KHOI-SAN LEADERSHIP BILL, 2024 (TKLB) AND THE MEMORANDUM OF OBJECTS REQUEST FOR PROPOSAL TO CONDUCT AN AUDIT ON RISK MANAGEMENT PROCESSES

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

509 Pretorius Street
Pencardia 1 Building, 3rd Floor

Arcadia

0083

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON: Hellen Mokoka
TELEPHONE NUMBER: 012 065 3431
FACSIMILE NUMBER:
E-MAIL ADDRESS: dtaquotations@cogta.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON: Judy Mokgothu
TELEPHONE NUMBER: 012 065 3431
FACSIMILE NUMBER:
E-MAIL ADDRESS: dtaquotations@cogta.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER:
POSTAL ADDRESS:
STREET ADDRESS:
TELEPHONE NUMBER: CODE: NUMBER:
CELLPHONE NUMBER:
FACSIMILE NUMBER: CODE: NUMBER:
E-MAIL ADDRESS:
VAT REGISTRATION NUMBER:
SUPPLIER COMPLIANCE STATUS: TAX COMPLIANCE SYSTEM PIN: OR CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE: [TICK APPLICABLE BOX] ☐ Yes ☐ No B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. ☐ YES ☐ NO

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2.	TAX COMPLIANCE REQUIREMENTS
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILED THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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:

.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: DTA/PL/TLKB/001/2025/26
Closing Date: 22/08/2025	
Closing Time: 11:00	
OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.	

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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Grand Total inclusive of all cost

- Brand and model
- Country of origin
- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery *Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE compliance	4	8		
Black ownership (51% or More)	2	4		

Women ownership (51% of More)	2	4		
Youth	1	2		
People with Disabilities	1	2		

B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	