TERMS OF REFERENCE

SUPPLY AND DELIVERY OF TOWELS AND BED LINEN TO THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK

RFQ NO.66/2021
REQUEST FOR PROPOSAL

You are hereby invited to submit proposal/ price quotation for:

SUPPLY AND DELIVERY OF TOWELS AND BED LINEN TO THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK

<table>
<thead>
<tr>
<th>RFQ Number:</th>
<th>66/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Date:</td>
<td>Tuesday, 09 November 2021</td>
</tr>
<tr>
<td>Compulsory Briefing Session</td>
<td>n/a</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Wednesday, 17 November 2021</td>
</tr>
<tr>
<td>Closing Time:</td>
<td>11H00</td>
</tr>
<tr>
<td>CIDB grading</td>
<td>n/a</td>
</tr>
<tr>
<td>Bid Document Address:</td>
<td><a href="mailto:GRNP.RFQS@sanparks.org">GRNP.RFQS@sanparks.org</a></td>
</tr>
<tr>
<td>For Attention:</td>
<td>GRNP Quotations</td>
</tr>
<tr>
<td>Contact details</td>
<td>044 302 5639</td>
</tr>
</tbody>
</table>
**PART A**
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS**

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>66/2021</th>
<th>CLOSING DATE:</th>
<th>09.11.2021</th>
<th>CLOSING TIME:</th>
<th>11H00</th>
</tr>
</thead>
</table>

**DESCRIPTION**

Supply and delivery of towels and bed linen to the Tsitsikamma section of the Garden Route National Park

**BID RESPONSE DOCUMENTS MAY BE FORWARDDED TO THE ADDRESS BELOW**

GRNP.RFQS@sanparks.org

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON: Siyamthanda Mcoso
TELEPHONE NUMBER: 044 302 5639
E-MAIL ADDRESS: Siyamthanda.dyubere@sanparks.org

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON: Grant Grootboom
TELEPHONE NUMBER: 042 281 1607
E-MAIL ADDRESS: grant.grootboom@sanparks.org

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
<th>STREET ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>VAT REGISTRATION NUMBER</th>
<th>SUPPLIER COMPLIANCE STATUS</th>
<th>TAX COMPLIANCE SYSTEM PIN:</th>
<th>OR</th>
<th>CENTRAL SUPPLIER DATABASE No:</th>
<th>MAAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

TICK APPLICABLE BOX

- Yes
- No

**B-BBEE STATUS LEVEL SWORN AFFIDAVIT**

TICK APPLICABLE BOX

- Yes
- No

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**

- Yes
- No

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**

- Yes
- No

**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

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RFQ 66/2021: SUPPLY AND DELIVERY OF TOWELS AND BED LINEN TO THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK
PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.

2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.*

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

SIGNATURE OF BIDDER: ..........................................................

CAPACITY UNDER WHICH THIS BID IS SIGNED: ..........................................................
(Proof of authority must be submitted e.g. company resolution)

DATE: ..........................................................

---

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.
1. PURPOSE
The purpose of this exercise is to appoint a supplier for the supply and delivery of towels and bed linen to the Tsitsikamma section of the Garden Route National Park.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entities. SANParks’ operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa’s society in support of entrenching South Africa’s democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

3. SPECIFICATIONS

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Item description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>440g Snag Free Hand Towels White 50 x 90 cm</td>
<td>88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>440g Snag Free Bath Towels White 70 x 130 cm</td>
<td>88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>660 gsm Bath Mat white 50 x 75 cm</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Std Pillow: Fibre puff filling 550g / Percale Casing</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Std pillow cases Polyperecale 200 tc white 45 x 70 cm</td>
<td>176</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>3/4 Flat Sheet- Polyperecale 200 Tc White 180 x 270 cm</td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>3/4 Fitted Sheets Polyperecale 200 Tc White x 28 depth</td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Double Polyperecale 200 tc White</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Double Fitted Sheets Polycalce 200 Tc White 137 x 190 x 33 depth</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Double Plain Duvet cover Hotel flap (no studs) Polycalce 200 Tc White 200 x 200 cm</td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Queen Plain Duvet Cover Hotel flap (no studs) Polycalce 200 Tc White 230 x 200 cm</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Queen Duvet inner 325g carded microfibre filling, downproof casing 230 x 200 cm</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Double Duvet inner: carded microfibre filling, downproof/percale casing 200 x 200cm</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Std Pillow protector: quilted 45 x 70 cm</td>
<td>88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>3/4 Bed Mattress protector: quilted 107 x 190</td>
<td>36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Double Bed Mattress protector: Quilted 137 x 190</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Aranda Double Hotel blanket Belfoire beige 200 x 230 cm</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Aranda Queen Hotel blanket Belfoire Beige 220 x 240 cm</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Labelling and branding</td>
<td>861</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Delivery to Storms River Mouth Rest Camp</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL EXCLUDING VAT

15% VAT

TOTAL INCLUDING 15% VAT
4. SPECIAL CONDITIONS

All items must be labeled / tagged stating the date/month of manufacturing and must contain SANParks logo. A copy/picture of SANParks logo will only be provided to the successful bidder.

Products must have a manufactures standard guarantee / warranty of not less than 12 months.

All items must be SABS approved.

5. LOCATION AND TIMELINES

The items must be delivered to the Storms River Mouth Rest Camp, Tsitsikamma. SANParks reserves the right to cancel the Purchase Order should the service provider fail to deliver within 21 days of issuing a purchase order.

6. FINANCIAL PAYMENT

Payment per order will be made in accordance to the PFMA (within 30 days of receipt of valid invoice) once all goods have been delivered and accepted by SANParks.

7. MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (Compliance to legislative and treasury requirements)

In this phase all responses received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements.

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit,
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),

8. EVALUATION CRITERIA AND WEIGHTING

The RFP stipulated that the responses to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
<tr>
<td>Participation Goals/BEE</td>
<td>20</td>
</tr>
</tbody>
</table>
9. EVALUATION FORMULA FOR PRICE

The following formula will be applied to calculate the scores:

**Price Formula**

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

\[ PS = 80 \left(1 - \frac{Pt}{P_{\text{min}}}\right) \]

\[ Ps = \text{Points scored for price of the bid under consideration.} \]
\[ Pt = \text{Rand value of bid under consideration.} \]
\[ P_{\text{min}} = \text{Rand value of lowest acceptable bid} \]

10. FINAL AWARD

Bidder who complies with the specifications and scores highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right to:

- Award the contract in full or partially
- Award to more than one bidder, and/or
- Not to award
- Re-advertise should the minimum of three written quotations not be received
PREFERENCE POINTS CLAIMED (SBD 6.1)


10.1 GENERAL CONDITIONS

10.1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

10.1.2
a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

10.1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

10.1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

10.1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

10.1.6 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.

10.2 DEFINITIONS

(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) “prices” includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BBEE status level of contributor” means:

1) certificate issued by an authorized 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;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

10.3 POINTS AWARDED FOR PRICE

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

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

\[
P_x = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}}\right)
\]

Where

\begin{align*}
Ps & = \text{Points scored for price of bid under consideration} \\
Pt & = \text{Price of bid under consideration} \\
P_{\min} & = \text{Price of lowest acceptable bid}
\end{align*}

10.4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

10.4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
10.5 BID DECLARATION

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

10.6 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

10.6.1 B-BBEE Status Level of Contributor:…… = …….(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 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.

10.7 SUB-CONTRACTING

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

(Tick applicable box)

YES ☐ NO ☐

10.7.2 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 ☐ NO ☐

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
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<tr>
<td>4</td>
<td>12</td>
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<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>
### Designated Group: An EME or QSE which is at last 51% owned by:

<table>
<thead>
<tr>
<th>Black people</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 10.8 DECLARATION WITH REGARD TO COMPANY/FIRM

10.8.1 Name of company/firm: 

10.8.2 VAT registration number: 

10.8.3 Company registration number: 

10.8.4 **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

10.8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

10.8.6 **COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

10.8.7 Total number of years the company/firm has been in business:
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-BBBE status level of contributor indicated in paragraphs 1.4 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 paragraphs 1.4 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-BBBEE 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) 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 forward the matter for criminal prosecution.

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (SBD 6.2)

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 as prescribed in the Preferential Procurement Regulations, 2011, 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. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. 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.

1.4. 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.

1.5. 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:

\[
LC = [1 - \frac{x}{y}] \times 100
\]

Where

\( x \) is the imported content in Rand

\( y \) is the bid 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) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. “bid” includes written price quotations, advertised competitive bids or proposals;

2.2. “bid price” price offered by the bidder, excluding value added tax (VAT);

2.3. “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.4. “designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. “duly sign” means a Declaration Certificate for Local Content that has been signed by the 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).

2.6. “imported content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. “local content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. “stipulated minimum threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. 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:

<table>
<thead>
<tr>
<th>Description of services, works or goods</th>
<th>Stipulated minimum threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Towels and linen</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

(Tick applicable box)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

4.1 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 at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

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

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rates of exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td></td>
</tr>
<tr>
<td>Pound Sterling</td>
<td></td>
</tr>
<tr>
<td>Euro</td>
<td></td>
</tr>
<tr>
<td>Yen</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

NB: Bidders must submit proof of the SARB rate(s) of exchange used.
5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

| YES | NO |

5.1. If yes, provide the following particulars:

(a) Full name of auditor: .................................................................
(b) Practice number: ...........................................................................
(c) Telephone and cell number: ............................................................
(d) Email address: .............................................................................

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. 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. ……………………………………………………………………………………………

ISSUED BY: (Procurement Authority / Name of Institution):
…………………………………………………………………………………………………………………………

NB

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.thdti.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:
(i) 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

(ii) the declaration templates have been audited and certified to be correct.

(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 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid price, excluding VAT (y)</td>
<td>R</td>
</tr>
<tr>
<td>Imported content (x), as calculated in terms of SATS 1286:2011</td>
<td>R</td>
</tr>
<tr>
<td>Stipulated minimum threshold for local content (paragraph 3 above)</td>
<td></td>
</tr>
<tr>
<td>Local content %, as calculated in terms of SATS 1286:2011</td>
<td></td>
</tr>
</tbody>
</table>

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 percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration 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 imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: ___________________________ DATE: ____________

WITNESS No. 1 ___________________________ DATE: ____________

WITNESS No. 2 ___________________________ DATE: ____________
DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- The Bidder is employed by the State; and/or
- The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

- Full Name of Bidder or his/her representative
- Identity Number:
- Position occupied in the Company (director, trustee, shareholder², member):
- Registration number of company, enterprise, close corporation, partnership agreement or trust:
- Tax Reference Number:
- VAT Registration Number:
- The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

<table>
<thead>
<tr>
<th>Schedule attached with the above details for all directors/members/shareholders</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule:

<table>
<thead>
<tr>
<th>Name of person/ director/ trustee/ shareholder/member:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of state institution at which you or the person connected to the Bidder is employed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

¹ The State includes the President of the Republic of South Africa, the Cabinet, national government departments, councils, boards, commissions and boards of other persons employed by the State.

² Shareholder includes any person who has more than 10% of the share capital of the company, enterprise or close corporation.
### Position occupied in the state institution

Any other particulars:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?</strong>&lt;br&gt;<strong>If Yes, did you attach proof of such authority to the Bid document?</strong>&lt;br&gt;<strong>If No, furnish reasons for non-submission of such proof as an attached schedule</strong>&lt;br&gt;<em>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</em></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months?</strong>&lt;br&gt;<strong>If so, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State who may be involved with the evaluation and or adjudication of this Bid?</strong>&lt;br&gt;<strong>If so, furnish particulars as an attached schedule.</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid?</strong>&lt;br&gt;<strong>If so, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?</strong>&lt;br&gt;<strong>If so, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

### DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is the Bidder 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?</strong>&lt;br&gt;<strong>If Yes, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</strong>&lt;br&gt;<strong>If Yes, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</strong>&lt;br&gt;<strong>If Yes, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td><strong>Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</strong>&lt;br&gt;<strong>If Yes, furnish particulars as an attached schedule:</strong></td>
<td>Yes No</td>
</tr>
</tbody>
</table>
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)**

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by SOUTH AFRICAN NATIONAL PARK, do hereby make the following statements that I certify to be true and complete in every respect:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read and I understand the contents of this Certificate;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or

f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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.

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.

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.

**STANDARD BIDDING DOCUMENTS DECLARATION**

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

<table>
<thead>
<tr>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of Interest (SBD4)</td>
</tr>
<tr>
<td>National Treasury Central Supplier Database (CSD) Registration number</td>
</tr>
<tr>
<td>Proof of Registration on National Treasury Central Supplier Database (CSD)</td>
</tr>
<tr>
<td>Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017 (SBD6.1)</td>
</tr>
<tr>
<td>Where a valid BBBEE Certificate is not on file with SANParks, please attach</td>
</tr>
<tr>
<td>Local Content and Local Manufacturing Certification (SBD 6.2) in accordance with the SABS standard</td>
</tr>
<tr>
<td>General Conditions of Contract</td>
</tr>
<tr>
<td>Declaration of Bidder’s past SCM practices (SBD8);</td>
</tr>
</tbody>
</table>
Certificate of Independent Bid Determination (SBD9)

The obligation to complete, duly sign, and submit these declarations included in the SBD declaration pack cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the legal entity.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement.

I certify that the information furnished in these declarations (Tax compliance status, SBD 4, SBD 6.1, SBD 8, SBD 9) is correct and I accept that SANParks may reject the Offer or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this SBD declaration pack by the 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)

| NAME (PRINT) | |
| CAPACITY | |
| SIGNATURE | |
| NAME OF FIRM | |
| DATE | |

WITNESSES
1 ____________________
2 ____________________
Date ____________________

RFQ 66/2021: SUPPLY AND DELIVERY OF TOWELS AND BED LINEN TO THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK

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