REQUEST FOR QUOTATION

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF ACTUARIAL SERVICES FOR THE
VALUATION OF LONG TERM HEALTH COSTS OF
SANParks’ EMPLOYEES

RFQ NO.

RFQ-051-21
# REQUEST FOR QUOTATION

You are hereby invited to submit price quotation for:

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACTUARIAL SERVICES FOR THE VALUATION OF LONG TERM HEALTH COSTS OF SANParks EMPLOYEES**

<table>
<thead>
<tr>
<th>RFQ NUMBER:</th>
<th>RFQ-051-21</th>
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</thead>
<tbody>
<tr>
<td>ADVERTISEMENT DATE:</td>
<td>17 March 2022</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>24 March 2022</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>12H00</td>
</tr>
<tr>
<td>BID DOCUMENT DELIVERY ADDRESS:</td>
<td><a href="mailto:scmquotations@sanparks.org">scmquotations@sanparks.org</a></td>
</tr>
<tr>
<td>BID VALIDITY PERIOD:</td>
<td>90 days (commencing from the RFQ Closing Date)</td>
</tr>
<tr>
<td>TECHNICAL RELATED QUERIES</td>
<td>Palesa Nhlangothi <a href="mailto:palesa.nhlangothi@sanparks.org">palesa.nhlangothi@sanparks.org</a></td>
</tr>
<tr>
<td>SCM RELATED QUERIES</td>
<td>Connie Kgoale <a href="mailto:connie.kgoale@sanparks.org">connie.kgoale@sanparks.org</a></td>
</tr>
</tbody>
</table>

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

**NB:** No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

**THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**
**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>RFQ-051-21</th>
<th>CLOSING DATE:</th>
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<th>CLOSING TIME:</th>
<th>12H00</th>
</tr>
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</table>

**DESCRIPTION**

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACTUARIAL SERVICES FOR THE VALUATION OF LONG TERM HEALTH COSTS OF SANParks EMPLOYEES

**BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS**

*scmquotations@sanparks.org*

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>012 426 5229</th>
<th>TELEPHONE NUMBER</th>
<th>012 426 5256</th>
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</thead>
<tbody>
<tr>
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<td>E-MAIL ADDRESS</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:Conn.kgoale@sanparks.org">Conn.kgoale@sanparks.org</a></td>
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**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

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<thead>
<tr>
<th>CONTACT PERSON</th>
<th>012 426 5229</th>
<th>TELEPHONE NUMBER</th>
<th>012 426 5256</th>
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<td></td>
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<td>E-MAIL ADDRESS</td>
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<td></td>
<td></td>
<td><a href="mailto:palesa.nhlangothi@sanparks.org">palesa.nhlangothi@sanparks.org</a></td>
<td></td>
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</table>

**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>
<th>CELLPHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
<th>VAT REGISTRATION NUMBER</th>
<th>SUPPLIER COMPLIANCE STATUS</th>
<th>OR</th>
<th>CENTRAL SUPPLIER DATABASE No:</th>
<th>MAAA</th>
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</table>

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

TICK APPLICABLE BOX | B-BBEE STATUS LEVEL SWORN AFFIDAVIT

- Yes
- No

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

Learning the duties of a foreign supplier is not applicable.

**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.*
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 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:

....................................................
1. PURPOSE

The purpose of this RFQ is to invite professional service providers to submit a quotation to provide SANParks with actuarial services for the valuation of long term health care costs of employees and pensioners.

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.

As a PFMA listed institution SANParks is required to comply with section 55(1)(b) which requires that the accounting authority for a public entity must prepare financial statements for each financial year in accordance with generally accepted accounting practice (GRAP) standards issued by the Accounting Standards Board.

Employees and retirees of SANParks are entitled to a post-retirement medical aid subsidy in respect of monthly medical aid fees. SANParks is required by the generally accepted accounting practice standard on employee benefits (GRAP 25) to disclose information that enables users of financial statements to evaluate the nature of its defined benefit obligation and the financial effects of changes in those plans during a reporting period.

SANParks requires the services of experienced actuaries to quantify the post-retirement medical aid (“PRMA”) subsidy liabilities in respect of employees and retirees to whom SANParks has an obligation in accordance with the principles of GRAP 25.
3. SCOPE OF WORK

The successful bidder will be required to provide a numerical estimate, justifiable on actuarial grounds, of the post-retirement healthcare liabilities towards current employees and retirees, based on current practices and principles of GRAP 25. The scope of work includes providing the accounting information required to be disclosed in the Annual Financial Statements in accordance with GRAP 25. Quote is for a maximum of 40 hours.

4. PRICING SCHEDULE

<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Description</th>
<th>Quantity per order</th>
<th>Unit Price</th>
<th>Price Excluding Vat</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Actuarial report providing a numerical estimate, justifiable on actuarial techniques, of the post-retirement healthcare liability as well as the accounting information required to be disclosed in the Annual Financial Statements in accordance with GRAP 25</td>
<td>1</td>
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<th>TOTAL</th>
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<th>GRAND</th>
<th>TOTAL INCL VAT</th>
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5. EVALUATION PHASES OF THE RECEIVED RESPONSES

STAGE 1: MINIMUM REQUIREMENTS: COMPLIANCE RESPONSIVENESS CRITERIA

In this phase all proposals received will be verified for compliance and completeness of the submitted proposal per the set of minimum requirements as listed under paragraph 5.1. Service Providers who comply with the listed requirements progresses to the next stage of mandatory requirements.

NB: Only bidders who fully comply with minimum requirements progress to the next stage (2)
STAGE 2: MANDATORY REQUIREMENTS
In this phase all proposals received will be evaluated on mandatory requirements as listed under paragraph 5.2. Service Providers who comply with the listed requirements progresses to the next stage of functional / technical evaluation requirements.

NB: Only bidders who fully comply with minimum requirements progress to the next stage (3)

STAGE 3: TECHNICAL EVALUATION CRITERIA
Only those proposals that fully comply with minimum compliance requirements in Stage1, will now be evaluated in terms of the technical criteria, expertise, and experience as listed under paragraph 5.3

NB: Only bidders who achieve a technical score of at least 75% will progress to Phase 4.

PHASE 4:
PRICE

5.1 COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this stage is to review bid responses for purposes of assessing compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of an official quotation on the company letter head
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
5.2 MANDATORY REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

Qualifications and Experience

The following are the minimum qualifications and experience expected of the service provider’s key staff:

- Valid registration and membership of the Actuarial Society of South Africa.

- Team members with a minimum 3 years’ experience in applying GRAP 25 to provide numerical estimate of a post-retirement medical aid liability and relevant accounting information required to be disclosed in Annual Financial Statements.

- Team leader with a minimum of six years of experience in applying GRAP 25 to provide numerical estimate of a post-retirement medical aid liability and relevant accounting information required to be disclosed in Annual Financial Statements.

5.3 FUNCTIONALITY CRITERIA EVALUATION

SANParks promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organization and individuals who will be providing the Service and the organizational capacity supporting the project team. The minimum functional threshold will be 75%.

Any bidder who does not meet the minimum threshold will not proceed to the Price Stage of evaluation.

1 point equivalent of 25

2 points equivalent of 50

3 points equivalent of 75

4 points equivalent of 100
<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>Documents</th>
<th>WEIGHT</th>
<th>MAXIMUM POINTS</th>
<th>SCORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Methodology</td>
<td>(Detailed methodology and approach that applies the Projected Unit Credit Method and principles of GRAP 25 to determine numerical estimate, justifiable on actuarial grounds, of the post-retirement healthcare liabilities.)</td>
<td>25</td>
<td>4</td>
<td>1 - The methodology is poorly described and/or does not provide any information regarding the relevant aspects of GRAP 25.</td>
</tr>
<tr>
<td>Execution of the Project Plan</td>
<td>(Please provide a detailed Project Plan)</td>
<td>25</td>
<td>4</td>
<td>1 - The Project Plan is poorly described and/or does not provide any information regarding the implementation and deliverables of the project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCORING DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - The methodology is poorly described and/or does not provide any information regarding the relevant aspects of GRAP 25.</td>
</tr>
<tr>
<td>2 - The methodology is very briefly described and provides little information regarding the relevant aspects of GRAP 25.</td>
</tr>
<tr>
<td>3 - The methodology is satisfactorily described and provides detailed information regarding the relevant aspects of GRAP 25 and exceeds the expectation.</td>
</tr>
<tr>
<td>4 - The methodology is more than comprehensively described and provides detailed information regarding the relevant aspects of GRAP 25 and exceeds the expectation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCORING DETAILS</th>
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</thead>
<tbody>
<tr>
<td>1 - The Project Plan is poorly described and/or does not provide any information regarding the implementation and deliverables of the project.</td>
</tr>
<tr>
<td>2 - The Project Plan is very briefly described and provides little information regarding the implementation and deliverables of the project.</td>
</tr>
<tr>
<td>3 - The Project Plan is satisfactorily described and provides basic information regarding the implementation and deliverables of the project and complies with the minimum comprehensive information.</td>
</tr>
<tr>
<td>4 - The Project Plan is more than comprehensively described and provides detailed information regarding the implementation of the project and deliverables.</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
</tr>
<tr>
<td>---------------------</td>
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</tbody>
</table>
| 3  | Bidder’s Experience: GRAP 25  
Please provide a company profile that must include details of experience in applying GRAP 25 and relevant actuarial guidance standards to provide numerical estimate of a post-retirement medical aid liability. | 25 | 4 | 1 – the bidder has no direct relevant experience in applying GRAP 25 and relevant actuarial guidance standards to provide numerical estimate of a post-retirement medical aid liability.  
2 – the bidder has some relevant experience in applying GRAP 25 and relevant actuarial guidance standards to provide numerical estimate of a post-retirement medical aid liability.  
3 – the bidder has significant relevant experience in applying GRAP 25 and relevant actuarial guidance standards to provide numerical estimate of a post-retirement medical aid liability.  
4 – the bidder has more than significant relevant experience applying GRAP 25 and relevant actuarial guidance standards to provide numerical estimate of a post-retirement medical aid liability. |
| 4  | Human Resource Capability  
(Please provide detailed CV’s of the project leader who will be involved in this project. The CV’s must include expertise and a years of experience related to applying GRAP 25 and the Actuarial Society of South Africa guidance note on “Post-employment Health Care Benefit Plans”.)  
(Please provide detailed CV’s of the project leader who will be involved in this project. The CV’s must include expertise and a years of experience related to applying GRAP 25 and the Actuarial Society of South Africa guidance note on “Post-employment Health Care Benefit Plans”.) | 25 | 4 | 2 – 8-9 years’ relevant experience  
3 – 10-11 years’ relevant experience  
4 – 12 and more years’ relevant experience |
<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
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<th>WEIGHT</th>
<th>MAXIMUM POINTS</th>
<th>SCORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUNCTIONAL SCORE</td>
<td>A bidder must score a minimum functional threshold of 75% (75 out possible 100) to be considered for Price evaluation.</td>
<td>100</td>
<td></td>
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</tr>
</tbody>
</table>

A bidder must score a minimum functional threshold of 75% (75 out of possible 100) to be considered for Price evaluation.
6 CENTRAL SUPPLIER DATABASE INFORMATION
Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database)

7 EVALUATION CRITERIA AND WEIGHTING

The RFQ stipulated that the responses to be evaluated using the 100% price

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Price</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

8 PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)
SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

9 TIMELINES AND DURATION

The Successful supplier will be required to deliver the goods immediately after appointment as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

10 FINANCIAL PAYMENT

Payment will be made in accordance to the PFMA (within 30 days of receipt of invoice) after delivery of service rendered or goods delivered.

11 FINAL AWARD

SANParks nominates the bidder who have quoted on all the items required by SANParks for the contract award subject to the bidder having supplied the relevant administrative documentation.
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 a price quotation, advertised competitive bid, limited bid or proposal). 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/a person who are/is 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.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

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

2.2 Identity Number:

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

2.3 Position occupied in the Company (director, trustee, shareholder²):

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

2.4 Company Registration Number:

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

2.5 Tax Reference Number:
2.6 VAT Registration Number:

2.6.1 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 paragraph 3 below.

“State” means –

(a) 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);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

“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.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:
2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

…………………………………………………………………….
…………………………………………………………………….
…………………………………………………………………….

2.8 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?

YES / NO
2.8.1 If so, furnish particulars:
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.
........................................................................................................................................
........................................................................................................................................
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2.10 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?

YES/NO

2.10.1 If so, furnish particulars.
........................................................................................................................................
........................................................................................................................................
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2.11 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?

YES/NO

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
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17
4 DECLARATION

I, THE UNDERSIGNED (NAME)………………………………………………………………………

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

…………………………………. ................................................................. .................................................................
Signature Date

…………………………………. ................................................................. .................................................................
Position Name of bidder
CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
   (i) Bidding documents, viz
       - Invitation to bid;
       - Pricing schedule(s);
       - Declaration of interest;
       - Declaration of bidder’s past SCM practices;
       - Certificate of Independent Bid Determination
   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

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

WITNESSES

1 .................................
CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I……………………………………………. in my capacity as…………………………………………………… accept your bid under reference number ………………dated………………………… for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>PRICE (ALL APPLICABLE TAXES INCLUDED)</th>
<th>COMPLETION DATE</th>
<th>B-BBEE STATUS LEVEL OF CONTRIBUTION</th>
<th>MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT …………………………………… ON………………………………..

NAME (PRINT) ……………………………………………
## DECLARATION OF BIDDER’S PAST SCM PRACTICES (SBD 8)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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? If Yes, furnish particulars as an attached schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)? If Yes, furnish particulars as an attached schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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? If Yes, furnish particulars as an attached schedule:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>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? If Yes, furnish particulars as an attached schedule:</td>
<td>Yes</td>
<td>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 the SANParks, 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></td>
<td></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></td>
<td></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></td>
<td></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\(^3\) 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

³ 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>Declaration of Interest (SBD4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit</td>
</tr>
<tr>
<td>Declaration of Bidder’s past SCM practices (SBD8);</td>
</tr>
<tr>
<td>Certificate of Independent Bid Determination (SBD9)</td>
</tr>
</tbody>
</table>

The obligation to complete, duly sign and submit these declarations included in this 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 (SBD4, SBD6.1, SBD8, SBD9) 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 nominated in writing by the Chief Executive Officer or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).
<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
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</tr>
<tr>
<td>SIGNATURE</td>
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</tr>
<tr>
<td>NAME OF FIRM</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

**WITNESSES:**

1. 

2. 

Date

_________________________________________________________________________