YOU ARE HEREBY INVITED TO BID FOR THE SUPPLY, IMPLEMENTATION AND SUPPORT OF TABLE MOUNTAIN NATIONAL PARK AND WEST COAST NATIONAL PARK GATE SYSTEM

<table>
<thead>
<tr>
<th>RFP NUMBER:</th>
<th>GNP-018-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVERTISEMENT DATE:</td>
<td>06 OCTOBER 2017</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>31 OCTOBER 2017</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>11:00</td>
</tr>
<tr>
<td>BRIEFING SESSION:</td>
<td>13 OCTOBER 2017 TIME: 11:00</td>
</tr>
<tr>
<td>BID VALIDITY PERIOD:</td>
<td>90 days (commencing from the RFP Closing Date)</td>
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</tbody>
</table>

**DESCRIPTION OF BID:**

*BID INVITATION FOR THE SUPPLY, IMPLEMENTATION AND SUPPORT OF TABLE MOUNTAIN NATIONAL PARK AND WEST COAST NATIONAL PARK GATE SYSTEM*

**COMPULSORY CLARIFICATION SESSION ADDRESS**

| TABLE MOUNTAIN NATIONAL PARK  
| 8 SIGNAL HILL ROAD, KLOOFNEK BOARDROOM  
| CAPE TOWN, 8000  
| WEST COAST NATIONAL PARK  
| Main Road (southern side)  
| Langebaan, 7357  

**BID DOCUMENTS DELIVERY ADDRESS**

| SOUTH AFRICA NATIONAL PARK  
| 643 Leyds Street, Muckleneuk,  
| Groenkloof, Pretoria, 0002  

For Attention:

*NB: Bidders must ensure that they sign the register at the park when submitting the bids.*

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

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

The bid box is generally open 24 hours a day, 7 days a week.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**
THE FOLLOWING MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER ...................................................................................................................................................

POSTAL ADDRESS ................................................................................................................................................

STREET ADDRESS ..................................................................................................................................................

TELEPHONE NUMBER CODE......NUMBER........................................................................................................

CELLPHONE NUMBER ........................................................................................................................................

FACSIMILE NUMBER CODE......NUMBER........................................................................................................

E-MAIL ADDRESS ..................................................................................................................................................

VAT REGISTRATION NUMBER ................................................................................................................................

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).............................................☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.............☐

A REGISTERED AUDITOR ....................................................................................................................................☐

[TICK APPLICABLE BOX]

(A A-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

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

YES or NO [IF YES ENCLOSE PROOF]

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

DATE .................................................................................................................................................................

CAPACITY UNDER WHICH THIS BID IS SIGNED .....................................................................................................

TOTAL BID PRICE: R........................................................................................................................................

(Total bid price including VAT and any other charges)

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: South African National parks
Contact Person: Lawrence Chauke
Tel: 012 426 5243
E-mail address: lawrence.chauke@sanparks.org

Invitation to Bid / SANParks / TABLE MOUNTAIN NATIONAL PARK AND WEST COAST NATIONAL PARK GATE SYSTEM – GNP-018-17
CONDITIONS AND UNDERTAKINGS BY BIDDER

a. The Bid forms should not be retyped or redrafted but photocopies may be prepared and used. However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.

b. Black ink should be used when completing Bid documents.

c. Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability regarding anything arising from the fact that pages are missing or duplicated.

d. I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SANParks on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.

e. I/We agree that –

f. the offer herein shall remain binding upon me/us and open for acceptance by SANParks during the validity period indicated and calculated from the closing hour and date of the Bid;

g. the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.

I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

__________________________________________________________
Signature(s) of Bidder or assignee(s)                                      Date

________________________
Name of signing person (in block letters)

________________________
Capacity

________________________
Are you duly authorized to sign this bid?

________________________
Name of Bidder [company name] (in block letters)

________________________
Postal address (in block letters)

__________________________________________________________
Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

__________________________________________________________
__________________________________________________________

________________________
Telephone Number: ………………………………
Fax Number …………………………………………………

________________________
Cell Number: ………………………………
Email Address …………………………………………………
1 Confidential information disclosure notice
   1.1 This document may contain confidential information that is the property of South African National Parks (SANParks).
   1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from SANParks.
   1.3 All copyright and Intellectual Property herein vests with SANParks.

2 Introduction
   2.1 Purpose
      2.1.1 The purpose of this Request for Bid (RFP) is an invitation to potential suppliers (hereinafter referred to as “Bidders”) to submit Bids for the items/products/solutions as detailed under Annex A: Technical/solution specification.

   2.2 Objectives
      2.2.1 The following objectives must be achieved with the implementation of the above required solution:
      2.2.1.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, SANParks intends to select a preferred bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful bidder. The Bid shall be evaluated in terms of the PPPFA (80/20).

   2.3 Queries
      2.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer queries, in writing, to the contact person(s) listed below. Under no circumstances may any other employee within SANParks be approached for any information. Any such action may result to disqualification of a response submitted in response to the RFP. SANParks reserves the right to place responses to such queries on the website.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Query</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence Chauke</td>
<td>Bid Queries</td>
<td><a href="mailto:lawrence.chauke@sanparks.org">lawrence.chauke@sanparks.org</a></td>
</tr>
</tbody>
</table>

Enquiries should reference specific paragraph numbers, where appropriate. All questions/enquiries must be forwarded in writing not later than 26 October 2017 at 11h00. Questions/enquiries received after 11h00 on 26 October 2017 will not be considered.

**Bidders are not allowed to contact any other SANParks staff in the context of this tender other that the indicated official under 2.3.1.**

2.4 Bid Documents
   2.4.1 Bids must be **hand delivered or (if couriered) reach** to SANParks by no later than **11h00 on 31 October 2017**.
   2.4.2 Bid documents must contain **one (01) original document, initialled on each page, and signed where required** and one (01) copy thereof (two separate envelops: one for financials and the other for Technical document).
2.4.3 A digital version on Memory Stick must be provided of all tender documentation and brochures, within the Bid envelope.

3 General rules and instructions

3.1 Confidentiality

3.1.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFP. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.

3.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

3.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of SANParks (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

3.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent SANParks’ confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, SANParks shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

3.1.5 Any documentation, software or records relating to confidential information of SANParks, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

3.1.5.1 Shall be deemed to form part of the confidential information of SANParks;

3.1.5.2 Shall be deemed to be the property of SANParks;

3.1.5.3 shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in;

3.1.5.4 Shall be surrendered to SANParks on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

3.2 News and press releases

3.2.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with SANParks.

3.3 Precedence of documents

3.3.1 This RFP consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.

3.3.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter and which appears in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that SANParks may in its
sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SANParks.

3.3.3 It is acknowledged that all stipulations in the PPPFPA are not equally applicable to all matters addressed in this RFP. It however remains the exclusive domain and election of SANParks as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the SANParks in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

3.4 Preferential Procurement Reform

3.4.1 SANParks supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, SANParks insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

3.4.2 SANParks shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) with its Preferential Procurement Regulation 2017 to this proposal.

3.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and subcontractors, the preference certificate must be completed for each legal entity (Annex C).

3.5 Security clearances

3.5.1 Employees and subcontractors of the Bidders may be required to be in possession of valid security clearances to the level determined by NIA or/ SANParks commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The Bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

3.6 Occupational Injuries and Diseases Act 13 of 1993

3.6.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 (“COIDA”) and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. SANParks reserves the right to request the Bidder to submit documentary proof of the Bidder’s registration and “good standing” with the Compensation Fund, or similar proof acceptable to SANParks.

3.7 Instructions for submitting a proposal

3.7.1 One (1) original, one (1) hard copy of the Bid shall be submitted on the date of closure of the Bid.

3.7.1.1 The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.

3.7.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.

3.7.3 Bid must be submitted in a prescribed response format herewith reflected as Response Format, and be sealed in an envelope. The envelope must be marked clearly (on the outside) with the Bid Number and be addressed to Mr Lawrence Chauke.

3.7.4 Bid must be submitted on or before 31 October 2017 not later than 11h00. The bids must be dropped in the tender box at the South African National Parks – 643 Leyds Street, Muckleneuk, Pretoria, Groenkloof Park. SANParks receives a lot of correspondence daily. Bidders are therefore urged to ensure that they clearly mark their bids with the Bid Number; register their bids and sign the register that will be provided at the gate. Failure to sign the register will lead to the bid being disqualified. Failure to submitted sealed bids could result to disqualification of bids. The onus is on the bidder to ensure that their bids get registered in the bids received register. Bidders must advise their courier companies of this instruction.
3.7.5 All Bids in this regard shall only be accepted if they have been registered on the bids received register before or on the closing date and stipulated time.

3.7.6 Bids received after the time stipulated shall not be considered.

3.7.7 Bid responses sent by courier must reach this office at least **36 hours** before the closing date to be registered on the bids received register. Failure to comply with this requirement shall result in your proposal being treated as a "late proposal" and shall not be entertained. Such proposal shall be returned to the respective Bidders.

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

4 **Reasons for disqualification**

4.1 SANParks reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:

4.1.2 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;

4.1.3 Bidders who submitted incomplete information and documentation per the requirements of this RFP;

4.1.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.

4.1.5 Bidders who received information not available to other bidders through fraudulent means;

4.1.6 Bidders who do not comply with mandatory requirements as stipulated in this RFP.

4.1.7 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or

4.1.8 Bidders who are listed on the National Treasury’s database of restricted suppliers

5 **Closing of Bid**

5.1 There shall be **no public opening** of the Bid received. There shall be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of SANParks. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

5.2 No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. However, Bids from international bidders with no office or representation in the RSA shall be accepted if received via the Internet or e-mail before the closing date and time.

5.2.1 Such Bids shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the proposal shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.

6 **Bid preparation**

6.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the solution offered etc. shall be neatly bound as part of the schedule concerned.

6.2 All responses regarding questions posed in the annexes attached herewith shall be answered in accordance with the prescribed RFP Response Format.

7 **Oral presentations and briefing sessions**

7.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SANParks. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does
not include negotiation. SANParks shall schedule the time and location of these presentations. Oral presentations are an option of SANParks and may or may not be conducted.

8 Evaluation Criteria for BEE

8.1 Points awarded for B-BBEE Status Level of Contribution

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

Preference points for this bid shall be awarded for:

(a) Price; and
(b) B-BBEE Status Level of Contribution.

<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>
</tr>
<tr>
<td>4</td>
<td>12</td>
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<td>8</td>
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<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>

8.3 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

8.4 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

8.5 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.

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

8.7 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

8.8 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

8.9 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

9 Evaluation criteria and methodology

9.1 Functional/Technical evaluation criteria

“Functionality” means the measurement per predetermined norms of a service or commodity designed to be practical and useful, working or operating, considering quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids based on functionality depends on the nature of the required commodity or service.

When inviting bids, SANParks indicates:

(i) whether the bids will be evaluated on functionality;
(ii) the evaluation criteria for measuring functionality;
(iii) the weight of each criterion; and
(iv) the applicable values as well as the minimum threshold for functionality.

9.2 Price and preference evaluation criteria

All Bid received shall be evaluated by a panel using the preference points system as stipulated in the Preferential Procurement Regulations.

After the eligibility screening phase, the second phase of evaluation of the Bids shall be based on the 80/20 PPPFA principle and the points for evaluation criteria are as follows:

<p>| Price points | 80 |</p>
<table>
<thead>
<tr>
<th>Preferential points/BEE</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>100 points</td>
</tr>
</tbody>
</table>
SCOPE OF WORK – THE SUPPLY, IMPLEMENTATION AND SUPPORT OF TABLE MOUNTAIN NATIONAL PARK AND WEST COAST NATIONAL PARK GATES SYSTEM

1. SPECIAL INSTRUCTIONS TO BIDDERS

1.1 Scope of work shall form part of the contract.

1.2 Should a vendor have reasons to believe that the Specification is not open and/or is written for a service or work; the vendor shall notify Procurement Services within seven (07) days after publication of the bid.

1.3 Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.

1.4 The successful vendor will sign a SANParks non-disclosure agreement as part of the contract.

1.5 The successful vendor will commit to returning all identified information to SANParks and retaining no copies of such information.

1.6 The bidder must present the report on the findings and recommendations to SANParks.

1.7 All documents as indicated must be supplied as part of the submission.

1.8 The bidder must provide full project management and quality assurance services.

2. MANDATORY REQUIREMENTS

A vendor will be disqualified if they do not fully comply with all mandatory requirements. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-compliance and the bidder shall be disqualified.
3. PURPOSE

South African National Parks (SANParks) invites prospective service providers to submit their proposals, including support and maintenance of the proposed solution(s) for a period of Five (5) years.

4. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under the 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 a Schedule 3 A: Public Entity.

SANParks’ operations are guided by its vision statement and mission statement. As a public entity, the organization 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 organization has adopted a transformation mission to guide its efforts accordingly.

<table>
<thead>
<tr>
<th>Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>A sustainable National Park System connecting society.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>To develop, expand, manage and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.</td>
</tr>
</tbody>
</table>

SANParks executes its mandate through the management of 21 National Parks that represent the cultural and bio-diversity of South Africa. These Parks are spread out over South Africa. The management of its operations is based on decentralized regional management structures.

5. SANPARKS TOURISM ENVIRONMENT OVERVIEW

SANParks oversees the management of the parks and provide strategic guidance and support from its Head Office in Pretoria. The primary visitor contact and reservation center is located at SANParks Head Office, with a number of internal and external reservations offices located around the country.

Visitor Points of Contact:
• Reservations Contact Centre(s)
• External Reservation Offices
• SANParks Website and Social Media
• Rest Camp Front Office
• Rest Camp Activity Desks
• Gate Reception
• Wild Card Contact Centre
• Wild Card Partners
• Retail Outlets

SANParks launched the 2022 Responsible Tourism Strategy in 2012, in line with South Africa’s national responsible tourism imperative.

The guiding principles and values applicable to the strategy are:

• Providing nature-based responsible value-for-money tourism
• Building a broad-based constituency for conservation
• Use tourism as financial driver without eroding conservation values

The strategic objectives applicable to the Responsible Tourism Strategy include:

• Customer-focused service excellence
• Provide a range of products and services with a range of prices
• Yield management for high-demand products
• Provide equitable access to the Parks
• Management of tourist density experiences
• Real benefits for communities around parks
• Develop a Tourism opportunity framework
• Healthy human resource, governance and business principles
• Rating system for responsible tourism

6. SANPARKS IT ENVIRONMENT

SANParks currently operates within a centralized IT environment wherever network infrastructure communication allows it, however with the current connectivity issues in TMNP, it is likely that it may be a combination of de-centralized and centralized environment.

Critical to the system will be the up-time, as the TMNP gates are high volume gates and cannot afford down-time, with regular manual processing.
Thus it is anticipated that both gates will require a local server infrastructure environment, with possible data replication or integration to a central site, or simply then transmitting of relevant information to a centrally accessible location at regular intervals.

Similarly, SANParks has a preference for a standardized hardware approach, and thus wherever possible, specific model HP hardware should be implemented and would then be sourced through our current IT infrastructure and network service provider.

7. TMNP GATE ENVIRONMENT

Table Mountain National Park, is one of the key parks falling under the management of South African National Parks, both from a biodiversity / conservation perspective and certainly from its income generating potential.

If we consider the tourism values and objectives highlighted above, it is clear that understanding who our customers are, understanding what their needs are and how we can best meeting them, whilst at the same time optimizing income generation, are key objectives for the park.

Currently, there are a number of constraints experienced in processing access through the TMNP gates, including amongst others:

- TMNP gates are using old manual till systems for processing of gate entry and thus reconciliation of transactions is a labour intensive manual procedure.
- Gathering of visitor statistics on the existing till system is difficult and accuracy is a concern as they are not linked to the processing of the financial entry transaction.

8. CURRENT TMNP SYSTEMS

Currently the Cape of Good Hope (CoGH) gate is a vehicular access point and The Boulders is a pedestrian access point.

Both gates are using outdated till systems in order to process entries into the park, which are then manually reconciled on a daily basis with monthly statistics gathering, where possible.

Control is on entry where the visitors are charged entry fees (Conservation Fee) based on the number of visitors in a vehicle or number of pedestrians, type of vehicle and other requirements or activities for the day.

Free entry may be granted to visitors in possession of a Wild Card or a Green Card, and activity participants may be required to present a permit authorizing an activity, which may be billable or not.

Gates allow payment for transactions by cash or credit card.
- **CoGH Gate infrastructure**
  
  The CoGH gate infrastructure includes 2 (two) vehicle entry lanes, 1 (one) bus lane and 1 (one) vehicle exit lane. In addition to this, a new lane is currently under construction at the COGH entrance. The poor network connectivity at the COGH entrance and poor cellular communications at both the COGH and Boulders entrances should be taken into consideration.

- **The Boulders Gate infrastructure**
  
  The Boulders gate infrastructure includes 2 (two) pedestrian entry turnstiles and 1 (one) pedestrian exit gate. In addition, there is a need to implement 1 (one) terminal at the Boulders beach kiosk.

  Infrastructure changes at the gate will move the exit point to drive visitors through the Boulders shop, and will still then provide one exit gate at the shop exit.

- **Tokai**
  
  The Tokai visitor information office provides visitors with the ability to purchase a variety of permits, Wild Card or Green Card membership. Ideally this office would also have the system implemented as a point of sale system, and if pre-booked access is possible, then for the ability to sell date and/or time related access to Boulders and Cape Point.

- **West Coast National**

  **Langebaan Gate**

  A single Point of Sale (POS) is available.

  Two cameras are affixed to the building one monitors/views activities in front/north of the building and the other monitors the inside of the building and entrance door.

  An electronic gate which is activated using personalized e-tags is present which is used after gate operating hours by authorized concessionaires, landowners and staff in order to gain access to the park.

  The building also contains a safe, various items of furniture (chairs, table, etc…), a safe and a drop safe.

  A telephone exists at the gate, the line which is part of the WCNP internal telephone network.

  **R 27 Gate**

  Two Points of Sale (POS) are available.

  A computer with e-mail and printer is available. This is the property of Omnigate and also houses the list of Wild Membership (showing status of Wild Cards) as per the SWI system.

  Two cameras are affixed to the building one monitors/views activities in front/east of the building and the other monitors the inside of the building and entrance door.
An electronic gate which is activated using personalized e-tags is present which is used after gate operating hours by authorized concessionaires, landowners and staff in order to gain access to the park.

The building also contains a safe, various items of furniture (chairs, tables etc...), a money safe and a drop safe.

A telephone exists at the gate. This is an external line and is not part of the WCNP telephone network.

9. BID EVALUATION AND SCORING CRITERIA

This document is issued in terms of the SANParks Supply Chain Management Policy and sets out the criteria for the evaluation of bids in a uniform scoring methodology aligned to the National Treasury Regulations and the Preferential Procurement Regulations.

10. SUBMISSION OF BIDS

Bidders are required to submit One (01) original plus One (01) copy of the bid document.

SANParks may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours or unless otherwise indicated after the request has been made; otherwise the bidder may be disqualified.

11. EVALUATION PHASES

The received bid proposals will be evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

PHASE ONE (01): MANDATORY / MINIMUM REQUIREMENTS SCREENING

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fails to comply with the below requirements WILL be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.
- Submission of the bid document must be binded and is without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed,
• Submission of a Valid Tax Clearance Certificate (SBD 2) accompanied by the Central Supplier Database Report which confirms the bidder’s Tax Compliance Status. Bidders whom their Tax matters are not in order as confirmed or verified through the CSD report and no proper arrangements have been made with SARS to meet their tax obligations will not be considered for this bid. 7 days from the bid closing date is afforded to any bidder who already made necessary arrangements with SARS (attach proof as obtained from SARS Branch) of when the necessary arrangements have been made to meet your Tax obligation and be issued with Tax certificate. Failure to submit a valid and original Tax Clearance within 7 days after the bid closing date, your submitted bid proposal will be considered non-responsive and shall be invalidated or disqualified and not considered further for evaluation.

• Submission of fully completed Pricing Schedule (Professional Services – SBD 3.3). Professional services, bidders should complete and sign SBD 3.3 for services

• 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 as issued by SANAS accredited service providers, Accredited Registers Auditors – IRBA and Procurement Regulation 2017 compliant letter issued by the Accounting Officer. Any copies submitted in this case should be certified.

• Submission of fully completed Contract Form (Rendering of Services – SBD 7.2). Bidders to complete and sign PART ONE (01) only.

• Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),

• Submission of fully completed SBD9 (Certificate of Independent Bid Determination),

• Business Registration Certificate e.g. CK 1, certificate of incorporation

• Familiarise yourself and Initial every page of the General Condition of Contract

PHASE 2: DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

In this phase All bids that meet all the requirements in terms of compliance and completeness of the submitted proposal per the above set of mandatory requirements on Phase One(01) progresses to Phase Two (02) for further evaluation per the below set evaluation criteria’s.

• NB: Qualification Threshold – A minimum of 75% must be achieved to progress to the Price and BBBEE phase of evaluation. Bidders who fails to comply with the set minimum threshold of 75% as per the requirements WILL be eliminated and bidders who comply with the below progresses to the next phase of evaluation.
12. EVALUATION CRITERIA

Please follow the following items and numbering diligently in your response to enable the Evaluation Team to afford your bid the attention it deserves.

12.1 FEATURE LIST AND FUNCTIONALITY

The bidders must respond to the feature list in ANNEXURE A by indicating the extent to which their product meets each of the requirements listed. The evaluation points will be allocated as follows (Weight = 60):

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>NS – Not Supported</td>
</tr>
<tr>
<td>1</td>
<td>3rd - 3rd Party Product</td>
</tr>
<tr>
<td>2</td>
<td>PE – Paid Enhancement</td>
</tr>
<tr>
<td>5</td>
<td>FS - Fully Supported</td>
</tr>
</tbody>
</table>

12.2 IMPLEMENTATION APPROACH AND SUPPORT METHODOLOGY

Please describe your implementation methodology for this assignment after you have read and understood the requirements and environment. Each potential vendor must describe in detail their design approach and strategy including a list of the key advantages of their methodology. The methodology description must cover all items detailed in ANNEXURE B. The evaluation points will be allocated as follows (Weight = 20):

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Nothing was presented or it could not be found</td>
</tr>
<tr>
<td>1</td>
<td>The methodology is poorly described or not relevant to the assignment</td>
</tr>
<tr>
<td>2</td>
<td>The methodology is clear and relevant but has not been adopted to the environment / requirements</td>
</tr>
<tr>
<td>4</td>
<td>The methodology is clear and relevant and has been adopted to the environment / requirements</td>
</tr>
</tbody>
</table>

12.3 COMPANY REFERENCES

Provide a list of at least three (3) most recent Gates access control and ticketing implementations. Included in this list should be customer costs, a brief description of the functional enhancements and timelines for the design and implementation and contact details of the reference sites. The evaluation points will be allocated as follows (Weight = 10):
<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0 = No contactable references or relevant experience</td>
</tr>
<tr>
<td>1</td>
<td>Less than 3 references / Less than 3 reference letters</td>
</tr>
<tr>
<td>2</td>
<td>Submitted 3 references but not all relevant to similar assignments</td>
</tr>
<tr>
<td>3</td>
<td>Complies with all requirements</td>
</tr>
<tr>
<td>5</td>
<td>Complies and significantly exceeds functional criteria. (More than four references)</td>
</tr>
</tbody>
</table>

13. REQUIREMENTS

Overview of required services

Table Mountain National Park (TMNP) has identified the need to upgrade their gate system(s) in order to improve the controls, cash handling and statistics gathering of the Cape of Good Hope (CoGH) and Boulders access gates.

Based on the constraints identified relating to the TMNP access points, South African National Parks requires an experienced and reputable service provider, to implement a robust and proven ticketing / admission management system, capable of transacting in a high-volume and remote processing environment, in order to enable the following systems objectives.

- To Implement a ticketing system in order to enable the sale of gate access by means of a system at the TMNP Cape Point, Boulders gates and West Coast National Park, replacing the outdated till systems.
- To enable the gathering of accurate demographics and tourism statistics at the gates, without significantly impacting on the time taken to access the gates.
- To meet audit compliance requirements by ensuring ongoing sound financial processing within an automated environment, which if possible will provide remote access to financial figures by identified and secure individuals e.g. TMNP Finance Department.
- To enable the accurate capture and tracking of permit entries and other free entry types e.g. Wild Card and Green Card members, fishing permits, similar to voucher capturing. Where possible, tracking should ensure accuracy through scanning of permits or identification documentation, to enable future integration to CRM and other systems.
- Significantly improve the visitor experience when accessing the parks
- Reduce cash handling at the gates

Whilst the project implementation may not explicitly include the objective of speeding up gate access, the project cannot have the increase of time taken to process gate entry beyond the current position as an outcome. Part of the tender process should provide for a demonstration of processing time on site in order to eliminate this outcome. In addition, streamlining and improving the process is an accepted objective.
This project implementation may include system rollout in two phases, and would include a pilot test phase, prior to full implementation.

Whilst the system may not be replaced in the short term, this implementation would be considered a short term (5 years) solution to improve gate processing, whilst learning lessons relating to the long-term optimisation of TMNP access within the broader gate efficiency and tourism systems strategies.

14.

15. PROJECT SCOPE

The scope of this Request for Proposal includes the following services.

- **System Pilot** – Implement a pilot rollout of the proposed system requirements, to ensure suitability within the SANParks environment.

- **System Implementation** – Implement and maintain a ticketing / admission management system for Table Mountain National Park (TMNP) and West Coast National Park gates, with a 5-year contract term which provides an opportunity to extend for a further three years.

- **Service Level Agreement** - Concluding of a Service Level Agreement valid for the period of the contract term, including training and 24/7/365 system maintenance and support.

- **Integration** – provision for possible integration to turnstiles, cash drawers, cameras, booms etc. In addition, possible integrations to various systems must be considered and noted e.g. Great Plains Accounting System, Pre-booked online ticketing systems, City Pass type ticketing system rolled out for City of Cape Town, SANParks primary tourism system, SANParks’ preferred CRM System.

Anticipated tasks post notification of successful bidder:

- Completion of all scoping and final project costing (may include a site visit)
- Preparation for Installation (Including system setup and manual capture of data, may exclude system integration)
- Hardware, Networking and System Implementation
- System Stabilisation
- Project Completed and Project Closure Report submitted
- Report back to SANParks EXCO on project completion
16. ROLES AND RESPONSIBILITIES

The selected service provider(s) will be responsible for the delivery of all contracted services as described in this document. As such, this encompasses the responsibility of the service provider to manage, coordinate sub-contractors, and ensure the delivery of contracted services.

The selected service provider(s) will also be responsible for the coordination of all support and control of cross-service service levels, billing, and all service level reporting.

The following matrix outlines the proposed general split of prime responsibilities between SANParks as the customer, and the service provider(s). It does not replace the detailed service specifications and is not intended to be exhaustive.

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Prime Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>System review and evaluation</td>
</tr>
<tr>
<td></td>
<td>Integration scoping and sign-off (as required)</td>
</tr>
<tr>
<td></td>
<td>Development of integration between systems (as required)</td>
</tr>
<tr>
<td></td>
<td>UAT and acceptance sign-off (as required)</td>
</tr>
<tr>
<td></td>
<td>System setup with SANParks data</td>
</tr>
<tr>
<td></td>
<td>Sign-off and acceptance of system setups</td>
</tr>
<tr>
<td></td>
<td>Training of SANParks Staff on the system</td>
</tr>
<tr>
<td></td>
<td>Ensuring all staff with access are trained on the system</td>
</tr>
<tr>
<td></td>
<td>Operational Training relating directly to SANParks Operations</td>
</tr>
<tr>
<td></td>
<td>System Deployment</td>
</tr>
<tr>
<td></td>
<td>Purchasing of Hardware if required</td>
</tr>
<tr>
<td></td>
<td>System Support</td>
</tr>
<tr>
<td></td>
<td>Correct use of systems</td>
</tr>
<tr>
<td></td>
<td>Data Archiving</td>
</tr>
<tr>
<td></td>
<td>Database Ownership / Management</td>
</tr>
<tr>
<td></td>
<td>Database backups and redundancy</td>
</tr>
</tbody>
</table>

Key to symbols used in above table:
✓ - Full responsibility
R – Recommendation
A – Approval / Acceptance
INSTRUCTIONS TO BIDDERS

This project seeks to address the need for a system to enable efficient, integrated system based transacting and statistics gathering for TMNP access controlled gates, enabling improved customer engagement, access to information, improved management tracking and controls.

- All proposals must provide a total cost for required resources and time, including stakeholder engagement, systems analysis and reporting of recommendations.
- Travel will be limited to SANParks Table Mountain National Park and West Coast National Parks sites and the proposal must include all costs for travel and subsistence as required for the successful completion of this project.
- Service Providers must confirm ability to deliver within the required timeframe.
- Engagement with SANParks personnel and management must be kept to a minimum and required time must be well planned.
- All proposals must be comprehensive and itemised, and provide a total cost for systems, maintenance thereof, required resources, travel and time.
- Please note that all prices quoted should itemised, be inclusive of Value Added Tax (VAT) and Price fluctuations (including exchange rates) for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance and any other costs relating to this bid. Furthermore such prices should be presented in South African Rand (ZAR). Only a Fixed Price inclusive of everything relevant to this bid will be considered.

Interested parties should hand deliver / courier their signed proposals, and deposit these into the Tender Box at the Gate, no later than 11h00 on the ??? SANParks Head Office, 643 Leyds Street, Muckleneuk, Pretoria, 0001.
## ANNEXURE A: FUNCTIONALITY AND IMPLEMENTATION METHODOLOGY

### SECTION A: FEATURES AND FUNCTIONALITY

<table>
<thead>
<tr>
<th></th>
<th>Access Management and Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Vendor Response</strong></td>
</tr>
<tr>
<td></td>
<td>FS - Fully Supported</td>
</tr>
<tr>
<td></td>
<td>PE - Paid Enhancement</td>
</tr>
<tr>
<td></td>
<td>3P - 3rd Party Product</td>
</tr>
<tr>
<td></td>
<td>NS - Not Supported</td>
</tr>
<tr>
<td>1.1</td>
<td>The system must be able to support cashless services that are linked into Point of Sale system.</td>
</tr>
<tr>
<td>1.2</td>
<td>Ability to scan pre-purchased online ticket to allow for easier and efficient entry into the park or property with verification at the gates.</td>
</tr>
<tr>
<td>1.3</td>
<td>The system must be linked to the gate security elements such as turnstiles, boom gates and spikes in order to facilitate the opening and closing of same.</td>
</tr>
<tr>
<td>1.4</td>
<td>Enable packaging of tickets for multiple sites e.g. Purchase one ticket at online or at The Boulders, providing access to both The Boulders and Cape of Good Hope, which would require ticket verification at the alternate site.</td>
</tr>
<tr>
<td>1.5</td>
<td>Enable bulk access ticket sales e.g. Tour Operators buying 100 accesses in advance.</td>
</tr>
<tr>
<td>1.6</td>
<td>The system must be able to integrate/interface with third party cashless systems either by online pre-payment or mobile scanning e.g. Snapscan, Zapper</td>
</tr>
<tr>
<td>1.7</td>
<td>System should have the ability to interface to external, third party, ticketing systems such as &quot;big attraction&quot; city tickets for access to a number of different attraction (specific for Table Mountain)</td>
</tr>
<tr>
<td>1.8</td>
<td>System should have the ability to cater for pass-outs where people move in and out of the park environment.</td>
</tr>
<tr>
<td>1.9</td>
<td>The bidder must have alternative power supplies as regular power failures are experienced which can last for 24 hours.</td>
</tr>
<tr>
<td>1.10</td>
<td>The system must be able to provide for configuration of business rules such enabling free access to permit holders / members / on special dates or for special groups e.g. Wild Card members, Green Card Members, Permit Holders, Special entries e.g. SANParks week, school groups.</td>
</tr>
<tr>
<td>1.11</td>
<td>The system must enable real-time control of the number of visitors accessing the parks during peak season (quota management)</td>
</tr>
<tr>
<td>1.12</td>
<td>The system must be able to function/transact in offline situations and keep the necessary audit trail and reporting.</td>
</tr>
<tr>
<td>1.13</td>
<td>The system must be able to support online credit card payment facility, with manual credit card terminals as backup only</td>
</tr>
<tr>
<td>1.14</td>
<td>The system must be able to provide secure user login and cash-up/shift management</td>
</tr>
</tbody>
</table>

2 **Permit Management**

| 2.1 | The system must be to provide the ability to sell memberships and permits |
| 2.2 | The system must be able to validate Wildcards (expiry, ownership etc.) on the Hospitality and Tourism system |
| 2.3 | The system must be able to validate permits across reservations, activity bookings and gate access |
| 2.4 | Ability for security personnel to verify permits based on defined criteria such as car registration, number of persons in vehicle, firearm details, location allowances and driver of vehicle at the gate access and throughout the park. |
| 2.5 | System needs to allow for permit application and workflow for authorisation, approvals, modification, cancellation and renewal |
| 2.6 | System needs to cater for set up of permits and allow for business rule configuration for each: i.e. fishing trip, guests of staff, etc. duration of trip 3 days at the following locations |
| 2.7 | The system must be able to enable tracking of permit use and dates and times the park was accessed using a particular membership card/permit. |

3 **Financial Requirements**
<table>
<thead>
<tr>
<th>Section</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>The system’s cash management should be configurable in line with the Generally Recognised Accounting Practice (GRAP) 02, 09, other relevant GRAP statements, SANParks Cash Management SOP and financial accounting policy.</td>
</tr>
<tr>
<td>3.2</td>
<td>Off Line processing should be updated to the main frame when connecting online.</td>
</tr>
<tr>
<td>3.3</td>
<td>The system must be able to reconcile manual receipt process in cases of a complete system shutdown.</td>
</tr>
<tr>
<td>3.4</td>
<td>System should allow for controls to be put in place to maintain sequential numbering of all transactions processed when the system is offline.</td>
</tr>
<tr>
<td>3.5</td>
<td>The system should have role based password control for users. i.e cashiers, supervisors, managers etc.</td>
</tr>
<tr>
<td>3.6</td>
<td>System should record the date, time, user and document printed, which includes receipts/blind cash ups/cash up summaries/updating of tariffs etc. footprint of each activity on the system.</td>
</tr>
<tr>
<td>3.7</td>
<td>The cashier or person opening the shift should not have access to print reports.</td>
</tr>
<tr>
<td>3.8</td>
<td>Tariffs obtained from SANParks should be pre-programmed on the system by the Service Provider.</td>
</tr>
<tr>
<td>3.9</td>
<td>If the Supervisor opens shift then system should not allow the printing of that particular shift report to occur.</td>
</tr>
<tr>
<td>3.10</td>
<td>System should only allow registered cashiers to open the shift on terminals.</td>
</tr>
<tr>
<td>3.11</td>
<td>The system should only allow the Supervisor/Manager to close cashier shift after last money/credit/debit cards has been taken out of terminal at close of shift.</td>
</tr>
<tr>
<td>3.12</td>
<td>System should make provision for blind cash up i.e. Supervisor/Manager must be able to capture cash/debit/credit transactions and print blind cash up report.</td>
</tr>
<tr>
<td>3.13</td>
<td>The blind cash up report should be closed on the system.</td>
</tr>
<tr>
<td>3.14</td>
<td>The system must be configured for the printing of shift cash up summary as per defined business/process rules. E.g. The system should only allow this once the blind cash up summary has been closed on the system i.e. no edits can be made.</td>
</tr>
<tr>
<td>3.15</td>
<td>For revenue trailing each client must be issued with a receipt which consists of the SANParks logo. A Vat number should be provided and a description of the goods/services. There shouldn't be any duplicate receipts printed. The various amounts received are through either cash, credit or debit card for International/SADEC/Wild Card/Green card/Free entry, adults Children etc.</td>
</tr>
<tr>
<td>3.16</td>
<td>The money vault register which indicates the date, time in, time out and purpose of the vault should be verified against the date on the CCTV footage.</td>
</tr>
</tbody>
</table>
## REPORTING

4.1 Tracking and reporting on visitor statistics including amongst others: number of people in the park, thus total number of entries/tickets sold, current visitors in the park (if exit controls), user transaction speed and processing, total income generation, income generation by payment method.

4.2 Report on customer trends based on demographics, peak and slow periods

4.3 Ensuring data integrity between financial transaction and statistical information and all cash-ups and reconciliations

4.4 Shift blind cash ups report per terminal/shift should be provided in a unique sequential numbering system whereby the closing of shift by Supervisor/Manager before Shift Cash Summary can be printed.

4.5 The smart box register must have details of the person delivering the money, date and time of when the money is delivered. It must have the seal register number including bags in safe and value of the money. It should allow the capturing of smartbox slips. The CIT company scanned voucher number should be provided. The person handing over money to CIT and the one receiving it should be indicated.

System should be able to provide weekly income returns which must include the income return number, type of clients and the period of revenue collection. It should also contain compiler information, over banking, verification person, banking/smart box deposits and card type.

## SECTION B: IMPLEMENTATION METHODOLOGY

### SERVICE MANAGEMENT

5.1 Describe your standard support procedures (discuss on-site and/or remote options) for the following (include the method of contact):

24 X7 ; Normal and Emergency

5.2 Is a person with a technical background (programmer) available during your company’s normal business operating hours to consult with should a problem arise? Under what level of support would a resource of this type be available?

5.3 Describe your support issue escalation procedure. What is the response time based on different service level agreements? Please elaborate.

5.4 What levels of support are available for development, implementation and post implementation?
| 5.5 | Describe how your product support is organized? Is it distributed or centralized? Is it international or domestic? Where is the specific support centre for this product? Does this change throughout the day? |
| 5.6 | Describe the types of training you provide (“train the trainer”, user and technical support staff). |
| 5.7 | Describe the recommended training paths by role. |
| 5.8 | How much time and what training are required to make a user proficient in using this product to configure new services and invoke existing services? Provide any underlying assumptions made in providing this estimate. |
| 5.9 | Describe the typical staff model for an operations support staff for the solution infrastructure and typical time to train. |
| 5.10 | Other than classroom training, what other training tools, templates and work-aids are available? Do you provide the following types of training? Include the pricing model for each type. Is there bulk or discount pricing options available? |

### COMPANY REFERENCES

| 5.11 | Provide a list of the three (3) most recent Gates access control and ticketing implementations. Included in this list should be customer costs, a brief description of the functional enhancements and timelines for the design and implementation and contact details of the reference sites. |

*Bidders who achieved 75% and more from the technical evaluation phase (2) Stage (1) progresses to this final phase of Price and Preference (B-BBEE Score) points allocation systems for the recommendation of the successful bidder.*

PHASE 03 - STAGE ONE (01): EVALUATION OF BID RESPONSES USING THE PRICE AND B-BBEE SCORES

*NB: Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right to appoint one or more service providers for this project.*
EVALUATION CRITERIA AND WEIGHTING:

The RFB 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>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

18. EVALUATION FORMULA

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.

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

\[ P_{min} \]

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

19. FINAL AWARD

Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint or to appoint one or more service providers for this project.

20. TERMS AND CONDITIONS OF SPECIFICATION

a) SANParks reserves to the right to conduct Due-diligence review before final award which can be used to support to award or not to award the bid.

a) SANParks reserves the right to award the bid partly or in full or to award to one or more service providers or not to award the bid.
b) Service providers who will be responding to this bid invitation are understood to be accepting all terms and conditions as stated by SANParks in this bid.

21. CONTACTABLE OFFICIALS FOR CLARIFICATION

All technical and bid documentation enquiries can be addressed to Mr Lawrence Chauke at Tel: 012 426 5243 or lawrence.chauke@sanparks.org
ANNEX A: BID INVITATION

- This section refers to page 1 to 28 of the bid document.
ANNEX B: SARS TAX CLEARANCE CERTIFICATE OR SBD2

- An original and valid SARS Tax Clearance Certificate must be furnished, OR
- SBD2 Tax Clearance Certificate Requirement (if Original and Valid Tax Clearance Certificate above is not submitted)
## ANNEX C: SBD3.3 PRICING SCHEDULE – PROFESSIONAL SERVICES (FIRM PRICE)

<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Price Excluding Vat (currency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Software Licence Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Software Licence Maintenance cost for a period of 5 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Analysis and Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Implementation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Change Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Data Cleansing and Migration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Paid Enhancements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Integration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Project Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Physical alterations at the gate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Price (Excluding VAT at 14%)</strong></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>VAT at 14%</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL PRICE (INCLUDING VAT)</strong></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\(^1\), 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. 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, shareholder\(^2\)): ...........................................

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.

\(^1\) “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.

\(^2\) “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:

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:

………………………………………………………………
………………………………………………………………
………………………………………………………………

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:

………………………………………………………………
………………………………………………………………
………………………………………………………………

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 Reference Number</th>
<th>Tax Number</th>
<th>State Employee Number / Personal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

May 2011
ANNEX E: SBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

1..1.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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; or

b) Either the 80/20 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3 Points for this bid shall be awarded for:

(c) Price; and

(d) B-BBEE Status Level of Contributor.

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

<table>
<thead>
<tr>
<th>POINTS</th>
<th></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</td>
<td>100</td>
</tr>
</tbody>
</table>

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.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS

(a) “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) B-BBEE Status level 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;

3. POINTS AWARDED FOR PRICE

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

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

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

Where

- \( Ps \) = Points scored for price of bid under consideration
- \( Pt \) = Price of bid under consideration
- \( P_{min} \) = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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:
<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>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<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>

5. **BID DECLARATION**

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

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor = ........(maximum 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.)

7. **SUB-CONTRACTING**

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

( **Tick applicable box**

[ ] YES  [ ] NO

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.........................%

ii) The name of the sub-contractor..........................................................

iii) The B-BBEE status level of the sub-contractor..................................

iv) Whether the sub-contractor is an EME or QSE  

( **Tick applicable box**

[ ] YES  [ ] NO

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>√</td>
<td>√</td>
</tr>
<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>
</tbody>
</table>
Black people with disabilities
Black people living in rural or underdeveloped areas or townships
Cooperative owned by black people
Black people who are military veterans

OR

Any EME
Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE 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-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) 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
(e) forward the matter for criminal prosecution.

WITNESSES

1. ........................................
2. ........................................

........................................
SIGNATURE(S) OF BIDDERS(S)

DATE: ........................................
ANNEX F: BBBEE CERTIFICATES

| NB: Bidder(s) is requested to attach their valid and original or certified B-BBEE Preferential point claim certificate to be eligible for points claimed. Certificate must be issued by SANAS Accredited agency. |
ANNEX G: SBD 7.2: CONTRACT FORM RENDERING OF SERVICES

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;
       - Tax clearance certificate;
       - Pricing schedule(s);
       - Filled in task directive/proposal;
       - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
       - Declaration of interest;
       - Declaration of bidder’s past SCM practices;
       - Certificate of Independent Bid Determination;
       - Special Conditions of Contract;
   (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 fulfilment 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 ……………………………….

WITNESSES
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>
</table>

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

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

NAME (PRINT) ..........................................................

SIGNATURE ..........................................................

OFFICIAL STATES

WITNESSES

1 ..........................................................

2

3
ANNEX H: SBD 8: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN PRACTICES

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. To give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<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? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<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)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<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?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.4 Was any contract between the bidder and any organ of state terminated during the past five years because failure to perform on or comply with the contract?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

4.4.1 If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)........................................................................................................

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.................................................. ..................................................
Signature Date

.................................................. ..................................................
Position Name of Bidder

Js365bW
ANNEX I: SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

________________________________________________________________________

(Name of Institution)
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_______________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, 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

6. 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.
7. In particular, without limiting the generality of paragraphs 6 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.
8. 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.
9. 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 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.

10. 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.

.......................................................... ..........................................................  
Signature                                                                                     Date

.......................................................... ..........................................................  
Position                                                                                      Name of Bidder
ANNEX J: ATTACH COMPANY PROFILE

- Attached company profile at this section or annexure.
ANNEX K: COMPANY REGISTRATION DOCUMENTS (CIPC)

- Certified copies (copy with original stamp) of your CIPC (CIPRO) company registration documents listing all members with percentages, in case of close corporation
- Certified copies (copy with original stamp) of all latest share certificates, in case of a company
### ANNEX L: JOINT VENTURE AGREEMENT

- To provide Joint Venture Agreement signed under Commissioner of Oath.
- To provide above documentation for both companies that form the JV.

**NB: Joint venture agreement and performing the work**
The primary bidder needs to have major responsibilities in this project and both parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.
ANNEX M: MEMORY STICK – COPY CONTAINING A DIGITAL COPY OF ALL TENDER DOCUMENTS AS PROVIDED IN PRINT
ANNEX N: LIST OF REFERENCE OF RELEVANT SERVICES (PROJECTS)

PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH.

Current and Previous Projects of not more than 5 years.

<table>
<thead>
<tr>
<th>No</th>
<th>Project/Company name</th>
<th>Extent of contract/relationships</th>
<th>Contact person</th>
<th>Contact number</th>
<th>Contract amount</th>
<th>Date of commencement</th>
<th>Scheduled date of completion</th>
<th>Contract period (No of years)</th>
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ANNEX O: RESOLUTION OF BOARD OF DIRECTORS / MEMBERS / SOLE PROPRIETOR / PARTNERS OF PARTNERSHIP

This returnable schedule needs to be completed if the tenderer is a joint venture. This form must be completed by each partner of the joint venture. The name of the principal partner must be stated under Point 2.

Resolution of Board of Directors / Members / Sole Proprietor/ Partners of Partnership (i.e. of each legal person to comprise the Joint Venture Partnership)

RESOLUTION of a meeting of the Board of *Directors / Members / Sole Proprietor/ Partners of:

___________________________________________________________________________________________

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at ______________________________________________ (place)
On _________________________________________________ (date)

RESOLVED that:

1. The Enterprise submits a Tender, in Joint Venture with the following Enterprises:

___________________________________________________________________________________________

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Joint Venture)

to the South African National Parks in respect of the following project:

___________________________________________________________________________________________

(Project description as per Tender Document)

Tender Number: _____________________________________________ (Tender Number as per Tender Document)

2. The Principal Partner of the Joint Venture will be

___________________________________________________________________________________________

(Legally correct full name and registration number, if applicable, of the Principal Partner of Joint Venture)

3. *Mr/Mrs/Ms:

___________________________________________________________________________________________

in *his/her Capacity as: _____________________________________________ (Position in the Enterprise)

and who will sign as follows:

___________________________________________________________________________________________

be, and is hereby, authorised to sign a joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the joint venture, in respect of the project described under item 1 above.
4. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the South African National Parks in respect of the project described under item 1 above.

5. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the South African National Parks in respect of the project under item 1 above:

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<tr>
<th>Physical address:</th>
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<td>_______________________________</td>
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<th>Postal Address:</th>
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<th>Telephone number:</th>
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<th>Fax number:</th>
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<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>Signature</th>
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</table>

Note:
1. * Delete which is not applicable
2. **NB.** This resolution must be signed by *all* the Directors / Members / Partners of the Bidding Enterprise
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page
**ANNEX P: GENERAL CONDITIONS OF CONTRACT**

**PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT**

**General conditions of bid and conditions of contract**

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a √ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

**NOTE:** It is mandatory for bidders to complete or answer this part fully; failure to do so result to their bid to be treated as incomplete and shall be disqualified. Refer to paragraph 4 of this document (reasons for disqualification).

<table>
<thead>
<tr>
<th></th>
<th>This bid is subject to the General Conditions of Contract stipulated below.</th>
<th>Accept</th>
<th>Do not accept</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<th></th>
<th>The laws of the Republic of South Africa shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.</th>
<th>Accept</th>
<th>Do not accept</th>
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</thead>
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<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SANParks shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.</th>
<th>Accept</th>
<th>Do not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
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</table>

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<th></th>
<th>SANParks may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty-four (24) hours after the request has been made, otherwise the proposal may be disqualified.</th>
<th>Accept</th>
<th>Do not accept</th>
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<td>4.</td>
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<th></th>
<th>In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.</th>
<th>Accept</th>
<th>Do not accept</th>
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</tr>
<tr>
<td>6</td>
<td>In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>7</td>
<td>SANParks reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>8</td>
<td>Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>9</td>
<td>By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>10</td>
<td>Where applicable, SANParks reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>11</td>
<td>SANParks reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors’ capabilities to meet the requirements specified in the RFP and supporting documents.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>12</td>
<td>Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
<tr>
<td>13</td>
<td>The bidder should not qualify the proposal with own conditions.</td>
<td>Accept</td>
<td>Do not accept</td>
</tr>
</tbody>
</table>
**Caution:** If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.

| 14 | Should the bidder withdraw the proposal before the proposal validity period expires, SANParks reserves the right to recover any additional expense incurred by SANParks having to accept any less favourable proposal or the additional expenditure incurred by SANParks in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal. | Accept | Do not accept |

| 15 | Delivery of and acceptance of correspondence between the SANParks and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party’s postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd. | Accept | Do not accept |

| 16 | Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SANParks shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that SANParks reserves the right to award the same proposal to next best bidders as it deems fit. | Accept | Do not accept |

| 17 | In the case of a consortium or JV, each of the authorised enterprise’s members and/or partners of the different enterprises must co-sign this document. | Accept | Do not accept |

| 18 | | Accept | Do not accept |
Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SANPARKS signatory and added to this RFP as an addendum.

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<th>Accept</th>
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<tr>
<td></td>
<td>Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party’s right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.</td>
<td>Accept</td>
</tr>
<tr>
<td>20</td>
<td>Bidders who make use of subcontractors. The proposal shall however be awarded to the Vendor as a primary contractor who shall be responsible for the management of the awarded proposal. A vendor which was awarded the contract after scoring HDI / RDP goals is not allowed to subcontract more than 25% of the contract to a non-HDI entity. No separate contract shall be entered between SANParks and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.</td>
<td>Accept</td>
</tr>
<tr>
<td>21</td>
<td>All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.</td>
<td>Accept</td>
</tr>
<tr>
<td>22</td>
<td>No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.</td>
<td>Accept</td>
</tr>
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<td>23</td>
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<td>Accept</td>
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</tbody>
</table>
Evaluation of Bids shall be performed by an evaluation panel established by SANParks.

Bids shall be evaluated based on conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for BBBEE (per the PPPFA) is 20.

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<th>Accept</th>
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<tr>
<td>24</td>
<td>If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.</td>
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<tr>
<td>25</td>
<td>The bidders’ response to this Bid, or parts of the response, shall be included or by reference in the final contract.</td>
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<tr>
<td>26</td>
<td>Should the evaluation of this bid not be completed within the validity period of the bid, SANParks has discretion to extend the validity period.</td>
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<tr>
<td>27</td>
<td>Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether he agrees to hold his original bid response valid under the same terms and conditions for a further period.</td>
<td></td>
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<td>28</td>
<td>Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.</td>
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ANNEX R: GENERAL CONDITIONS OF CONTRACT

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if Applicable) and will supplement the General Conditions of Contract.
- Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES
1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier’s performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices
General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 Countervailing duties* are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower
prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “ Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.
1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on
behalf, of the purchaser in connection therewith, to any person other
than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier’s or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the
supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13 Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,
   • provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
(b) in the event of termination of production of the spare parts:
   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place
of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser’s request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser’s prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid
21. Delays in the supplier’s performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
   (i) the name and address of the supplier and / or person restricted by the purchaser;
   (ii) the date of commencement of the restriction
   (iii) the period of restriction; and
   (iv) the reasons for the restriction.
   These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he
delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrued thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
28. **Limitation of liability**

   28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

   
   (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

   (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. **Governing language**

   29.1 The contract shall be written in English. All correspondence and other document pertaining to the contract that is exchanged by the parties shall also be written in English.

30. **Applicable law**

   30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. **Notices**

   31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

   31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. **Taxes and Duties**

   32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser’s country.
32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP)

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.
ANNEX Q: RECORD OF ADDENDA ISSUED TO BIDDERS BEFORE THE BID CLOSING DATE

I / We confirm that the following communications amending the tender documents that I / we received from the employer or his representative before the closing date for submission of this tender offer have been considered in this tender offer.

<table>
<thead>
<tr>
<th>ADDENDUM NO</th>
<th>DATE RECEIVED</th>
<th>TITLE OR DETAILS</th>
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SIGNATURE: ........................................ DATE: ................
(of person authorized to sign on behalf of the Tenderer)
ANNEX S: FEATURE LIST AND FUNCTIONALITY

NB: Bidder(s) are requested to attach in this annexure any documents, information or answers to this evaluation criteria.
ANNEX T: IMPLEMENTATION APPROACH AND SUPPORT METHODOLOGY

NB: Bidder(s) are requested to attach in this annexure any documents, information or answers to this evaluation criteria.
ANNEX U: COMPANY REFERENCES

NB: Bidder(s) are requested to attach in this annexure any documents, information or answers to this evaluation criteria.
BID RESPONSE SCHEDULE OF ALL RETURNABLE DOCUMENTS

**Very important:** Bidders are requested to arrange their bid proposal and attach all returnable documents in the following sequence. This will enable the evaluation committee to easily find your response for ease evaluation.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of the returnable document</th>
<th>Annexure where the document should be placed / attached</th>
<th>Are the documents attached as indicated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SBD 1 : Bid Invitation</td>
<td>Annexure A or 1</td>
<td>Y  N</td>
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<tr>
<td>2.</td>
<td>SBD 2 : Tax Clearance Certificate</td>
<td>Annexure B or 2</td>
<td>Y  N</td>
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<tr>
<td>3.</td>
<td>SBD 3.3 : Professional Pricing Schedule</td>
<td>Annexure C or 3</td>
<td>Y  N</td>
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<td>4.</td>
<td>SBD 4 : Declaration of Interests</td>
<td>Annexure D or 4</td>
<td>Y  N</td>
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<tr>
<td>5.</td>
<td>SBD 6.1: Preference Points Claim Form</td>
<td>Annexure E or 5</td>
<td>Y  N</td>
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<tr>
<td>6.</td>
<td>B-BBEE Certificate – Original or Certified copies</td>
<td>Annexure F or 6</td>
<td>Y  N</td>
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<td>7.</td>
<td>SBD 7.2 : Contract Form – Rendering of Services</td>
<td>Annexure G or 7</td>
<td>Y  N</td>
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<td>8.</td>
<td>SBD 8: Declaration of bidder’s Past Supply Chain Practices</td>
<td>Annexure H or 8</td>
<td>Y  N</td>
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<tr>
<td>9.</td>
<td>SBD 9: Certificate if Independent Bid Determination</td>
<td>Annexure I or 9</td>
<td>Y  N</td>
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<tr>
<td>10.</td>
<td>Attach Company Profile</td>
<td>Annexure J or 10</td>
<td>Y  N</td>
</tr>
<tr>
<td>11.</td>
<td>Company Registration Documents: Certified copies (Copy with original stamp) of your CIPC (CIPRO) company registration documents listing all members with percentages, in case of a CC. Certified copies (Copy with original stamp) of all latest share certificates, in case of a company.</td>
<td>Annexure K or 11</td>
<td>Y  N</td>
</tr>
<tr>
<td>12.</td>
<td>Joint Venture Agreement - To provide signed Joint Venture Agreement signed by all parties involved. The primary bidder needs to have major responsibilities in this project and all parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.</td>
<td>Annexure L or 12</td>
<td>Y  N</td>
</tr>
<tr>
<td>13.</td>
<td>CD/DVD: Copy containing a digital copy of all Tender Documents as provided in print.</td>
<td>Annexure M or 13</td>
<td>Y  N</td>
</tr>
<tr>
<td>14.</td>
<td>List of traceable references of relevant services. Particulars of commitments which the bidder had previously completed and presently engaged with.</td>
<td>Annexure N or 14</td>
<td>Y  N</td>
</tr>
<tr>
<td>15.</td>
<td>Resolution of Board of directors / members / sole proprietor / partners of partnership</td>
<td>Annexure O or 15</td>
<td></td>
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<tr>
<td>16.</td>
<td>General Conditions of Contract – every page initialled by the bidder</td>
<td>Annexure P or 16</td>
<td>Y  N</td>
</tr>
<tr>
<td>17.</td>
<td>Record of Addenda issued to bidders before the bid closing date</td>
<td>Annexure Q or 17</td>
<td>Y  N</td>
</tr>
<tr>
<td>18.</td>
<td>Compulsory clarification meeting certificate. Bidder(s) are requested to sign and get this certificate signed by the SANParks during the clarification meeting. Submit this certificate together with the bid proposal.</td>
<td>Annexure R or 18</td>
<td>Y  N</td>
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<tr>
<td>19.</td>
<td>Feature List and Functionality</td>
<td>Annexure S or 19</td>
<td>Y  N</td>
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<td></td>
<td>Description</td>
<td>Reference</td>
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<td>20.</td>
<td>Implementation Approach and Support Methodology</td>
<td>Annexure T or 20</td>
<td>Y</td>
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<tr>
<td>21.</td>
<td>Company References</td>
<td>Annexure U or 21</td>
<td>Y</td>
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