REQUEST FOR BID

PROVISION OF SECURITY SERVICES FOR TABLE MOUNTAIN NATIONAL PARK FOR A PERIOD OF THREE (03) YEARS WITH AN OPTION TO RENEW FOR ADDITIONAL TWO (02) YEARS

TENDER DOCUMENT

Reference Number: GNP-022-17

Closure date: 16 March 2018
INVITATION TO BID

You are hereby invited to bid for:
Provision of Security Services for Table Mountain National Park for a period of three (03) years with an option to renew for additional two (02) years

<table>
<thead>
<tr>
<th>RFP Number:</th>
<th>GNP-022-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Date:</td>
<td>16 February 2018</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>16 March 2018</td>
</tr>
<tr>
<td>Closing Time:</td>
<td>11h00 AM</td>
</tr>
<tr>
<td>Compulsory Briefing Session:</td>
<td>11h00 on 01 March 2018</td>
</tr>
<tr>
<td>Latest date to submit questions:</td>
<td>11h00 on 09 March 2018</td>
</tr>
<tr>
<td>Compulsory Briefing Session meetings to be held at the following Address:</td>
<td>Table Mountain National Park, Tokai Manor Boardroom, Upper Tokai Road, Tokai, 7945</td>
</tr>
<tr>
<td>Bid Validity Period:</td>
<td>120 days (commencing from the RFP closing date)</td>
</tr>
<tr>
<td>Bid Document Delivery Address:</td>
<td>South African National Parks 643 Leyds Street Muckleneuk Pretoria</td>
</tr>
<tr>
<td>For Attention:</td>
<td>Mr Lawrence Chauke</td>
</tr>
</tbody>
</table>

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

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

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 situated at the main gate (opposite the security building) and is generally accessible 24 hours a day, 7 days a week.
Request for Bid: GNP 022-17

Provision of Security Services for Table Mountain National Park for a period of three (03) years with an option to renew for additional two (02) years

All bids must be submitted on the official forms – May not be retyped

This bid is subject to the Preferential Procurement Policy Framework Act, Preferential Procurement Regulations, 2017, General Conditions of Contract, 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.
**Request for Bid: GNP 022-17**

**Provision of Security Services for Table Mountain National Park for a period of three (03) years with an option to renew for additional two (02) years**

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Code:  Number:</td>
</tr>
<tr>
<td>Cell phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

**Are you the accredited representative in South Africa for the goods / services / works offered?**

If YES, please enclose proof

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

**REGISTERED ON THE NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE**

<table>
<thead>
<tr>
<th>Supplier Number</th>
<th>MAA</th>
<th>Unique Registration Reference Number (36 digit)</th>
</tr>
</thead>
</table>

**TAX COMPLIANCE STATUS (Tick applicable)**

<table>
<thead>
<tr>
<th>Compliant</th>
<th>Yes</th>
<th>Not-Compliant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TCS PIN</th>
</tr>
</thead>
</table>

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (Tick applicable) NB: Only original or certified BEE Certificate or original Sworn Affidavit will be allocated points.**

<table>
<thead>
<tr>
<th>CERTIFICATE PROVIDED:</th>
<th>Yes/No</th>
<th>B-BBEE Level:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Bidder:</th>
<th>..........................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Signatory:</td>
<td>..........................................................</td>
</tr>
<tr>
<td>Capacity of Signatory:</td>
<td>..........................................................</td>
</tr>
<tr>
<td>Date:</td>
<td>..........................................................</td>
</tr>
</tbody>
</table>

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

*(Total bid price including VAT and any other charges)*

Any enquiries regarding the bidding procedure may be directed to:

<table>
<thead>
<tr>
<th>Bid / Administrative Related Enquiries</th>
<th>Technical Enquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Meagan du Plessis</td>
<td>Contact Person: Justin Buchmann</td>
</tr>
<tr>
<td>Tel: 021 712 0527</td>
<td>Tel:</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Meagan.DuPlessis@sanparks.org">Meagan.DuPlessis@sanparks.org</a></td>
<td>E-mail address:</td>
</tr>
</tbody>
</table>
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 –

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;

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 of Bidder: …………………………………………………………………………………

Name of Signatory: …………………………………………………………………………………

Capacity of Signatory: …………………………………………………………………………………

Date: …………………………………………………………………………………

Are you duly authorized to sign this bid (Yes / No)? ………
Request for Bid: GNP 022-17

Provision of Security Services for Table Mountain National Park for a period of three (03) years with an option to renew for additional two (02) years

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: .............................................................................................................................
INSTRUCTIONS TO BIDDER

1 Confidential information disclosure notice

1.1 This document contains confidential and privileged 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 Proposal (RFP) is an invitation to potential suppliers (hereinafter referred to as “Bidders”) to submit Bids for the items/products/solutions as detailed hereunder.

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 (90/10).

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>Meagan Du Plessis</td>
<td>Bid Queries</td>
<td><a href="mailto:Meagan.duplessis@sanparks.org">Meagan.duplessis@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 the indicated date.
Questions/enquiries received after the indicated date will not be considered.

Bidders are not allowed to contact any other SANParks staff in the context of this tender other than 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 the closing date as indicated on the first page.
2.4.2 Bid documents must contain one original document plus one copy, initialled on each page, and signed where required and 01 (One) electronic copy as indicated below.

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; and

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 PPPFA 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, Two (2) hard copies and One (1) electronic copy on disc / memory stick in PDF format 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 not later than 11h00 on the closing date. 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 48 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.

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:

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

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

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

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

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

4.7 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>5</td>
<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 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.

This bid will be evaluated on Functionality per the criteria and weighting as detailed under paragraph Error! Reference source not found.. 75% minimum functionality score will qualify the bid to move on to the next phases where PPPFA evaluation principle shall be applied, which is Price and Preference evaluation.

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:

<table>
<thead>
<tr>
<th>Price points</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferential points/BEE</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
</tr>
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5 SERVICES REQUIREMENTS ............................................................................... Error! Bookmark not defined.
6 INDEMNITY ........................................................................................................ Error! Bookmark not defined.
7 TERMINATION OF SERVICE Apart from the expiry of the agreement, the contract between SANParks and the service provider may be terminated for any one of the following reasons: Error! Bookmark not defined.
8 ASSIGNMENT AND SUB-CONTRACTING ......................................................... Error! Bookmark not defined.
9 COMPETENCIES OR LEVEL OF SERVICE BY THE SERVICE PROVIDER Error! Bookmark not defined.
10 OCCUPATIONAL HEALTH AND SAFETY ...................................................... Error! Bookmark not defined.
11 RESPONSIBILITY OF SANParks ................................................................. Error! Bookmark not defined.
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1 INTRODUCTION AND 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 organisation is committed to act in pursuance of transformation of South Africa’s society in support of entrenching South Africa’s democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

**Vision**

A sustainable National Park System connecting society.

**Mission**

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.

SANParks executes its mandate through the management of 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 decentralised regional management structures. Kruger National Park, the largest single operational unit is divided into two regions, North and South with respective regional offices at Phalaborwa Gate and at the Skukuza Rest Camp. Skukuza is also the administrative head office for the whole of Kruger National Park.

The other 18 Parks under the management of SANParks are divided into 5 regions:
Request for Bid: GNP 022-17

Provision of Security Services for Table Mountain National Park for a period of three (03) years with an option to renew for additional two (02) years

<table>
<thead>
<tr>
<th>Region</th>
<th>Regional Office</th>
<th>Parks managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arid</td>
<td>Upington</td>
<td>Kgalagadi Transfrontier Park, Augrabies, Richtersveld, Namaqua, Mokala</td>
</tr>
<tr>
<td>Cape</td>
<td>Cape Town</td>
<td>Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok</td>
</tr>
<tr>
<td>Frontier</td>
<td>Port Elizabeth</td>
<td>Addo, Camdeboo, Mountain Zebra, Karoo, Garden Route</td>
</tr>
<tr>
<td>North</td>
<td>Pretoria, Head Office</td>
<td>Golden Gate, Marakele, Mapungubwe,</td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td>Groenkloof (Head Office - Pretoria)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kimberley, Graspan</td>
</tr>
</tbody>
</table>

Table 1 – Map of SANPARKS
Request for Bid: GNP 022-17

Provision of Security Services for Table Mountain National Park for a period of three (03) years with an option to renew for additional two (02) years

Figure 1: Location of managed parks
1.1 Overview of current SANParks Tourism Systems

SANParks aims to be the pride and joy of all South Africans and of the world. SANParks will be able to achieve this by developing and managing a system of national parks that represents the biodiversity, landscapes, and associated heritage assets of South Africa for the sustainable use and benefit of all.

A competitive bidding process will be embarked upon. It is also important for SANParks to assist Government in its key objective of socio-economic development, especially in rural areas, where many of the national parks are located.

2 SCOPE OF THE WORK

SANParks aims to acquire the services of a service provider that has the capability of providing Security Services for SANParks. The required services will be contracted for a period of 3 years. Bids are sought from reputable suppliers that have experience and capability in the Security industry. Proof of such contracts will be requested as part of the tender process.

3 DESCRIPTION OF SERVICE

SANParks approved the appointment of a suitable and Professional Security company that has the capability of providing security services for SANParks.

Note:

- The Proposal will have a compulsory briefing session at a scheduled date and time.
- The cut off points required will be 70% of technical evaluation to be able to proceed to the next phases of evaluation.
- The site to be serviced is Table Mountain National Park.
- Security services company must be registered to the Security Services Board and all other statutory bodies
- Security services must have traceable references
- Security Company must also attach a list of permanent Registered guards
- Company must ensure quality service
- Guards must be well trained in security services and must have traceable references
- Guards must not have any criminal records
- Guards must be able to communicate
- Guards must be punctual
- Guards must also be registered with PSIRA
4 REQUIRED PERSONNEL (GUARDS)

4.1 The Service Provider is a registered security company and able to render the services required by SANParks.

4.2 The purpose of the security service is to prevent the unauthorized access of persons and vehicles and the bringing in of any dangerous objects into the Premises.

4.3 Whilst conducting access control, the security personnel provided must ensure that:

4.3.1 No property (including official vehicles) of SANParks is removed from the Premises without a proper letter of authorization issued and signed by a person authorized to do so; and

4.3.2 All firearms (brought into the Premises) are declared, recorded into the appropriate register and sealed according to SANParks’ instructions.

4.4 On the date of commencement of the Agreement, the Parties shall each nominate one or more persons in their respective employ as the persons responsible for security and shall provide each other with the names, telephone numbers or other means of contact with such persons in the event of an emergency.

4.5 Provide the management and expertise to manage security at the listed sites in Table Mountain National Park.

4.6 Operate the required hour per, 365 days per annum and 366 days in leap years without interruption.

4.7 Adhere to health and safety regulations as well as labour related laws at all times.

4.8 The Service Provider will provide within 7 working days of commencement of the contract the personal details of the security staff for each site as well as certificates showing their grading as registered with PSIRA and police clearance certificates including specialized certified training with respect to the Guard Dogs.

4.9 The Service Provider undertakes to provide security services to SANParks in respect of the security areas listed in the table below.

<table>
<thead>
<tr>
<th>Site</th>
<th>Grade</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulders</td>
<td>1 x B</td>
<td>Night Shift (17h00 to 05h00) including weekends and all public holidays</td>
<td>Guard the visitor facilities, walkways, ablutions including Boulders Kiosk and Parking areas. This will include the locking of gates and managing and reporting of illegal access afterhours in line with park entry times. Duties will be</td>
</tr>
<tr>
<td>Location</td>
<td>Shifts</td>
<td>Duties</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Boulders</td>
<td>1 x C</td>
<td>Night Shift (19h00 to 07h00) including weekends and all public holidays</td>
<td>Guard the visitor facilities, walkways, ablutions including Boulders Kiosk and Parking areas. This will include the locking of gates and managing of illegal access afterhours in line with park entry times. Duties will be monitored via a passive monitoring system and daily electronic reports submitted to SANParks designated managers for scrutiny.</td>
</tr>
<tr>
<td>Cape Point</td>
<td>1 x B</td>
<td>Night Shift (17h00 to 05h00) including weekends and all public holidays</td>
<td>Guarding of the Main Gate complex and ancillary buildings including the management and reporting of illegal late entry and exit. Furthermore the guards will need to manage the entry and exit of concessionaires and residents after hours with passive monitoring and daily electronic reports submitted to SANParks designated managers for scrutiny.</td>
</tr>
<tr>
<td>Cape Point</td>
<td>1 x C</td>
<td>Night Shift (19h00 to 07h00) including weekends and all public holidays</td>
<td>Guarding of the Main Gate complex and ancillary buildings including the management and reporting of illegal late entry and exit. Furthermore the guards will need to manage the entry and exit of concessionaires and residents after hours with passive monitoring and daily electronic reports submitted to SANParks designated managers for scrutiny.</td>
</tr>
<tr>
<td>Silvermine Homestead/Sunbird Centre</td>
<td>1 x C</td>
<td>Night Shift (17h00 to 05h00) for week days, weekends and public holidays</td>
<td>Guard to patrol the Silvermine Homestead precinct and daily electronic reports submitted to SANParks designated managers for scrutiny.</td>
</tr>
<tr>
<td>Tokai Manor Precinct</td>
<td>1 x C</td>
<td>Night Shift (17h00 to 07h00) and Day Shift (Only for weekends and Public Holidays) [07h00 to 19h00)</td>
<td>Guarding of the Main Gate, Manor House Building, Wild Card Office, Planning and Finance building and the L-Shape building. Guard with passive monitoring and daily electronic reports.</td>
</tr>
</tbody>
</table>

Invitation to Bid / SANParks / Security Services – Table Mountain N. Park - GNP-022-17  
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5 RESPONSIBILITIES OF SANPARKS

5.1 SANParks shall:

5.1.1 Monitor the professional security services that SANParks receives from the Service Provider.

5.1.2 Give indication of unsatisfactory performance to the attention of the company's management for improvement and expect feedback on how such unsatisfactory performance or bad behaviour will be prevented for future occurrences.

5.1.3 Review the received monthly report and provide feedback.

5.1.4 Effect payment within 30 days from date of receipt of original tax invoices for services rendered.

5.1.5 Tax Invoices submitted by the service provider will not be processed with respect to any non-compliance until credit notes received.

5.1.6 In terms of costs incurred by SANParks for non-compliance by the service provider, SANParks to submit invoice together with attendance register to the service provider with respect to non-compliance.

6 RESPONSIBILITIES OF THE SERVICE PROVIDER

6.1 The Service Provider shall:

6.1.1 Ensure that its security personnel are always at the post at the required time per the service level agreement;

6.1.2 Ensure that off-sick security personnel are replaced without interruption of the services;

6.1.3 Keeps the record of daily occurrences as well as the attendance register of the security personnel on duty. Attendance Register to be signed when reporting in for duty and when leaving for the day. Register to be signed and maintained by the supervisor for monitoring;

6.1.4 Ensures that the occurrence book on each site is provided, maintained and accurately filled in during the shift and scrutinized and signed off by a designated security services supervisor weekly.

6.1.5 Ensure that supervisors conduct regular site inspections to ensure staff site compliance, maintain standards and check on the operation of equipment.

6.1.6 Ensure that security personnel are always in full uniform and tidy;

6.1.7 Ensure that staff are conversant in English given the high number of international tourists visiting the parks facilities.

6.1.8 Ensure that security personnel are well mannered and respectful at all times when on duty;
6.1.9 Ensure that security personnel do not report on duty drunk or under the influence of intoxicating substances, nor drink or imbibe intoxicating substances when on duty.

6.1.10 Ensure that security personnel do not sleep on duty;

6.1.11 Ensure that the security company managers assess the Blood Hound reporting system daily and report any discrepancies and non-compliance to SANParks weekly.

6.1.12 Ensure that the Blood Hound System is fully operational at all sites and that shift reports are sent to designated SANParks managers daily.

6.1.13 Ensure that the security company maintains the industry standard of 80% patrol compliance as logged via the Blood Hound System at all sites without interruption.

6.1.14 Where security guards on the designated sites are not meeting the 80% standard they will be removed from SANParks site/s with immediate effect.

6.1.15 Report any systems failures with respect to the blood hound system to SANParks designated managers daily and ensure that active supervision of those sites is implemented until the system is back on line.

6.1.16 Reimburse SANParks at the daily shift rate as indicated in the tender via a credit note for every site that does not make the 80 % patrol compliance within 30 days of the non-compliance.

6.1.17 Ensure that security personnel keep all relevant records (entry record, movable property record and exit record register);

6.1.18 Ensure that security personnel are always available to assist in any form of emergency;

6.1.19 Ensure that each security personnel member allocated to SANParks sites has all of the following necessary equipment to perform their duties; - Torch/ headlamp, Baton, Handcuffs, 1st aid kit and pocket book.

6.1.20 Ensure that management is always available to respond to any complaints from either visitors or SANParks related to security services;

6.1.21 Ensure that all complaints are addressed and a formal report afforded to SANParks on how the complaint was resolved and how such will be prevented in future within 7 working days from the day of occurrence;

6.1.22 Maintenance of security services standards that SANParks receives from the Service Provider; and

6.1.23 Submit invoice together with the attendance register on every last day of the month to SANParks as well as credit notes for late coming and patrolling as recorded by the Blood Hound System.
6.1.24 Effect payment within 30 days from date of receipt of original SANParks tax invoice for non-compliance e.g. late coming and non-compliance in terms of patrolling as recorded by the bloodhound system.

6.1.25 Sign off SANParks Standard Operating Procedure within 30 days after submission by SANParks.

6.1.26 Service provider will be required to transport guards to all sites to ensure punctual commencement of shifts.

7 COMPETENCIES OF THE SERVICE PROVIDER

The service provider needs to be reputable with a history of dealing with large clients.

NOTE ¹
The remuneration costs must take the following into account as per PSIRA regulations:

- Relief
- Sunday Premium
- Public Holiday Premium
- Leave Provision
- Sick Pay Provision
- Study Leave provision
- Family Responsibility Leave provision
- Night shift allowance
- Provident fund
- Bonus
- UIF (Employer Contribution)
- COID/WCA
- Uniform
- Training
- Other applicable allowances

NOTE ²
- Annual Increases for security officers will take place in line with Private Security Industry Regulatory Authority.
- Only Remuneration of officers will be increased at PSIRA rate.
- Overheads and additional costs will be increased annually according to the latest available CPI rate.
- SANParks reserves the right to check and verify the accuracy of salaries of security officers.
- Submit proof of PSIRA registration for the company and the Guards.
- NB: PSIRA rates are applicable, failure to comply will to disqualification.

6. MEETINGS AND REPORTS

SANParks would require monthly meetings with the service provider as well as the monthly reports of all occurrences to follow-up of the progress of all identified factors in need of correction or improvement.
8 PROJECT OR CONTRACT PERIOD (TIMEFRAMES)

The contract period will be for a period of three (03) years with the option to renew for two (02).

9 SUBMISSION OF BIDS

Bidders are required to submit Two (02) original bid documents.

Submit your tender document with a Memory Stick saved with all submitted documents.

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.

10 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:

10.1 PHASE ONE (01) – STAGE ONE (1) - Mandatory / Minimum Requirements: Compliance 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 fail to comply with the below requirements may be eliminated and not progress to the next evaluation phase.

Bidders who comply with the below will progresses to the next phase of the evaluation, (Phase One (1) – Stage Two (2): Functional Criteria).

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in black 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 Tax Compliance Verification Pin as obtainable from SARS.
- Submission of fully completed Pricing Schedule (Goods / Services – SBD 3.1).
- 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.

Invitation to Bid / SANParks / Security Services – Table Mountain N. Park - GNP-022-17
• Annexure – C: Local Content Declaration - Summary Schedule
• Annexure – D: Imported Content Declaration - Supporting Schedule to Annex C
• Annexure – E: Local Content Declaration - Supporting Schedule to Annex C
• Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
• Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
• Letter of Good Standing on Compensation for Occupational Injuries & Diseases Act (COIDA), obtainable from the Department of Labour,
• Business Registration Certificate e.g. CK 1, certificate of incorporation,
• Proof of registration with Central Suppliers Database (CSD),
• Familiarise yourself and Initial every page of the General Condition of Contract.

10.2 PHASE (01) – STAGE (02): – PRE-QUALIFICATION CRITERIA

Bidders are required to submit the below listed requirements in order to comply with Stage 2 of the evaluation. Only bidders who complied with the listed requirements will proceed to the next phase of evaluation. (Compulsory to provide this information. Failure to do so may result in elimination from further evaluation)

• SANParks invite bid from service providers who are B-BBEE Level 1 up to Level 3. No service provider of B-BBEE Level of over and above level 3 will be considered for this bid – Include a B-BBEE Certificate of level 1 or 3 for compliance to this requirement.
• Company valid PSIRA registration as obtainable from PSIRA.

10.3 PHASE (02) – BID EVALUATION

In this phase All bids that met all the requirements in terms of compliance and completeness of the submitted proposal per the above set of mandatory requirements will be evaluated as follows:

Stage (01) – Detail Technical Evaluation Criteria and Point Allocation
Stage (02) - Evaluation of Bid Responses Using the Price and B-BBEE Scores

10.3.1 STAGE (01): DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

NB: Qualification Threshold – Bidders must achieve 70% per the criteria below to be considered for Stage (02) evaluation. Bidders who fail to comply with the set minimum threshold of 70% per the below requirements WILL be eliminated and bidders who comply with the below will progress to the next stage of evaluation.

In this stage, the following criteria shall be applicable and the maximum points of each criterion are indicated in the table below. Bidders scoring 70 out of 100 on functional / technical criteria will be further
evaluated on Price and BEE. Bidders who do not achieve the minimum of 70 points on functional / technical criteria will not progress to the next and final stage (02) being price and preference points.

Points for the functional criteria shall be allocated as per the categories set out below:
10.3.2 PHASE TWO (2), STAGE ONE (01): DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE FOR THIS BID

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 1  | Company years of experience specifically in security services.                          | 30                | 5      | Bidders to indicate the years in which they have been rendering security services (this refers to the years in security operation and not the year of company registration). Following documents should be submitted to support the claim of years:  
- Proof of signed Contracts, approved Purchase Order, Letter of Award and / or Reference Letter in the company letterhead (all documents must indicate the contract period, value, and contract description)  
- 1 = Less than 12 months in rendering security related services.  
- 2 = More than 12 months but less than two (2) years in rendering security related services.  
- 3 = More than two (2) years but less than four (4) years in rendering security related services.  
- 4 = More than four (4) years but less than six (6) years in rendering security related services.  
- 5 = More than six (6) years in rendering security related services. With evidence in support of the claimed years as per point number 1.2.                                                                                                                                 |  

NB: Please complete the following information: (information to be completed by the bidder)

1.1 State the year in which your company was registered by CIPC – (attached proof of company registration)  
Year:__________________  
Company Registration attached  
YES_______ NO_______

1.2 In which year did your company started rendering security services? This must be read in conjunction with point 1.4 below.  
Year:__________________

1.3 How many years have you been rendering Security services?  
Number of years:
## 1.4
Attach evidence which support that your company has been rendering security services in support of the point 1.2 stated above. (e.g.: Letter of Award, Signed Contract, Approved Purchase Order, and Reference Letter).

### State the type of evidence you have attached to support of 1.2:

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Point s</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 1  | Company Reference Letters in relation to working experience on security related services. | 30 | 5 | Bidders to attach Reference Letters confirming the work that in which the bidder had executed or currently executing. NB: Only signed reference will which complied with the below reference letter 5 listed requirements be considered.  
- Reference letter from your clients stating the types of security services you were rendering and indicate the period (start and end dates of the contract) as well as the rated level of service;  
- NB: Reference letter not complying with ALL the following 5 requirements will not be considered for evaluation:  
  a) Reference letter must be on the Company letterhead  
  b) Indicating type of security services rendered; (e.g.: monitoring, guarding etc.).  
  c) Period of the contract; (uninterrupted 12 months or more contract period);  
  d) The rated level of service (good, satisfactory, excellent, etc.); and  
  e) Signed by the client. | 1 = One (1) reference letter complying with all five requirements is attached in support of the years the company has been rendering relevant security services  
2 = Two (2) reference letter complying with all five requirements is attached in support of the years the company has been rendering relevant security services  
3 = Three (3) reference letter complying with all five requirements is attached in support of the years the company has been rendering relevant security services  
4 = Four (4) reference letter complying with all five requirements is attached in support of the years the company has been rendering relevant security services  
5 = Five (5) reference letter complying with all five requirements is attached in support of the years the company has been rendering relevant security services |
<table>
<thead>
<tr>
<th>Did you attach the Reference Letters of uninterrupted contract period of 12 months or more period?</th>
<th>Reference Letter attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>**YES_____</td>
<td>**NO_____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If attached, how many Reference Letters are attached to your bid?</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List the names of the clients whom you have attached their reference letters</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>
### Functionality criteria:

**Capacity (vehicles) available to service the park in relation to the project in question – Own / leased Vehicles**

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>20</td>
<td>5</td>
<td>Scoring of the Capacity (vehicle) - Company has capacity to deliver in terms of available resources (Vehicles for delivery of security guards and reaction / response). <strong>NB:</strong> Points will only be awarded where the following requirements are fully complied with: <strong>For Own vehicles</strong> - Submit vehicles registration as proof – registered under the company name, not a personal vehicle. <strong>For Leased vehicles</strong> – Submit vehicles lease / rental agreement by both parties accompanied by vehicles registration.</td>
<td>3 = 1 Vehicles available supported by either the vehicle registration and lease agreement in case of owned or rental / leased vehicle. 5 = 2 Vehicles available supported by either the vehicle registration and lease agreement in case of owned or rental / leased vehicle.</td>
</tr>
</tbody>
</table>
If Owned vehicles - Did you attach the proof of Vehicle Registration? List the vehicle registration number below of the attached vehicle registration documents.

<table>
<thead>
<tr>
<th>Copies of Vehicle Registration attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES_______  NO_______</td>
</tr>
</tbody>
</table>

If leased / rental vehicles - Did you attach the proof of Signed Leased / Rental Agreement and copy of Vehicle Registration? List the vehicle registration number below of the attached vehicle registration and lease / rental agreement documents.

List the vehicle registration numbers of the attached vehicle registration documents. (maximum of five vehicles registration proofs)

1. 
2. 
3. 
4. 
5. 
### Functionality criteria

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Point(s)</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 4  | Capacity (security guards) available to service the park in relation to the project (General operations capacity – Security Guards of the company) | 20                | 5        | Scoring of the Capacity - Company has capacity to deliver in terms of available resources staff – security guards. NB: Submit a list of security guards registered with PSIRA under the employment of the company who are readily available or can be allocated for this project. The list must indicate the guard name, ID Number and the PSIRA registered grade. **List should be retrieved from PSIRA website.** | 1 = 2 permanent security guards in the company (excluding any other staff other than the security guards).  
2 = 4 permanent security guards in the company (excluding any other staff other than the security guards).  
3 = 6 permanent security guards in the company (excluding any other staff other than the security guards).  
4 = 8 permanent security guards in the company (excluding any other staff other than the security guards).  
5 = 10 permanent security guards in the company (excluding any other staff other than the security guards). |

Threshold - 70% must be achieved for consideration of stage 2 evaluation of price and preference information.
10.4 PHASE 02 - STAGE TWO (02): EVALUATION OF BID RESPONSES USING THE PRICE AND B-BBEE SCORES

Bidders who achieved 70% 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 and consideration of the provided samples for the final recommendation of the successful bidder.

10.5 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>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

10.6 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.

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

\[ P_{min} \]

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

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

10.7 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.
10.8 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.

b) 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.

c) Service providers who will be responding to this bid invitation are understood to be accepting all expressed and implied terms and conditions as stated by SANParks in this bid.

10.9 CONTACTABLE OFFICIALS FOR CLARIFICATION

All bid documentation enquiries can be addressed to Meagan Du Plessis at Tel: 021 712 0527 or meagan.duplessis@SANParks.org and all technical enquiries can be addressed to Justin Buchmann at Tel: 021 712 0527 email: cjustin.buchmann@SANParks.org
Annexure A: Bid Invitation

This section refers to pages 1 - 35 of the bid document.
Annexure B: Reference Letter (NB: The following template should be used in replace of the formal)

<table>
<thead>
<tr>
<th>REFERENCE LETTER FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder’s Letterhead</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing on your letterhead the reference as set out below on your experience with us.

<table>
<thead>
<tr>
<th>Reference Letterhead</th>
<th>Reference Legal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REFERENCE ON COMPANY (mention the name of the company you are giving reference about)

<table>
<thead>
<tr>
<th>Bid Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Describe the Contract / Project work and/or Service the above bidder provided to your organisation:

<table>
<thead>
<tr>
<th>Project period (start date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project period (end date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service period (start date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Supply and Delivery of Bed Linen SANParks for a period of three (03) years with an option to renew for additional two (02) years

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Meets requirements</th>
<th>Exceeds requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service period (end date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please rate the above bidder according to the following Criteria by ticking column and providing comments / details:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of security guards at all times</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response to service requests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Impression / Satisfaction with bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of times used in the past years</td>
<td>Would you use the provider again</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Completed by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Telephone Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NB: This reference letter format is not to be completed by the bidder, but it is to be completed by the clients of the service provider who is bidding for this project giving reference to their level of the service rendered in either their current or previous project.
Annexure C: Pricing Schedule – (SBD 3.1)

Detailed breakdown of costs (including overheads and disbursements), delivery, claims and any other related costs

**NB:** Contract will be for three years, with an option to extend for another two years but for evaluation purposes the price for three years will be used, items will be purchased in advance if and when required, NB units required are estimated amounts only, and they can either increase or decrease

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price per month</th>
<th>Total Price per year (VAT Excluding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Category C Security Guard – Day Shift (Weekends &amp; Public Holidays)</td>
<td>1</td>
<td></td>
<td>Total : Year 1 (One)</td>
</tr>
<tr>
<td>2.</td>
<td>Category C Security Guard - Night Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Category C Security Guard - Night Shift</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Category B Security Guard - Day Shift (Weekends &amp; Public Holidays)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Category B Security Guard - Night Shift</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Category C Security Guard - Night Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Additional costs (list if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supply and Delivery of Bed Linen SANParks for a period of three (03) years with an option to renew for additional two (02) years

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL BID PRICE FOR YEAR ONE (1) (Excluding VAT)</td>
<td>R</td>
</tr>
<tr>
<td>VAT (14%)</td>
<td>R</td>
</tr>
<tr>
<td>TOTAL BID PRICE FOR YEAR ONE (1) (Including VAT)</td>
<td>R</td>
</tr>
<tr>
<td>ESTIMATED TOTAL BID PRICE FOR THREE YEARS (Excluding anticipated annual PSIRA increases for year 2 and 3)</td>
<td>R</td>
</tr>
</tbody>
</table>

NB: This total will be used for evaluation / comparative purpose

NB: (Calculation of price for three years: Total Bid Price for year one (including VAT) X 3 years = Estimated Total Bid price for three years)

NB: SANParks will only consider annual price escalation based on PSIRA annual increase for the 2nd and or 3rd year annual increase.

NB: (Please note that all prices quoted should 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). Overheads and additional costs will be increased annually according to the latest available CPI rate.)
Annexure D: Declaration of Interest (SBD 4)

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: …………………………………………………

2.2 Identity Number: ………………………………………………………………………………………

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

2.4 Company Registration Number: ………………………………………………………………………

2.5 Tax Reference Number: ………………………………………………………………………………

2.6 VAT Registration Number: ……………………………………………………………………………

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

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.
"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

2.7.1.1 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.

2.7.1.2 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 Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supply and Delivery of Bed Linen SANParks for a period of three (03) years with an option to renew for additional two (02) years

---

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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
Annexure E: Preference points claim form (SBD 6.1)

This preference points claim 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.

NB: Before completing this form, bidders are required to study the General Conditions, Definitions and Directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. GENERAL CONDITIONS

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

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

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE</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 90 points is allocated for price on the following basis:

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

Where

\( P_s \) = Points scored for price of bid under consideration

\( P_t \) = Price of bid under consideration

\( P_{\text{min}} \) = 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)

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

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

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

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

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

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

8.6 COMPANY CLASSIFICATION

[ ] Manufacturer

[ ] Supplier

[ ] Professional service provider

[ ] Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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.

<table>
<thead>
<tr>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE(S) OF BIDDERS(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Annexure F: B-BBEE 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.

SANParks invite bid from service providers who are BEE Level 1 up to Level 3. No service provider of BEE Level of over and above level 3 will be considered for this bid.

Include a BEE Certificate of level 1 or 3 for compliance to this requirement.
Annexure G: Declaration of Bidder's past Supply Chain Practices (SBD 8)

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 <em>audi alteram partem</em> rule was applied).</td>
<td>Yes □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>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></td>
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<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
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<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)?</td>
<td>Yes □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>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></td>
<td></td>
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<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
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</table>
### Item 4.3

**Question:** 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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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### Item 4.3.1

If so, furnish particulars:

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</table>

### Item 4.4

**Question:** 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>
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### Item 4.4.1

If so, furnish particulars:

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**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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Bidder</th>
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<tbody>
<tr>
<td></td>
<td>Js365bW</td>
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</table>
Annexure I: Certificate of Independent Bid Determination (SBD 9)

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). 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;
   (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
Annexure J: Company Profile

Attach company profile at this section or annexure.
Annexure K: Proof of Company Registration with National Treasury Central Supplier Database (CSD) – Submit CSD Compliance Report
Annexure L: Joint Venture Agreements

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

**NB: Joint venture agreements and performing the work**

The primary bidder needs to have major responsibilities in this project and all parties need to state their percentage interest in this joint venture(s). Joint venture(s) is(are) encouraged mainly for developmental purposes.
Annexure M: Digital copies of all tender documents

Please attach digital copy (Memory stick) to this Annexure.
Annexure N: Resolution

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:

| Physical address: | _______________________________ |
| | _______________________________ |
| | _______________________________ |
| | _______________________________ (code) |

| Postal Address: | _______________________________ |
| | _______________________________ |
| | _______________________________ |
| | _______________________________ |
| | _______________________________ (code) |

| Telephone number: | _______________________________ (code) |
| Fax number: | _______________________________ (code) |

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>Signature</th>
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<td>6</td>
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</tbody>
</table>
### Note:

1. "Delete which is not applicable"

2. **NB.** This resolution must be signed by **all**
   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
## Annexure O: General Conditions of Contract

### PLEASE INITIAL EACH PAGE OF THE GENERAL 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></th>
<th>Accept</th>
<th>Do not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>This bid is subject to the General Conditions of Contract stipulated below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. 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. | Accept | Do not accept |

7. 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. | Accept | Do not accept |

8. 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. | Accept | Do not accept |

9. By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands. | Accept | Do not accept |

10. Where applicable, SANParks reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation. | Accept | Do not accept |

11. 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. | Accept | Do not accept |

12. Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted. | Accept | Do not accept |

13. The bidder should not qualify the proposal with own conditions. **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. | Accept | Do not accept |

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.

| 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. 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. | Accept | Do not accept |
| 19. 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. | Accept | Do not accept |
| 20. Bidders who make use of subcontractors. | Accept | Do not accept |
| 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. | Accept | Do not accept |
| 21. All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law. | Accept | Do not accept |
| 22. 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. | Accept | Do not accept |
| 23. Evaluation of Bids shall be performed by an evaluation panel established by SANParks. | Accept | Do not accept |
| 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 90, and the maximum number of preference points that may be claimed for BBBEE (per the PPPFA) is 10. | Accept | Do not accept |
| 24. If the successful bidder disregards contractual specifications, this action may result in the termination of the contract. | Accept | Do not accept |
| 25. The bidders’ response to this Bid, or parts of the response, shall be included or by reference in the final contract. | Accept | Do not accept |
26. Should the evaluation of this bid not be completed within the validity period of the bid, SANParks has discretion to extend the validity period. | Accept | Do not accept |

27. 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. | Accept | Do not accept |

28. 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. | Accept | Do not accept |

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT THAT FOLLOWS ON THE NEXT PAGES.
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.

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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

Initial:
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 consignee’s 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 the 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 and information; inspection  
   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.
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.
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 and document

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

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 or later, shall not
relieve the supplier from any liability or obligation under the contract.

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 for default

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) Programme

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.
Annexure P: 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)
Annexure Q: Functional Evaluation Criteria 1: Experience related to supply and delivery of bed linen
Annexure R: Functional Evaluation Criteria 2: Experience related to supply and delivery capacity
Annexure S: Functional Evaluation Criteria 3: References
Annexure T: Functional Evaluation Criteria 4: Capacity to deliver
Annexure U: 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 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</td>
</tr>
<tr>
<td>2.</td>
<td>Reference Template</td>
<td>Annexure B or 2</td>
<td>Y</td>
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<tr>
<td>3.</td>
<td>SBD 3.1: Pricing Schedule</td>
<td>Annexure C or 3</td>
<td>Y</td>
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<td>4.</td>
<td>SBD 4: Declaration of Interests</td>
<td>Annexure D or 4</td>
<td>Y</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</td>
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<tr>
<td>6.</td>
<td>B-BBEE Certificate – Original or Certified copies (BEE Level 1 or 2) - Mandatory</td>
<td>Annexure F or 6</td>
<td>Y</td>
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<tr>
<td>7.</td>
<td>SBD 8: Declaration of bidder’s Past Supply Chain Practices</td>
<td>Annexure G or 7</td>
<td>Y</td>
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<tr>
<td>8.</td>
<td>SBD 9: Certificate if Independent Bid Determination</td>
<td>Annexure H or 8</td>
<td>Y</td>
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<tr>
<td>9.</td>
<td>Attach Company Profile</td>
<td>Annexure I or 9</td>
<td>Y</td>
</tr>
<tr>
<td>10.</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 J or 10</td>
<td>Y</td>
</tr>
<tr>
<td>11.</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 K or 11</td>
<td>Y</td>
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<tr>
<td>12.</td>
<td>Copy containing a digital copy of all Tender Documents as provided in print.</td>
<td>Annexure L or 12</td>
<td>Y</td>
</tr>
<tr>
<td>13.</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 M or 13</td>
<td>Y</td>
</tr>
<tr>
<td>14.</td>
<td>Resolution of Board of directors / members / sole proprietor / partners of partnership</td>
<td>Annexure N or 14</td>
<td>Y</td>
</tr>
<tr>
<td>15.</td>
<td>General Conditions of Contract – every page initialled by the bidder</td>
<td>Annexure O or 15</td>
<td>Y</td>
</tr>
<tr>
<td>16.</td>
<td>Record of Addenda issued to bidders before the bid closing date</td>
<td>Annexure P or 16</td>
<td>Y</td>
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<tr>
<td>17.</td>
<td>Experience related to supply and delivery of bed linen</td>
<td>Annexure Q or 17</td>
<td>Y</td>
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<tr>
<td>18.</td>
<td>Experience related to supply and delivery capacity</td>
<td>Annexure R or 18</td>
<td>Y</td>
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<tr>
<td>19.</td>
<td>Reference</td>
<td>Annexure S or 19</td>
<td>Y</td>
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<tr>
<td>20.</td>
<td>Capacity to deliver</td>
<td>Annexure T or 20</td>
<td>Y</td>
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<tr>
<td>21.</td>
<td>Schedule of ALL returnable documents</td>
<td>Annexure U or 21</td>
<td>Y</td>
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</tbody>
</table>

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