TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF ONE NEW CONTROLLER, NEW READERS AT BSP FOR NEW OFFICE, REPLACE 12 OLD READERS WITH NEW ONES AND A THREE YEARS MAINTENANCE CONTRACT OF THE EXISTING SYSTEM

RFQ Number:

SANParks-00287/11/19
REQUEST FOR QUOTATIONS

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

Appointment of service provider for the supply and installation of one new controller, new readers at BSP for new office, replace 12 old readers with new ones and a three years maintenance contract of the existing system

<table>
<thead>
<tr>
<th>RFQ Number:</th>
<th>SANParks-00287-11-19</th>
</tr>
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<tbody>
<tr>
<td>Advertisement Date:</td>
<td>05 March 2020</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>12 March 2020 time @ 12H00</td>
</tr>
<tr>
<td>Closing Time:</td>
<td>12H00</td>
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<tr>
<td>Bid Document Delivery Email Address:</td>
<td><a href="mailto:scmquotations@sanparks.org">scmquotations@sanparks.org</a></td>
</tr>
<tr>
<td>For Attention:</td>
<td>SCM Quotations</td>
</tr>
<tr>
<td>Contact details</td>
<td>012 426 5229</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:scmquotations@sanparks.org">scmquotations@sanparks.org</a></td>
</tr>
</tbody>
</table>
TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF ONE NEW CONTROLLER, NEW READERS AT BSP FOR NEW OFFICE, REPLACE 12 OLD READERS WITH NEW ONES AND A THREE YEARS MAINTENANCE CONTRACT OF THE EXISTING SYSTEM

1. PURPOSE

The purpose of these terms of reference (RFQ) is to invite bidders to submit a quotation for the Appointment of service provider for the supply and installation of one new controller, new readers at BSP for new office, replace 12 old readers with new ones and a three years maintenance contract of the existing system.

2. BACKGROUND

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

3. SCOPE OF WORK

SECTION A:
REQUEST FOR QUOTATION (RFQ)
SPECIAL CONDITIONS

1  BACKGROUND

1.1  SANParks requests proposals for the supply and install one (1) new controller and readers at BSP New offices integrations / programing using softcon software to the existing access control systems and replacement of 12 old readers with new sigma Lite WR Bio readers with memory DB up to 3000 at its Head Office in Groenkloof –

2  DEFINITIONS AND INTERPRETATION

2.1  In this Agreement, unless the context clearly indicates a contrary intention, the following terms shall have their meanings assigned to them hereunder, namely:

2.1.1  “Access Control System” means the electronic system that has the capability to restrict; limit; authenticate; verify and deny access to areas within a built environment serving as a security measure;

2.1.2  “Annexure A” refers to the diagrammatic layout of the existing access control system as is installed on site;
2.1.3 “Biometrics” refers to the form of identification or verification with regard to access control;

2.1.4 “the Contractor” means the successful bidder with regard to the services that required relating to the scope of works;

2.1.5 “Effective Date” means the date of confirmation and acceptance of appointment;

2.1.6 “Party/ies” means SANParks and the Contractor, individually or collectively, as the case may be;

2.1.7 “Peripherals” refers to external devices that support and integrate with the central processing unit to provide full functionality and enhancing features;

2.1.8 “SANParks” means South African National Parks, a statutory body established in terms of the National Parks Act No. 57 of 1976 and continuing to exist in terms of section 54(1) of the National Environmental Management: Protected Areas Act 57 of 2003 (as amended), with its principle place of administration at 643 Leyds Street, Muckleneuk, Pretoria, Gauteng;

2.1.9 “Schematics” refers to the general layout as depicted on an illustration representing an electronic system;

2.1.10 “Security Systems” refers to the electronic systems relating to access control including human interface devices.

2.1.11 “Services” means the rendering of installations and replacement of readers to match existing security systems as outlined within this document as amplified by the provisions of Annexure A to C;

2.1.12 “Softcon” refers to the access control system software and equipment currently in operation;

2.2 References to this Request for Quotations (RFQ) shall include the annexures to this RFQ.
2.3 Words and phrases defined in this RFQ shall also apply in the interpretation of the same words and phrases in annexures to the proposed save where specifically indicated to the contrary in such annexure.

2.4 Unless the context otherwise require:

2.4.1 the singular shall import and include the plural and vice versa;

2.4.2 words indicating a gender shall import and include other genders;

2.4.3 Words indicating natural persons shall include juristic persons.

3 INTELLECTUAL PROPERTY AND COPYRIGHT

Copyright of all documentation relating to this RFQ / contract belong to SANParks.

All the intellectual property rights arising from the execution of this contract shall vest in SANParks and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the contents and all published and unpublished material confidential.

Non-acceptance or non-compliance resulting in infringement of the intellectual property and copyright clauses stated may deem a submission for the RFQ non-responsive.

4 WARRANTS AND CONTRACT

The service provider warrants that it is able to conclude this scope of works to the satisfaction of SANParks.

The contracting agreement for this RFQ will be the General Conditions of Contract and SBD 7.2

5 LIAISON

The liaison between the appointed service provider and SANParks is as follows:

The appointed service provider will liaise directly with the Assistant Facilities Manager: Groenkloof.

6 FUNDAMENTAL REQUIREMENTS FOR RFQ QUALIFICATION

A pre-requisite to qualify for this RFQ assignment is compulsory and valid registration with the following bodies / entities:
- PSIRA registration (nature of service -10: Installing; servicing or repairing security equipment)
- Valid SARS Tax Clearance number
- Valid Registration for Workman’s Compensation
- CSD report
- Valid BBB-EE Verification Certificate
- PSIRA Letter of Good standing
- Letters from previous Clients (3 traceable references) not older than 5 years.
- Must submit OHS compliance file upon appointment

8. OCCUPATIONAL HEALTH AND SAFETY

The service provider acknowledges that he is fully aware of the provisions of the OHS Act 85 of 1993 and that he is an employer in his own right with duties and responsibilities as prescribed in the Act.

The following will form part of OHS requirement.
   a) Submit OHS compliance file after appointment.
   b) Safe Work Procedures of the appointed service provider to be declared prior to work commencement;

Safety, Health and Baseline risk assessment plan for the appointed service provider will be required prior to actual appointment

Before commencing work, data shall be submitted showing that the contractor has successfully maintained and supported installations of the same type and design as specified, or that they have a firm contractual agreement with a sub-contractor having the required manufacturers’ training and experience.

9. DURATION OF SCOPE OF WORKS

9.1 Notwithstanding the Signature Date, this service offering shall commence on the Effective Date and shall continue for a fixed period during installations and I (one) year warrant on the equipment’s

10. STANDARDS FOR SERVICES

10.1 The Contractor shall undertake to render the Services;

10.1.1 Timeously;

10.1.2 Professionally and with the appropriate level of skill, quality and urgency reasonably required by
SANParks

10.1.3 According to such directives as SANParks may reasonably provide or specify from time to time.

10.2 Measures of performance will be further stipulated and agreed in the Service and be based on the following principles:

i) Trouble – Shooting:

Telephonic support directed at tiered and assigned support resources:
- Technical
- Contractual
- Accounts

ii) Systematic Maintenance (Preventative Maintenance):

iii) Health Checks and Maintaining System Integrity:

Periodic health checks to be conducted biannually with the original equipment manufacturer (O.E.M) to ensure that all hardware and software are up-to-date including valid licencing matching current systems and product developments are implemented.

11. RENDERING OF THE SERVICES

11.1 The Contractor will deliver the Services to SANParks on the basis set out below.

11.2 The installations and replacement with new readers, programing to match existing access control systems infrastructure at its Head Office in Groenkloof – Pretoria

11.3 Training of operating and maintenance staff
11.3.1 The Contractor will undertake to train SANParks’ operating and maintenance staff to be fully competent in the operation, integration and basic maintenance of the access control Systems.

11.4 On site support and maintenance

11.4.1 The Contractor will offer hardware and software support as outlined in the general standards of services section

11.5 Testing of existing peripherals

11.5.1 The Contractor shall test the existing equipment; including access, readers, hard-ware; switches; magnetic locks, door closers and door monitors to ensure compatibility and full functionality and operation.

11.6 Maintenance of the readers and controllers.

11.6.1 The Contractor will undertake systematic preventative maintenance and continuous training of SANParks’ employees covered by the fixed cost as per warrant period and at no additional cost; unless extra-ordinarily identified and agreed.

11.6.2 The Contractor will do one call-out per month for repair maintenance, covered by the fixed cost as per clause and at no additional cost.

11.6.3. An amount of 5% on total cost on installation will be held as retention for the period of four months

11.7. Upgrading/expansion

11.7.1 The Contractor will undertake upgrading the software/equipment of the existing system and expansion of the existing system as and when required by SANParks, if possible during the scheduled installations periods or when need arise to avert any risk to which may happens.

11.8 Technical and professional support

11.8.1 Maintenance evaluation and planning

11.8.2. Upgrading/expansion, evaluation, design and costing
11.8.3 Systems engineering consultation
11.8.4 Supply, delivery and temporary storage of maintenance parts
11.8.5 Replacement of faulty equipment
11.8.6 On-site and off-site repair of faulty equipment
11.8.7 Monitoring and management of on-site maintenance stock
11.8.8 Maintenance of off-site back-up.
11.8.9 Response to emergency and non-emergency breakdown calls
11.8.10 Performance of breakdown maintenance
11.8.11 Performance of scheduled maintenance
11.8.12 Completion of monthly maintenance reports
11.8.13 Management of purchase orders
11.8.14 Monitoring and management of suppliers of equipment under warranty and/or guarantee
11.8.15 Production and management reports pertaining to the works
11.8.16 Attendance of management meetings on site
11.8.17 Attendance and where necessary supervision of safety meetings
11.8.18 Training and retraining of SANParks’ staff.

12. OBLIGATIONS OF SANPARKS

12.1 SANParks will effect payment on an invoice within 30 days of receipt of the invoice for Services rendered.
12.2 SANParks will ensure that the rendering of the Services will be accommodated at the request of the Contractor.
12.3 SANParks will ensure that the employees of the Contractor will have access to the Groenkloof offices for purposes of this Agreement.
12.4 SANParks undertakes to keep stock of the spares for purposes of this Agreement.
13. OBLIGATIONS OF THE CONTRACTOR

13.1 The Contractor undertakes to provide the necessary identification for its employees rendering the Services under this Agreement.

13.2 The Contractor confirms that the competency of its employees, tools and equipment conform to the applicable legislation in terms of safety.

13.3 The Contractor undertakes to bear all costs incurred for poor performance and repairs to sub-standard workmanship or for the replacement of faulty equipment, etc.

13.4 The Contractor will aim to provide a turn-around time as highlighted in section 10.2 (Standards of Service) all confirmations of time-lines must be logged via e-mail and documented and summarized monthly for submission at management meetings or as requested by SANParks.

SECTION B:
REQUEST FOR QUOTATION
PRICING SCHEDULE

1. EXTENT OF SERVICE OFFERING – SCHEDULE OF INFRASTRUCTURE
DESCRIPTIVE ASSESSMENT

The security systems comprise the following:

Access Control Infrastructure:

1 Main Building Ground Floor and Basement

Installations of three new access doors and replacement of an Access Control readers indicated on the Building Layout in Appendix A and Appendix B. The system consists of one controller per door with two biometric readers. The Building has a total of twenty four and twenty five readers.
2 Reservations, Cafeteria and Risk management

Maintenance and support of an Access Control System indicated on the Building Layout in Appendix C. The system consists of one controller per door with two biometric readers. The Building has a total of six controllers and twelve readers.

3 Main Vehicle Entrance and Staff Parking Area

3.1 Main vehicle entrance

Maintenance and support of existing electronically controlled vehicle access control boom at the main vehicle entrance of Leyds Street.

3.2 Staff Parking Area

Maintenance and support of existing single controller and dual in and out fingerprint biometric readers including an existing electronically controlled vehicle access control boom.

3.3 Delivery Gate

Maintenance and support of an existing single sliding gate including D7 Centurion gate motor and peripherals.

3.4 Staff Turnstile Access

Maintenance and support of an existing “Turn star” Triumph 4 full height 4-arm single turnstile including dual biometric readers.

4 Outer Buildings

4.1 Training Centre

Maintenance and support of an Access Control System indicated on the Building Layout in Appendix A and Appendix B. The system consists of one controller per door with two biometric readers as indicated.

4.2 “Stalle” Offices

Maintenance and support of an Access Control System indicated on the Building Layout in Appendix A and Appendix B. The system consists of one controller per door with two biometric readers as indicated.
4.3. “House” Offices

Maintenance and support of an Access Control System indicated on the Building Layout in Appendix A and Appendix B. The system consists of one controller per door with two biometric readers as indicated.

4.4. Technical Workshops

Maintenance and support of an Access Control System indicated on the Building Layout in Appendix A and Appendix B. The system consists of one controller per door with one biometric reader as indicated.

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<thead>
<tr>
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<th>AREA GROUP</th>
<th>REQUIREMENT</th>
<th>SPECIFICATIONS</th>
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<tbody>
<tr>
<td>1</td>
<td>BSP New Offices</td>
<td>Readers (2)</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<tr>
<td></td>
<td></td>
<td>Controller (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mag lock (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heavy duty door arm (1)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BSP Existing Offices</td>
<td>Replace 2 readers.</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<tr>
<td>3</td>
<td>Turnstile Gate</td>
<td>Replace 2 readers</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<td>Location</td>
<td>Action</td>
<td>Product Details</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Staffs parking exit west side</td>
<td>Replace 2 readers</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<td>5</td>
<td>Reservation exit to Front Office</td>
<td>Replace 1 reader</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<tr>
<td>6</td>
<td>House Offices</td>
<td>Replace 1 reader</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
</tr>
<tr>
<td>7</td>
<td>Risk Management front door</td>
<td>Replace 2 readers</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<tr>
<td>8</td>
<td>CEO office door</td>
<td>Replace 2 readers</td>
<td>Sigma Lite WR Bio Readers with memory DB up to 3000</td>
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<tr>
<td>9</td>
<td>Systems maintenance for the contract period of three years, including monthly systems check and maintenance plus one free call out per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Integration and programming of the systems.</td>
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## PRICING SCHEDULE OF EQUIPMENT REPLACEMENT AND SYSTEMS MAINTENANCE

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<tr>
<td>1</td>
<td>BSP NEW OFFICES Readers</td>
<td>2</td>
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</tr>
<tr>
<td>2</td>
<td>Controller</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mag lock</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HEAVY DUTY DOOR ARM</td>
<td>1</td>
<td></td>
</tr>
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<td>5</td>
<td>REPLACE 12 READERS WITH SIGMA LITE WR BIO READERS WITH MEMORY DB UP TO 3000</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SYSTEMS MAINTENANCE FOR THE CONTRACT PERIOD OF THREE YEARS, INCLUDING MONTHLY SYSTEMS CHECK AND MAINTENANCE PLUS ONE FREE CALL OUT PER MONTH</td>
<td>36 Months</td>
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**Sub Total**

**Vat**

**TOTAL**
# ANNEXURE A

## BIOMETRIC READERS LOCATIONS

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<tr>
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<th>DESCRIPTION</th>
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<td><strong>SANPARKS: GROENKLOOF</strong></td>
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<tr>
<td></td>
<td><strong>EXISTING ACCESS CONTROL TO BE UPGRADED.</strong></td>
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<tr>
<td></td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>1</td>
<td>Staff parking</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Rear turnstile</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Courtyard south</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>It fire door north</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>IT workshop Door</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Server room</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Parking fire door west</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Gate canteen</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Reservation/admin</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Reservation to outside</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Risk management front</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Risk management rear</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Stalle door</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>House kitchen</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Maintenance workshop</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Archive room</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Control room</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Facilities reception</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>CFO Office</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>CEO Office</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>CEO Office Back door</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>Reception to Staff Parking</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>Conservations Department</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>Call Centre Tourism side</td>
<td>1</td>
</tr>
<tr>
<td>25</td>
<td>Call Centre Specialised Reservations Side</td>
<td>1</td>
</tr>
<tr>
<td>26</td>
<td>Wild Card Offices</td>
<td>1</td>
</tr>
</tbody>
</table>

0* refers to push buttons inside.
ANNEXURE B

EXISTING INFRASTRUCTURE SPECIFICATIONS
Controllers Controller CR 391 and TCP/IP (CR355)

Push Buttons-7

Sagem Biometric Readers-45

Fingerprint Enrolment-1

Card Printer-HITI Card Printer CS-310

SOFTWARE:
Softwin 3

Morphosmart USB Driver

Sagem Securite Licence Manager 2.2.4

OPERATING SYSTEM:
Intel Core 2 CPU

E7400 @2.80GHz

2.80GHz, 1.99G8 RAM

Windows server Power Edge R320-Base-satandard Edition Rock kit

BOOM GATE

There are currently 4 working boom gate, 2 at the main gate and another 2 near staff parking entry.

DELIVERY GATE

There is one remote controlled sliding gate (Centurion D10 motor).
4. TIMELINES

The required services will be once off installation and three (03) years maintenance transaction

5. EVALUATION PHASES OF THE RECEIVED PROPOSALS

5.1. MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

(Compliance to legislative and treasury requirements)

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

- Submission of Company Profile relevant to the scope of work with details of the firms’ understanding of the requirement of this RFQ,
- Submission of fully completed SBD 1 (Invitation to Bid),
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit,
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
- Proof of registration with National Treasury Central Supplier Database (CSD).

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.

- \[ PS = 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \]
- \( Ps \) = Points scored for price of the bid under consideration.
- \( Pt \) = Rand value of bid under consideration.
- \( P_{\text{min}} \) = Rand value of lowest acceptable bid

**PART A**

**INVITATION TO BID**

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

**BID NUMBER:** SANParks-00287-11-19

**CLOSING DATE:** 12 March 2020

**CLOSING TIME:** 12H00

**DESCRIPTION**

The supply, delivery and installation of one new controller and new readers at BSP for new office and replace 12 old readers with new ones plus three years maintenance contract of the existing systems

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

scmquotations@sanparks.org

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**CONTACT PERSON** Connie Kgoale

**TELEPHONE NUMBER** 012 426 5229

**E-MAIL ADDRESS** constance.kgoale@sanparks.org

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

**CONTACT PERSON** Jerry Ndaba

**TELEPHONE NUMBER** 012 426 5194

**E-MAIL ADDRESS** Jerry.ndaba@sanparks.org

**SUPPLIER INFORMATION**

**NAME OF BIDDER**

**POSTAL ADDRESS**

**STREET ADDRESS**

**TELEPHONE NUMBER**

**CODE**

**NUMBER**

**CELLPHONE NUMBER**

**FACSIMILE NUMBER**

**CODE**

**NUMBER**

**E-MAIL ADDRESS**

**VAT REGISTRATION NUMBER**

**SUPPLIER COMPLIANCE STATUS**

**TAX COMPLIANCE SYSTEM PIN:**

**OR**

**CENTRAL SUPPLIER DATABASE No:** MAAA

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

- [ ] Yes
- [ ] No

**B-BBEE STATUS LEVEL SWORN AFFIDAVIT**

- [ ] Yes
- [ ] No
PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
   1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
   1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
   1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
   1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS
   2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
   2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
   2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
   2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
   2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
   2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
   2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE

[QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS]

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ Yes ☐ No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ Yes ☐ No

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ Yes ☐ No

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ Yes ☐ No

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

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

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

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

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

7. FINAL AWARD

Service provider who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint.

Enquiries: Contact Connie Kgoale
012 426 5229
constance.kgoale@sanparks.org

DECLARATION OF INTEREST (SBD 4)

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

- The Bidder is employed by the State; and/or

- The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.
In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

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

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

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

<table>
<thead>
<tr>
<th>Name of person/ director/ trustee/ shareholder/member:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of state institution at which you or the person connected to the Bidder is employed</td>
<td></td>
</tr>
<tr>
<td>Position occupied in the state institution</td>
<td></td>
</tr>
<tr>
<td>Any other particulars:</td>
<td></td>
</tr>
</tbody>
</table>

- If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If Yes, did you attach proof of such authority to the Bid document? If No, furnish reasons for non-submission of such proof as an attached schedule. (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)

| Yes | No |

- 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? If so, furnish particulars as an attached schedule:

| Yes | No |
PREFERENCE POINTS CLAIMED (SBD 6.1)


10.1 GENERAL CONDITIONS

10.1.1 The following preference point systems are applicable to this bid:

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

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

10.1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

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

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

10.2 DEFINITIONS

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

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

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

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

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

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

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

1) 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;

10.3 POINTS AWARDED FOR PRICE

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

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

80/20

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

Where

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

10.4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

<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>
10.5 BID DECLARATION

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

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

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

10.7 SUB-CONTRACTING

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

(Tick applicable box)

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

10.7.2 If yes, indicate:

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

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

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

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

(Tick applicable box)

<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 last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<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>
</tbody>
</table>

OR
10.8 DECLARATION WITH REGARD TO COMPANY/FIRM

10.8.1 Name of company/firm:……………………………………………………………………………………………………………………………

10.8.2 VAT registration number:…………………………………………………………………………………………………………………………

10.8.3 Company registration number:…………………………………………………………………………………………………………………………

10.8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

10.8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

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

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

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

10.8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

10.8.8 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 forward the matter for criminal prosecution.

DECLARATION OF BIDDER’S PAST SCM PRACTICES (SBD 8)

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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

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

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

a) Has been requested to submit a Bid in response to this Bid invitation;

b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and

c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

a) Prices;

b) Geographical area where product or service will be rendered (market allocation);

c) Methods, factors or formulas used to calculate prices;

d) The intention or decision to submit or not to submit, a Bid;

e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or

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

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

The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding of the contract.

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**STANDARD BIDDING DOCUMENTS DECLARATION**

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

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

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

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

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

I confirm that I am duly authorised to sign this SBD declaration pack by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/Person with management responsibility (Close Corporation, Partnership, or Individual)

<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th>CAPACITY</th>
<th>SIGNATURE</th>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>