TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR TIMBER HARVESTING AND RELATED VALUE ADDING PRODUCTS AS WELL AS IDENTIFICATION OF POSSIBLE COMMUNITY BASED PARTNERSHIP MODELS IN GARDEN ROUTE

RFQ NO.

SANParks-00466-11-19
<table>
<thead>
<tr>
<th><strong>REQUEST FOR PROPOSAL</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>RFQ NUMBER:</strong></td>
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<td><strong>ADVERTISEMENT DATE:</strong></td>
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<td><strong>CLOSING DATE:</strong></td>
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<td><strong>CLOSING TIME:</strong></td>
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<tr>
<td><strong>BID DOCUMENT DELIVERY ADDRESS:</strong></td>
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<td><strong>COMPULSORY BRIEFING SESSION:</strong></td>
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<td><strong>BID VALIDITY PERIOD:</strong></td>
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<td><strong>TECHNICAL RELATED QUERIES</strong></td>
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<td><strong>SCM RELATED QUERIES</strong></td>
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<tr>
<td><strong>DESCRIPTION OF RFQ:</strong></td>
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</tbody>
</table>

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

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

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

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

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

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

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

BID NUMBER:  SANParks-00466-11-19  CLOSING DATE:  21 February 2020

DESCRIPTION
APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR TIMBER HARVESTING AND RELATED VALUE ADDING PRODUCTS AS WELL AS IDENTIFICATION OF POSSIBLE COMMUNITY BASED PARTNERSHIP MODELS IN GARDEN ROUTE

CLOSING DATE: 21 February 2020
CLOSING TIME: 12H00

BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS

scmquotations@sanparks.org

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON: Charmaine Muzwayine
TELEPHONE NUMBER: 012 426 5225
E-MAIL ADDRESS: charmaine.muzwayine@sanparks.org

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON: Hilda Mthimunye
TELEPHONE NUMBER: 012 426 5173
E-MAIL ADDRESS: hilda.mthimunye@sanparks.org

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CELLPHONE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS

TAX COMPLIANCE SYSTEM PIN:

OR

CENTRAL SUPPLIER DATABASE No:

B-BBEE STATUS LEVEL

VERIFICATION CERTIFICATE

TICK APPLICABLE BOX]

Yes  No

B-BBEE STATUS LEVEL

SWORN AFFIDAVIT

[TICK APPLICABLE BOX]

Yes  No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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

Yes  No

[IF YES ENCLOSE PROOF]

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

Yes  No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

Yes  No

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

Yes  No

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

Yes  No

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

Yes  No

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

Yes  No

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.
PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

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

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

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

DATE: ..............................................................
1. PURPOSE

The purpose of these terms of reference (ToR) is to invite suitably qualified and experienced service provider to submit a proposal to develop feasibility study on timber harvesting of certain species and related value adding products in Garden Route.

You are hereby invited to submit proposal / price quotation to conduct a feasibility study for timber harvesting and related value adding products as well as identification of possible community based partnership models in Garden Route: The service provider will be required to undertake the following activities:

2. BACKGROUND

South African National Parks (SANParks) manages approximately 45 000 ha of indigenous forest as part of the Garden Route National Park. Biodiversity conservation is the primary aim of management in these forests, but extractive resource use is an important component of the management of the resource, both historically and compliance with policy directives to accommodate the need for access to resources, to optimize socio-economic benefits to neighboring communities, and to generate income for the organization. The resource use programme makes provision for the harvesting of timber and non-timber forest products by neighboring communities.

Timber harvesting in the indigenous forests of the Garden Route National Park was reviewed approximately a decade ago, following the transfer of the unit and related human resource from the then National Department of Water Affairs and Forestry (DWAF). The unit was transferred to SANParks without the financial support and this increased SANParks operational costs. SANParks then made the decision to cease all timber-harvesting operations and focus on its core functions, which is to manage and conserve the forest.

The timber harvesting operations were outsourced as a commercialization opportunity, subject to strict SANParks environmental restrictions and guidelines. In terms of the Public Private Partnerships (PPP) opportunities, SANParks remains responsible for selecting the trees to be harvested, as well as oversight over the harvesting operations.

Using the experience and lessons learnt from the contract given to a local emerging entrepreneur, undertaking this assignment should therefore contribute to the understanding of the realistic, viable economic opportunities of timber, its profitability and multiplier effect.
This should also assist in the attainment of the SANParks' Socio Economic Transformation vision to ensure that the local communities living around our parks are actively participating in the timber business of the parks as key stakeholders and partners. Most importantly, it is expected that the outcomes of the study should contribute towards poverty reduction, the sustainable use of indigenous biological resources and job creation and stimulation of the local economy.

3. OBJECTIVES

The South African National Parks invites applications from suitably qualified service provider/s to conduct a feasibility study for timber harvesting of different species as well as value adding products in Garden Route. The Bidder must have a proven record of accomplishment in the field of rural enterprise development as well as demonstrate that they have experience in implementing tested model for community-based natural resource management, timber harvesting and related value adding products, which has proven to be a catalyst for economic transformation and greater inclusion of previously excluded rural communities in the timber harvesting sector.

Through this process, South African National Parks wishes to promote the creation of 'inclusive economic growth', within which community-based timber harvesting knowledge, and other value adding timber products which are offered by the community, can become part of the wider manufacturing products offerings of the inclusive biodiversity economy growth.

4. SCOPE OF WORK

The request for proposals is to procure the services of a suitably qualified service provider that can conduct the feasibility study for timber harvesting and related value adding products in Garden Route. The bidders should:

- Familiarise with Forestry Policy;
- Familiarise with SANParks Resource Use Policy;
- Familiarise with SANParks Commercialisation Strategy;
- Familiarise with SANParks Supply Chain Policy in relation to support on Exempted Micro Enterprises and Qualifying Micro Enterprises;
- Familiarise with SANParks Socio Economic Development Strategy;
- Undertake the demand and supply analysis of the timber harvesting of certain valuable species and related value adding products per species;
- Undertake market and related industry analysis of both timber harvesting and value adding products in South Africa;
- Undertake market trends analysis of the timber harvesting and value adding products both nationally and internationally;
• Indicate industry performance and its market share;
• Development of both the business performance and the proposed community partnership model.

Bidders are invited to provide SANParks with:

• A proposal of how the bidder would conduct the above elements accompanied by a project plan; and business performance and community based partnership models reports.
• The total amount of the bid is R500 000.00 (five hundred thousand rand only)
• A fee arrangement/ cost estimate that the bidder would require to render the services for this project.

5. PROJECT DELIVERABLES

• Business Performance Analysis report;
• Identification of possible Community Based Partnership Model report.

6. TIMELINES

Time is of the essence in respect of this scope of work and the assistance is required immediately. The successful service provider will be required to commence with work immediately after appointment so that the entire project is completed by March 2020.

7. EVALUATION PHASES OF THE RECEIVED PROPOSALS

TECHNICAL EVALUATION

Service Providers are invited to submit the following for technical evaluation:

• A capability statement with demonstrated experience of successful delivery of similar work done.
• The composition of the proposed team with CVs of the team leader and members.
• The bidder may subcontract to deliver on all outcomes expected;
• Proposed methodology for conducting such analysis;
• Indicative timelines for developing business performance and community based partnership models.

FUNCTIONALITY CRITERIA

SANParks promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.
<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>WEIGHT/POINTS</th>
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</thead>
<tbody>
<tr>
<td>Evaluation</td>
<td></td>
</tr>
<tr>
<td>Methodology (Approach)</td>
<td>35</td>
</tr>
<tr>
<td>Project Plan (Roll out implementation plan)</td>
<td></td>
</tr>
<tr>
<td>Experience in organisational transformation, facilitations and report writing</td>
<td>20</td>
</tr>
<tr>
<td>Human Resource Capability (Project Leader and team)</td>
<td>15</td>
</tr>
<tr>
<td>Company organogram</td>
<td></td>
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<tr>
<td>TOTAL FUNCTIONAL SCORE</td>
<td></td>
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<tr>
<td>All bidders with a score less than 7- out of the available 100 for functionality will not be considered.</td>
<td>70%</td>
</tr>
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</table>

**PHASE 1**

**STAGE 1: MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA**

*In this phase All proposals received will be verified for compliance and completeness of the submitted proposal per the set of minimum requirements as listed under paragraph 8. Service Providers who comply with the listed requirements progresses to the next phase of bidder(s) functional / technical evaluation requirements.*

*NB: Only bidders who fully comply with minimum requirements progress to the next phase (2)*

**PHASE 2: PRICE AND PREFERENCE (B-BBEE)**

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<table>
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<tbody>
<tr>
<td>Price</td>
<td>80%</td>
</tr>
<tr>
<td>B-BBEE</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL POINTS FOR PRICE AND B-BBEE</td>
<td>100</td>
</tr>
</tbody>
</table>
6. MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

(Compliance to legislative and treasury requirements)

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

- Submission of fully completed SBD 1 (Invitation to Bid),
- Submission of fully completed Pricing proposal (VAT inclusive where applicable)
- 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).

8.1 Project Management Team and Execution

The following are required from the service provider:

- Team Leader’s experience, expertise, competence of more than 5 years in conducting business feasibility studies and identification of possible community based partnership models.
- The team must be able to undertake stakeholder mapping;
- The team must include the services of a business development specialist with 5 years relevant experience;
- The team must include the services of an experienced socio-economic development expert;
- A project plan indicating key activities, milestones and deliverables.
- CV’s of all the team members
- A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The
allocation of team members to assignments should be based on the qualifications and experience of the proposed project personnel.

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

- Relevant qualifications and experience in relation to the scope of work.
- Please enclose CV’s that shows experience and qualifications.
- Minimum of 5 years’ experience in conducting similar or equivalent assignment.
- Minimum of 3 references of similar or equivalent experience relating to the scope of work completed in the last five years.

9. EVALUATION FORMULA

The following formula will be applied to calculate the scores:

**Price Formula**

- The following PPPFA formula will be used to evaluate the price proposals submitted by bidders because price is the only criterion that is scored i.e. the whole 80 points were allocated to price.

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

\[ P_{min} \]

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

10. FINAL AWARD
Bidder who complies with the specifications and scores highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint. SANParks reserves the right to negotiate with the awarded bidder.

SANParks promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team. The minimum functional threshold will be 70%.

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

1 points equivalent of 25
2 points equivalent of 50
3 points equivalent of 75
4 points equivalent of 100

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<tr>
<th>EVALUATION CRITERIA</th>
<th>WEIGHT</th>
<th>MAXIMUM POINTS</th>
<th>SCORING</th>
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<tbody>
<tr>
<td>Evaluation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Quality of Methodology</td>
<td>30</td>
<td>4</td>
<td>1 - The methodology is poorly described and/or does not provide any information regarding the relevant aspects of the project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 - The methodology is very briefly described and provides little information regarding the relevant aspects of the project.</td>
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<td>3 - The methodology is satisfactorily described and provides information regarding the relevant aspects of the project and has comprehensive information.</td>
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<td></td>
<td>4 - The methodology is more comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds expectation.</td>
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</table>

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<th>WEIGHT</th>
<th>MAXIMUM POINTS</th>
<th>SCORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execution of the Plan</td>
<td>35</td>
<td>4</td>
<td>1 - The Project Plan is poorly described and lacks detail.</td>
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<td></td>
<td>2 - The Project Plan is fairly described and includes a summary of relevant details.</td>
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<td></td>
<td>3 - The Project Plan is clearly explained and includes detailed information regarding the relevant aspects of the project.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4 - The Project Plan is more comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds expectation.</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
<td>WEIGHT</td>
<td>MAXIMUM POINTS</td>
<td>SCORING</td>
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</tr>
<tr>
<td>(What, How, When and Why) Please provide a detailed Project Plan</td>
<td>20</td>
<td>4</td>
<td>1 - 1 - 2 years relevant experience</td>
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<td></td>
<td></td>
<td></td>
<td>2 - 2 – 4 years’ relevant experience</td>
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<td></td>
<td>3 - 4 – 5 years’ relevant experience</td>
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<td></td>
<td>4 – Over 5 years’ relevant experience</td>
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<tr>
<td><strong>Bidder’s Experience Employment Equity</strong> <em>(Please provide a detailed Company profile that must include number of years’ relevant experience and a company organogram and References)</em></td>
<td>15</td>
<td>4</td>
<td>1 - 1 - 2 years relevant experience</td>
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<td>2 - 2 – 4 years’ relevant experience</td>
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<td>3 - 4 – 5 years’ relevant experience</td>
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<td></td>
<td></td>
<td></td>
<td>4 – Over 5 years’ relevant experience</td>
</tr>
<tr>
<td><strong>Human Resource Capability</strong> <em>(Team Leader)</em> <em>(Please provide detailed CV’s of the project leader and team members who will be involved in this project. The CV’s must indicate the number of years’ relevant experience. Scoring will be based on Team Leader’s relevant experience.)</em></td>
<td>100</td>
<td></td>
<td><strong>TOTAL FUNCTIONAL SCORE</strong></td>
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<td></td>
<td>A bidder must score a minimum functional threshold of 70% (70 out possible 100) to be considered for Price and Preference Points stage of evaluation.</td>
</tr>
</tbody>
</table>
DECLARATION OF INTEREST (SBD 4)

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

- the bidder is employed by the state; and/or

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

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

2.1 Full Name of bidder or his or her representative:

………………………………………………………………………………

2.2 Identity Number:

……………………………………………………………………………………

………………

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

…………………………………………………………

1. Legal person

2. Shareholder
2.4 Company Registration Number:  
...........................................................................................................................................

2.5 Tax Reference Number:  
...........................................................................................................................................

.....

2.6 VAT Registration Number:  
...........................................................................................................................................

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

"State" means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

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

(e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

YES / NO
2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:
........................................................................

Any other particulars:
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

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

YES / NO

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

YES / NO

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

2.7.2.2 If no, furnish reasons for non-submission of such proof:
2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

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

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

YES / NO

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

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

I, 

THE UNDERSIGNED

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

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

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

Position                                  Name of bidder
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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


10.  GENERAL CONDITIONS

10.1 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

10.2

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

b) Either the 80/20 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
10.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

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

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

10.6 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.

11. 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;

12. POINTS AWARDED FOR PRICE

12.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

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

\( Pt \) = Price of bid under consideration

\( P_{\text{min}} \) = Price of lowest acceptable bid
13. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

13.1 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>

14. **BID DECLARATION**

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

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

15.1 B-BBEE Status Level of Contributor: \( \ldots \) = \( \ldots \) (maximum of 20 points)

(Points claimed in respect of Paragraph 6.1 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.)
16. **SUB-CONTRACTING**

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

*(Tick applicable box)*

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

16.1.1 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 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>
</tbody>
</table>
Black people living in rural or underdeveloped areas or townships

Cooperative owned by black people

Black people who are military veterans

OR

Any EME

Any QSE

17. DECLARATION WITH REGARD TO COMPANY/FIRM

17.1 Name of Company/Firm:........................................................................................................

17.2 VAT Registration Number:........................................................................................................

17.3 Company Registration Number:........................................................................................................

17.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

17.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
17.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

17.8 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-BBEE status level of contributor indicated in paragraphs 4.1 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.
DECLARATION OF BIDDER’S PAST SCM PRACTICES (SBD 8)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:</td>
<td></td>
<td></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></td>
<td></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.
I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the SANParks, do hereby make the following statements that I certify to be true and complete in every respect:

- 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 consortium³ will not be construed as collusive bidding.

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

a) Prices;

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

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

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

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

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

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

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

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

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

**STANDARD BIDDING DOCUMENTS DECLARATION**

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

<table>
<thead>
<tr>
<th>Declaration of Interest (SBD4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit</td>
</tr>
<tr>
<td>Declaration of Bidder’s past SCM practices (SBD8);</td>
</tr>
<tr>
<td>Certificate of Independent Bid Determination (SBD9)</td>
</tr>
</tbody>
</table>
The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement. I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that SANParks may reject the Offer or act against me should these declarations prove to be false. I confirm that I am duly authorised to sign this SBD declaration pack nominated in writing by the Chief Executive Officer or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).

<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>NAME OF FIRM</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

WITNESSES:

1

2

Date

Date