TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER

PROVISION OF SECURITY GUARDING SERVICES AT
GROENKLOOF NATIONAL PARK FOR A PERIOD OF
THREE (03) MONTHS

RFQ NO.

SANParks-0068-11-20
# REQUEST FOR PROPOSAL

**APPOINTMENT OF A SERVICE PROVIDER PROVISION OF SECURITY GUARDING SERVICES AT GROENKLOOF NATIONAL PARK FOR A PERIOD OF THREE (03) MONTHS**

<table>
<thead>
<tr>
<th>RFQ NUMBER:</th>
<th>SANParks-0068-11-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVERTISEMENT DATE:</td>
<td>05 November 2020</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>11 November 2020</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>14H00</td>
</tr>
<tr>
<td>BID DOCUMENT DELIVERY ADDRESS:</td>
<td><a href="mailto:scmquotations@sanparks.org">scmquotations@sanparks.org</a></td>
</tr>
<tr>
<td>BID VALIDITY PERIOD:</td>
<td>90 days (commencing from the RFQ Closing Date)</td>
</tr>
</tbody>
</table>
| TECHNICAL RELATED QUERIES | Jerry Ndaba  
[Jerry.ndaba@sanparks.org](mailto:Jerry.ndaba@sanparks.org)  
012 426 5194 |
| SCM RELATED QUERIES | Connie Kgoale  
[connie.kgoale@sanparks.org](mailto:connie.kgoale@sanparks.org)  
012 426 5229 |
| DESCRIPTION OF RFQ: | APPOINTMENT OF A SERVICE PROVIDER PROVISION OF SECURITY GUARDING SERVICES AT GROENKLOOF NATIONAL PARK FOR A PERIOD OF THREE (03) MONTHS |

**PREQUALIFICATION CRITERIA**

This RFQ will be evaluated on prequalification criteria  
Only the bidders who are EME are eligible to respond to the RFQ.
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-0068-11-20 **CLOSING DATE:** 11 November 2020 **CLOSING TIME:** 12H00

**DESCRIPTION**
APPOINTMENT OF A SERVICE PROVIDER PROVISION OF SECURITY GUARDING SERVICES AT GROENKLOOF NATIONAL PARK FOR A PERIOD OF THREE (03) MONTHS

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

scmquotations@sanparks.org

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON: Connie Kgoale
TELEPHONE NUMBER: 012 426 5229
E-MAIL ADDRESS: connie.kgoale@sanparks.org

CONTACT PERSON: Jerry Ndaba
TELEPHONE NUMBER: 012 426 5194
E-MAIL ADDRESS: Jerry.ndaba@sanparks.org

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON: Connie Kgoale
TELEPHONE NUMBER: 012 426 5229
E-MAIL ADDRESS: connie.kgoale@sanparks.org

CONTACT PERSON: Jerry Ndaba
TELEPHONE NUMBER: 012 426 5194
E-MAIL ADDRESS: Jerry.ndaba@sanparks.org

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
<th>STREET ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
<th>CELLPHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
<th>VAT REGISTRATION NUMBER</th>
</tr>
</thead>
</table>

**SUPPLIER COMPLIANCE STATUS**

<table>
<thead>
<tr>
<th>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</th>
<th>TAX COMPLIANCE SYSTEM PIN:</th>
<th>OR</th>
<th>CENTRAL SUPPLIER DATABASE No:</th>
<th>MAIA</th>
</tr>
</thead>
</table>

[TICK APPLICABLE BOX]

<table>
<thead>
<tr>
<th>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</th>
<th>[TICK APPLICABLE BOX]</th>
</tr>
</thead>
</table>

| [YES] | [NO] |

<table>
<thead>
<tr>
<th>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>[IF YES ENCLOSE PROOF]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]</th>
</tr>
</thead>
</table>

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<table>
<thead>
<tr>
<th>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</th>
<th>[YES]</th>
<th>[NO]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</th>
<th>[YES]</th>
<th>[NO]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</th>
<th>[YES]</th>
<th>[NO]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</th>
<th>[YES]</th>
<th>[NO]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</th>
<th>[YES]</th>
<th>[NO]</th>
</tr>
</thead>
</table>

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 this exercise is appointment of a service provider provision of security guarding services at Groenkloof National Park three (03) months.

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

OPERATIONAL REQUIREMENTS PROCEDURES
SANParks aims to acquire the services of service provider that has the capability of providing Security Services for SANParks. The required services will be contracted for a period of Three (03) months. The service provider should have the experience and capability in the Security guarding industry in particular. Proof of such experience and capacity will be requested as part of the tender process.

SPECIAL NOTES: SCOPE OF WORK
- Security Guards-Skills and training program
- Communication systems
- Standard Operating procedures
- Guards Patrol Monitoring Systems
- Incident Reporting
- Trade Tools and Equipment
<table>
<thead>
<tr>
<th>JOB DESCRIPTION</th>
<th>QTY</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays: Monday-Friday (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Day Shift</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade B</td>
<td>1</td>
<td>Site Supervisor</td>
<td>Main Gate</td>
<td>Supervision</td>
</tr>
<tr>
<td>Grade C</td>
<td>5</td>
<td>Security Office</td>
<td>All Sites</td>
<td>General Patrol and access control</td>
</tr>
<tr>
<td><strong>Night Shift Only</strong> (4)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>3</td>
<td>Security Officers</td>
<td>All sites</td>
<td>General Patrols</td>
</tr>
<tr>
<td><strong>Weekends Saturday, Sunday and Public Holidays</strong> (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Day/Night Shift</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>3</td>
<td>Security Officers</td>
<td>All Sites</td>
<td>General Patrols</td>
</tr>
</tbody>
</table>
Site Staff Compliment – Day Shift

1 x Site Supervisor (Grade B) Main Gate and All Sites

1 x Security Officer – Main Gate

1 x Security Officer – Reception Staff car park

1 x Security Officer – Reservations staff car park

1 x Security Officer- Delivery Gate

1 x Security Officer- Main Reception

Site Staff Compliment – Night Shift

1 x Site Supervisor (Grade B) – Main Gate

1 x Security Officer – Mag-touch Patrols

1 x Security Officer – Delivery Gate

1 x Security Officer – Patrols Back parking, House and Stalle.

Minimum / Basic Site Equipment

1 x Basement Radio
7 x Hand held radios
4 x Torches
Boom gates remote (Client)
Handcuffs each guard x 7
Batons sticks x 4
Monitoring System-Time and Attendance systems, Mag touch patrol systems.
Armed Response- Punic buttons linked to local armed respond unit for any backup emergency.

SPECIFIC DUTIES AND RESPONSIBILITIES

Section 1: Day Shift

1. Site Supervisor’s duties (Grade B)
   Monday to Sunday.
   (06h00 – 18h00)

   • Report for duty at 05h45.
   • Ensure that you and all security officers are dressed in the company full prescribed corporate uniforms.
   • Ensure that the site is fully covered and all security officers are on post as per the site requirement and the shift list is send to the control room.
   • Do an equipment take/hand over with the night shift site supervisor
   • Conduct a site patrol together with the night site supervisor before he reports off duty and record such in the occurrence book.
   • Report any irregularities immediately to the client.
   • Position yourself at the main gate to assist the gate security officer with access control duties.
   • Greet all employees, visitors and contractors with politeness.
   • Remain strict fair and firm in your position as a site supervisor.
   • Conduct yourself in a professional manner whilst performing your duties to the best of your ability.
   • Do not get involved in any arguments and confrontations with anybody during your shift.
   • Do not stand and chat to employees, contractors or visitors whilst on duty.
   • Ensure that the client receives the occurrence book/diary at 08h00 every morning Mondays to Fridays for perusal.(Report handover)
   • Ensure that you attend site weekly security meetings every Mondays at 10h00 without fail.
   • Maintain daily consultation with the client on the site occurrences.
   • Provide feedback to client timeously when required.
   • Conduct three full inspection patrols during the day. Report any irregularities immediately to the client and record such in the occurrence book.
   • Ensure that security officers take lunch breaks, adhere to break times and resume duties in time.
   • Do not leave the site for any reasons without permission from the client.
   • Dispatch a security officer to attend to delivery vehicles at the “Delivery vehicle gate” when a vehicle requires entry.
   • Ensure that the main gate is unlocked and opened at 06h00.
   • Ensure that your radio remains on at all times and respond immediately when contacted.
   • Take ownership and responsibility of the running of the site as you will be taken to task for anything which goes wrong during your shift.
   • Make sure that radio batteries are fully charged.
   • Torches are working properly
   • Ensure that security officers uniforms are clean and male security officers are shaven.
   • Maintain a clean environment around posts allocated to Security Service Provider.
   • Ensure that all office doors are locked when employees report off duty at 16h30.
   • All doors/gates are opened at 06h00 in the morning from Monday to Friday.
2 Main Gate duties Monday to Sunday
(06h00 – 18h00)

You will encounter three types of people at this gate:

SANParks Staffs;

Visitors; and Delivery Customers

Contractors or Service Providers

(a) SANParks Staffs

- Report for duty at 05h45.
- Dress in the company full prescribed corporate uniforms.
- Adhere to all instructions issued to you by the site supervisor and honor such.
- Position yourself at the main gate to conduct access control duties.
- Greet all employees with politeness.
- Mobile employees entering the premises will have a SANParks sticker on the windscreen.
- They will be granted instant access to the premises without delays accept for when there is a problem to be dealt with.
- Any employees’ vehicles with no stickers on the windscreen are to be signed in the access control register and be issued with a permit upon entry.
- SANParks pool cars are to be granted easy access to the premises.
- Out of Business Hours [Including Week-ends & Public Holidays] Ensure that the following details of SANParks staff are recorded in “the access control register and the permit book”:

- Name of driver,
- Vehicle registration number,
- Telephone number,
- Reason for entry,
- The employee’s signature,
- Time IN and OUT,
- You are to ensure that details in the access control register are recorded on the same serial number as the one on the permit slip.
- Ensure that you sign the access control register to acknowledge acceptance of the above information.


- All SANParks employees who are required to be at work full-time or on an ad-hoc basis, performing both essential and non-essential tasks, shall be issued with travel permits by their respective line management when required.
- All SANParks employees will be required to present their valid travel permit to security personnel on arrival at the Main Gate [643 Leyds Street] of the SANParks Head Office.
- SANParks employees that are not in possession of the travel permit will on the first occasion be permitted onto the premises, but logged in a register for non-compliance. A second transgression and thereafter the SANParks employee will not be allowed access onto the premises until in possession of a valid travel permit.
- All SANParks employees, visitors and customers arriving at the Main Gate, and occupants, must have a face mask adorned. If any individual is non-compliant the vehicle will not be permitted further onto the premises.
The existing security protocols pertaining to visitors and customers will be applicable in regard to the visitor management system. Registration and search of vehicle protocols will be maintained.

Visitors to SANParks Head Office, where possible, must be by prior arrangement and only where absolutely necessary.

Security personnel will conduct a preliminary temperature scan of all individuals entering the premises at the Main Gate. If an individual displays a high temperature, in excess of 38°, they will be denied further access into the premises.

b) Visitors

- Report for duty at 05h45.
- Dress in the company full prescribed corporate uniforms.
- Adhere to all instructions issued to you by the site supervisor and honor such.
- Greet all visitors with politeness.
- Ask who they are visiting,
- Should you become suspicious of anything, ask which department the visited person works and check for more credentials to make absolutely sure that you have done checks prior to signing the person in and opening the boom.
- Mobile visitors entering the premises are to be registered on the visitor management system as below and issued with a “permit slip” upon entry.
- Pedestrian visitors are issued with a “permit slip” on entry, which will be returned upon exit and time out recorded by security.
- Ask all suppliers visitors where are they going – call the contact person to confirm and note all the following Details.

1. Name of driver,
2. Vehicle registration number,
3. Company from,
4. Telephone number,
5. Reason for entry,
6. The visitor’s signature,
7. Time IN and OUT,
8. You are to ensure that details of the access control register are recorded on the visitor management systems
9. Ensure that you sign the access control register to acknowledge acceptance of the above information.
10. Time IN and OUT and all information’s are recorded on the correct serial number in access control register / scanners.
11. Remain strict, fair and firm in your position as a security officer.
12. Do not get involved in any arguments and confrontations with anybody during your shift.
13. Report any irregularities immediately to the site supervisor.
14. Ensure that your radio remains on at all times and respond immediately when contacted.

Gate visitor Management Systems

- The vehicle registration disc and driver’s license will be scanned utilizing the hand-held scanner [on entry and exit]
- Time IN and OUT and the access details to be captured
- The access details must also be captured upon exit and be in the systems files
- Remain strict, fair and firm in your position as a security officer.

- Do not get involved in any arguments and confrontations with anybody during your shift.
- Report any irregularities immediately to the site supervisor.
- Ensure that your radio remains on at all times and respond immediately when contacted.
(c) Contractors or Service Providers

Contractors are to follow the same protocol as visitors.

1. Visitors and Reservations staff car park
   Mondays to Fridays
   (06h00 – 18h00)
   - Report for duty at 05h45.
   - Dress in the company full prescribed corporate uniforms.
   - Adhere to all instructions issued to you by the site supervisor and honor such.
   - Position yourself at the staff entrance point.
   - Remain visible at all times.
   - Ensure that the chain at the car park entrance is always up when not in use.
     When a vehicle enters or exits, the chain must be lowered and be hung up once it has driven past this point.
   - Conduct random patrols in the visitors and reservations staff car parks.
   - Whilst on patrol, you are to look for:
     1. Flat tyres,
     2. Windows broken or left open,
     3. Open cars doors
     4. Any suspicious people wondering around.
     5. All the above are to be immediately reported to the site supervisor, who will inform the client and make an OB entry to that effect.
   - Conduct yourself in professional manner whilst performing your duties to the best of your ability.
   - Do not get involved in any arguments and confrontations with anybody during your shift.
   - Do not stand and chat to employees or visitors whilst on duty.
   - Greet all employees, visitors and contractors with politeness.
   - Remain strict, fair and firm in your position as a site supervisor.
   - Do not leave this post unattended.
   - Should you require being relieved, first obtaining permission from the site supervisor.
   - Ensure that your radio remains on at all times and respond immediately when contacted.
   - Remain awake and alert at all times whilst on duty.

2. Visitors and Reception staff car park
   Mondays to Fridays
   (06h00 – 18h00)
   - Report for duty at 05h45.
   - Dress in the company full prescribed corporate uniforms.
   - Adhere to all instructions issued to you by the site supervisor and honor such.
   - Position yourself in the car park.
   - When a vehicle enters or exits, maintain close observation until it has safely parked.
   - Remain visible and walk around the car parks at all times.
   - Do not remain in the same spot for a long period.
   - Do not stand and chat to employees or visitors whilst on duty.
   - Conduct random patrols in the visitors and reception staff car parks.
   - Whilst on patrol, you are to look for:
     - Assist visitors who need assistant for direction
     - Help by showing were to park
3. **Main Reception**  
   **Mondays to Fridays**  
   *(06h00 – 18h00)*

- Report for duty at 05h45.
- Dress in the company full prescribed corporate uniforms.
- Adhere to all instructions issued to you by the site supervisor and honor such.
- Position yourself in the car park.
- Assist visitors with information’s.
- Do not remain in the same spot for a long period.
- Do not stand and chat to employees or visitors whilst on duty.
- Conduct random patrols in the building, check all access doors are closed.
- Whilst on patrol, you are to look for any strangers or any criminality elements.
- Assist visitors who need assistant for direction.
- Help by showing were to exit.

4. **Patrol Officer’s duties (Mag-touch Patrols)**  
   **Mondays to Sundays**  
   *(06h00 – 18h00)*

- Report for duty at 05h45.
- Dress in the company full prescribed corporate uniforms.
- Adhere to all instructions issued to you by the site supervisor and honor such.
- Remain visible at all times while conducting Mag-touch patrols.
- Ensure that your radio remains on at all times and respond immediately when contacted.
- Do not remain in the same spot whilst on patrol except for when there is a problem which you **MUST** immediately report to the site supervisor.
- All the Mag-touch points must be clocked during patrols.
- Whilst on patrol look for:
  1. **Broken windows and doors,**
  2. **Leaking water pipes,**
  3. **Flat tyres,**
  4. **Holes in the fence,**
  5. **Fire on the premises,**
  6. **Suspicous people.**
- **All the above MUST** be immediately reported to the site supervisor who will inform the client and make an entry in OB.
- Do not stand and chat to your colleagues, employees or visitors whilst on duty.

**The Delivery Gate**

This gate is electronically controlled and security has to control all people who use this. It is however used during the day for delivery vehicles to gain access through. Staff who use entry gate must use their biometric access at all the time, if they don’t have access, alternative gate will be through Main entrance.
The passage burglar gate (Situated next to the canteen)

- The gate is to be unlocked and opened by security at 05h45 and be locked again at 19h00 Mondays to Fridays.
- Should there still be employees working after 19h00, the gate will be left open until they have left.
- The key to this gate remains with the Facilities Manager during the day and handed to night shift security officers in the evening. The key must be recorded in the key control register every time it is handed to the Facilities Manager and when it is returned to security.

7.3.2. Section 2: Night Shift

1. Site Supervisor and Main Gate duties.

   Monday to Sunday
   (18h00 – 06h00)

   - Report for duty at 17h45.
   - Ensure that you and all security officers are dressed in the company full prescribed corporate uniforms.
   - Ensure that the site is fully covered and all security officers are on post as per the site requirement and that the compliment is send to the control room.
   - Do an equipment take/hand over with the day shift site supervisor.
   - Conduct a site patrol together with the day site supervisor before he reports off duty and record such in the occurrence book.
   - Report any irregularities immediately to the client and to the Renaissance Security Services Operations Manager.
   - Position yourself at the main gate to conduct access control duties.
   - Ensure that security officers’ duties are performed as stipulated in the site instruction.
   - Greet all employees or visitors with politeness.
   - Remain strict, fair and firm in your position as a site supervisor.
   - Conduct yourself in professional manner whilst performing your duties to the best of your ability.
   - Do not get involved in any arguments and confrontations with anybody during your shift.
   - Do not stand and chat to employees or anybody whilst on duty.
   - Provide feedback to client timorously when required.
   - Conduct three full inspection patrols during the day. Report any irregularities immediately to the client and record such in the occurrence book.
   - Ensure that security officers take supper breaks, adhere to break times and resume duties in time.
   - Do not leave the site for any reasons without permission from the client and Renaissance Security Services Operations Manager.
   - Ensure that the main gate is closed and locked at 18h00.
   - Ensure that your radio remains on at all times and respond immediately when contacted.
   - Take ownership and responsibility of the running of the site as you will be taken to task for anything which goes wrong during your shift.

General Duties

   - Ensure that the guard room is neat and clean at all times during your shift.
   - Ensure that security officers uniforms are clean and male security officers are shaven.
   - Maintain a clean environment around posts allocated to Security Service provider.
   - Ensure that all office doors are locked when employees report off duty at 16h30.
   - Switch off all inside lights.
   - Switch on outside lights at 18h00.
   - Record in the diary all office which are not locked.
2. **Torch Patrols**  
   **Mondays to Sundays**  
   **(18h00 – 06h00)**

- Report for duty at 17h45.
- Dress in the company full prescribed corporate uniforms.
- Adhere to all instructions issued to you by the site supervisor and honor such.
- Remain visible at all times while conducting patrols with the dogs.
- Do not allow the dog walk around on site unleashed.
- Always keep the dog on the leash.
- Ensure that your radio remains on at all times and respond immediately when contacted.
- Do not remain in the same spot whilst on patrol except for when there is a problem which you **MUST** immediately report to the site supervisor.
- All areas of your responsibility must be patrolled.
- Whilst on patrol look for:
  1. Broken and open windows, doors and try all door handles whilst on patrol.
  2. Leaking water pipes,
  3. Flat tyres if any cars are parked on site,
  4. Holes in the fence,
  5. Fire on the premises,
- All the above **MUST** be immediately reported to the site supervisor who will inform the client and make an entry in OB.
- Do not stand and chat to your colleague whilst on duty.
- Use the radio to communicate any issues to them.
- You are to remain on your post until relieved by the day shift security officer in the morning.

**Searches and Inspections**

Body searches are not allowed at these premises except when instructed to do so by the client whereby they will be conducted in a closed room by a female security officer on a female suspect and a male security officer on a male suspect. An entry will be made in the occurrence book effecting the search and feedback given to client.

Searches are to be conducted in the boot of vehicles. **Drivers MUST be asked if they have anything to declare.** Whilst conducting searches security is to look for computers, laptops, computer screens and any electronic equipment. If found, such will either be:

1. Accompanied by a “Gate Pass” upon exit if not declared upon entry,
2. Recorded in a “Declaration Register” where upon details will be verified upon exit.
3. Any problems are to be immediately reported to the client and recorded in occurrence book.

- **Employees** - Searches **MUST** be conducted on all vehicles leaving the premises.
- **Visitors** – Searches **MUST** be conducted on all vehicles entering and leaving the premises.
- **Contractors** - Searches **MUST** be conducted on all vehicles entering and leaving the premises.
- **SANParks pool cars** - Searches **MUST** be conducted on all vehicles upon leaving the premises only.
After Hours, Weekend and Public Holidays duties

- **Main Gate** – The main gate is to remain closed and locked at all times. Duties are the same as in the week and **all employees arriving on site during these periods are to be signed in the “After Hours access control register” whether there are stickers on their vehicles windscreens or not.**
- **Reservations car park** – This car park operates from 08h00 – 14h00. There will be no activities on Sundays, After Hours and Public Holidays.
- **Reception car park** – There are no activities at this car park during these periods.
- The rest of the posts duties remain the same as in the week.

SPECIAL CONDITIONS

The appointed service provider must seek a backup systems assistant with security companies which provide armed respond services in the area e.g. ADT armed respond or Interactive Security Services in case of the emergency.

Must have a minimum of 2 existing / current site around Pretoria and one of them must be a governmental institutions and specifically an office environment.

**Panic buttons procedure**

- Panic buttons MUST always be carried in the security officers’ person whilst on duty.
- Panic buttons must be worn around the neck under the shirt at all times.
- Press the panic button to alert the Armed Response control room, when there is an incident.
- Do not apprehend a situation whilst waiting for armed assistance.
- Do not make any attempts to press the panic button when you are pointed with a fire arm or a knife put on your body.
- Press the panic button when you notice the suspects before the either see you or you are contacted by some one that there is an incident in progress.
- Press the panic button when a suspicious vehicle or people are noticed.
- Whilst awaiting for armed assistance:
  1. **Take note of the colour and make of the vehicle,**
  2. The registration number,
  3. The number of occupants,
  4. Colour of the occupants clothes,
  5. Which direction they went.
  6. Supply these details to the armed response company when they arrive. The same procedure is to be followed for the SAPS.
TRAINING REQUIREMENTS

Training Programme

- Security personnel used on the site must be in possession of a minimum Grade Ten school certificates in addition to Grade D/B level security guard training approved by PSIRA.
- Also must have good communication skills.

Training programme to be developed every quarter and submitted for comment to the employer (SANParks). All security officers stationed on this site will be trained annually as per the training framework.

PSIRA – Security Officers Minimum Training Standards

<table>
<thead>
<tr>
<th>Grade C</th>
<th>Grade B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relations</td>
<td>Physical Security and Technology</td>
</tr>
<tr>
<td>Self Defence 1 and Minimum Force</td>
<td>Planned Inspections</td>
</tr>
<tr>
<td>Basic Fire Fighting</td>
<td>Role in Emergency</td>
</tr>
<tr>
<td>Radio Communication</td>
<td>Statements</td>
</tr>
<tr>
<td>Legal Aspects 1</td>
<td>Communications</td>
</tr>
<tr>
<td>Access Control</td>
<td>Order / Instructions</td>
</tr>
<tr>
<td>Searching Procedure and Techniques</td>
<td>On-the-job Training</td>
</tr>
<tr>
<td>Pocket Book</td>
<td>Supervision</td>
</tr>
<tr>
<td>Basic Occupational Safety</td>
<td>Group Relations</td>
</tr>
<tr>
<td></td>
<td>Handling Parades</td>
</tr>
</tbody>
</table>
## 3.1 PRICING SCHEDULE (NB: Price escalation as per PSIRA regulations)

### APPOINTMENT OF A SERVICE PROVIDER PROVISION OF SECURITY GUARDING SERVICES AT GROENKLOOF NATIONAL PARK FOR A PERIOD OF THREE (03) MONTHS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price per month (VAT Inclusive)</th>
<th>Total Price for three months (VAT inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total: Month 1 (One)</td>
<td>Total: Month 2 (Two)</td>
</tr>
<tr>
<td></td>
<td>Weekdays: Monday-Friday Day Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade C</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Night Shift Only</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade C</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekends Saturday, Sunday and Public Holidays Day/Night Shift</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade C</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL BID AMOUNT FOR THREE (03) MONTHS</strong></td>
<td></td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>
4. TIMELINES

Upon appointment the recommended is expected to start with work on the 1\textsuperscript{st} December 2020 after issuing of a Purchase Order, failure to deliver SANParks reserve the right to cancel the Purchase Order.

5. FINANCIAL PAYMENT

Payment will be made in accordance to the PFMA (within 30 days) after delivery of service rendered or goods delivered.
6. MINIMUM RETURNABLE DOCUMENTS 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 minimum requirements.

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of an official quotation on the company letter head
- Submission of fully completed SBD3.1 Price
- 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).

7. MANDATORY EVALUATION CRITERIA REQUIREMENT
• List of at least 3 (three) contactable / traceable references (not more than three years old).
• List of assets under company name (e.g. Vehicles)
• Private Security Industry Regulatory Authority (PSIRA) certificate.
• List of employees registered with PSIRA.
• Occupational Health and Safety Policy.
• Letter of good standing (COIDA) Security Services.
• Public liability (not less than 5 Million) Special Condition upon appointment service provider must able to provide proof of cover.

8. PROJECT OR CONTRACT PERIOD (TIMEFRAMES)

The contract period will be for a period of three (03) months. The contract render a service in terms of this agreement shall come into being on the start date and shall continue in force for a period of three months until the end date. SANParks will not in any way be responsible if the Service Provider fails to remove his/her guards from the site on the last day.

9. EVALUATION CRITERIA AND WEIGHTING

The RFQ stipulated that the responses to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
<tr>
<td>Participation Goals/BEE</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

10. EVALUATION FORMULA FOR PRICE

The following formula will be applied to calculate the scores:
Price Formula

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

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

Ps = Points scored for price of the bid under consideration.
Pt = Rand value of bid under consideration.
Pmin = Rand value of lowest acceptable bid

11. 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.

DECLARATION OF INTEREST (SBD 4)

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

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

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

2.1 Full Name of bidder or his or her representative:

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

2.2 Identity Number:

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

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

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

2.4 Company Registration Number:

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

2.5 Tax Reference Number:

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

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

“State” means –

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

(b) any municipality or municipal entity;

(c) provincial legislature;

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

(e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

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:
2.7.1 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.1.1 If yes, did you attached proof of such authority to the bid document? YES / NO

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

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

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

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
…………………………………………………………………….
…………………………………………………………………….
…………………………………………………………………….

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.
…………………………………………………………………….
…………………………………………………………………….
…………………………………………………………………….

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication
of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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.
<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Name of bidder</td>
</tr>
</tbody>
</table>
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></th>
<th>POINTS</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><strong>Total points for Price and B-BBEE must not exceed</strong></td>
<td><strong>100</strong></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
Pmin = 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: . = ........(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)*

| YES | NO |

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)*

| YES | NO |
v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

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-BBE 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.
<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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database of Restricted Suppliers as companies or persons prohibited from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>doing business with the public sector? If Yes, furnish particulars as</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defaulters in terms of Section 29 of the Prevention and Combating of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(including a court outside of the Republic of South Africa) for fraud</td>
<td></td>
<td></td>
</tr>
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<td>or corruption during the past five years? If Yes, furnish particulars as</td>
<td></td>
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<tr>
<td>an attached schedule:</td>
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<tr>
<td>Was any contract between the Bidder and any organ of state terminated</td>
<td></td>
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<td>during the past five years on account of failure to perform on or</td>
<td></td>
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<td>comply with the contract? If Yes, furnish particulars as an attached</td>
<td></td>
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<tr>
<td>schedule:</td>
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</table>

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the Home Page.
CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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

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

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

- Has been requested to submit a Bid in response to this Bid invitation;
- Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- 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

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>Document Description</th>
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<tbody>
<tr>
<td>Invitation to Bid (SBD1)</td>
</tr>
<tr>
<td>Declaration of Interest (SBD4)</td>
</tr>
<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>
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<tbody>
<tr>
<td>CAPACITY</td>
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<tr>
<td>SIGNATURE</td>
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<tr>
<td>NAME OF FIRM</td>
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<td>DATE</td>
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</table>

WITNESSES:

1

2

Date