TERMS OF REFERENCE

PROVISION OF SECURITY GUARDS SERVICES AT THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF SIX (6) MONTHS

RFQ NO.62/2021
REQUEST FOR PROPOSAL

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

PROVISION OF SECURITY GUARDS SERVICES AT THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 6 MONTHS

<table>
<thead>
<tr>
<th>RFQ Number:</th>
<th>62/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Date:</td>
<td>Friday, 08 October 2021</td>
</tr>
<tr>
<td>Non-Compulsory Briefing Session</td>
<td>Tuesday, 12 October 2021</td>
</tr>
<tr>
<td></td>
<td>Time: 11h00</td>
</tr>
<tr>
<td></td>
<td>Venue: Storms River Village Office</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Friday, 15 October 2021</td>
</tr>
<tr>
<td>Closing Time:</td>
<td>11H00</td>
</tr>
<tr>
<td>CIDB grading:</td>
<td>N/A</td>
</tr>
<tr>
<td>Bid Document Delivery Email Address:</td>
<td><a href="mailto:GRNP.RFQS@sanparks.org">GRNP.RFQS@sanparks.org</a></td>
</tr>
<tr>
<td>For Attention:</td>
<td>GRNP Quotations</td>
</tr>
</tbody>
</table>
**PART A
INVITATION TO BID**

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

**BID NUMBER:** 62/2021  **CLOSING DATE:** 15.10.2021  **CLOSING TIME:** 11H00

**DESCRIPTION**
PROVISION OF SECURITY GUARD SERVICES AT THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 6 MONTHS

**BID RESPONSE DOCUMENTS MUST BE FORWARDED TO THE BELOW ADDRESS**
GRNP.RFQS@sanparks.org

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**
CONTACT PERSON: Siyamthanda Mcoso  
TELEPHONE NUMBER: 044 302 5639  
E-MAIL ADDRESS: Siyamthanda.mcoso@sanparks.org

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**
CONTACT PERSON: Euginia Mkhatshwa  
TELEPHONE NUMBER: 042 281 1557  
E-MAIL ADDRESS: Euginia.mkhatshwa@sanparks.org

**SUPPLIER INFORMATION**


RFQ 62/2021: PROVISION OF SECURITY GUARD SERVICES AT THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF SIX MONTHS

PAGE 3 OF 23
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 to appoint a reputable and PSIRA registered security service provider with the capacity to provide six (6) security guards for the purpose of access control and general guarding and patrolling services on a night shift basis at the Storms River Mouth Rest Camp. The security guards must be registered with the Private Security Industry Regulatory Authority (PSIRA) with Grade C.

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. REQUIREMENTS

- The security services shall protect SANParks employees, information and assets against any damages, injuries, vandalism, theft, sabotage, death and any other security risk or threat.
- Daily execution of access and egress control at the specified areas
- **Patrol and safeguard buildings and areas as indicated below, seven days a week from 18h00 to 07h00 at Stormsriver mouth:**
  1. Main entrance gate
  2. Reception, Administration offices, Technical stores, Paul Sauer-Hoek
  3. Otter Camp
  4. Dolphin Camp
  5. Restaurant Camp, Guest houses and Petrusville.
- **Patrol and safeguard buildings at Tsitsikamma Big Tree and Stormsriver Village offices and stores complex, seven days a week from 17h00 to 07h00.**
- **Patrol and safeguard buildings at Nature’s Valley Rest camp, Bloukrans complex, tower houses, seven days a week from 17h00 to 07h00.**

- Gate control at the main entrance gates, record all visitors and vehicles entering and leaving the Park.
- Conduct random searches on all vehicles entering and leaving the Park.
- Compile reports of incidents of security breaches taking place during shift operations.
• Carry out lawful security instructions/orders issued by identified SANParks representatives from time to time.
• React and report any emergency situations to the relevant emergency services, e.g. ambulance services, fire department, police station, Senior Section Ranger, Hospitality Services manager immediately when the emergency occurs.
• Ensure that the security registers are neat and up to date at all times.
• Comply with the Occupational Health and Safety Act and regulations
• Ensure compliance with all relevant legislation pertaining to a National Park.
• Security services company must be registered with the Security Services Board and all other statutory bodies
• Security services must have traceable and contactable references
• The Company must ensure quality service by adhering to SANParks operational plan / instructions. Operational plan and specific needs/duties/instructions will only be discussed with the successful bidder.
• Guards must be well trained in security services and must have traceable references
• Guards must not have any criminal records
• Guards must be able to communicate in English and at least one other South African official language
• Guard quantity and grade
  1. Storms River Mouth Main gate: 2 x grade C guards.
  2. Natures Valley Rest Camp: 2 x grade C guards.
  3. Big Tree: 2 x grade C guards
  4. Own vehicle to transport guards to and from work station.
• Guards must wear the Security company uniform and be presentable at all times.
• The Security Company is responsible for transportation of the guards.
• Security Company to abide by Basic Conditions of Employment Act and all applicable legislation.
• Guards will be expected to perform certain admin duties in terms of access control and assistance with after hour visitors.
• Training on SANParks standard operating procedures in terms of specific duties and responsibilities will be conducted 3 days prior to the commencement date of the contract. The process will be managed by SANParks delegated officials.
• Identify suspicious movement in and around the identified areas and inform management accordingly.
• Respond to all security related incidents and duties as stipulated in SANParks SOP.
• Perform all duties with diligence and professionalism at all times.
• Guards must report for duty 15 minutes before starting of the shift at each site.
• All incidents observed must be recorded in the OB book and copies thereof provided daily to the delegated SANParks official.
• Ensure that only authorized people, visitors, contractors, service providers enter the premises.
• Security guards must be armed with pepper spray and a baton.
• Security Company must provide clock panels on strategic places per site where roaming guard/s must clock in every hour.
• Roaming hours will be specified by SANParks and communicated to the successful bidder. Quotation for the clock panel system must be indicated separately on bid quotation forms. The clock panel system will remain the property of the Service Provider. The amount of clock panels per site will be discussed on the day of the site meeting.
• Spot checks not less than once a week must be conducted by security company supervisors / operational managers and proof thereof provided in monthly reports.
4. SPECIAL CONDITIONS AND MANDATORY REQUIREMENTS

Submit proof of PSIRA registration for the company and the security guards together with the bid documents.

5. RESPONSIBILITY OF THE SERVICE PROVIDER

Ensure the following:
- Security guards/personnel is starting and ending the work shifts as specified above.
- Off-sick personnel are replaced without interruption of the services.
- Guards are always dressed in full uniform.
- Guards are well mannered and respectable at all times when on duty.
- Guards do not sleep whilst on duty.
- Guards have all the necessary equipment to perform their duties.
- Accommodation arrangements are done at the cost of the service provider (kiosk is available for the guards)

6. TERMS OF REFERENCE AND PRICING SCHEDULE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>TOTAL – 6 MONTHS (VAT Incl.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OPERATIONAL COSTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Transport to and from works station/s</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Supervision costs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Administration costs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL</td>
<td>1 carried forward to summary</td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>GUARDING TEAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Night shift) Grade C Security Guard – (Monday to Sundays including public holidays to cover the areas)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.1 Storms River Mouth Main gate: 2 x grade C guards 6 months

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY REQUIRED</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 2.2 Tsitsikamma Big Tree: 2 x grade C guards 6 months

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY REQUIRED</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### 2.3 Natures Valley Rest Camp: 2 x grade C guards 6 months

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY REQUIRED</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**SUB-TOTAL 2 carried forward to summary**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY REQUIRED</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 3. EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY REQUIRED</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Passive Monitoring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL 3 carried forward to summary**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY REQUIRED</th>
<th>PRICE – 6 MONTHS (VAT Incl.)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### SUMMARY OF CALCULATIONS OF ALL SECTIONS

<table>
<thead>
<tr>
<th>SECTION 1 OPERATIONAL COSTS</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION 2 GUARDING TEAM</td>
<td>R</td>
</tr>
<tr>
<td>SECTION 3 EQUIPMENT</td>
<td>R</td>
</tr>
</tbody>
</table>

**TOTAL COST 6 MONTHS (VAT INCLUSIVE)**

<table>
<thead>
<tr>
<th>TOTAL COST 6 MONTHS (VAT INCLUSIVE)</th>
<th>R</th>
</tr>
</thead>
</table>
• Quotation must be provided for the respective grades as indicated above
• SANParks expect security guards to work not more than 12 hours a day and maximum 48 hours a week.
• Costing to include passive monitoring and daily electronic reports.
• Only escalations as prescribed by PSIRA will be considered

7. TIMELINES
The period of the contract will be 6 months from 01 November 2021 – 30 April 2021. SANParks reserves the right to cancel the Purchase Order should the service provider fail to perform as per contract with SANParks.

8. FINANCIAL PAYMENT
Payment will be made in accordance to the PFMA (within 30 days of receipt of valid invoice).

9.1. MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (Compliance to legislative and treasury requirements)
In this phase all responses received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements.

• Submission of fully completed SBD1 (Invitation to Bid),
• Submission of fully completed SBD 4 (Declaration of Interest),
• Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit,
• Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
• Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
• Submission of General Condition of a Contract (successful bidder).

10. EVALUATION CRITERIA AND WEIGHTING
This bid will be evaluated using a 2 phased system where Phase 1 will be Functionality and Phase 2 Price and B-BBEE. Bidders who fail to meet the minimum qualifying score 65% will not be evaluated further for Price and B-BBEE. The 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2011 will be used in Phase 2. Points on phase 1 will be allocated as follows:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company years of experience specifically in security guard services</td>
<td>20</td>
</tr>
<tr>
<td>2. Company Reference Letters in relation to working experience on security guard related services</td>
<td>20</td>
</tr>
<tr>
<td>3. Capacity (vehicles) available to service the park in relation to the project –</td>
<td>30</td>
</tr>
<tr>
<td>Own / leased Vehicles</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
</tr>
<tr>
<td>4. Capacity (security guards) available to service the park in relation to the project (Security Guards of the company)</td>
<td>30</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
**FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE FOR THIS BID**

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 1  | Company years of experience specifically in security services.                         | 20                | 5      | Bidders to attach any means of evidence which support that your company has been rendering security guarding services (e.g.: letter of award, signed contract, purchase order). | 2 = Less than (1) year in rendering security guarding services.  
5 = One (1) year or more years in rendering security guarding services. |

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 2  | Company Reference Letters in relation to working experience on security related services. | 20                | 5      | Bidders to attach Reference Letters confirming the work that in which the bidder had executed or currently executing.  
**NB: Only signed reference will be considered.**  
- Reference letter from your clients where security guard services were rendered  
**NB: Reference letter not complying with ALL the following will not be considered for evaluation:**  
  a) Reference letter must on the Company letterhead  
  b) Indicating type of security services rendered;  
  c) Period of the contract: (uninterrupted 6 months or more contract period); | 2 = One (1) reference signed letter in a company letterhead is attached in support of the years the company has been rendering security guarding services  
3 = Two (2) reference signed letter is attached in support of the years the company has been rendering security guarding services.  
5 = Three (3) or more reference signed letter is attached in support of the years the company has been rendering security guarding services. |
### Functionality criteria

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 3  | Capacity (vehicles) available to service the project – Own / leased Vehicles            | 30                | 5      | Scoring of the Capacity (vehicle)  
- Company has capacity to deliver in terms of available resources (Vehicles for delivery of security guards and reaction response)  
NB: Submit proof of vehicles registration. | 0 = 0 Vehicle available within the district where service is to be rendered and can dedicated to this project.  
3 = 1 Vehicles available within the district where service is to be rendered and can dedicated to this project.  
5 = 2 or more Vehicles available within the district where service is to be rendered and can dedicated to this project. |
| 4  | Capacity (security guards) available to service the park in relation to the project (General operations capacity – Security Guards of the company) | 30                | 5      | Scoring of the Capacity  
- Company has capacity to deliver in terms of available resources staff – security guards.  
NB: Submit list of security guards with current PSIRA grade under the employment of the company | 1 = 2 permanent security guards in the company (excluding any other staff other than the security guards).  
2 = 4 permanent security guards in the company (excluding any other staff other than the security guards).  
3 = 6 permanent security guards in the company (excluding any other staff other than the security guards). |
who are readily available or can be allocated for this project.

*List must be extracted from PSIRA website and not on company letterhead*

<p>| | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>=</td>
<td>8 permanent security guards in the company (excluding any other staff other than the security guards).</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>=</td>
<td>10 permanent security guards in the company (excluding any other staff other than the security guards).</td>
<td></td>
</tr>
</tbody>
</table>
Points on phase 2 will be allocated as follows:

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

11. 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.

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

\(Pmin\)

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

\(Pt = \) Rand value of bid under consideration.

\(Pmin = \) Rand value of lowest acceptable bid

12. 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 to:

- Award the contract in full or partially
- Award to more than one bidder, and/or
- Not to award
- Re-advertise should a minimum of three quotations not be received
PREFERENCE POINTS CLAIMED (SBD 6.1)


10.1 GENERAL CONDITIONS

10.1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

10.1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

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

<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>

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

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

10.2 DEFINITIONS

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

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

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

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

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

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

(h) “proof of B-BBEE status level of contributor” means:
   1) certificate issued by an authorized body or person;
   2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
   3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

10.3 POINTS AWARDED FOR PRICE

10.3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS
A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Where

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

\( P_t \) = Price of bid under consideration

\( P_{min} \) = Price of lowest acceptable bid

10.4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

10.4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
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<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
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<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

10.5 BID DECLARATION

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

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

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

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

10.7 SUB-CONTRACTING

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

(Tick applicable box)

YES  NO

10.7.2 If yes, indicate:

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

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

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

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

(Tick applicable box)

YES  NO

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:
Designated Group: An EME or QSE which is at last 51% owned by:

<table>
<thead>
<tr>
<th></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>
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<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR

Any EME
Any QSE

10.8 DECLARATION WITH REGARD TO COMPANY/FIRM

10.8.1 Name of company/firm: .................................................................

10.8.2 VAT registration number: ................................................................

10.8.3 Company registration number: ........................................................

10.8.4 TYPE OF COMPANY/ FIRM

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

[CHECK APPLICABLE BOX]

10.8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

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

10.8.6 COMPANY CLASSIFICATION

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

[CHECK APPLICABLE BOX]

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

10.8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I /
we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

DECLARATION OF INTEREST (SBD 4)

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

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

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

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

• Full Name of Bidder or his/her representative

• Identity Number:

RFQ 62/2021: PROVISION OF SECURITY GUARDS SERVICES AT THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 6 MONTHS
- Position occupied in the Company (director, trustee, shareholder, member):

- Registration number of company, enterprise, close corporation, partnership agreement or trust:

- Tax Reference Number:

- VAT Registration Number:

- The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

  | Schedule attached with the above details for all directors/members/shareholders | Yes | No |
  | 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: | | |

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

  | Yes | No |
  | 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: | |

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

  | Yes | No |
  | If you are presently employed by the State: | |

- Did you or your spouse or any of the company’s directors/trustees/shareholders/members or their spouses conduct business with the State in the previous twelve months? If so, furnish particulars as an attached schedule.

  | Yes | No |

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

  | Yes | No |

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

  | Yes | No |

- 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

  | Yes | No |
bidding for this contract?
If so, furnish particulars as an attached schedule:

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

- 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:
  - Yes
  - No

- 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:
  - Yes
  - No

- 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:
  - Yes
  - No

- 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:
  - Yes
  - No

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

### CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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

- I have read and I understand the contents of this Certificate;
  - Yes
  - No

- I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;
  - Yes
  - No

- I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;
  - Yes
  - No

- Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;
  - Yes
  - No

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

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

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

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium\(^3\) 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

---

RFQ 62/2021: PROVISION OF SECURITY GUARDS SERVICES AT THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 6 MONTHS
where integrated in this document:

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

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

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

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

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

<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th>CAPACITY</th>
<th>SIGNATURE</th>
<th>NAME OF FIRM</th>
<th>DATE</th>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
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</tbody>
</table>

Date

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