TERMS OF REFERENCE

FOR

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF SECURITY SERVICES TO ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF TWO (02) MONTHS

RFQ Number

SANParks-185029-08-21
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-185029-08-21  CLOSING DATE: 27-08-2021  CLOSING TIME: 12H00

DESCRIPTION
APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF SECURITY SERVICES FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF TWO (02) MONTHS

BID RESPONSE DOCUMENTS MAY BE SENT TO THE DESIGNATED EMAIL ADDRESS
Maureen.mhlaba@sanparks.org

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO
TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
CONTACT PERSON  MAUREEN MHLABA  CONTACT PERSON  ANBAN PADAYACHEE
TELEPHONE NUMBER  042 233 8661  TELEPHONE NUMBER  042 233 8653
E-MAIL ADDRESS  Maureen.mhlaba@sanparks.org  E-MAIL ADDRESS  anban.padayachee@sanparks.org

SUPPLIER INFORMATION
NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER  CODE  NUMBER

CELLPHONE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS

TAX COMPLIANCE SYSTEM PIN:

OR  CENTRAL SUPPLIER DATABASE No:

MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

TICK APPLICABLE BOX]

B-BBEE STATUS LEVEL SWORN AFFIDAVIT

[TICK APPLICABLE BOX]

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

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

[IF YES ENCLOSE PROOF]

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

[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

[YES] [NO]

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

[YES] [NO]

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

[YES] [NO]

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

[YES] [NO]

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

[YES] [NO]

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

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

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

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

SIGNATURE OF BIDDER:

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

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

(Proof of authority must be submitted e.g. company resolution)

DATE:

....................................................
1. PURPOSE

The purpose of these terms of reference (ToR) is to invite or request bidders to submit a quotation for Provision of Security Services for Addo Elephant National Park for a period of two (02) 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

SANParks seeks to appoint a service provider for provision of Security Services for Addo Elephant National Park for a period of two (02) months.

Addo Elephant National Park requires Grade B and C security guards to provide security on a 24 hour basis on its entrance and exit gates within the park. The gates are to be manned over a 24 hour period. Guards will be expected to administer, control and search incoming and outgoing persons and vehicles. The security company appointed should have the capability of increasing its guard numbers at the request of SANParks.
The security company will be expected to transport the guards to and from the gates in a well maintained and marked vehicle. It should be noted that no accommodation is available within SANParks property.

There is one (01) chemical toilet at Nyathi Gate, the successful service provider will be required to maintain the chemical toilet to acceptable standard during the term of the contract.

3.1 The service provider will be expected to service the following sites:

- a. Addo Main Camp – Addo / Paterson Road
- b. Matyholweni Restcamp – Colchester
- c. Addo Heights 1 (Eastern Gate) - Public road
- d. Addo Heights 2 (Western Gate) - Public road
- e. Nyathi Gate – Addo / Paterson Road

3.2 Required Personnel:

<table>
<thead>
<tr>
<th>Site</th>
<th>Grade</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addo Main camp</td>
<td>1 x C: unarmed</td>
<td>Night Shift</td>
</tr>
<tr>
<td></td>
<td>2 x B: unarmed</td>
<td>Day Shift</td>
</tr>
<tr>
<td>Matyholweni Rest camp</td>
<td>1 x C: unarmed</td>
<td>Night Shift</td>
</tr>
<tr>
<td></td>
<td>2 x B: unarmed</td>
<td>Day Shift</td>
</tr>
<tr>
<td>Addo Heights 1 Eastern Gate</td>
<td>1 x C: unarmed</td>
<td>Night Shift</td>
</tr>
<tr>
<td></td>
<td>1 x C: unarmed</td>
<td>Day Shift</td>
</tr>
<tr>
<td>Addo Heights 2 Western Gate</td>
<td>1 x C: unarmed</td>
<td>Night Shift</td>
</tr>
<tr>
<td></td>
<td>1 x C: unarmed</td>
<td>Day Shift</td>
</tr>
<tr>
<td>Nyathi Gate</td>
<td>1 x B: unarmed</td>
<td>Day Shift</td>
</tr>
</tbody>
</table>
Note:

- There will be no compulsory briefing session
- The site to be serviced is Addo Elephant National Park.
- Security Services Company must be registered with PSIRA.
- Security Services Company must have traceable references.
- Guards must be well trained in security services and must have traceable references.
- Security Company must also attach a list of permanent registered guards.
- Company must ensure quality service.
- Guards must not have any criminal records.
- Guards must be able to communicate in English.
- Guards must be punctual.

3.3 Operational Requirements

3.3.1 The Service Provider is a registered security company and able to render the services required by SANParks and must comply with all Government COVID-19 Regulations.

3.3.2 The Service Provider must provide SANParks with their COVID-19 Risk Assessment/Action Plan, which includes regular screening of staff and provide all staff with the mandatory PPE (e.g. cloth masks).

3.3.3 The Service Provider will undergo a mandatory induction course which must be attended by all Security Guards.

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

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

- No property (including official vehicles) of SANParks is removed from the premises without a proper letter of authorization issued and signed by a person authorized to do so; and
- All firearms (brought into the premises) are declared, recorded into the appropriate register and sealed according to SANParks instructions. The Service Provider
must provide bags to safely seal firearms upon entry into the Park.

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

3.3.7 Provide the management and expertise to manage security at the listed sites in Addo Elephant National Park.

3.3.8 Operate 365 days per annum and 366 days in leap years without interruption.

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

3.3.10 Have a response strategy (e.g. audible siren, response time, and 18h00 to 06h00 armed response backup on daily basis, and 24 hours over the weekend and public holidays. Armed officer must be dressed in full company uniform when on duty. There should preferably be two armed officers that respond.

3.3.11 The Service Provider will be required to provide armed response to any alarms and panic buttons monitored in terms of the above paragraph.

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

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

3.3.14 All guards must be tested for criminal record and integrity test must be performed on an ad-hoc basis

3.4 Duty Sheet

The purpose of a duty sheet is to ensure that all security staff on duty are familiar with the duties as required in this document. The Service Provider shall thus have a comprehensive duty sheet prominently displayed at each point where a security service is provided.
3.5 Indemnity

The Service Provider will indemnify and hold Addo Elephant National Park (SANParks) harmless against any loss or damages which Addo Elephant National Park (SANParks) may suffer, or any claims lodged against Addo Elephant National Park (SANParks) by any third party arising out of or relating to any loss that SANParks or such third party may suffer as a result of, or arising out of any act or omission of any personnel of the service provider or failure of the service provider to provide the services in accordance with the provisions of the contract.

3.6 Termination of Service

Aside from the expiry of the agreement, the contract between Addo Elephant National Park (SANParks) and the service provider may be terminated for any one of the following reasons:

- Failure to meet the minimum operational requirements of Addo Elephant National Park (SANParks).
- Gross negligence by the service provider or its employees.
- Failure to respond to any operational enquiries or complaints by Addo Elephant National Park (SANParks) within a reasonable time period.
- In addition to the above, this agreement may go out of force entirely, at any time, at the discretion of either party on condition that a period of 14 days’ notice is given to the other party.

3.7 Competencies or level of service by Service Provider

- The service provider needs to be reputable with a track record of dealing with large clients.
- Addo Elephant National Park (SANParks) shall be entitled to use the findings of customer satisfaction surveys, spot-checks and audit reports or complaints to determine the level of compliance by the service provider with regard to the service standards and responsibilities stipulated in this document.
Should Addo Elephant National Park (SANParks) at any time believe that any member of the service provider’s personnel is failing to comply with their operational requirements as described in this document, such person may be denied access by Addo Elephant National Park (SANParks) to the relevant premises and the service provider will be required to replace such person without delay.

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

NOTE ¹

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

- Relief
- Sunday Premium
- Public Holiday Premium
- Leave Provision
- Sick Pay Provision
- Study Leave Provision
- Family Responsibility Leave Provision
- Night Shift Allowance
- Provider Fund
- Bonus
- UIF (Employer Contribution)
- COIDA / WCA
- Uniform
- Training
- Other applicable allowances

NOTE ²

- Annual Increases for security officers will take place in line with Private Security Industry Regulatory Authority.
- Only Remuneration of officers will be increased at PSIRA rate
- SANParks reserves the right to check and verify the accuracy of salaries of security officers.
- Submit proof of PSIRA registration for the company and the Guards.

**NB: PSIRA rates are applicable, failure to comply will lead to disqualification**
3.8 Occupational Health and Safety

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

3.9 Meetings and Reporting

SANParks would require monthly meetings with the service provider as well as the monthly reports of all occurrences to follow-up of the progress of all identified factors in need of correction or improvement.

3.10 Responsibilities of SANParks

SANParks shall:

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

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

3.10.3 Review the received monthly report and provide feedback.

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

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

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

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

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

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

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

3.11.5 Submit invoice together with the attendance register on every last day of the month to SANParks as well as credit notes for late coming and patrolling as recorded by the security monitoring system.

3.11.6 Effect payment within 30 days from date of receipt of original SANParks tax invoice for non-compliance e.g. late coming and non-compliance in terms of patrolling as recorded by the Security Monitoring System.

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

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

3.11.9 Provide additional security when and where requested by SANParks management.

3.11.10 Maintain guard houses during the term of the contract to SANParks acceptable standards.

3.11.11 Maintain one (01) chemical toilet at Nyathi and maintain these weekly to acceptable SANParks standards.

3.11.12 Security Company must supply their own firearm seal bags to seal visitor's firearms safely.

3.11.13 Supplier must submit a contingency plan that can be used in times of Protest action
3.10 Contract Duration
The contract will commence on 01 September 2021 for a period of two (02) months ending on 31 October 2021.

3.11 Special Conditions of Contract Performance

a) Additional Security guards may be required when needed. 
b) The successful bidder must have a local operation in Addo when contract commences

3.12 Free Structure

- Only firm prices will be accepted. Non-firm prices will not be considered.

4 FINANCIAL PAYMENT

Payment will be made in accordance to the PFMA (within 30 days) after delivery of service rendered or goods delivered.
Prospective bidders should submit their bids per item (below is a list of items per unit).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price per Month</th>
<th>Total Price for 2 months (VAT Excluding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Category C Security Guard (unarmed – night shift): Addo Main Camp</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Category B Security Guard - (unarmed – day shift): Addo Main Camp</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Category C Security Guard (unarmed – night shift): Mathyolweni Rest Camp</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Category B Security Guard (unarmed – day shift): Mathyolweni Rest Camp</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Category C Security Guard (unarmed – day shift): Addo Heights 1 Eastern gate</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Category C Security Guard (unarmed – night shift): Addo Heights 1 Eastern gate</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Category C Security Guard (unarmed – day shift): Addo Heights 2 Western gate</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Category C Security Guard (unarmed – night shift): Addo Heights 2 Western gate</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Category B Security Guard (unarmed – day shift): Nyathi Gate</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Maintain one (01) chemical toilet (Nyathi Gate)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Additional costs (list if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BID PRICE (Excluding VAT)**

R

**VAT (15%)**

R

**TOTAL BID PRICE FOR TWO (02) MONTHS (Including VAT)**

R
PHASE 1
STAGE 1: MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

In this phase all proposals received will be verified for compliance and completeness of the submitted proposal per the set of minimum requirements as listed under paragraph 5.1 Service Providers who comply with the listed requirements progresses to the next phase of bidder(s) price and preference evaluation requirements.

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

PHASE 2: PRICE AND PREFERENCE (B-BBEE)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80%</td>
</tr>
<tr>
<td>B-BBEE</td>
<td>20%</td>
</tr>
</tbody>
</table>

TOTAL POINTS FOR PRICE AND B-BBEE 100

5.1 MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

(Compliance to legislative and treasury requirements)

In this phase all bids received will be verified for compliance and completeness of the submitted proposal per the below set of minimum requirements. Bidders who fail to comply with the below requirements may be eliminated and not progress to the next evaluation phase.

Bidders who comply the below requirements will progress to the next phase of the evaluation, (Stage (2): Price and Preference Point system):

- Invitation to bid (SBD1) must be fully completed.
- Submission of fully completed Pricing Schedule (Services – SBD 3.1)
- Quotation must be submitted in company letterhead
- Submission of a fully completed SBD 4 (Declaration of Interest)
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate as issued by SANAS accredited service providers or a Sworn Affidavit signed by the Commissioner of Oath. Any copies submitted in this case should be certified.
• Submission of a fully completed SBD 8 (Declaration of Bidder's Past SCM Practice)
• Declaration of a fully completed SBD 9 (Certificate of Independent Bid Determination)
• Proof of registration with Central Supplier Database

MANDATORY RETUNABLE DOCUMENTS

Bidders who fail to comply with the below requirements may be eliminated and not progress to the next phase of evaluation. Bidders who comply with the below will progress to the next phase of Price and Preference Evaluation.

• Valid Private Security Industry Regulatory Authority (PSIRA) certification for the company
• Valid Private Security Industry Regulatory Authority (PSIRA) certification for security guards and security grading
• Provide the list of permanent personnel and their security grade
• The bidder must have a minimum thirty (30) permanent guards registered on PSIRA
• The bidder must have at least two (02) vehicles that will be used to service this contract with SANParks. This must be supported by Proof of ownership or a lease agreement.
• Occupational Health and Safety Policy / Plan
• Contingency Strategy – Indicate a contingency strategy going to be applied in case of Urgent delivery / Public Strike / Own Strike / Vehicle Breakdown / Festive Season.
• Letter of Good Standing on Compensation for Occupational Injuries & Diseases Act (COIDA) for Security Services
• A certified copy of Liability Insurance Cover for the company and the amount available per claim

• Any bidder who did not submit any of the requested documents maybe disqualified
5.2 EVALUATION OF BID RESPONSES USING THE PRICE AND B-BBBEE SCORES

Bidders who meet the minimum and mandatory requirements will progress to this final phase of Price and Preference (B-BBBEE Score) points allocation systems.

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

EVALUATION FORMULA

The following formula will be applied to calculate the scores:

Price Formula

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

\[
PS = 80 (1 - Pt - Pmin)
\]

\[Pmin\]

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

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid
Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint or to
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

2.7.1 If so, furnish the following particulars:

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

…………………………………………………………………………………………

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

Position occupied in the state institution: …………………………………………

Any other particulars:

………………………………………………………………

………………………………………………………………

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

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

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

2.11.1. If so, furnish particulars:

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

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal 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>
<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.

..............................................  ...............................................................
Signature                        Date

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

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


10. GENERAL CONDITIONS

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

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

10.2

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

b) Either the 80/20 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

10.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.
10.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>Points Allocation</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

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

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

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

14. BID DECLARATION

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

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

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

(Points claimed in respect of Paragraph 6.1 must be in accordance with the table reflected in Paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)
16. SUB-CONTRACTING

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

*(Tick applicable box)*

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

16.1.1 If Yes, indicate:

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

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

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

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

*(Tick applicable box)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at 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>
</tbody>
</table>

OR

| Any EME                                                     |     |     |
| Any QSE                                                     |     |     |

17. DECLARATION WITH REGARD TO COMPANY/FIRM

17.1 Name of Company/Firm:

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

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

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

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

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

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

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

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

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

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

a) Prices;
b) Geographical area where product or service will be rendered (market allocation);
c) Methods, factors or formulas used to calculate prices;
d) The intention or decision to submit or not to submit, a Bid;
e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
f) Bidding with the intention not to win the Bid.

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

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

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

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

- Invitation to bid (SBD1);
- Declaration of Interest (SBD4);
- Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit;
- Declaration Certificate for Local Production and content for sectors (SBD6.2);
- Declaration of Bidder’s past SCM practices (SBD8);
- Certificate of Independent Bid Determination (SBD9).

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

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

WITNESSES:

1

2

Date


