



**South African
NATIONAL PARKS**

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF A STAKEHOLDER MANAGEMENT,
KNOWLEDGE AND STRATEGIC PLANNING TOOLKIT
FOR COLLABORATIVE DECISION-MAKING IN A
DIVERSE STAKEHOLDER AND COMPLEX VISIONING
REVIEW PROCESS FOR TOKAI-CECILIA

RFQ NO.

SANParks-0040-11-20

REQUEST FOR PROPOSAL

| | |
|---------------------------------------|---|
| RFQ NUMBER: | SANParks- |
| ADVERTISEMENT DATE: | 11 August 2021 |
| CLOSING DATE: | 18 August 2021 |
| CLOSING TIME: | 12H00 |
| BID DOCUMENT DELIVERY ADDRESS: | SCMQuotations@sanparks.org |
| COMPULSORY BRIEFING SESSION: | Not required |
| BID VALIDITY PERIOD: | 90 days (commencing from the RFQ Closing Date) |
| TECHNICAL RELATED QUERIES | Wendy.Foden@sanparks.org |
| SCM RELATED QUERIES | Meagan du Plessis Meagan.Duplessis@sanparks.org |
| DESCRIPTION OF RFQ: | Appointment of a service provider for the provision of a stakeholder management, knowledge and strategic planning toolkit for collaborative decision-making in a diverse stakeholder and complex visioning review process for Tokai-Cecilia |

PREQUALIFYING CRITERIA

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Bidders shall 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- | CLOSING DATE: | 18 August 2021 | CLOSING TIME: | 12H00 |
| DESCRIPTION | Appointment of a service provider for the provision of a stakeholder management, knowledge and strategic planning toolkit for collaborative decision-making in a diverse stakeholder and complex visioning review process for Tokai-Cecilia | | | | |
| BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS | | | | | |
| scmquotations@sanparks.org | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Meagan du Plessis | | CONTACT PERSON | Wendy Foden | |
| TELEPHONE NUMBER | 021-712 0527 | | TELEPHONE NUMBER | 081 845 8902 | |
| E-MAIL ADDRESS | Meagan.Duplessis@sanparks.org | | E-MAIL ADDRESS | Wendy.Foden@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] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | | <input type="checkbox"/> YES | |
| <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | | <input type="checkbox"/> YES | |
| <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | | <input type="checkbox"/> YES | |
| <input type="checkbox"/> NO | | | | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | | <input type="checkbox"/> YES | |
| <input type="checkbox"/> NO | | | | | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | | <input type="checkbox"/> 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 the work is to provide a stakeholder management, knowledge and strategic planning toolkit for collaborative decision-making within the diverse stakeholder and complex visioning review process for Tokai-Cecilia.

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. 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*. The organisation manages 21 national parks in seven of the nine provinces, with a total area of just over 4 million hectares comprising 67% of the protected area under state management.

The Tokai Cecilia Management Framework (TCMF) 2005-2025 is undergoing a stakeholder and public review process. This comprises of three phases: (1) contextual, (2) focused workshops and (3) outcomes. The TCMF Review Process entered into the first stakeholder commenting phase on Tuesday 25 May 2021 and another meeting on Thursday 03 June 2021. During this phase, a total of 376 stakeholder individuals and organisations registered their interest in the TCMF Review Process. The Convenors received 76 written submissions of issues, concerns and recommendations, presenting an extensive and extremely complex array of interests.

The aim of this bid is to obtain specialist support for reaching shared solutions to a complex, multi-stakeholder TCMF Review Process. This must include a toolkit to support SANParks in reaching partnership in solutions in the TCMF Review Process. The products and services must cater specifically for a South African context and have a proven track record of success in highly complex and polarised environments. They must include in-person and software support for all of stakeholder management, knowledge management and strategic planning. Building capacity for SANParks staff in use of these products and process, including in other complex stakeholder environments, is required.

3. SCOPE OF WORK

The successful bidder will be required to provide the following:-

A product that integrates each of (i) stakeholder management; (ii) knowledge management; and (iii) strategic planning in a single toolkit for the Tokai Cecilia Management Framework review.

The Toolkit must include the following components:

- a. Use of an integrated methodology for managing the TCMF Review Process
- b. Data and knowledge management system(s)
- c. Strategic planning support to SANParks
- d. Training and support of SANParks facilitators
- e. Online and, where needed, in person support at workshops (~20 x 2 hours; anticipated to December 2021, but to extend if the process is delayed)
- f. Workshop materials

The Toolkit must be tailored specifically for a South African context, and for the highly complex stakeholder consultation being carried for the Tokai Cecilia Management Framework Review Process. A familiarity with Cape Town and Table Mountain National Park is desirable.

4. PRICING SCHEDULE

| PROVISION OF A SYSTEMATIC CONSERVATION PLANNING SUPPORT | | | | |
|---|---|--------------------|--------------------|--------------------------------|
| Item No | Description of Service | Quantity per order | Unit Price | Price Excluding Vat (currency) |
| 1 | Specialist toolkit for reaching shared solutions to a complex, multi-stakeholder TCMF Review Process | | | |
| | | | TOTAL | R |
| | | | VAT@15% | R |
| | | | GRAND TOTAL | R |


5. TIMELINES

Time is of the essence in respect of this scope of work and the assistance is required immediately. It is anticipated that the Toolkit will be used for the duration of the TCMF Review Process, anticipated to December 2021, but to extend if the process is delayed.

6. FINANCIAL PAYMENT

- The contract will be drawn up between SANParks and the service provider.
- Invoices will be paid for deliverables received as agreed in the contract.
- Invoices must indicate the deliverables produced.
- Payment will be made according to the PMFA Regulations
- Where the Service Provider is a registered VAT vendor, payment of the fees shall be payable to the Service Provider within thirty (30) days of receipt of a duly complete and authentic TAX invoice.
- Any amount payable in terms of this Agreement, which is not paid on the due date for payment, shall attract interest of not more than the prevailing rates.
- No payment shall be made upfront or prior to the services rendered. SANParks will pay for the satisfactory completion of work within 30 days of submission of invoices.
- In the case of invoices to SANParks, they must be addressed to SCM: Logistic Office
- Copyright is retained by SANParks.

7. EVALUATION PHASES OF THE RECEIVED PROPOSALS

| | | |
|--|--------------------|---|
| <p><u>PHASE 1</u> STAGE 1: MINIMUM REQUIREMENTS: COMPLIANCE RESPONSIVENESS CRITERIA <i>In this phase all proposals received will be verified for compliance and completeness of the submitted proposal. Service Providers who comply with the listed requirements progresses to the next stage of functional / technical</i></p> | <p>100%</p> |  |
|--|--------------------|---|

| | | |
|--|-----|-----|
| evaluation requirements. <i>NB: Only bidders who fully comply with minimum requirements progress to the next stage (2)</i> | | |
| STAGE 2: TECHNICAL EVALUATION CRITERIA <i>Only those proposals that fully comply with minimum compliance requirements in Stage1, will now be evaluated in terms of the technical criteria, expertise, and experience as listed.</i> <i>NB: Only bidders who achieve a technical score of at least 75% will progress to Phase 3.</i> | 75% | |
| <u>PHASE 3:</u> PRICE AND PREFERENCE (B-BBEE) | | |
| Price | 80% | |
| B-BBEE | 20% | |
| TOTAL POINTS FOR PRICE AND B-BBEE | | 100 |

7.1. MINIMUM MANDATORY 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 an official quotation on the company letter head
- 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).

7.2 MANDATORY REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (compliance to scope of work)

Service providers interested in submitting a specialist toolkit should submit a concise written proposal that addresses the scope of work and the below requirements and outputs.

7.2.1 Project Management Team and Execution

The following are required from the service provider:

- Team Leader's experience, expertise, competence and more than ten (10) years in data systems for shared solutions to complex and diverse multi-stakeholder processes.
- The team must also include multi-stakeholder analysis with a minimum of five (5) years' experience.
- A project plan indicating key activities, milestones and deliverables.
- CV's of the core team.
- A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members to assignments should be based on the qualifications and experience of the proposed project personnel.

5.2.2 Qualifications and Experience

The following are the minimum qualifications and experience expected of the service provider's key staff:

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

SANParks promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the methodology, expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team. The minimum functional threshold will be **75%**.

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

1 point equivalent of 25

2 points equivalent of 50

3 points equivalent of 75

4 points equivalent of 100

| | EVALUATION CRITERIA | WEIGHT | MAXIMUM POINTS | SCORING |
|------------|---|--------|----------------|---|
| Evaluation | Quality of Methodology (How will you go about <i>Please provide a detailed Methodology</i> | 40 | 4 | 1 - The methodology is poorly described and/or does not provide any information regarding the relevant aspects of the project |
| | | | | 2 - The methodology is very briefly described and provides little information regarding the relevant aspects of the project. |
| | | | | 3 - The methodology is satisfactorily and meets the requirements and provides information regarding the relevant aspects of the project and has comprehensive information |
| | | | | 4 - The methodology is more than comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds the expectation |

| | EVALUATION CRITERIA | WEIGHT | MAXIMUM POINTS | SCORING |
|---|---|--------|----------------|---|
| | Execution of the Plan (What, How, When and Why) <i>Please provide a detailed Project Plan</i> | 20 | 4 | 1 - The Project Plan is poorly described and/or does not provide any information regarding the implementation of the project. |
| 2 - The Project Plan is very briefly described and provides little information regarding the implementation of the project | | | | |
| 3 - The Project Plan is satisfactorily described and provides very basic information regarding the implementation of the project, and complies with the minimum comprehensive information | | | | |
| 4 - The Project Plan is more comprehensively described and provides detailed information regarding the implementation of the project and has less time – lines as required | | | | |
| | Bidder's Experience (<i>Please provide a detailed Company profile that must include number of years' relevant experience, reference letter</i>) | 20 | 4 | 1 - less than 4 years relevant experience |
| 2 – between 5 – 9 years' relevant experience | | | | |
| 3 - 10 years' relevant experience | | | | |
| 4 – Over 10 years' relevant experience | | | | |
| | Human Resource Capability (<i>Please provide detailed CV's of the team</i>) | 20 | 4 | 1 - less than 4 years relevant experience |
| 2 – between 5 – 9 years' relevant experience | | | | |

| | EVALUATION CRITERIA | WEIGHT | MAXIMUM POINTS | SCORING |
|-------------------------------|--|------------|----------------|--|
| | <i>members who will be involved in this project. The CV's must indicate the number of years' relevant experience</i> | | | 3 - 10 years' relevant experience |
| | | | | 4 – Over 10 years' relevant experience |
| TOTAL FUNCTIONAL SCORE | A bidder must score a minimum functional threshold of 75% (75 out possible 100) to be considered for Price and Preference Points stage of evaluation. | 100 | | |

8. REPORTING REQUIREMENTS AND MANAGEMENT

- The service provider will be working with SANParks personnel as well as with individuals or teams from other organisations.
- Accountability and reporting will be to the GM: Scientific Services, Cape Research Centre.
- All reports must be in MS Office format (Word or Excel preferred).
- An electronic version of all reports & models must be submitted.

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:

| Criteria | Points |
|-------------------------|------------|
| Price | 80 |
| Participation Goals/BEE | 20 |
| Total | 100 |

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.

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

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

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)

1. 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.

¹“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.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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

.....

Name of state institution at which you or the person

connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative

work outside employment in the public sector? **YES / NO**

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

document? **YES / NO**

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

.....

.....

.....

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

2.11.1 If so, furnish particulars:

.....

.....

.....

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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:

| | POINTS |
|---|--------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

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:

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

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:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|---|--|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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: | EME √ | QSE √ |
|---|-----------------|-----------------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

17. DECLARATION WITH REGARD TO COMPANY/FIRM

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

17.2 VAT Registration Number:.....

17.3 Company Registration Number:.....

17.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

17.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

17.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

17.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-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.

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

| | | |
|--|-----|----|
| <ul style="list-style-type: none"> 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 |
| <ul style="list-style-type: none"> 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 |
| <ul style="list-style-type: none"> 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 |
| <ul style="list-style-type: none"> 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 |
| <p>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.</p> | | |

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

| | | |
|---|-----|----|
| <p>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:</p> | | |
| <ul style="list-style-type: none"> • I have read and I understand the contents of this Certificate; | Yes | No |
| <ul style="list-style-type: none"> • I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect; | Yes | No |
| <ul style="list-style-type: none"> • I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder; | Yes | No |
| <ul style="list-style-type: none"> • 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 |
| <p>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:</p> <ul style="list-style-type: none"> 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 | | |
| <p>The Bidder has arrived at the accompanying Bid independently from, and without</p> | | |

consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

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

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

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

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

ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

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

STANDARD BIDDING DOCUMENTS DECLARATION

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

| |
|--|
| 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 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).

| | |
|---------------------|--|
| NAME (PRINT) | |
| CAPACITY | |
| SIGNATURE | |
| NAME OF FIRM | |
| DATE | |

| |
|----------------------|
| WITNESSES: |
| 1 _____ |
| 2 _____ |
| Date _____ |