



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAINING FOR THIRTY (30) SOCIO ECONOMIC AND TRANSFORMATION OFFICERS ON LOCAL ECONOMIC DEVELOPMENT (LP ID:76989 AND FUNDAMENTAL UNIT STARD FROM THE QUALIFICATION (SAQA ID:67509): FURTHER EDUCATION AND TRAINING CERTIFICATE IN COMMUNITY DEVELOPMENT IN GOLDEN GATE HIGHLANDS NATIONAL PARK

RFQ NO.

SANParks-478-11-19

REQUEST FOR PROPOSAL

Appointment of a service provider for the provision of training for thirty (30) Socio – Economic and Transformation Officers on local Economic Development (LP ID:76989 and Fundamental Unit Standard from the Qualification (SAQA ID: 67509): further education and training certificate in Community Development in Golden Gate Highlands National Park

RFQ NUMBER:	SANPARKS-00478-11-19
ADVERTISEMENT DATE:	02 MARCH 2020
CLOSING DATE:	09 MARCH 2020
CLOSING TIME:	12H00
BID DOCUMENT DELIVERY ADDRESS:	EMAIL ADDRESS: SCMQUOTATIONS@SANPARKS.ORG
COMPULSORY BRIEFING SESSION:	NONE
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	BONTLEFEELA MOJA-RAMANTSI
SCM RELATED QUERIES	CONNIE KGOALE

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-00478-11-19	CLOSING DATE:	09 March 2020	CLOSING TIME:	12H00
DESCRIPTION	Appointment of a service provider for the provision of training for thirty (30) socio – economic and transformation officers on local economic development (LP ID:76989 and fundamental unit standard from the qualification (SAQA ID: 67509): further education and training certificate in community development in Golden Gate Highlands National Park				
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	Connie Kgoale		CONTACT PERSON	Bontlefeela Moja-Ramantsi	
TELEPHONE NUMBER	012 426 5229		TELEPHONE NUMBER	012 426 5284	
E-MAIL ADDRESS	constance.kgoale@sanparks.org		E-MAIL ADDRESS	Bontlefeela.moja-ramantsi@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 <input type="checkbox"/> 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 this exercise is to appoint a service provider will train thirty (30) Socio-economic and Transformation Officers on the Local Economic Development (Learning Programme ID: 76989) and the Fundamental unit standards from the qualification SAQA ID 67509: Further Education and Training Certificate: Community Development.

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

1. THE SCOPE OF WORK

The South African National Parks (SANParks) seeks to find an Accredited Skills Development Provider (SDP) who will train thirty (30) Socio-economic and Transformation Officers on the Local Economic Development (Learning Programme ID: 76989) and the Fundamental unit standards from the qualification SAQA ID 67509: Further Education and Training Certificate: Community Development.

- The SDP must be accredited with a Local Government Sector Education and Training Authority (LGSETA) for the full qualification **The SAQA ID 67509: Further Education and Training Certificate: Community Development with the specialization Learning Programme: Local Economic Development (Learning Programme ID: 76989)**
- Able to exit learners on the full qualification (SAQA ID 67509).
- The SDP will need to deliver training against the selected Learning Programme: Local Economic Development (Learning Programme ID: 76989) as the Elective unit Standards.
- The SDP will need to deliver training against the Fundamental unit standards at Level 4, totaling 16 Credits in Mathematical Literacy.

NOTE: ALL 30 learners have on previous occasion been deemed competent against ALL the CORE unit standards in the SAQA ID 67509: Further Education and Training Certificate: Community Development.

1.1. TRAINING PROGRAMME TO BE DELIVERED

The Training Programme should cover the following Unit Standards from the Local Economic Development (**Learning Programme ID: 76989**) and the Fundamental unit standards (Mathematical Literacy) from the SAQA ID 67509: Further Education and Training Certificate: Community Development.

Table 1 and Table 2 indicate the two training programmes to be delivered.

Table 1 indicates the Fundamental unit standards (Mathematical Literacy) that will be delivered for **25 learners**.

TABLE 1: FUNDAMENTAL UNIT STANDARDS - MATHEMATICAL LITERACY

	UNIT STANDARD NAME	UNIT STANDARD TITLE	LEVELS	CREDITS
1	UNIT STANDARD ID: 9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF 4	6
2	UNIT STANDARD ID: 9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF 4	4
3	UNIT STANDARD ID: 7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF 4	6
TOTAL CREDITS				16

Table 2 indicates the Local Economic Development (Learning Programme ID: 76989) that is to be delivered for **30 learners**.

TABLE 2: ELECTIVE UNIT STANDARDS LOCAL ECONOMIC DEVELOPMENT (LEARNING PROGRAMME ID: 76989)

	UNIT STANDARD NAME	UNIT STANDARD TITLE	LEVELS	CREDITS
1	UNIT STANDARD ID: 110472	Outline the environment of local government	NQF 4	6
2	UNIT STANDARD ID: 110475	Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development	NQF 4	6
3	UNIT STANDARD ID: 110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	NQF 4	6
4	UNIT STANDARD ID: 110501	Identify and explain the application of a range of concepts and tools for local economic development	NQF 4	8
5	UNIT STANDARD ID: 110502	Demonstrate and apply knowledge and understanding of the roles, functions and responsibilities of the main stakeholders and role players in local economic development	NQF 4	4
TOTAL CREDITS				30

2. THE TRAINING SITE

The South African National Park (SANPARKS) will provide the training venue, accommodation and meals for all 30 learners and a maximum of two facilitators. Planned sites of delivery are Golden Gate National Park (Eastern Free State Province).

3. RESPONSIBILITIES OF THE SDP

The Training Provider will undertake the following:

- 3.1 Hold Scoping meeting/s with the SANPARKS

- 3.2 Deliver against a signed contract/Purchase Order
- 3.3 Ensure that the attendance register is signed by each learner on a daily bases for the duration of the training programme
- 3.4 Learner SETA enrolment forms must be completed and copies provided to SANParks
- 3.5 Ensure that the Portfolio of Evidence is submitted on a specified date
- 3.6 Ensure that all learners sign the Portfolio of Evidence submission register
- 3.7 Upload the Learners onto the SETA ETQA database. Proof of upload submitted to SANParks.
- 3.8 Learning programme is facilitated, assessed, moderated and verified
- 3.9 Learner guidance and support is provided.
- 3.10 Learners are certified – Provide certificate of competence and ETQA statement of results.
- 3.11 Submission of: Learner Evaluation Report, Training Close out report.
- 3.12 Training is provided within the stipulated notional (contact period) and close out report submitted 15 days after the completion of training.
- 3.13 Learner statement of results and attendance certificates to be submitted to SANPARKS.

4. COMPETENCY AND EXPERTISE REQUIREMENTS

The SDP should meet the following requirements:

#		DOCUMENTS TO BE PROVIDED	TICK	
			YES	NO
1	The capacity and capability to implement the training within the set timeframe ⁷	<ul style="list-style-type: none"> The Proof /Letter of Accreditation with the relevant Quality Assurance Authority (SETA, Professional Bodies, SAQA, QCTO). SAQA ID 67509: Further Education and Training Certificate: Community Development. An Accreditation letter with an annexure of unit standards must be submitted 		
2		<ul style="list-style-type: none"> Facilitator Curriculum Vitae (CV) & Certificates (Bachelor Degree (NQF 7) and five years related experience) 		
3		<ul style="list-style-type: none"> Assessor Curriculum Vitae (CV) & Certificates (Bachelor Degree (NQF 7) and five years related experience) 		
4		<ul style="list-style-type: none"> Moderator Curriculum Vitae (CV) & Certificates (Post-graduate Degree 		

		(NQF 8-10) and five years related experience)		
5		<ul style="list-style-type: none"> • Constituent assessor registration with relevant Quality Assurance Authority (SETA, Professional Bodies, SAQA, QCTO) 		
6		<ul style="list-style-type: none"> • Constituent moderator registration with Quality Assurance Authority (SETA, Professional Bodies, SAQA, QCTO). 		
7	SUPPLY CHAIN REQUIREMENTS	<ul style="list-style-type: none"> • The Central Supplier Database (CSD) – National Treasury supplier database proof of registration 		
8		SBD Forms		
9		Quotation inclusive of travel		
10		BEE Score Card		

4. PRICING SCHEDULE

ITEMS	QUANTITY	UNIT COST	TOTAL COST
Project scoping meeting- Held at SANPARKS Groenkloof Pretoria	1	1	R0.00
Training cost (including ALL) 1. Pre-assessment 2. Training delivery/Facilitation (5 days) 3. POE compilation & submission 4. All training material	30		
Assessment of POE's	30		
Moderation (33%) OF POE's	27		
Administration/Project management Fee <ul style="list-style-type: none"> • Completed daily Signed Training Attendance register • Pre-assessment report • The Preliminary Training Report (inclusive of: The Evaluation report, Original attached evaluation forms) • Preliminary Assessment Report (inclusive of: Assessment report Moderation report) • Proof of Learner upload to the SETA ETQA 			

<ul style="list-style-type: none"> • Letter indicating the upload plan to the SETA ETQA – When Statements of Results (SOP)'s will be released • Final Training Report (to include: SETA Statements of Results (SOP)'s) 			
TOTAL			
VAT			
GRAND TOTAL			

The proposed total pricing must be:

- 5.1. Inclusive of VAT
- 5.2. Indicate the breakdown of the cost of training per learner to include the learning material, pre-assessment, facilitation, assessment, moderation, learner upload to ETQA system
- 5.3. Quote must built in the SDP's travel to training site Golden Gate National Parks.
- 5.4. SDP Facilitator accommodation will be provided by SANParks for the duration of the programme if training is scheduled in our Golden Gate National Parks

5. TIMELINES

Upon appointment the recommended supplier is expected to confirm availability of their venue and catering as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

6. FINANCIAL PAYMENT

Payment will be made in accordance to the PFMA (within 30 days) after delivery of service rendered or goods delivered.

7. EVALUATION CRITERIA OF THE RFQ

7.1. 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 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).
- Submission of General Condition of a Contract.

7.2 MANDATORY DOCUMENTS

Service providers need to comply with all the mandatory document failure to comply will result in the service provider not to proceed to price evaluation.

DESCRIPTION	COMPLY	NOT COMPLY
<ul style="list-style-type: none"> The Proof /Letter of Accreditation with the relevant Quality Assurance Authority (SETA, Professional Bodies, SAQA, QCTO). SAQA ID 67509: Further Education and Training Certificate: Community Development. 		
<ul style="list-style-type: none"> An Accreditation letter with an annexure of unit standards must be submitted 		
<ul style="list-style-type: none"> Facilitator Curriculum Vitae (CV) & Certificates (Bachelor Degree (NQF 7) and five years related experience) 		
<ul style="list-style-type: none"> Assessor Curriculum Vitae (CV) & Certificates (Bachelor Degree (NQF 7) and five years related experience) 		
<ul style="list-style-type: none"> Moderator Curriculum Vitae (CV) & Certificates (Post-graduate Degree (NQF 8-10) and five years related experience) 		
<ul style="list-style-type: none"> Constituent assessor registration with relevant Quality Assurance Authority (SETA, Professional Bodies, SAQA, QCTO) 		

7.3 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

8. 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.

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

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

9. FINAL AWARD

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

DECLARATION OF INTEREST (SBD 4)

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

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

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

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....
.....

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

2.4 Company Registration Number:
.....

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

2.6 VAT Registration Number:
.....

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

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:

.....

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

Full Name	Identity Number	Personal Reference	Tax	State Employee Number / Persal
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**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"/>
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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	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>

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:

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	_____