



**South African
NATIONAL PARKS**

TERMS OF REFERENCE

**PROVISION OF LAUNDRY SERVICES FOR THE
TSITSIKAMMA SECTION OF GARDEN ROUTE
NATIONAL PARK FOR A PERIOD OF FOUR MONTHS**

RFQ NO. 55/2021

REQUEST FOR PROPOSAL

You are hereby invited to submit proposal/ price quotation for:
PROVISION OF LAUNDRY SERVICES FOR THE TSITSIKAMMA SECTION OF GARDEN
ROUTE NATIONAL PARK FOR A PERIOD OF FOUR MONTHS

RFQ Number:	55/2021
Advertisement Date:	Wednesday, 08 September 2021
Compulsory Briefing Session	n/a
Closing Date:	Wednesday, 15 September 2021
Closing Time:	11H00
CIDB grading	N/A
Bid Document Address:	GRNP.RFQS@sanparks.org
For Attention:	GRNP Quotations
Contact details	044 302 5639

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	55/2021	CLOSING DATE:	15.09.2021	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF LAUNDRY SERVICES AT THE TSITSIKAMMA SECTION OF GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF FOUR MONTHS				
BID RESPONSE DOCUMENTS MAY BE FORWARDED TO THE BELOW ADDRESS					
GRNP.RFQS@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Siyamthanda Mcoso		CONTACT PERSON	Grant Grootboom	
TELEPHONE NUMBER	044 302 5639		TELEPHONE NUMBER	042 281 1607	
E-MAIL ADDRESS	Siyamthanda.mcoso@sanparks.org		E-MAIL ADDRESS	Grant.grootboom@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		

RFQ 55/2021: PROVISION OF LAUNDRY SERVICES FOR THE TSITSIKAMMA SECTION OF GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF FOUR MONTHS

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 this exercise is to appoint a reputable laundry service provider to provide laundry services for the Tsitsikamma section of the Garden Route National Park for the period 01 October 2021 – 31 January 2022.

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. TERMS OF REFERENCE

Garden Route National Park invites all eligible Service Providers to quote on the provision of Laundry Services to the Storms river Mouth Rest Camp (Eastern Cape, closest town is Humansdorp) and De Vasselot Rest Camp (Western Cape, closest town is Plettenberg Bay)

Sites to be serviced	No. of Units	Beds	Projected average Unit Occupancy 1 October 2021 to 31 January 2022	Projected average Bed Occupancy 1 October 2021 to 31 January 2022
Storm river Mouth	90	229	33%	38%
De Vasselot	12	24	32%	30%
NOTE 1: COVID 19 MIGHT HAVE A SEVERE NEGATIVE IMPACT ON ESTIMATED OCCUPANCY FIGURES FOR THE FOUR MONTH PERIOD.	NOTE 2: AVERAGE OCCUPANCIES STORMS RIVER MOUTH FOR 10 DECEMBER 2021 TO 15 JANUARY 2022 PEAK SEASON = 62%.	NOTE 3: AVERAGE OCCUPANCIES DE VASSELOT FOR 10 DECEMBER 2021 TO 15 JANUARY 2022 PEAK SEASON = 75%.		

NB:

1. *The above mentioned unit and bed occupancies may not materialize as a result of Covid-19.*

2. CLEANING STANDARDS

- The Service Provider to provide good quality laundry bags for soiled and clean linen. The bag must have proper closing mechanism. Bags for soiled linen to be clearly marked (permanent labelling or colouring).
- The laundry bags must be properly sealed to avoid loss and the seal number be recorded by both the Service Provider and SANParks.
- For control purpose packing slips must be placed inside the laundry bags, this applies to both soiled and clean linen.
- Provide transparent laundry bags for stained linen (e.g. linen with blood stains). The size of the bag will be specified after the bid is awarded.
- Washing of all linen must be done at the correct temperature using the right detergent to remove blood and other stains.
- Linen must be disinfected during the washing process, in order to ensure that it conforms with high Health and Safety requirements (SANS 10146)
- Linen must be transported in sealed containers to prevent contamination.
- Bidders must show infrastructure and deployment plan to be able to provide Laundry Services. The workplace must comply with all the set Regulations under the Health and Safety Act.
- A site visit will be conducted as part of the evaluation process.
- Bidders must be located within the radius of 300 km from Storms river Mouth Rest Camp as services will be rendered daily
- The Successful bidder must be ready to commence with the contract within 7 days from award
- The bidder must be in an existing operation providing laundry services to the Hospitality Sector totalling at least 150 beds per day. (Submit proof, i.e. contract, reference letters on the company letter-head indicating the rated level of service, type of contract, contract value and signed by the client).
- The bidder must be knowledgeable of Hospitality infection control protocols.
- Bidders to submit a contingency plan together with this bid
- Items damaged due to the Service Provider's negligence will be replaced at the Service Provider's costs.
- All stains, such as rust, blood and mildew must be removed from linen.
- Where it is not possible for stains to be removed the Service Provider must bring this to the attention of the Hospitality Services Manager and/ or Duty Managers.
- Linen that needs special treatment such as dry cleaning must be cleaned accordingly (i.e. curtains)
- Linen must be well presented when delivered i.e. ironed and folded.
- All issues regarding this contract are to be communicated with the Hospitality Services Manager – Tsitsikamma
- No sub-contracting is allowed. Bidders must supply proof of capacity to manage SANParks linen during peak season. Should a contractor sub-contract the contract will be terminated
- Proof of chemicals to be used must be provided – letter from company supplying chemical indicating product description.
- Chemicals used must adhere to the same standards applicable to hospitals.

- Items damaged due to the excessive use of chemicals must be replaced at Service Provider's cost
- Costs for losses incurred once the linen has left SANParks site will be covered by the Service Provider.
- The bidder must submit proof that reasonable arrangement have been made to compensate SANParks for any loss that SANParks may suffer while linen is in possession of the Service provider. Public Liability cover of R 500 000.00 or more must be adjusted to fully cover the risk exposure once appointed.

3. COLLECTION AND DELIVERY OF LINEN

- Linen to be collected and delivered by the Service Provider.
- All linen previously collected for cleaning must be delivered in total upon the next collection of dirty linen or upon special request.

4. STORMS RIVER MOUTH MAIN CAMP

- Daily delivering and collection: No later than **12:00**.
- The Service Provider may also be requested to, from time to time do ad hoc deliveries on short notice.

5. NATURES VALLEY CAMP

- Daily delivering and collection: No later than **12:30**
- The Service Provider may also be requested to, from time to time do ad hoc deliveries on short notice.

6. REQUIREMENTS

- List of cleaning products to be used for the cleaning of the linen and proof that they are SABS compliant must be provided together with this bid
- Proof that the cleaning products adhere to required Health and Safety Regulations.
- List of current and previous clients for reference purposes.
- SANParks reserves the right to conduct a site visit upon which the bidder must be able to present their capacity necessary to fulfil the required service (machinery – output per hour, staff and schedules).
- All bidders must comply with current Covid-19 regulations as set out by the department of labour. SANParks reserves the right to request written confirmation of compliance and or supporting documents during the bid evaluation process.

7. RESPONSIBILITIES OF SANPARKS

- Give indication of performance review to the attention of the company's management for improvement and expect feedback on how such, if any, unsatisfactory performance or bad behaviour will be prevented for future occurrences.
- Hold meetings with successful bidder to discuss any issues arising (progress or unsatisfactory performance)
- Effecting payment within 30 days from date of receipt of valid tax invoices.

- Review the monthly report and provide feedback. SANParks reserves the right to return any linen not cleaned according to their standards. Costs of this will be for the account of the Service Provider.
- Discrepancies and shortages must be reported and negotiated within 24hrs
- The contractor will be notified in writing of sub-standard services.
- SANParks reserves the right to terminate the contract should sub-standard services continue.

8. RESPONSIBILITIES OF THE BIDDER

- Discrepancies and shortages must be reported and negotiated within 24hrs.
- To invoice SANParks once a month.

9. PRICING SCHEDULE

Prospective bidders must submit their bids per item. See below list of items per unit. The price per item must include all costs associated with the service:

NOTE: Below quantities are only estimates for the period 1 October 2021 to 31 January 2022

Description	Estimated Quantities	Price per unit	Total Amount (Vat Exclusive)
Bath Mat	9218		
Bath Towel	23135		
D Blanket/Bedspreads	104		
D Duvet Cover	2910		
D Mattress Protector	40		
D Sheet Fitted	2945		
D Sheet Flat	3418		
Hand Towel	10154		
Pillow Slip Std.	30883		
S Blanket/Fleece Blanket	298		
S Duvet Cover	10834		
S Mattress Protector	286		
S Sheet Fitted	9882		
S Sheet Flat	10467		

Bed Frill	29		
Rug not bigger than 2m x 2m	10		
Curtain p/kg	512		
Cushions	21		
D Duvet Inner	4		
Med Table cloth	2		
Overlay	2		
Pillow	154		
Pillow Protector	23		
S Duvet inner	56		
Serviette/Bib/Dish Cloth/Placemat	97		
Shower Curtain / Odds	29		
TOTAL EXCLUDING VAT			
15 % VAT			
TOTAL INCLUDING VAT			

The project cost must be inclusive of all chargeable costs to SANParks as SANParks will not pay any amount outside the quoted amount. The park reserves the right to negotiate the project cost.

10. LOCATION OF WORKS

The linen will be collected from and delivered to the Storms River Mouth Rest Camp (Eastern Cape, closest town is Humansdorp) and De Vasselot Rest Camp (Western Cape, closest town is Plettenberg Bay).

11. TIMELINES

The duration of this contract is scheduled to be from 01 October 2021 – 31 January 2022. SANParks reserves the right to cancel the Purchase Order should the service provider fail to perform as per the contract.

12. FINANCIAL PAYMENT

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

13. MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (*Compliance to legislative and treasury requirements*)

In this phase all responses received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements.

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

14. EVALUATION CRITERIA AND WEIGHTING

The **RFP** 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

15. 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.

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

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

16. FINAL AWARD

Bidder who complies with the specifications and scores highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right to:

- Award the contract in full or partially
- Award to more than one bidder, and/or
- Not to award
- Re-advertise should the minimum of three written quotations not be received

PREFERENCE POINTS CLAIMED (SBD 6.1)

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.

10.1 GENERAL CONDITIONS

10.1.1 The following preference point systems are applicable to this bid:

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

10.1.2

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

10.1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

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

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

10.2 DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:

1)	certificate issued by an authorized body or person;	B-BBEE Status level
2)	prescribed by the B-BBEE Codes of Good Practice;	A sworn affidavit as
3)	prescribed in terms of the B-BBEE Act;	Any other requirement
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

10.3 POINTS AWARDED FOR PRICE

10.3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

10.4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

10.5 BID DECLARATION

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

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

10.6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

10.7 SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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10.7.2 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<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 least 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		

10.8 DECLARATION WITH REGARD TO COMPANY/FIRM

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

10.8.2 VAT registration number:.....

10.8.3 Company registration number:.....

10.8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

10.8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

10.8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

10.8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4

and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

DECLARATION OF INTEREST (SBD 4)

<p>Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:</p>
<ul style="list-style-type: none">• The Bidder is employed by the State; and/or
<ul style="list-style-type: none">• The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.
<p>In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:</p>
<ul style="list-style-type: none">• Full Name of Bidder or his/her representative

<ul style="list-style-type: none"> Identity Number: 			
<ul style="list-style-type: none"> Position occupied in the Company (director, trustee, shareholder², member): 			
<ul style="list-style-type: none"> Registration number of company, enterprise, close corporation, partnership agreement or trust: 			
<ul style="list-style-type: none"> Tax Reference Number: 			
<ul style="list-style-type: none"> VAT Registration Number: 			
<ul style="list-style-type: none"> The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions: 			
	Schedule attached with the above details for all directors/members/shareholders	Yes	No
<ul style="list-style-type: none"> Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule: 		Yes	No
	Name of person/ director/ trustee/ shareholder/member:		
	Name of state institution at which you or the person connected to the Bidder is employed		
	Position occupied in the state institution		
	Any other particulars:		
<ul style="list-style-type: none"> If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If Yes, did you attach proof of such authority to the Bid document? If No, furnish reasons for non-submission of such proof as an attached schedule (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.) 		Yes	No
<ul style="list-style-type: none"> Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months? If so, furnish particulars as an attached schedule: 		Yes	No
<ul style="list-style-type: none"> Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule. 		Yes	No
<ul style="list-style-type: none"> 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 		Yes	No

of this Bid? If so, furnish particulars as an attached schedule:		
<ul style="list-style-type: none"> 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? If so, furnish particulars as an attached schedule: 	Yes	No

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 SOUTH AFRICAN NATIONAL PARK, 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</p>		

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 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)
National Treasury Central Supplier Database (CSD) Registration number
Proof of Registration on National Treasury Central Supplier Database (CSD)
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017 (SBD6.1) Where a valid BBEE Certificate is not on file with SANParks, please attach
General Conditions of Contract
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 the SBD declaration pack cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the legal entity.

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

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

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

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____