



**South African  
NATIONAL PARKS**

## REQUEST FOR QUOTATION

Terms of Reference

**APPOINTMENT OF A SUPPLIER FOR THE SUPPLY OF  
SINGLE SERVE SACHETS AND OFFICE GROCERIES TO  
AGULHAS NATIONAL PARK AND BONTEBOK  
NATIONAL PARK FOR AS AND WHEN REQUIRED FOR  
A PERIOD OF 5 YEARS**

**RFQ NO: [AGNP02/2024-25](#)**

## REQUEST FOR QUOTATION

You are hereby invited to submit a price quotation for:

**APPOINTMENT OF A SUPPLIER FOR THE SUPPLY OF SINGLE SERVE SACHETS AND OFFICE GROCERIES TO AGULHAS NATIONAL PARK AND BONTEBOK NATIONAL PARK FOR AS AND WHEN REQUIRED FOR A PERIOD OF 5 YEARS**

<b>RFQ NUMBER:</b>	<b>AGNP02/2024-25</b>	
<b>ADVERTISEMENT DATE:</b>	<b>20/05/2024</b>	
<b>CLOSING DATE:</b>	<b>31/05/2024</b>	
<b>CLOSING TIME:</b>	11h00	
<b>COMPULSORY BRIEFING</b>	<b>DATE &amp; TIME:</b>	N/A
	<b>MEETING VENUE:</b>	N/A
<b>DELIVERY PERIOD UPON RECEIPT OF PURCHASE ORDER?</b>	7 DAYS	
<b>RFQ DOCUMENT DELIVERY ADDRESS:</b>	derick.strydom@sanparks.org	
<b>RFQ VALIDITY PERIOD:</b>	90 days (commencing from the RFQ Closing Date)	
<b>TECHNICAL RELATED QUERIES</b>	esterien.wessels@sanparks.org	
<b>SCM RELATED QUERIES</b>	Goodman Mawela (goodman.mawela@sanparks.org)	

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.**

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	<b>AGNP02/2024-25</b>	CLOSING DATE:	<b>31/05/2024</b>	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SUPPLIER FOR THE SUPPLY OF SINGLE SERVE SACHETS AND OFFICE GROCERIES TO AGULHAS NATIONAL PARK AND BONTEBOK NATIONAL PARK FOR AS AND WHEN REQUIRED FOR A PERIOD OF 5 YEARS				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS</b>					
esterien.wessels@sanparks.org					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Goodman Mawela		CONTACT PERSON	Veronique Gabriel	
TELEPHONE NUMBER	021 741 2300		TELEPHONE NUMBER	028 435 6078	
E-MAIL ADDRESS	<a href="mailto:goodman.mawela@sanparks.org">goodman.mawela@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:veronique.newman@sanparks.org">veronique.newman@sanparks.org</a>	
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 RFQ is to invite suppliers to submit their quotations for the procurement of **SINGLE SERVE SACHETS AND OFFICE GROCERIES** for our hospitality establishment. We are looking for high-quality products that will provide our guests with an exceptional coffee and tea experience during their stay.

### **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: 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**

This Request for Quotation (RFQ) calls for the **SUPPLY AND DELIVERY OF SINGLE SERVE SACHETS (COFFEE, TEA, SUGAR, CREAMER, ETC.) AND OFFICE GROCERIES** to Agulhas National Park and Bontebok National Park.

**BIDDERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADEMARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS "OR EQUIVALENT" THAT MUST MEET THE CRITERIA STIPULATED IN SECTION 6 (BRAND SPECIFICATIONS).**

Interested suppliers are requested to bid based on the list in Table 1 below. This list has been compiled based on the requirements of the last 12 months and is representative of SANPark's beverages and office groceries needs. However, this list will NOT necessarily be ordered in full as it will depend on the requirements at the time, it will only be used to evaluate the bids.

The supplier is required to deliver upon request on **an as and when required basis**. A purchase order will be issued with required quantities.

#### 4. DELIVERY OF GOODS/SERVICES

<p><b>Agulhas National Park</b></p>	<p>All deliveries of goods/services shall be made between 07h30 - 17h30 from Monday - Friday only to the address:            Agulhas National Park            214 Main Road,            Agulhas            7287            Western Cape            GPS Coordinates: -34.827866240112336,            20.009662182033324</p>
<p><b>Bontebok National Park</b></p>	<p>All deliveries of goods/services shall be made between 07h30 – 16H00 from Monday - Friday only to the address:            Bontebok National Park            Off N2 Road            Swellendam            6740            Western Cape            Entrance gate GPS Co-ordinates:            -34.0536174672842,            20.429479617364578</p>

#### 5. CONTRACT PERIOD

The duration of the contract is for **5 (FIVE) years limited to the contract value awarded**.

#### 6. SPECIFICATION REQUIREMENTS

The specification lists attached provides a list of all items required and the respective unit of measures. Bidders are requested to quote on listed items. Items not listed on the list below are not to form part of the contract. Items can be added at a later stage if required, for

instance if an item is on the list and discontinued, it may be added on the list by benchmarking.

## **6. BRAND NAME CONDITIONS**

In the context of this procurement, the specified brand name or an equivalent product/service must meet the following criteria:

### **6.1. BRAND NAME**

Wherever the brand name is specified, the offered product/service must be an authentic, current, and verifiable product/service provided by the designated brand.

### **6.2. EQUIVALENT PRODUCT/SERVICE**

If offering an equivalent product/service, it must meet the following criteria:

- a. **Functionality:** The equivalent product/service should perform the same essential functions and meet the same specifications as the specified brand.
- b. **Compatibility:** It must be compatible with existing systems, equipment, or infrastructure as indicated in the procurement requirements.
- c. **Quality and Standards:** The equivalent product/service must meet or exceed the quality standards, certifications, and industry regulations specified for the brand name product/service.
- d. **Warranty and Support:** The vendor offering an equivalent product/service should provide equivalent warranty and support terms as those offered by the brand name provider.

### **6.3. CERTIFICATION AND DOCUMENTATION**

Vendors proposing an equivalent product/service must provide all necessary documentation, including technical specifications, certifications, test results, and any other relevant evidence, to demonstrate that their offering is indeed equivalent to the specified brand.

### **6.4. COMPLIANCE**

The proposed brand name or equivalent product/service must comply with all relevant regulations, and industry standards applicable to the procurement category.

### **6.5. COST**

The pricing for the specified brand name and equivalent product/service should be competitive and in line with market rates. The evaluation will consider both the initial purchase price and any long-term costs associated with maintenance, operation, or support.

#### **6.6. EVALUATION CRITERIA**

The evaluation process will consider the compliance of the proposed brand name or equivalent product/service with the specifications outlined above, as well as any additional criteria specified in the procurement documents.

#### **6.7. CLARIFICATIONS**

Vendors may seek clarifications or request additional information related to the brand name or equivalent product/service during the procurement process. Such requests should be submitted in accordance with the procurement timeline and guidelines.

**Note:** The contracting authority reserves the right to determine the acceptability of equivalent products/services based on the provided evidence and evaluation criteria.

**Table 1.**

ITEM NO.	ITEM DESCRIPTION	PACK	CASE SIZE	PACKAGING	ESTIMATED QUANTITIES
1.	Ceylon Blend Black Tagged Tea Bags BRAND: To be equal to Five Roses or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	2.5 g, Envelope	200 X 2.5 g	Carton	36
2.	Cylon Blend Black Tagless Black Tea Bags BRAND: To be equal to Five Roses or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	250g	250g (8.8oz)	Carton	4
3.	Pure Rooibos Tagged Tea Bags BRAND: To be equal to Five Rose or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	2.0 g, Envelope	200 X 2.0 g	Carton	13
4.	Rooibos Tagless Teabags BRAND: To be equal to Five Roses or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	200g	200g (7.05oz)	Carton	4
5.	Instant Coffee Sticks To be equal to Nestle Classic or similar approved.	1.8 g, Stick Pack	200 X 1.8 g	Carton	42

	GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.				
6.	Decaf Coffee Sticks BRAND: To be equal to Nestle Classic Decaf or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	1.8 g, Stick Pack	200 X 1.8 g	Carton	13
7.	Creamer Sticks BRAND: To be equal to Cremora or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	4.0 g, Stick Pack	200 X 4.0 g	Carton	47
8.	White Sugar Standard Sachets – BRAND: To be equal to Hulett's or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	6.0 g, Envelope Pack	1750 X 6.0 g	Carton	8
9.	Brown Sugar Standard Sachets BRAND: To be equal to Hulett's or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	6.0 g, Envelope Pack	1750 X 6.0 g	Carton	8
10.	Sweeter Sticks BRAND: To be equal to Canderel or Hulett's Equisweet Classic Tube Sachets or similar approved.	1.0 g Stick Pack	1000 x 1.0 g	Carton	6

	GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.				
11.	Milk Portions Full Cream BRAND: To be equal to Parmalat or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”. The best before (BB) date must be a minimum of 6 months from the date of purchase	20g	50 X 20 g	Carton	20
12.	Instant Coffee BRAND: To be equal to Nescafe or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	200 g	Each	Jar	22
13.	White Sugar BRAND: To be equal to Hulett or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”.	2.5 kg	Each	Bag	12
14.	Long Life Milk Full Cream BRAND: To be equal to Parmalat / Clover or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”. The best before (BB) date must be a minimum of 6 months from the date of purchase.	1 L	6 X 1 L	Carton container with tamper-evident seal	13

15.	Long Life Milk Low Fat To be equal to Parmalat / Clover or similar approved. GUIDELINE: Wherever reference is made to any Trademark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words “or equivalent”. The best before (BB) date must be a minimum of 6 months from the date of purchase.	1 L	6 x 1 L	Carton container with tamper-evident seal	6
16.	SPRING WATER STILL Must comply with SANBWA Bottled Water Standard: Requirements for Source Water, Processing and Packaging	500 ml	24 x 500 ml	Carton	12
17.	Teaspoon White Plastic	Each	500	Pack	3

**Table 1: Example List for a period of 12 months (evaluation purposes only)**

Suppliers should clearly indicate the following, for each item, when bidding on the attached list:

- The cost of the item (in Rands, inclusive of VAT).
- The Minimum Order Quantity (MOQ) - take note that the quantities indicated on the list are not based on any MOQ and are the estimated quantity needed.
- The worst-case delivery time (excluding back-orders), in weeks/days.
- Suppliers are welcome to supply items from different manufacturers than those indicated, as long as they are EXACT equivalents to the original items that are listed.
- These replacements should be clearly noted, so that they can be verified by the evaluation team.
- Suppliers should include all applicable discounts as well as delivery charges to the delivery points as part of the bid.

## 7. EVALUATION CRITERIA

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 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 value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. This amount (R50 000 000) is not the budget amount for this project but is the Treasury threshold for request for quotation (RFQ).

The procedure for the evaluation of responsive tenders is price, functionality (quality) and preference method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 2) and the **minimum threshold of 60 points** explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining specific goals (refer to SBD 6.1.).

### Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score 60 Points and over to be assessed on their financial offer and preference score. The allocation of points for the evaluation of quality/functionality is set out in Table 1 below:

**Table 2: Evaluation Criteria**

Criteria		Maximum Points
1.	Supplier experience in office groceries and consumables	20
2.	Trade References	10
3.	Delivery times	10
4.	Distance from supplier to delivery location	40

5.	Items supplied according to list	<b>20</b>
	<b>Total evaluation points for quality</b>	<b>100</b>

**Evaluation criteria 1: Supplier experience in providing office groceries and consumables.**

The bidder should provide documentation of experience:

- A letter outlining the company's experience in the industry and notable projects/achievements to date.

Score	Previous experience
<b>0</b>	Supplier has less than 12 months applicable experience in office groceries distribution
<b>10</b>	Supplier has 1 - 10 years' applicable experience in office groceries distribution
<b>20</b>	Supplier has over 10 years' applicable experience in office groceries distribution

**Evaluation criteria 2: Trade references**

The supplier must provide at least three (3) customer references of a similar nature that will be contacted by SANPARKS.

Score	Previous experience
<b>0</b>	No customer references have been provided or have provided references which are not applicable to scope of work. Either of the two would result in a score of 0.
<b>5</b>	The supplier submitted one or two customer reference applicable to the scope of work
<b>10</b>	The supplier submitted three (3) or more customer references applicable to the scope of work.

**Please complete this table with the details of contactable references**

Customer Name	Customer Location	Contact Person	Contact Email Address

**Evaluation criteria 3: Delivery times**

Suppliers should describe the typical delivery times for their in-stock products (either separately or as part of the quotation) in the table below.

Score	Previous experience
0	Delivery is typically more than 5 working days from receipt of order
5	Delivery is typically more than 2 but less than 5 working days from receipt of order
10	Delivery is typically within 2 working days from receipt of order

Please indicate what delivery timeframe would be possible for delivery to SANPARKS by ticking the appropriate box:

Delivery Timeframe	Indicate with √
Delivery is typically more than 5 working days from receipt of order	
Delivery is typically more than 2 but less than 5 working days from receipt of order	
Delivery is typically within 2 working days from receipt of order	

**Evaluation criteria 4: Distance from Supplier to Delivery Location.**

- Supplier must indicate distance from Supplier to Delivery Location

Score	Description
0	Distance is more than 250km
20	Distance is between 51 – 250km
40	Distance is between 0 – 50km

Please indicate the distance to delivery by ticking the appropriate box:

Delivery Timeframe	Indicate with √
Distance is more than 250km	
Distance is between 51 – 250km	
Distance is between 0 – 50km	

**Evaluation criteria 5: Items supplied according to list.**

- Supplier must indicate ability to deliver the items as per scope of work, in table below and indicate MOQ.
- Supplier should ensure that any replacement items match the function and quality of the original, specified item.

Score	Description
0	<ul style="list-style-type: none"> <li>• Supplier has bid on less than 90% of the list.</li> <li>• Goods supplied do not meet the specifications.</li> </ul>

	<ul style="list-style-type: none"> <li>• The MOQ's are mostly too large</li> </ul> (Any combination of the above criteria will result in a score of ZERO)
<b>15</b>	Supplier has bid on 90% or more of the items. Goods supplied meet the specifications. Some MOQ's are too large (no more than 5%) but most are in-line with the required quantities
<b>45</b>	Supplier has bid on all the items in the list. Goods supplied meet the specifications. MOQ's are in line with required quantities.

**Please indicate ability to provide the item by inserting “Yes” or “No” in the third column and insert the MOQ in the last column.**

ITEM NO.	ITEM DESCRIPTION	CASE SIZE	QTY	YES/NO	MOQ
1.	Ceylon Blend Black Tagged Tea Bags 2.5 g, Envelope	200 X 2.5 g			
2.	Cylon Blend Black Tagless Black Tea Bags	250g(8.8oz)			
3.	Pure Rooibos Tagged Tea Bags 2.0 g, Envelope	200 X 2.0 g			
4.	Rooibos Tagless Teabags	200 X 2.0 g			
5.	Instant Coffee Sticks 1.8 g, Stick Pack	200 X 1.8 g			
6.	Decaf Coffee Sticks 1.8 g, Stick Pack	200 X 1.8 g			
7.	Creamer Sticks 4.0 g, Stick Pack	200 X 4.0 g			
8.	White Sugar Standard Sachets 6.0 g, Envelope Pack	1750 X 6.0 g			
9.	Brown Sugar Standard Sachets 6.0 g, Envelope Pack	1750 X 6.0 g			
10.	Sweeter Sticks 1.0 g Stick Pack	1000 x 1.0 g			
11.	Milk Portions Full Cream	50 x 20g			
12.	Instant Coffee 200 g	Each			
13.	White Sugar 2.5 kg	Each			
14.	Long Life Milk Full Cream 1 L	6 X 1 L			

15.	Long Life Milk Low Fat 1 L	6 x 1 L			
16.	Spring Water Still 500ml	24 x 500 ml			
17.	Teaspoon White Plastic Each	500			

#### 8. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

DESCRIPTION	REQUIRED
Submission of fully completed SBD1 (Invitation to Bid)	<input checked="" type="checkbox"/>
Submission of a quotation on the company letterhead	<input checked="" type="checkbox"/>
Submission of fully completed SBD 4 (Bidder's disclosure)	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Submission of fully completed SBD 6.2 (Declaration certificate for local production and content for designated sectors)	<input checked="" type="checkbox"/>
Submission of fully completed SBD7.1 (Contract Form) in case of a contract.	<input checked="" type="checkbox"/>

#### 9. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

#### 8. VALUE ADDED TAX

All contract prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person/company that is not required to register for Value Added Tax. Companies not registered in terms of the Value Added Tax Act, may not claim VAT on invoices.

## **7. PRICE SCHEDULES**

**BIDDERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADEMARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS “OR EQUIVALENT” THAT MUST MEET THE CRITERIA STIPULATED IN SECTION 6 (BRAND NAME CONDITIONS).**

### **Pricing Instructions**

1. Prices for this bid/quotation are firm. (Only firm prices will be accepted).
2. Bidders are required to submit prices based on a unit quantity of one. It is important to note that in the event of a successful award, tenderers must ensure that the goods are delivered in accordance with the specified packaging requirements.
3. Price to include all costs with no unspecified cost to allow for a fair evaluation.
4. All prices shall be quoted in the South African currency (ZAR).
5. The price should not include a mark-up of more than 20% per item over the said period. SANPARKS reserves the right to compare prices with the market and purchase from other suppliers should the winning bidder exceed the mark-up of 20%.
6. The pricing must be inclusive of all costs including disbursements (travel, accommodation etc.) where applicable.
7. Please indicate the % escalation where required for the next four (4) years.

**A. PRICING SCHEDULE: AGULHAS NATIONAL PARK**

<b>APPOINTMENT OF A SUPPLIER FOR THE SUPPLY OF SINGLE SERVE SACHETS AND OFFICE GROCERIES TO AGULHAS NATIONAL PARK AND BONTEBOK NATIONAL PARK FOR AS AND WHEN REQUIRED FOR A PERIOD OF 5 YEARS</b>						
<b>Item No</b>	<b>Item Description</b>	<b>Pack</b>	<b>Brand Offered (Product Name)</b>	<b>Unit to Price</b>	<b>Unit Price/Rate</b>	<b>Price Exclusive of VAT</b>
1.	CEYLON BLEND BLACK TAGGED TEA BAGS	200 X 2.5 g		1		
2.	PURE ROOIBOS TAGGED TEA BAGS	200 X 2.0 g		1		
3.	INSTANT COFFEE STICKS	200 X 1.8 g		1		
4.	DECAF COFFEE STICKS	200 X 1.8 g		1		
5.	CREAMER STICKS	200 X 4 g		1		
6.	WHITE STANDARD SUGAR SACHETS	1750 X 6 g		1		
7.	BROWN STANDARD SUGAR SACHETS	1750 X 6 g		1		
8.	SWEETNER	1000 X 1 g		1		
9.	MILK PORTIONS FULL CREAM	50 x 20g		1		
10.	INSTANT COFFEE JAR 200G	EACH		1		
11.	WHITE SUGAR 2.5KG	EACH		1		
12.	LONG LIFE MILK FULL CREAM 1LT	6 X 1LT		1		
13.	LONG LIFE MILK LOW FAT 1LT	6 X 1LT		1		
14.	SPRING WATER STILL	24 X 500ML		1		

15.	TEASPOON WHITE PLASTIC	500 PKT		1		
16.	DELIVERY FEE (Rate per kilometer)	EACH		1		
						<b>SUBTOTAL (YEAR 1)</b> R
						<b>VAT 15%</b> R
						<b>GRAND TOTAL (YEAR 1)</b> R
<b>ANNUAL ESCALATION RATE PERCENTAGES</b>						
						<b>Annual rate of escalation after the first year</b> %
<b>Year 2</b>						<b>SUB TOTAL</b> (Grand Total Year 1 x Escalation % + Grand Total Year 1) R
						<b>VAT 15%</b> R
						<b>GRAND TOTAL</b> R
						<b>Annual rate of escalation after the second year</b> %
<b>Year 3</b>						<b>SUB TOTAL</b> R
						<b>VAT 15%</b> R
						<b>GRAND TOTAL</b> R
						<b>Annual rate of escalation after the third year</b> %
<b>Year 4</b>						<b>SUB TOTAL</b> R
						<b>VAT 15%</b> R
						<b>GRAND TOTAL</b> R

	<b>Annual rate of escalation after the fourth year</b>	%
<b>Year 5</b>	<b>SUB TOTAL</b>	R
	<b>VAT 15%</b>	R
	<b>GRAND TOTAL</b>	R

**B. PRICING SCHEDULE: BONTBOK NATIONAL PARK**

APPOINTMENT OF A SUPPLIER FOR THE SUPPLY OF SINGLE SERVE SACHETS AND OFFICE GROCERIES TO AGULHAS NATIONAL PARK AND BONTBOK NATIONAL PARK FOR AS AND WHEN REQUIRED FOR A PERIOD OF 5 YEARS						
Item No	Item Description	Pack	Brand	Unit to Price	Unit Price/Rate	Price Exclusive of VAT
1.	CEYLON BLEND BLACK TAGGED TEA BAGS	200 X 2.5 g		1		
2.	CYLON BLEND BLACK TAGLESS TEA BAGS	250g(8.8oz)		1		
3.	PURE ROOIBOS TAGGED TEA BAGS	200 X 2.0 g		1		
4.	ROOIBOS TAGLESS TEABAGS	200 X 2.0 g		1		
5.	INSTANT COFFEE STICKS	200 X 1.8 g		1		
6.	DECAF COFFEE STICKS	200 X 1.8 g		1		
7.	CREAMER STICKS	200 X 4 g		1		
8.	WHITE STANDARD SUGAR SACHETS	1750 X 6 g		1		
9.	BROWN STANDARD SUGAR SACHETS	1750 X 6 g		1		
10.	SWEETNER	1000 X 1 g		1		
11.	INSTANT COFFEE JAR 200G	EACH		1		
12.	WHITE SUGAR 2.5KG	EACH		1		
13.	LONG LIFE MILK FULL CREAM 1LT	6 X 1LT		1		
14.	LONG LIFE MILK LOW FAT 1LT	6 X 1LT		1		

15.	SPRING WATER STILL	24 X 500ML		1		
16.	DELIVERY FEE (Rate per kilometer)	EACH		1		
					<b>SUBTOTAL (YEAR 1)</b>	R
					<b>VAT 15%</b>	R
					<b>GRAND TOTAL (YEAR 1)</b>	R
<b>ANNUAL ESCALATION RATE PERCENTAGES</b>						
					<b>Annual rate of escalation after the first year</b>	%
<b>Year 2</b>					<b>SUB TOTAL</b>	R
					<b>VAT 15%</b>	R
					<b>GRAND TOTAL</b>	R
					<b>Annual rate of escalation after the second year</b>	%
<b>Year 3</b>					<b>SUB TOTAL</b>	R
					<b>VAT 15%</b>	R
					<b>GRAND TOTAL</b>	R
					<b>Annual rate of escalation after the third year</b>	%
<b>Year 4</b>					<b>SUB TOTAL</b>	R
					<b>VAT 15%</b>	R
					<b>GRAND TOTAL</b>	R

	Annual rate of escalation after the fourth year	%
<b>Year 5</b>	<b>SUB TOTAL</b>	R
	<b>VAT 15%</b>	R
	<b>GRAND TOTAL</b>	R

**C. SUMMARY**

<b>Park</b>	<b>Total cost (VAT included) for full contract period</b>
Agulhas National Park	R
Bontebok National Park	R
<b>TOTAL</b>	R

#### **8. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)**

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

#### **9. TIMELINES**

The successful service provider must be in the position to deliver within 7 (seven) working days after the purchase order has been issued by SANParks, failure to deliver SANParks reserve the right to cancel the Purchase Order.

#### **10. FINANCIAL PAYMENT**

Payment will be made in accordance with the PFMA (within 30 days of receipt of invoice) after the service has been rendered.

#### **11. FINAL AWARD**

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award, subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect.

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed

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<sup>2</sup> 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.



This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

1.1.1 the 80/20 system for requirements with a Rand value of up to R50,000,000.00 (all applicable taxes included); and

1.1.2 the 90/10 system for requirements with a Rand value above R50,000,000.00 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	80	
SPECIFIC GOALS	20	
<ul style="list-style-type: none"> <li>• B-BBEE Procurement Recognition Level – 5 maximum</li> <li>• Black ownership/ shareholding – 5 points maximum</li> <li>• Black woman ownership/ shareholding – 5 points maximum</li> <li>• EME/ QSE – 5 points maximum</li> </ul>		
Total points for Price and Specific Goals		<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1 POINTS AWARDED FOR PRICE

##### 3.1.1 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 Or 90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{Or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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

#### 3.2 Formulae for disposal or leasing of state assets and income generating procurement

##### 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 Or 90/10

$$P_s = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \quad \text{Or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where:

$P_s$  = Points scored for price of bid under consideration

Pt = Price of bid under consideration  
Pmax = Price of highest acceptable bid

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) To be completed by the organ of state)	Number of points claimed (80/20 system)
	B-BBEE Procurement Recognition Levels)	<b>5 points maximum:</b> Level 1: 20/20 x5=5.00 Level 2: 18/20 x 5= 4.50 Level 3: 14/20 x 5= 3.50 Level 4: 12/20 x 5= 3.00 Level 5: 8/20 x 5 = 2.00 Level 6: 6/20 x 5= 1.50 Level 7: 4/20 x 5 = 1.00 Level 8: 2/20 x 5 = 0.50	
	Black Ownership/Shareholding	<b>5 points maximum:</b> % Shareholding and Points allocation out of total of 5 points; 76% to 100% = 5	

	61% to 75% = 4 51% to 60% = 3 40% to 50% = 2 20% to 39% = 1 0% to 19% = 0	
Black Woman Ownership/Shareholding	<b>5 points maximum:</b> % Shareholding and Points allocation out of total of 5 points; 76% to 100% = 5 61% to 75% = 4 51% to 60% = 3 40% to 50% = 2 20% to 39% = 1 0% to 19% = 0	
EMEs/QSEs	<b>5 points maximum:</b> EMEs = 5 QSE = 3 Enterprises with turnover above R50m = 1	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3 Name of Company / Firm:

4.4 Company Registration Number:

4.5 Type of Company / Firm (Tick applicable box)

Partnership / Joint Venture / Consortium	<input type="checkbox"/>	Personal Liability Company	<input type="checkbox"/>
One-person business / sole propriety	<input type="checkbox"/>	(Pty) Limited	<input type="checkbox"/>
Close corporation	<input type="checkbox"/>	Non-Profit Company	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	State Owned Company	<input type="checkbox"/>

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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.

- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the
- (iii) contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - (iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have :-

- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)	_____
<b>SURNAME AND NAME</b>	_____
<b>DATE:</b>	_____
<b>ADDRESS:</b>	_____
	_____