



**South African  
NATIONAL PARKS**

## REQUEST FOR QUOTATION

Terms of Reference

**THE APPOINTMENT OF A SERVICE PROVIDER FOR  
THE PROVISIONING OF LAUNDRY SERVICES TO  
AGULHAS NATIONAL PARK FOR A PERIOD OF 12  
MONTHS**

**RFQ NO: [AGNP01/2024-25](#)**

## REQUEST FOR QUOTATION

You are hereby invited to submit a price quotation for:  
**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING OF LAUNDRY SERVICES  
 TO AGULHAS NATIONAL PARK FOR A PERIOD OF 12 MONTHS**

<b>RFQ NUMBER:</b>	<b>AGNP01/2024-25</b>
<b>ADVERTISEMENT DATE:</b>	<b>05/06/2024</b>
<b>CLOSING DATE:</b>	<b>11/06/2024</b>
<b>CLOSING TIME:</b>	11h00
<b>COMPULSORY BRIEFING MEETING DATE &amp; TIME: VENUE:</b>	N/A
<b>DELIVERY PERIOD UPON RECEIPT OF PURCHASE ORDER?</b>	As per specifications – 5.10 Collection and Delivery
<b>RFQ DOCUMENT DELIVERY ADDRESS:</b>	<b>anpquotations@sanparks.org</b>
<b>RFQ VALIDITY PERIOD:</b>	90 days (commencing from the RFQ Closing Date)
<b>TECHNICAL RELATED QUERIES</b>	Derick Strydom (derick.strydom@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

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS</b>					
BID NUMBER:	<b>AGNP01/2024-25</b>	CLOSING DATE:	<b>11/06/2024</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING OF LAUNDRY SERVICES TO AGULHAS NATIONAL PARK FOR A PERIOD OF 12 MONTHS				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS</b>					
<b>anpquotations@sanparks.org</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Goodman Mawela</b>		CONTACT PERSON	<b>Derick Strydom</b>	
TELEPHONE NUMBER	<b>021 741 2300</b>		TELEPHONE NUMBER	<b>028 435 6078</b>	
E-MAIL ADDRESS	<a href="mailto:goodman.mawela@sanparks.org">goodman.mawela@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:derick.strydom@sanparks.org">derick.strydom@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		
<b>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.</b>					

**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 a service provider for the provisioning of laundry services to Agulhas National Park for a period of 12 (twelve) months.

## 2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 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. CONTRACT PERIOD

From date of commencement of a contract for a period **not exceeding 12 months**, to commence after the expiration of the existing contract on 16 June 2024.

## 4. SCOPE OF WORK

SANParks aims to acquire the services of a service provider that has the capability of providing Laundry Services for SANParks. The required services will be contracted for a period of 12 (TWELVE) months. Bids are sought from reputable suppliers that have experience and capability in the laundry service industry. Proof of such experience and capacity will be requested as part of the tender process.

## 5. DESCRIPTION OF SERVICES

### 5.1. SITE TO BE SERVICED

CAMP	NR. OF UNITS	BEDS	ANNUAL UNIT OCCUPANCY %	ANNUAL BED OCCUPANCY %
AGULHAS REST CAMP	20	68	36% (12 months ending 31 March)	28.7% (12 months ending 31 March)

			2024)	2024)
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**5.2. GENERAL REQUIREMENTS**

- a) Bidders should be able to demonstrate if required the required infrastructure to offer laundry services. SANParks will conduct a site visit to confirm such infrastructure if deemed necessary and will inform service provider within reasonable time.
- b) The bidder must be in an existing operation providing laundry services to the hospitality sector totalling at least 50 beds per day.
- c) Bidders should be able to demonstrate the ability/capacity to cope with SANParks linen demands during peak season.
- d) The workplace must comply with all the regulations under the Health and Safety Act. SANParks reserves the right to conduct unannounced site visits at any time to verify compliance with health and safety regulations in the workplace. These visits may include inspections of facilities, equipment, and procedures to ensure adherence to established standards.
- e) The bidder should be knowledgeable of hospitality infection control protocols.

**5.4. SUBCONTRACTS**

- a) No sub-contracting is allowed. Should the successful bidder sub-contract, the contract will be terminated with immediate effect.

**5.5. LOSS OR DAMAGE**

- a) Items damaged or lost due to the service providers negligence will be replaced at the service provider’s costs (damage includes shrinking).
- b) Damaged items due to excessive use of chemicals must be replaced at service provider’s cost with the same standard of existing linen.
- c) Discrepancies and shortages must be reported and negotiated within 24hrs.

**5.6. INVOICING**

- a) The laundry service provider will invoice SANParks once a month.

**5.7. STANDARD OF QUALITY**

- a) The service provider to provide good quality laundry bags for soiled and clean linen. The bags must have proper closing mechanisms. Bags for soiled linen to be clearly marked

(permanent labelling or colouring). The sizes of the bag will be specified after the bid is awarded.

- b) SANParks reserves the right to return any linen not cleaned according to their standards of which the costs of this will be for the account of the contractor.
- c) The contractor will be notified in writing of sub-standard services. SANParks reserves the right to terminate the contract should sub-standard services continue.
- d) All issues regarding this contract are to be communicated with the Hospitality Manager – Agulhas.
- e) Chemicals used must adhere to the same standards applicable to hospitals. Proof of chemicals to be used must be provided such a letter from the company supplying the chemicals. Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for all chemicals must be readily available for reference.

#### **5.8. QUALITY ASSURANCE**

- a) It is expected that all items returned to AGNP must be free from lint, hair, dull casts, soap and other contaminants.
- b) All items repacked and returned must be free from creases and stains.
- c) Linen must be well presented when delivered, ironed and folded.
- d) Washing of all linen must be done under at the correct temperature using the correct detergent to remove blood and other stains, without damaging or affecting the quality of linen.
- e) Linen must be disinfected during the washing process, in order to ensure that it conforms to high health and safety requirements.
- f) All stains must be removed from linen – such as rust and mill dew.
- g) All stained items must be rewashed at no additional charge to AGNP at least once to recover all usable linens before isolating them into the heavily stained group.
- h) Heavily stained group of linens must be washed with a caustic solution (hard wash) to attempt to eliminate as many stains as possible.
- i) All items retaining stains after the “hard wash” must be returned to SANParks marked “permanently stained”.
- j) Where it is not possible for stains to be removed the contractor must bring this to the attention of the Hospitality Manager – Agulhas and provide sufficient reasons why.
- k) Linen that needs special treatment such as dry cleaning to be cleaned accordingly (i.e. curtains)

**5.10. COLLECTION AND DELIVERY**

- a) The successful bidder must provide relevant and necessary personnel including equipment to collect and deliver the laundry items to the collection points.
- b) Linen must be transported in closed and separate containers to prevent contamination.
- c) Linen must not be transported with an open vehicle.
- d) For control purpose packing slips must be placed inside the laundry bags, this applies to both soiled and clean linen.
- e) Laundry bags must be properly sealed to avoid loss.
- f) Linen to be collected and delivered by contractor from and to the relevant sites.
- g) All linen collected on a day, must be delivered in total on the following day i.e. when next collection of dirty linen or upon special request.
- h) Every day – delivering and collecting at 11:00.
- i) Flexibility is expected from the successful bidder - must be willing and able to accommodate any irregular operations and requests to do ad hoc deliveries on short notice from time to time, especially during peak seasons.
- j) Bidder to ensure that collection and delivery notes be signed by both the bidder as well as a SANParks representative. It is required that the successful bidder must conduct accurate hand-over counts of the stock items from and to the collections points.

**5.11. COUNTS**

- a) The successful bidder shall furnish detailed delivery tickets of all items collected from the collection point(s).
- b) The AGNP management shall use these delivery tickets to verify contractor’s invoices.

**5.12. COLLECTION POINTS / CAMPS**

- AGULHAS MAIN CAMP – KAMP ROAD, SUIDERSTRAND (-34.81194607690233, 19.941878686832368)

**5.13. DESCRIPTION OF SOILED TEXTILES REQUIRING LAUNDRY SERVICE**

This includes but not be limited to bed sheets, pillowcases, pillow covers, blankets, duvets, duvet covers, mattress covers, mats, curtains and towels.

ITEM DESCRIPTION
A. <b>BATHROOM LINEN</b>

HAND TOWEL
BATH TOWEL
BATH SHEET
BATHMAT
<b>B. <u>BEDROOM LINEN</u></b>
PILLOWCASE STANDARD
PILLOWCASE CONTINENTAL
FITTED SHEET - SINGLE
FITTED SHEET - DOUBLE
FITTED SHEET - KING
FLAT SHEET - SINGLE
FLAT SHEET - DOUBLE
FLAT SHEET - KING
DUVET COVER - SINGLE
DUVET COVER - DOUBLE
DUVET COVER - KING
DUVET INNER - SINGLE
DUVET INNER - KING
MATTRESS PROTECTOR - SINGLE
MATTRESS PROTECTOR - DOUBLE
MATTRESS PROTECTOR - KING
ELECTRIC BLANKET - SINGLE
ELECTRIC BLANKET - KING
BLANKET - SINGLE
BLANKET - DOUBLE
BLANKET - KING
BASE WRAP- SINGLE
BASE WRAP - DOUBLE
BASE WRAP - KING
THROWS
<b>C. <u>OTHER</u></b>
CURTAINS PER DROP
SCATTER PILLOW 45X70
CUSHION COVER
MAT - SMALL
MAT - MEDIUM
MAT - LARGE

## 6. QUOTATION PRICE

- a) Bidders are required to quote prices according to the price schedules and specifications.
- b) The quoted price must be in South African Rand and be inclusive of 15% Vat.
- c) Price(s) quoted must be valid for at least 90 (ninety) days from bid closing date.
- d) Pricing should include collection and delivery fee.

## 7. 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"/>

## 8. 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).

**9. SBD 3.1.: PRICING SCHEDULE- FIRM PRICING (SERVICES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.**

Name of bidder..... Bid number: <b>AGNP01/2024-24</b>
Closing Time: <b>11:00 on 11 JUNE 2024</b>

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

<b>SUPPLY AND DELIVERY:</b>			
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE (EXCLUDING VAT)</b>
1	HAND TOWEL	1	R
2	BATH TOWEL	1	R
3	BATH SHEET	1	R
4.	BATHMAT	1	R
5.	PILLOWCASE - STANDARD	1	R
6.	PILLOWCASE - CONTINENTAL	1	R
7.	FITTED SHEET - SINGLE	1	R
8.	FITTED SHEET - DOUBLE	1	R
9.	FITTED SHEET - KING	1	R
10.	FLAT SHEET - SINGLE	1	R
11.	FLAT SHEET - DOUBLE	1	R
12.	FLAT SHEET - KING	1	R
13.	DUVET COVER - SINGLE	1	R
14.	DUVET COVER - DOUBLE	1	R
15.	DUVET COVER - KING	1	R

16.	DUVET INNER - SINGLE	1	R
17.	DUVET INNER - DOUBLE	1	R
18.	DUVET INNER - KING	1	R
19.	MATTRESS PROTECTOR - SINGLE	1	R
20.	MATTRESS PROTECTOR - DOUBLE	1	R
21.	MATTRESS PROTECTOR - KING	1	R
22.	BLANKET - SINGLE	1	R
23.	BLANKET - DOUBLE	1	R
24.	BLANKET - KING	1	R
25.	BASE WRAP - SINGLE	1	R
26.	BASE WRAP - DOUBLE	1	R
27.	BASE WRAP - KING	1	R
28.	CURTAINS PER DROP	1	R
29.	THROWS	1	R
30.	PILLOW SCATTER	1	R
31.	CUSHION COVER	1	R
36.	<b>TRANSPORT CHARGES PER RETURN TRIP (AGULHAS REST CAMP – KAMP STREET, SUIDERSTRAND)</b>		R
<b>SUB TOTAL</b>			R
<b>VAT 15%</b>			R
<b>GRAND TOTAL</b>			R

**- Does offer comply with terms of reference? \*YES/NO**

**- If not, indicate deviation(s)**

.....  
.....

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

**\*Delete if not applicable**

#### **10. 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.

#### **11. TIMELINES**

The Successful supplier will be required to deliver the goods immediately after appointment as per the terms of reference on the RFQ, failure to deliver SANParks reserve the right to cancel the Purchase Order.

#### **12. FINANCIAL PAYMENT**

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

#### **13. 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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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 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.

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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 contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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>	_____
	_____

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to **AGULHAS NATIONAL PARK** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **AGNP01 2024/25** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to RFQ
    - Pricing schedule(s);
    - Bidders Disclosure;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Policy Framework Act 5, 2000
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE.....	

**CONTRACT FORM - PURCHASE OF GOODS / WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as.....  
accept your bid under reference number ..... dated.....for the rendering of  
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions  
of the contract, within 30 (thirty) days after receipt of an invoice.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE.....