



**South African  
NATIONAL PARKS**

**REQUEST FOR PROPOSAL**

**RFQ NO. 102/2025MPNP**

**You are hereby invited to submit proposal/ price quotation  
for:**

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Provision of Infrastructure for the Annual Mapungubwe Lecture  
Series Event in Mapungubwe National Park.

<b>Bid Number</b>	<b>RFQ102 /2025MPNP</b>
<b>Advert Date</b>	<b>Thursday, 17 July 2025</b>
<b>Issuer</b>	<b>Mapungubwe National Park</b>
<b>COMPULSORY BREIFING</b>	<b>Wednesday, 23 July 2025 at 11H00am</b>
<b>SITE</b>	<b>Mapungubwe National Park R572 Pontdrift Road, 70km West from Musina Limpopo Province Contact: Baphelele Mhlauli (+ 4 hour session including site visit)</b>
<b>Closing date and time</b>	<b>Thursday, 31 July 2025  11:00am</b>
<b>Bid Document Submission Address:</b>	<b>Mapungubwe_SCM@sanparks.org</b>
<b>For Attention:</b>	<b>MPNP Quotation</b>
<b>Contact details</b>	<b>015 534 7924</b>
<b>RFQ Validity Period</b>	<b>90 Days</b>

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS				
BID NUMBER:	RFQ 102/2025MPN P	CLOSING DATE:	31 July 2025	CLOSING TIME: 11:00am
DESCRIPTION	Provision of Infrastructure for the Annual Mapungubwe Lecture Series Event in Mapungubwe National Park.			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Baphelele. Mhlauli		CONTACT PERSON	Itshekeng Lamola
TELEPHONE NUMBER	015 534 7924		TELEPHONE NUMBER	012 426 5124
E-MAIL ADDRESS	Mapungubwe_SCM@sanparks.org		E-MAIL ADDRESS	<a href="mailto:Itshekeng.lamola@sanparks.org">Itshekeng.lamola@sanparks.org</a>
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NR				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		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]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes      <input type="checkbox"/>No</p> <p>[IF YES, ANSWER PART B:3 ]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

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.

**BID SUBMISSION:**

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED

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.

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) AND/OR AN SLA.

**TAX COMPLIANCE REQUIREMENTS**

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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.

APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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: .....

<b>Bid Validity</b>	<b>Validity Period From Date Of Closure:</b>	<b>90 Days</b>
	The tender proposal must remain valid for at least 90 days after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain valid for the period of ninety days (90) days after closing date.	

## **CORRESPONDENCES**

### **Queries**

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFQ document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within SANParks be approached for any information. SANParks reserves the right to place responses to such queries on the website.

**Any queries regarding the bidding procedure may be directed to:**

**Department:** Supply Chain Management  
**Contact Person:** Baphelele Mhlauli  
**Tel:** 015 534 7924  
**E-mail address:** [Baphelele.mhlauli@sanparks.org](mailto:Baphelele.mhlauli@sanparks.org)

## **CONDITIONS AND INSTRUCTION TO THE BIDDER**

- a) The Bid forms should not be retyped or redrafted but photocopies may be prepared and used.
- b) Only documents completed in black ink will be accepted. (Black ink should be used when completing Bid documents).
- c) Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- d) Counter Conditions: SANParks draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.
- e) Response preparation costs: SANParks is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.
- f) Cancellation prior to awarding: SANParks reserves the right to withdraw and cancel the Bid Invitation prior to making an award. The cancellation grounds include insufficient funds, where the award price is outside of the objective determined fair market-related price range or any process impropriety.
- g) Collusion, Fraud and corruption: Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.
- h) Fronting: SANParks, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should SANParks establish any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting" during such inquiry/investigation, the onus is on the bidder to prove that fronting does not exist? Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies SANParks may have against the bidder concerned.

**NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**

**INTENTION TO SELL**

Is the bidder in the process of selling the bidding company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intension of selling the bidding company within the next 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intension of selling the bidding company within the next 12 months to 60 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SANParks reserves the right not to award to any bidder who answers any of the questions above “yes” should the bidder be the overall highest points scorer. However the decision not to award will be on a case by case basis.

**DISCLAIMERS**

SANParks has produced this document in good faith. SANParks, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that SANParks is permitted by law, SANParks will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. SANParks makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and SANParks shall have no liability towards the responding service providers or any other party in connection therewith.

**NB: Important Notice:** *Bidders are to be aware of scammers who pose as SANParks employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.*

*SANParks is in no way selling the bid document, all documents shall be found on the SANParks website and SANParks shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.*

**RETURNABLE DOCUMENTS - COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)**

The verification during this stage is to review bid responses for purposes of assessing compliance with RFB requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:	
Invitation to Bid (SBD 1) must be fully completed and signed.	
Submission of fully completed Pricing Schedule [SBD 3.1]	
Submission of fully completed SBD 4 (Bidder’s disclosure).	(Refer to Annexure A)
Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or Certified B-BBEE Sworn Affidavit.	(Refer to Annexure A)
Submission of fully completed SBD 7.2 (Contract Form)	(Refer to Annexure A)

## CENTRAL SUPPLIER DATABASE – MANDATORY COMPLIANCE

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).**

## 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.

## THE BIDDING SELECTION PROCESS

The bid shall be evaluated in three (3) phases, the details of the evaluation phases are outlined below:

Phase I	Phase II	Phase III
<b>Mandatory evaluation criteria</b>	<b>Technical/Functional evaluation criteria</b>	<b>Price and Specific Goals Evaluation</b>
<ul style="list-style-type: none"><li>Compliance with mandatory requirements</li></ul>	<ul style="list-style-type: none"><li>Bidders must achieve 70% for this phase for consideration to the next phase.</li></ul>	<ul style="list-style-type: none"><li>Bids evaluated in terms of the 80/20 or 90/10 preference system (Price and Specific Goals)</li></ul>

### Evaluation phases

#### **Phase 1: Mandatory evaluation criteria**

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response with supporting evidence. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

Failure to comply with Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on the Price and Preference requirements.

Description of requirement	Indicate COMPLY/NOT COMPLY	Comment or reference to proposal
<b>GENERAL</b>		
<p>The Supplier must have a Structural Engineering Certificate to certify the structure of the tent and the stage.</p> <p>Provide valid proof/ certificate must be submitted together with this bid.</p>		
<p>The service provider must provide <b>Valid Certificate</b> of good standing Registered with the Department of Labor in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No 130 of 1993) with nature of business strictly <b>relevant to Event and related Services.</b></p> <p>Provide Valid Certificate.</p>		

➤ **SPECIAL CONDITIONS**

- A bidder will be expected to provide proof of Public Liability insurance cover of a minimum of R 5 000 000.00 million. A signed letter of undertaking must be provided to confirm that this insurance requirement will be met upon contracting or awarding of this bid.
- A bidder should ensure that they have sufficient resources to cover should a claim exceed R 5 000 000.00 insurance cover.

## Phase 2: Technical Evaluation criteria

In this phase all bids that met all the requirements in terms of the submitted proposal per the above set of mandatory requirements will be evaluated as follows:

Qualification Threshold – Bidders must achieve **70%** for consideration to the next phase. Bidders who fail to comply with the set minimum threshold of **70%** per the technical requirements will be eliminated.

FUNCTIONALITY CRITERIA		MAXIMUM TO BE AWARDED
FUNCTIONALITY	Points	Points
<p style="text-align: center;"><b>1. CONTACTABLE REFERENCE LETTERS</b></p> <p>The bidder must submit proof in the form of four (4) reference letters to demonstrate experience in the last five (5) years in Event Management for Corporate in the Public or Private Sector. NB: Only signed reference letters which complies with the below listed requirements will be considered.</p> <p>Reference letters not complying with <b>ALL</b> the following 4 requirements will not be considered for evaluation:</p> <ul style="list-style-type: none"> <li>a) Reference letter must be on the Client Company letterhead demonstrating experience in the last five (5) years in Event Management.</li> <li>b) Indicate the duration of the contract/services rendered,</li> <li>c) Indicating the description of the service/work that was performed</li> <li>d) Signed by the client,</li> </ul>	<b>50</b>	<p><b>0 points</b> = No reference letters for Public or Private Sector on event Management.</p> <p><b>20 points</b> = One (1) Reference Letter for Public or Private Sectors in Event Management.</p> <p><b>30 points</b> = Two (02) Reference Letters for Public or Private Sectors in Event Management.</p> <p><b>40 points</b> = Three (03) Reference Letters for Public or Private Sectors in Event Management</p> <p><b>50 Points</b> = Four (04) Reference Letters for Public or Private Sectors in Event Management.</p>

FUNCTIONALITY CRITERIA		MAXIMUM TO BE AWARDED
<p><b>2. EXPERIENCE OF THE EVENT MANAGER</b></p> <ul style="list-style-type: none"> <li>Detailed CV with relevant experience as an Event Manager with a minimum of five (05) years' experience.</li> </ul>	<p><b>30</b></p>	<p><b>0 Points</b> = No Experience as an event manager</p> <p><b>5 points</b> = One (01) year experience as an event manager.</p> <p><b>15 points</b> = Two (02) – Three (03) years' experience as an event manager.</p> <p><b>20 points</b> = Four (04) – Five (05) years' experience as an event Manager.</p> <p><b>30 Points</b> = Six (06) years' experience as an event manager.</p>

<p><b>3. DETAILED COMPANY PROFILE SHOWING CAPACITY &amp; RESOURCES (CREW MEMBERS, VEHICLE etc.)</b></p> <ul style="list-style-type: none"> <li>Bidders to submit detailed company profile with 10 Years experience. (showing company capacity and resources, crew members and vehicles). Showcasing similar work done and include a mock up of proposed setup for the event.</li> </ul>	<p><b>20</b></p>	<p><b>0 Points=</b> Less than 12 months of experience in event management.</p> <p><b>5 points =</b> One (01) – Two (02) years’ experience in event management.</p> <p><b>10 points =</b> Three (03) – Five (05) years’ experience in event management.</p> <p><b>15 points =</b> Six (06) – Nine (9) years’ experience in event management.</p> <p><b>20 points =</b> Ten (10) years and more experience in event management.</p>
<p><b>Total Score</b></p>	<p><b>100</b></p>	
<p><b>Minimum Points</b></p>	<p><b>70</b></p>	

### 3. SCOPE OF WORK



#### Annexure A Specification requirements

Quantity	Measurement/Size	Description	
		<b>Infrastructure/Furniture/Decor for Mapungubwe Lecture Series Event taking place from 10-12 October 2025</b>	
		<b>1. 10 October 2025 at Confluence @ 18:00</b>	
180		Wimbledon Chairs	
1	12 by 18 (or size that can accommodate 180 people)	A stretch tent	
1		A stretch tent to cover the catering tables	
14		Trestle tables for catering purposes	
1		Cordless microphone with monitor and a speaker to connect a jack and handheld instrument.	
1		Cordless microphone and sound system	
1		Speaker podium and stage (including sufficient stage lights)	
10	in 50M sizes (to cover area of 500M)	LED Fairy lights	
12		Outdoor Bamboo Torches	
4	2 male 2 female	Mobile VIP Mobile toilets with a basin. Provide hand soap, towel & toilet paper (ensure replenishment of and upkeep during the event)	
1	To cover estimated 500m area	Sufficient Lighting to cover the entire area	



**Annexure A**  
**Specification requirements**

Quantity	Measurement/Size	Description	
<b>NB: Set up must be completed by 10 October 2025 @ 15:00pm and to be dismantled on the 13 October 2025 by 12:00pm</b>			
		<b>2. 11th October 2025 at Restaurant</b>	
18		Round tables (covered and simply decorated with African traditional inspired decor)	
180		Wimbledon Chairs	
4	2 female 2 male	Mobile VIP Mobile toilets with a basin. Provide hand soap, towel & toilet paper (ensure replenishment of and upkeep during the event)	
1	12 by 18 (or size that can accommodate 180 people)	A stretch tent	
1		Green Flooring (artificial grass) to accommodate seated audience.	
14		Trestle tables for catering purposes	
<b>NB: 5th setup has to be ready by Friday evening as there will be an early morning on the 12th</b>			
		<b>3. 11 October 2025: Evening Event at the Limpopo River bed Starting at 17h00</b>	
1		Green Flooring (artificial grass) to accommodate seated audience.	
55	x15 Three seater couches; x15 Two seater couches; and x25 One seater couches.	Couches with cushions and coffee tables.	



**Annexure A**  
**Specification requirements**

<b>Quantity</b>	<b>Measurement/Size</b>	<b>Description</b>	
6		Garden Umbrellas	
10	6 female and 4 male	Mobile VIP Mobile toilets with a basin. Provide hand soap, towel & toilet paper. (ensure replenishment and upkeep during the event)	
1		3 phase silent Sound system and stage (festival package) this should be connected to a generator. Supplier to supply. Should include backline and technical support.	
1		Generator - powerful enough to supply power for sound system, lights for the whole area (including for the mobile toilets) and for bar fridges.	
1	12 by 18 (or size that can accommodate 180 people)	A stretch tent	
1		A stretch tent to cover the catering tables	
2	Dimensions in mm: Height- 2020, Width- 890 Depth- 635	Double door beverage coolers (bar fridges)	
1		Stage with roof	
1		Projector and screen (big enough for stage)	
4		Fire extinguishers	
27		Bar tables with 3 chairs per table	
14		Trestle tables for catering purposes	
1		Sufficient lighting of on and around the stage	
1		Mobile fridge	

## **5. LOCATION OF WORK**

The service will be rendered at Mapungubwe National Park 70km west from Musina.

## 6. Pricing schedule:

Item	Description	Measurement/Size	Qty	Rate	Amount (R)
	<b>Infrastructure/Furniture/Decor for Mapungubwe Lecture Series Event taking place from 10-12October 2025</b>				
1.	Wimbledon Chairs		180		
2.	A stretch tent (in case it rains)	12 by 18 (or size that can accommodate 140 people)	1		
3.	A stretch tent to cover the catering tables		1		
4.	Trestle tables for catering purposes		14		
5.	Cordless microphone and sound system		1		
6.	Podium and stage (including stage lights)		1		
7.	LED Fairy lights	in 50M sizes (to cover area of 500M)	10		
8.	Outdoor Bamboo Torches		12		
9.	Mobile VIP Mobile toilets with a basin. Provide hand soap, towel & toilet paper	2 male 2 female	4		

10.	Sufficient Lighting to cover the entire area		1		
11.	Round tables (covered and simply decorated with traditional decor)		18		
12.	Wimbledon Chairs		180		
13.	Mobile VIP Mobile toilets with a basin. Provide hand soap, towel & toilet paper	2 female 2 male	4		
14.	A stretch tent	12 by 18 (or size that can accommodate 180 people)	1		
15.	Green Flooring		1		
16.	Trestle tables for catering purposes		14		
17.	Green Flooring		1		
18.	Couches with cushions and coffee tables	x15 Three seater couches; x15 Two seater couches;	55		

		and x25 One seater couches.			
19.	Garden Umbrellas		6		
20.	Mobile VIP Mobile toilets with a basin. Provide hand soap, towel & toilet paper.	6 female and 4 male_	10		
21.	3 phase silent Sound system and stage (festival package) this should be connected to a generator. Supplier to supply.		1		
22.	Generator - powerful enough to supply power for sound system, lights for the whole area (including for the mobile toilets) and for bar fridges.		1		
23.	A stretch tent (in case it rains)	12 by 18 (or size that can accommodate 180 people)	1		
24.	A stretch tent to cover the catering tables		1		
25.	Double door beverage coolers (bar fridges)	Dimensions in mm: Height- 2020, Width- 890 Depth- 635	2		

26.	Stage with roof		1		
27.	Projector and screen (big enough for stage)		1		
28.	Fire extinguishers		4		
29.	Bar tables with 3 chairs per table		27		
30.	Trestle tables for catering purposes		14		
31	Mobile Fridge		1		
32	Cordless microphone with monitor and a speaker to connect a jack and handheld instrument.		1		
	<b>SUB-TOTAL</b>				
	<b>VAT 15%</b>				
	<b>TOTAL</b>				

## 7. TIMELINES

The event is to take place on 10-12 October 2025.

## 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. 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 supporting documents
- Submission of General Condition of a Contract (successful bidder).

## 10. FINANCIAL PAYMENT

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

## 11. 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
Specific Goals	20
<b>Total</b>	<b>100</b>

## 12. EVALUATION FORMULA FOR PRICE

The following formula will be applied to calculate the scores:

### Price Formula

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

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

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

## 13. 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
- Not to award to the bidder scoring the highest points
- Not to award to bidders who have previously failed to deliver/ provided poor work.

**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

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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.

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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## **SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders 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**

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### **1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (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.
- b) The 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

**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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<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 points 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

**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	Source documents to be used for evaluation.	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Local suppliers adjacent to SANParks operations within Vhembe District and Blouberg Municipality jurisdiction. (supplier to provide proof of company resident).	<ul style="list-style-type: none"> <li>• Recent municipal rates and taxes bill</li> <li>• Letter from Municipality or traditional authorities confirming business address.</li> <li>• Signed and valid Lease agreement</li> </ul>	20 points	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm .....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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;
- iii) 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;
- 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.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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