



**South African
NATIONAL PARKS**

REQUEST FOR QUOTATION

Terms of Reference

INVITATION TO BID FOR THE

APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE OF
HORTICULTURAL EQUIPMENT AS AND WHEN NEEDED FOR THE PERIOD OF
THREE (3) YEARS

RFQ NO.: SCMPRO-12745/GGHNP/2025

REQUEST FOR QUOTATION	
<p>You are hereby invited to submit quotations for:</p> <p>APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE OF HORTICULTURAL EQUIPMENT AS AND WHEN NEEDED FOR THE PERIOD OF THREE (3) YEARS</p>	
RFQ NUMBER:	RFQ No.: SCMPRO-12745/GGHNP/2025
ADVERTISEMENT DATE:	22 August 2025
CLOSING DATE:	29 August 2025
CLOSING TIME:	16h00
BID DOCUMENT SUBMISSION EMAIL:	GoldenGate_SCM@sanparks.org (invite subject should be used to submit)
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	GoldenGate_SCM@sanparks.org
SCM RELATED QUERIES	GoldenGate_SCM@sanparks.org

Bidders should ensure that bids are delivered timeously to the correct email 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) or Service Level Agreement (SLA).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT; THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS

BID NUMBER:	RFQ No.: SCMPRO-12745/GGHNP/2025	CLOSING DATE:	29 August 2025	CLOSING TIME:	16h00
DESCRIPTION	Appointment of a service provider for maintenance of horticultural equipment as and when needed for a period of three (3) years				

BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS

GoldenGate_SCM@sanparks.org (using the subject of the invite email)

BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Anelisa Pandingwe
TELEPHONE NUMBER	058 255 1032
E-MAIL ADDRESS	GoldenGate_SCM@sanparks.org

SUPPLIER INFORMATION

NAME OF BIDDER		
POSTAL ADDRESS		
STREET ADDRESS		
CONTACT NUMBER	CODE	TELEPHONE NUMBER
CELLPHONE NUMBER		
E-MAIL ADDRESS		
VAT REGISTRATION NUMBER		

SUPPLIER COMPLIANCE STATUS OR CENTRAL SUPPLIER DATABASE

TAX COMPLIANCE PIN		SUPPLIER NUMBER	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		B-BBEE STATUS LEVEL SWORN AFFIDAVIT (TICK APPLICABLE BOX)	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? (TICK APPLICABLE BOX)	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED (TICK APPLICABLE BOX)
<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES ENCLOSE PROOF]	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____
(Proof of authority must be submitted e.g. company resolution)

DATE: _____

1. PURPOSE

The purpose of this RFQ is to appoint a suitable service provider for the **maintenance of horticultural equipment for a period of three (3) years at Golden Gate Highlands National Park**, Clarens, Free State.

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. Bidding selection process

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

Phase I	Phase II	Phase III
Compliance review criteria	Functionality Evaluation	Price and Specific Goals Evaluation
<ul style="list-style-type: none">Compliance with the specifications and requirements outlined in the RFQ	<ul style="list-style-type: none">Quotations that score less than 70% will be eliminated for further consideration.	<ul style="list-style-type: none">Bids evaluated in terms of the 80/20 preference system (Price and Specific Goals)

4. SCOPE OF WORK

The service provider will be responsible for the **maintenance of horticultural equipment for a period of three (3) years at Golden Gate Highlands National Park**, as per or equivalent to the below description:

4.1. SERVICE REQUIREMENTS

The required service will include the following:

Service and repair of all equipment after inspection of its condition. The required service includes but not limited to: Inspections as and when required, Servicing and repair of all equipment after inspection of its condition as and when required, Emergency breakdown maintenance as and when required. This might or might not include the supply and installation of replacement parts, depending on the service assessment and repair quote. Replace faulty parts with the consent of the Technical Officer. A report to be provided when any equipment is beyond repair and needed replacement.

4.2. SCHEDULE OF EQUIPMENT

The servicing and repairs of mentioned equipment system shall comprise labour and material/parts necessary for carrying out the works on the following equipment:

- Stihl Chainsaws, Blowers and Brush cutters
- Kudu and Protea lawnmowers
- Husqvarna

3.3. SERVICING OF EQUIPMENT TO BE PERFORMED AT SPECIFIC INTERVALS AND MUST INCLUDE:

- a) Clean engines
- b) Supply and replace all filters (e.g. oil filters, air filters etc.)
- c) Check and replace oil and greasing movable parts.
- d) Supply, delivery and fitment of all replacement parts.
- e) Supply, delivery and fitment of all consumables

Pricing will be based on:

- f) Service fee
- g) Labor rate (hourly)
- h) Travel rate (per km) when required
- i) Price mark-up on parts and consumables

SPECIFICATION REQUIREMENTS				
MAINTENANCE OF HORTICULTURAL EQUIPMENT				
Item No	Description	Part description	Unit of measure	Criteria Comply/ Not Comply
TOURISM DEPARTMENT (GLEN REENEN & HOTEL)				
1.	Stihl Brush Cutter Model: DM 300-3 FS 450	Service Kit	Set	
2.	Lawnmower (Kudu Walk behind) Model: 850 HONDA GX 390	Service Kit	Set	
CONSERVATION AND TECHNICAL DEPARTMENT				
3.	Stihl Brush Cutter Model: DM 300-3 FS 280	Service Kit	Set	
4.	Stihl Brush Cutter FS280	Service Kit	Set	
5.	Stihl Chainsaw Model: MS 382s	Service Kit	Set	
6.	Stihl Chainsaw Model: FS450	Service Kit	Set	
7.	Stihl Blowers Model: SR 430	Service Kit	Set	
8.	Husqvarna Model: BTS580	Service Kit	Set	
9.	Lawnmower (Kudu Walk behind) Model: 850	Service Kit	Set	
10.	Protea Lawnmower Machine Model: 750 R Honda GA 0504076	Service Kit	Set	

11.	Protea Lawnmower Machine Model: Turfking 750 R	Service Kit	Set	
12.	Husqvarna Lawnmower Machine Model: Kudu 850	Service Kit	Set	
13.	Husqvarna Brush Cutters Model: 553 RS	Service Kit	Set	
REPLACEMENT OF PARTS				
	Item Description	Unit of Measure		Criteria Comply/ Not Comply
1. LAWNMOWER				
14.	1.1. Blades 3.2 mm kudu blades 850	EA		
15.	1.2. Blades 3mm kudu blades 750	EA		
2. BRUSH CUTTER				Criteria Comply/ Not Comply
16.	2.1. Grass cutting blade- 4 blade	EA		
17.	2.2. Grass cutting blade- 2 blade	EA		
18.	2.3. Bush knife- 3 blade	EA		
19.	2.4. Durocut 40-4 mowing head	EA		
20.	2.5. 2.7m cutting line per roll	EA		
21.	2.6. 3mm cutting line per roll	EA		
22.	2.7. Spark plugs	EA		
23.	2.8. M12 x 1.5mm collar nut LH thread Stihl	EA		
24.	2.9. Stihl FS 280 thrust washer square	EA		
25.	2.10. Nylon 2.8mm			
3. CHAINSAW (BLADES)				Criteria Comply/ Not Comply
26.	3.1.1. Chain rollomatic Length: 20-25cm	EA		

27.	3.1.2.	Chain rollomatic Length: 31-35cm	EA	
28.	3.1.3.	Chain rollomatic Length: 41-45cm	EA	
29.	3.1.4.	Chain rollomatic Length: 46-50cm	EA	
3.2. CHAINSAW (BARS)				Criteria Comply/ Not Comply
30.	3.2.1.	Bars Length: 20-25cm	EA	
31.	3.2.2.	Bars Length: 26-30cm	EA	
32.	3.2.3.	Bars Length: 31-35cm	EA	
33.	3.2.4.	Bars Length: 36-40cm	EA	
34.	3.2.5.	Bars Length: 41-45cm	EA	
35.	3.2.6.	Bars Length: 46-50cm	EA	
36.	3.2.7.	Spark plugs	EA	
3.3. LUBRICANTS				Criteria Comply/ Not Comply
37.	3.3.1.	Stihl two stroke oil HP 20Litre	EA	
38.	3.3.2.	Stihl chain oil 20Litre	EA	
LABOUR RATES				
	Item Description		Unit of Measure	
39.	Labour rate (Technician/ Trade Worker)		Hour	
TRANSPORT RATE (If applicable)				
	Item Description		Unit of Measure	
40.	Light Duty Vehicle		KM	
41.	Heavy Duty Truck		KM	

4. Deliverables

Appointment of a service provider for maintenance of horticultural equipment

5. The Service provider shall demonstrate the following competencies.

5.1. Ability to deliver the required products within the specified period.

6. PRICING SCHEDULE

MAINTENANCE OF HORTICULTURAL EQUIPMENT				
Item No	Description	Part Description	Unit of measure	Unit cost in Rand ® (Excl. VAT)
TOURISM DEPARTMENT (GLEN REENEN & HOTEL)				
1.	Stihl Brush Cutter Model: DM 300-3 FS 450	Service Kit	Set	
2.	Lawnmower (Kudu Walk behind) Model: 850 HONDA GX 390	Service Kit	Set	
CONSERVATION AND TECHNICAL DEPARTMENT				
3.	Stihl Brush Cutter Model: DM 300-3 FS 280	Service Kit	Set	
4.	Stihl Brush Cutter FS280	Service Kit	Set	
5.	Stihl Chainsaw Model: MS 382s	Service Kit	Set	
6.	Stihl Chainsaw Model: FS450	Service Kit	Set	
7.	Stihl Blowers Model: SR 430	Service Kit	Set	
8.	Husqvarna Model: BTS580	Service Kit	Set	
9.	Lawnmower (Kudu Walk behind) Model: 850	Service Kit	Set	
10.	Protea Lawnmower Machine Model: 750 R Honda GA 0504076	Service Kit	Set	
11.	Protea Lawnmower Machine Model: Turfking 750 R	Service Kit	Set	
12.	Husqvarna Lawnmower Machine Model: Kudu 850	Service Kit	Set	
13.	Husqvarna Brush Cutters Model: 553 RS	Service Kit	Set	
REPLACEMENT OF PARTS				
	Item Description		Unit of Measure	Unit Cost
1. LAWNMOWER				

14.	1.1. Blades 3.2 mm kudu blades 850	EA	
15.	1.2. Blades 3mm kudu blades 750	EA	
2. BRUSH CUTTER			
16.	2.1. Grass cutting blade- 4 blade	EA	
17.	2.2. Grass cutting blade- 2 blade	EA	
18.	2.3. Bush knife- 3 blade	EA	
19.	2.4. Durocut 40-4 mowing head	EA	
20.	2.5. 2.7m cutting line per roll	EA	
21.	2.6. 3mm cutting line per roll	EA	
22.	2.7. Spark plugs	EA	
23.	2.8. M12 x 1.5mm collar nut LH thread Stihl	EA	
24.	2.9. Stihl FS 280 thrust washer square	EA	
25.	2.10. Nylon 2.8mm	EA	
3. CHAINSAWS			
3.1. CHAINSAW (BLADES)			
26.	3.1.1. Chain rollomatic Length: 20-25cm		
27.	3.1.2. Chain rollomatic Length: 31-35cm		
28.	3.1.3. Chain rollomatic Length: 41-45cm		
29.	3.1.4. Chain rollomatic Length: 46-50cm		
3.2. CHAINSAW (BARS)			
30.	3.2.1. Bars Length: 20-25cm		
31.	3.2.2. Bars Length: 26-30cm		
32.	3.2.3. Bars Length: 31-35cm		
33.	3.2.4. Bars Length: 36-40cm		
34.	3.2.5. Bars Length: 41-45cm		

35.	3.2.6. Bars Length: 46-50cm		
36.	3.2.7. Spark plugs		
4. LUBRICANTS			
37.	4.1. Stihl two stroke oil HP 20Litre		
38.	4.2. Stihl chain oil 20Litre		
5. LABOUR RATES			
	Item Description	Unit of Measure	Unit Cost
39.	5.1. Labour rate (Technician/ Trade Worker)	Hour	
40.	5.2. Call Out Fee	Rate (standard)	
6. TRANSPORT RATE (If applicable)			
	Item Description	Unit of Measure	Unit Cost
41.	6.1. Light Duty Vehicle	KM	
42.	6.2. Heavy Duty Truck	KM	
		Sub-total (VAT Excl.)	
		VAT (15%)	
		Total (VAT Incl.) T1	
		% Increase for 2nd Year	
		Total (Including 2nd Year % increase) T2	
		% INCREASE FOR 3rd YEAR	
		Total (Including 3rd Year % increase) T3	
		Grand-total (VAT Incl.) (T1 + T2+ T3)	

NB: SANParks will only consider annual price escalation (for the years 2 – 3) based on Consumer Price Index

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 with requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by an original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.
- Proof of registration with National Treasury Central Supplier Database (CSD).

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. EVALUATION CRITERIA AND WEIGHTING

Responses to the RFQ will be evaluated on both Functionality and the Price Preference Points System in accordance with the PPPFA guidelines.

FUNCTIONALITY CRITERIA	WEIGHTS	POINTS	MAXIMUM POINTS TO BE AWARDED
<p>Reference Letters (Experience of bidder)</p> <p>The bidder must submit proof in the form of reference letters to demonstrate experience in the last three (3) years in maintaining horticultural equipment</p> <p>NB: Only signed reference letters which complies with the below listed requirements will be considered.</p> <p>Reference letters not complying with ALL the following requirements will not be considered for evaluation:</p> <p>a) Reference letter must be on the Client Company letterhead demonstrating experience in the last three (3) years in maintaining horticultural equipment</p> <p>b) Indicate the duration of the contract/services rendered,</p> <p>c) Signed by the client,</p> <p>d) Rate the level of service (e.g. poor / good/excellent)</p>	<p>100</p>	<p>5 points= weight of 100%</p> <p>4 points= weight of 80%</p> <p>3 points = weight of 60%</p> <p>0 points= weight of 0%</p>	<p>0 = No submission of Reference Letters</p> <p>3 = 1 letter with 3 years of experience maintaining horticultural equipment and good recommendation from client</p> <p>4 = 2 letters with 3 years of experience in maintaining horticultural equipment and good recommendation from client</p> <p>5 = 3 letters with 3 years of experience maintaining horticultural equipment and good recommendation from client</p>

8.1 Elimination of quotations based on functionality

Quotations that score less than 70% will be eliminated for further consideration.

10. EVALUATION CRITERIA AND WEIGHTING

Responses to the RFQ will be evaluated on Price Preference Points System in accordance with the PPPFA guidelines.

10.1. Price Formula

Price will be evaluated using the 80/20 preference point system located as follows that will refer.

Criteria	Points
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

A maximum of 80 points is allocated for price on the following basis: 80/20

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

Where:

- P_s = Points scored for price of the bid under consideration
 P_t = Rand value of bid under consideration
 P_{\min} = Rand value of lowest acceptable bid

Specific goals criteria are as follows

Specific Goals	Points allocation (out of 20)	Points allocated if criteria not met	Additional remarks
1. Promotion of enterprises owned by black people with at least 51% shareholding or more;	5	0	BBBEE Level 1: 5.00 BBBEE Level 2: 4.00 BBBEE Level 3: 3.00 BBBEE Level 4: 2.00 BBBEE Level 5 onwards would be allocated 0 points
2. Local suppliers adjacent to SANParks operations (In order to claim points for locality, service providers must submit proof of residence in the way of a municipal bill, tax invoice, letter from the councilor or lease agreement etc.)	10	0	Local for Golden Gate Highlands National Park is Thabo Mofutsanyane District Municipality, bidders outside this zoning would be allocated 0 points
3. Exempted Micro Enterprises;	5	0	Annual Total Revenue is R10m or less, bidders can claim a maximum of 5 points, bidders that exceed the annual total revenue of R10m would be allocated 0 points
Sub-total	20	0	

11. 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.

12. TIMELINES

Upon appointment the service provider is expected to deliver the required services within 7 days or make delivery arrangements. Failure to deliver, SANParks reserve the right to cancel the Purchase Order.

13. FINANCIAL PAYMENT

Upon appointment the recommended service provider is expected to confirm that they will provide the service on the stipulated dates upon receiving a Purchase Order, failure to adhere to the above, SANParks reserve the right to cancel the issued Purchase Order.

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

14. 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 as requirements of the RFQ.



SOUTH AFRICAN NATIONAL PARKS

BIDDER'S DISCLOSURE

SBD 4

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 ¹ in the enterprise, employed by the state?	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

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

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
		<input type="checkbox"/>	<input type="checkbox"/>

2.2.1 If so, furnish particulars: _____

¹ 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.

2.3	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 consortium² 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.

3.5 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.

3.6 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.

² 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.

3.7 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 the Bidder

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
Total points for Price and Specific Goals	100

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:

$$\begin{array}{ccc}
 80/20 & \text{Or} & 90/10 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{Or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc}
 80/20 & \text{Or} & 90/10 \\
 P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{Or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)
 \end{array}$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = 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)
Promotion of enterprises owned by black people with at least 51% shareholding or more	5	
Local suppliers adjacent to SANParks operations (In order to claim points for locality, service providers must submit proof of residence in the way of a municipal bill, tax invoice, letter from the councilor or lease agreement etc.)	10	
Exempted Micro Enterprises	5	
Total Points Allocated/Claimed	20	

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

Personal Liability Company

One-person business / sole propriety

(Pty) Limited

Close corporation

Non-Profit Company

Public Company

State Owned Company

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.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME _____

DATE: _____

ADDRESS: _____
