



**South African
NATIONAL PARKS**

REQUEST FOR QUOTATION

Terms of Reference

**APPOINTMENT OF A SUPPLIER FOR ELECTRICAL SERVICES
AND REPAIRS FOR A PERIOD OF 36 MONTHS**

RFQ NUMBER: AGNP27/2025-26

REQUEST FOR QUOTATION

APPOINTMENT OF A SUPPLIER FOR ELECTRICAL SERVICES AND REPAIRS FOR A PERIOD OF 36 MONTHS

| | |
|--------------------------------|--|
| RFQ NUMBER: | AGNP27/2025-26 |
| ADVERTISEMENT DATE: | 07 November 2025 |
| CLOSING DATE: | 24 November 2025 |
| CLOSING TIME: | 11:00am |
| RFQ DOCUMENT DELIVERY ADDRESS: | agulhas.scm@sanparks.org |
| RFQ VALIDITY PERIOD: | 90 days (commencing from the RFQ Closing Date) |
| TECHNICAL RELATED QUERIES | arnold.viegeland@sanparks.org |
| SCM RELATED QUERIES | sinazo.sizani2@sanparks.org |

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

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

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

PART A INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS | | | | | |
|---|---|---------------|--|---|---------|
| BID NUMBER: | AGNP27/2025-26 | CLOSING DATE: | 24 November 2025 | CLOSING TIME: | 11:00am |
| DESCRIPTION | APPOINTMENT OF A SUPPLIER FOR ELECTRICAL SERVICES AND REPAIRS FOR A PERIOD OF 36 MONTHS | | | | |
| BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS | | | | | |
| aquilhas.scm@sanparks.org | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Sinazo Sizani | | CONTACT PERSON | Arnold Viegeland | |
| TELEPHONE NUMBER | 021 741 2320 | | TELEPHONE NUMBER | 028 435 6078 | |
| E-MAIL ADDRESS | sinazo.sizani2@sanparks.org | | E-MAIL ADDRESS | Arnold.viegeland@sanparks.org | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | | | | | |

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

1. PURPOSE

The purpose of this RFQ is to invite a supplier for rendering of Electrical services and repairs for a period of 36 months

Agulhas National Park (ANP) has electrical infrastructure that requires regular maintenance, repair and certification. Services could include basic electrical repair to accommodation units, visitor centers, plant rooms, and general office areas as well as the Light house precinct. The area in question encompasses the geographic area from Agulhas Main office, Bosheuwel precinct, Rest camp, Bergplaas, Ratelrivier, Waterford, Renosterkop and Rietfontein and could include other areas in the Agulhas National Parks.

Certification of work is important given that much of the electrical infrastructure is in public areas and used for a tourism and technical service and as such requires a high level of safety.

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.

Evaluation phases

THE BIDDING SELECTION PROCESS

The bid shall be evaluated in two (2) phases, the details of the evaluation phases are outlined below:

| Phase I | Phase II |
|--|--|
| Mandatory evaluation criteria | Price and Specific Goals Evaluation |
| <ul style="list-style-type: none"> Compliance with mandatory requirements | <ul style="list-style-type: none"> Bids evaluated in terms of the 80/20 or 90/10 preference system (Price and Specific Goals) |

Phase 1: Mandatory evaluation criteria

Bidder(s) responses will be evaluated based on the documents submitted under mandatory and standard bid requirements. 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 will lead to the bidder being disqualified, and not considered for further evaluation on Functional requirements and Price and Specific Goals.

| Description of requirement | To be returned by the bidder | Proof to be submitted | Bidders tick the box if submitted |
|--|------------------------------|--|-----------------------------------|
| GENERAL | | | |
| <ul style="list-style-type: none"> Registered on CIDB grading 1 EB or higher OR 1 EP or higher | | Valid CIDB registration Certificate | |
| <ul style="list-style-type: none"> Relevant Experience. | | 3 x Signed copies of Reference Letters on Company letterheads or purchase order or an appointment letter | |
| <ul style="list-style-type: none"> Submission of a Valid Compensation for Occupational Injuries | | | |

| | | | |
|--|--|--|--|
| Disease Act (COIDA) | | | |
| <ul style="list-style-type: none">• Submission of a fully completed CIDB compulsory questionnaire | | | |

Phase 2: Price and Specific Goals Evaluation

APPLICABLE POINT SYSTEM

- 80/20 or 90/10 preference point system will be applicable as the acquisition of goods and services is estimated to be less than the Rand value of R50 million.

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 |

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

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

REASONS FOR DISQUALIFICATION

SANParks reserves the right to disqualify any bidders who do not comply with one or more of the following bid requirements and may take place without prior notice to the bidder:

- Bidder whose tax matters are not in order (Instruction Note 09 of 2017/2018 Tax Compliance Status will apply).
- Submitted incomplete information and documentation according to the requirements of this RFB document.
- Submitted more than one tender/proposal either individually or as a partner in a joint venture (JV) or consortium.
- Proposal submitted by a JV or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- Submitted information that is fraudulent, factually untrue or inaccurate information.
- Received information not available to other potential bidders through fraudulent means.
- Failed to comply with technical requirements as stipulated in the RFB document.
- Misrepresented or altered material information in whatever way or manner.
- Promised, offered or made gifts, benefits to any SANParks employee.
- Canvassed, lobbied in order to gain unfair advantage.
- Committed fraudulent acts; and acted dishonestly and/or in bad faith etc.

- Any tenderer that is restricted by National Treasury
- Any tenderer on the Tender Defaulters list.
- A tenderer that sub-contracts 100% Scope of Work.

3. SCOPE OF WORK

3.1 Services to be rendered.

- Provision of basic electrical repairs on approval of quote for consumable items/ components and parts.
- Provision of electrical certification for the following facilities.
 1. Agulhas Main Office
 2. Lighthouse prescient
 3. Bosheuwel
 4. Renosterkop
 5. Bergplaas
 6. Waterford
 7. Rietfontein
 8. Ratelrivier
 9. Any other facilities as identified by the Park.
- Provide for an hourly rate for repairs during working hours (including transport)
- Provide for an hourly rate for work/ repairs after hours, weekends and public holidays (including transport)

Work Callout procedures: These steps are to be followed without exception

1. The Technical Officer or Section Ranger will notify the contractor of an electrical fault/ emergency repair/ problem.
2. Contractor dispatches staff to assess and cost the electrical fault/ emergency repair/ problem.
3. The quotation for materials is to be submitted to the Technical Officer or Section Ranger for approval. Time and travel is at a set rate and to be logged and signed off by the Technical Officer or Section Ranger prior to invoicing.

Site safety

Note: Please note that the Agulhas National Park is a public facility and as such the utmost care needs to be taken to ensure public safety at all times.

PPE should be worn at all times

Site inspections:

- A. Evaluate the site and condition and maintenance needs before undertaking work
- B. Do planning before work can be done
- C. Assess the risks involved before performing the work
- D. Assess the scope of the work to ensure public safety throughout the repairs/ maintenance
- E. Establish the work needs and components required to be done before quoting

Surroundings

- a. Signage at the place of work
- b. Access and escape routes
- c. Environmental considerations

Work positioning and starting machinery

- A. equipment and fuel storage
- B. pre-start checks

Access

Access from Agulhas Main office to be coordinated with the Technical Officer or Section Ranger before entry. Access to the other sites will be opened as per arrangement with operational staff in terms of locked gates, accommodation units, offices etc. Approval from the Park Manager, Technical Officer or Section Ranger is required before after-hours weekends or public holidays will be permitted.

4. Special Instruction

- Be available to provide a service 365 days a year
- work according to the OHS Act in relation to electrical safety
- Certified to work on electrical supply up to three phase residential and office complexes.
- Provide proof of registration with The Electrical Contractors Association of South Africa
- No subcontracting is allowed
- Contractor to be able to respond within two hours.
- Contractor to please note to comply with DTI local content requirements

5. Period of Contract

The contract shall be for a period 36 months.

6. General Conditions of Contract

General Conditions of Contract (GCC) as per National Treasury will be applied. Service providers must familiarize themselves with these conditions as they will be applicable throughout the process and during contracting.

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 (Bidder's disclosure),
- Submission of SBD 6.1
- Submission of CIDB certificate. EP1 higher or EB1 or higher.

8. CENTRAL SUPPLIER DATABASE INFORMATION

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

9. PRICING

| <u>Item No</u> | APPOINTMENT OF A SUPPLIER FOR ELECTRICAL SERVICES AND REPAIRS FOR A PERIOD OF 36 MONTHS | <u>Quantity</u> | Rate Year 1 |
|----------------|--|-----------------|-------------|
| 1 | Labour rate per hour: | 1 | |
| 2 | Labour rate on weekends | 1 | |
| 3 | Labour rate on Public Holidays | 1 | |
| 4 | Labour rate per hour (After hours): | 1 | |
| 5 | Transport cost per Km | 1 | |
| 6 | Annual COC certification of electrical compliance at ANP facilities as follows: 1. Agulhas Main Office 2. Lighthouse prescient 3. Bosheuwel 4. Renosterkop 5. Bergplaas 6. Waterford 7. Rietfontein 8. Rate Rivier | | |
| | TOTAL EXCLUDING VAT | | |
| | VAT | | |
| | GRAND TOTAL | | |
| | <ul style="list-style-type: none"> • Materials will be charged as extra. The mark up will not exceed 20% • Successful contractor will be required to provide detailed invoices. | | |

Prices should be presented in South African Rand (ZAR).

- SANParks will only consider annual price escalation based on CPI annual increase from the 2nd, 3rd year annual increase.
- It is advisable that the successful service provider must have local office within 200km radius from the Agulhas National Park National Park.

DETAILED PRICING

Pricing Schedule for the Duration of the Contract

Bidders are required to provide a detailed and comprehensive price proposal i.e. all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price.

TOTAL UNIT PRICE FOR ONLY FIRST YEAR (1) YEAR (VAT Inclusive and all applicable disbursements):

R.....

(Please note that all prices quoted should be inclusive of Value Added Tax (VAT) for the duration of the contract. Furthermore, such prices should be presented in South African Rand (ZAR). The Bidders pricing is to remain firm for **90 days** from the closing date of this tender; SANParks reserves the right to negotiate with the recommended bidder prior to signing of the contract.

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 interest¹ 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.

2.2

| | Full Name | Identity Number | Name of State institution |
|---|-----------|-----------------|---------------------------|
| | | | |
| D | | | |
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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

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.

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.
- 3.4 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

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.

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

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); and

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/ highest 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:

| | 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 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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 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 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 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 80/20 preference point system.

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

Note to service provider: The service provider must indicate how they claim points for each preference point system. Points will be allocated according to the points claimed in the table below.

| The specific goals allocated points in terms of this RFQ | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the service provider) |
|--|---|---|
| 1) Percentage black ownership | | |
| Black people with atleast 51% shareholding or | 5 | |
| 2) Exempted Micro Enterprise | | |
| Exempted Micro Enterprise – 10 points Qualifying Small Enterprise – 5 points Generic- 2 Points | 10 | |
| 3) Woman Ownership | | |
| Woman ownership with at least 30% shareholding or more – 5 points maximum | 5 | |
| TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER | 20 | |

Note to service provider: If no points are claimed in the above table, zero points will be allocated during evaluation.

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

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: | |
| | |

Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section

| Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) | |
|---|---|--|-----------------------|
| | | Current | Within last 12 months |
| | | | |
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1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: CSD Number:

Section 5: Particulars of sole proprietors and partners in partnerships

| Name* | Identity number* | Personal income tax number* |
|-------|------------------|-----------------------------|
| | | |
| | | |
| | | |

** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

| |
|--|
| Tax reference number: |
| Section 7: SBD 1 issued by National Treasury must be completed for each tender and be attached as a tender requirement. |
| Section 8: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement. |
| Section 9: SBD6 issued by National Treasury must be completed for each tender and be attached as a tender requirement. |
| <p>The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:</p> <p>i) Authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that it is in order.</p> <p>ii) Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;</p> <p>iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;</p> <p>iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and</p> <p>iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.</p> |

| | | |
|------|----------|--------|
| | | |
| Name | Position | Signed |

| | |
|-----------------|------|
| | |
| Enterprise name | Date |