



## REQUEST FOR QUOTATION

Terms of Reference

**APPOINTMENT OF A SERVICE PROVIDER FOR THE  
MAINTENANCE AND SERVICING OF DIESEL GENERATORS IN  
THE TANKWA KAROO AND BONTEBOK NATIONAL PARK FOR  
THE PERIOD OF THREE (3) YEARS - AS AND WHEN REQUIRED**

**RFQ Number – TKNP04/2025-26R**

<b>REQUEST FOR QUOTATION</b>	
<b>INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE AND SERVICING OF DIESEL GENERATORS IN THE TANKWA KAROO AND BONTEBOK NATIONAL PARK FOR THE PERIOD OF THREE (3) YEARS - AS AND WHEN REQUIRED</b>	
<b>RFQ NUMBER:</b>	TKNP04/2025-26R  <b>Please reference RFQ number on email subject line for bid submission.</b>
<b>ADVERTISEMENT DATE:</b>	<b>17 NOVEMBER 2025</b>
<b>CLOSING DATE:</b>	<b>02 DECEMBER 2025</b>
<b>CLOSING TIME:</b>	<b>16:00</b>
<b>RFQ DOCUMENT DELIVERY ADDRESS:</b>	<a href="mailto:tankwa.scm@sanparks.org">tankwa.scm@sanparks.org</a>  <b>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered</b>
<b>RFQ VALIDITY PERIOD:</b>	<b>90 days (commencing from the RFQ Closing Date)</b>
<b>TECHNICAL RELATED QUERIES</b>	<a href="mailto:Garret.devries@sanparks.org">Garret.devries@sanparks.org</a>
<b>SCM RELATED QUERIES</b>	<a href="mailto:Sinazo.Sizani2@sanparks.org">Sinazo.Sizani2@sanparks.org</a>

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:	TKNP04/2025-26R	CLOSING DATE:	02/12/2025	CLOSING TIME:	16:00
DESCRIPTION	INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE AND SERVICING OF DIESEL GENERATORS IN THE TANKWA KAROO AND BONTEBOK NATIONAL PARK FOR THE PERIOD OF THREE (3) YEARS - AS AND WHEN REQUIRED				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS</b>					
<a href="mailto:tankwa.scm@sanparks.org">tankwa.scm@sanparks.org</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Sinazo Sizani		CONTACT PERSON	Garret de Vries	
TELEPHONE NUMBER	021 741 2320		TELEPHONE NUMBER	021 741 7136	
E-MAIL ADDRESS	<a href="mailto:Sinazo.Sizani2@sanparks.org">Sinazo.Sizani2@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:Garret.devries@sanparks.org">Garret.devries@sanparks.org</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

## **1. PURPOSE**

The purpose of this RFQ is to invite a Service Provider to submit formal written quotation for the Maintenance and Servicing of Diesel Generators, station at Tankwa and Bontebok National Park for a period of 36-month (3) years.

## **2. BACKGROUND**

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

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

## **3. SCOPE OF WORK**

- The contract is for maintenance and servicing of diesel generators and attend to emergency breakdown callouts [as and when required] for a period of three (03) years in the Tankwa Karoo and Bontebok National Park.
- The service provider will be required to maintain and keep a proper record for workmanship guarantee of mentioned equipment serviced or repaired to present to the park.

### **NB:**

Successful bidders must have qualified Trade tested diesel Mechanic / Mechanical fitter artisans / technicians on site.

*“Bidder must note that wherever this document refers to any particular trademark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words “or equivalent”.*

**Delivery Address:**

Tankwa Karoo National Park  
Roodewerf Office, P2250 Road Off R355 road  
Calvinia, 8190

Bontebok National Park  
OFF N2 Road Bontebok Park  
Swellendam, 6740

**4. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS  
(Standard Bidding Documents)**

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

- 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).

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the bidder to submit documentary proof (BBBEE certificate or sworn affidavits,) in support of bidders claims for such preference for that specific goal.

Bidders are further referred to the content of the (SBD 6.1) Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

- Submission of valid B-BBEE certificate or sworn affidavits

- Compulsory Enterprise questionnaire must be completed
- Submission of SARS TAX pin

Description of requirement	Included in the published bid document	To be returned by the bidder	Bidder to tick Yes if the documents is submitted
<b>GENERAL</b>			
The service provider must be registered with <b>CIDB</b> and should have a CIDB contractor grading of <b>1ME or higher OR 1EB or higher.</b>	No	Yes	
Bidders to complete <b>Form A4: Compulsory Enterprise Questionnaire.</b>	Yes	Yes	
The service provider must provide <b>Valid Certificate</b> of good standing Registered with the Department of Labor in terms of <b>COIDA</b>  (Compensation for Occupational Injuries and Diseases Act, No 130 of 1993)	No	Yes	
Submission of minimum 3 Reference letters for Previous contracts for servicing diesel generators with customer's signatures and copies of original award letters/contracts.	No	Yes	
Reference letters must include Company letterhead, description of service, duration of the contract (start and end date), value of the contract.	No	Yes	
A minimum of one Trade tested diesel Mechanics / Mechanical fitter artisans / technicians with a minimum of 3 years' post Trade experience in servicing diesel generators.	No	Yes	

A minimum of one trade tested Auto Electrician with a minimum of 3 years' post Trade experience in servicing generators. Submit CV's and certified copies of qualifications.	No	Yes	
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**5. 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).

**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 regarding 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.

## **CORRESPONDENCES -Queries**

- Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB 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.

<b>Any queries regarding the bidding procedure may be directed to: Department:</b>	Supply Chain Management
Contact Person:	Acting SCM Practitioner: Sinazo Sizani
Tel:	021 7412320
E-mail address:	<a href="mailto:Sinazo.Sizani2@sanparks.org">Sinazo.Sizani2@sanparks.org</a>

## **GOODS AND SERVICES**

- Detailed breakdown of pricing (The service kits rates for the service shall include everything that is required to service a diesel generator, from oil filters, air filter, diesel/fuel filters oils, and consumables excluding oils, coolants, and cleaners).
- On all spare parts that are not listed in the bill of quantities a 15% mark-up/handling fee will be allowed, and an original quotation from the original equipment manufacturer or distributor or supplier will be required to accompany the successful bidder's

## 6. PRICING SCHEDULE

Item No	Item Description / Serial No	Quantity	Year 1	Year 2	Year 3
1	STATION AT TANKWA NATIONAL PARK DEUTZ 200KVA, Engine No:BF6M1013FC SN:11331629	1			
2	STATION AT TANKWA NATIONAL PARK DEUTZ 80KVA, Engine No:BF4M1013E SN: 1021181	1			
3	STATION AT TANKWA NATIONAL PARK DEUTZ 60KVA AIR COOLED, MODEL: F6L912/6 CYLINDER 8664056	1			



8	STATION AT TANKWA NATIONAL PARK Honda GX390-6kva portable generator BG6000	1			
9	QUALITY ENGINE Oil	1LT			
10	Anti-Freezer/ Engine Coolant	1LT			
11	Heavy Duty Radiator Flush	1LT			
12	<b>LABOUR RATES:</b>  <b>Normal Hours:</b>  Technician/Mechanical or Diesel mechanic	Hourly Rate			
13	<b>After Hours/Weekends/Public Holidays</b>  Technician/Mechanical or Diesel mechanic	Hourly Rate			

<b>14</b>	<b>Normal Hours:</b> Auto Electrician	Hourly Rate			
<b>15</b>	<b>Transportation to Tankwa and Bontebok National Park</b> 4 X 2 Light Duty Vehicle	Per KM			
<b>16</b>	4 X 4 Light Duty Vehicle	Per KM			
<b>17</b>	Heavy Duty Truck (To transport generator to workshop for repairs and return to site)	Per KM			
<b>SUB TOTAL ( VAT EXCLUSIVE)</b>					
<b>VAT@15%</b>					

<b>TOTAL (VAT INCLUSIVE)</b>				
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**TOTAL BID PRICE (VAT Inclusive):**

**R.....**

(Please note that all prices quoted should be inclusive of Value Added Tax (VAT) and Price fluctuations (including exchange rates)

for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance, and any other costs relating to this bid.

Furthermore, such 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"

*Bidders must note that wherever this document refers to any particular trademark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent."*

## **7. 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.

## **8. 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.

## **9. FINANCIAL PAYMENT**

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

## **10. FINAL AWARD**

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

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder’s declaration**

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

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

Full Name	Identity Number	Name of State institution

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:  
.....  
.....

<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.

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

**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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<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 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

#### 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 points is allocated for price on the following basis:

**80/20**

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

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 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 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 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 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 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) (To be completed by the tenderer)
Percentage of ownership		
Black people with at least 51% shareholding or more	10	

CLAIM POINTS IF YOU QUALIFY

Exempted Micro Enterprises; - 10 points	10	
Qualifying Small Enterprise; - 5 points		
Generic; - 2 points		
<b>TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER</b>	20	

**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

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

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

**DATE:** .....

**ADDRESS:** .....

.....



The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) Authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that it is in order.
- 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;
- 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;
- 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
- 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.

Name	Position	Signed

Enterprise name	Date



## CONTRACT FORM-PURCHASE OF GOODS/ WORKS

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### **PART1** *(to be filled in by the service provider)*

addo elephant

agulhas

augrabies

bontebok

camdeboo

golden gate highlands

karoo

kglalagadi transfrontier

knysna lake area

kruger

mapungubwe

marakele

mokala

mountain zebra

namaqua

table mountain

tankwa karoo

tsitsikamma

richtersveld

west coast

wilderness

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to South African National Parks in accordance with the requirements and tasks directives/proposals specifications stipulated in RFQ Number: **BNP04/2025-26** APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE , REPAIR AND SERVICING OF DIESEL GENERATORS AT TANKWA KAROO AND BONTEBOK NATIONAL PARK FOR A PERIOD OF THREE (3) YEARS - AS AND WHEN REQUIRED at the price quoted. My offer remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (i) Bidding documents, viz
  - Invitation to bid;
  - Tax compliance status verification;
  - Pricing schedule(s);
  - Filled in task directive/proposal;
  - Bidder Disclosure (SBD4)
  - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution
  - Special Conditions of Contract;

(ii) General Conditions of Contract;

(iii) Other (Specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

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

**PART 2** (to be filled in by the purchaser)

1. I ..... in my capacity as ..... accept your bid under reference number **BNP04/2025-26** APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE , REPAIR AND SERVICING OF DIESEL GENERATORS AT TANKWA KAROO AND BONTEBOK NATIONAL PARK FOR A PERIOD OF THREE (3) YEARS - AS AND WHEN REQUIRED, for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

ITEM NO.	PRICE (all applicable taxes included)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
.1.		General Maintenance	5 Weeks		

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL

WITNESSES

1. ....

2. ....

DATE .....

