



**South African  
NATIONAL PARKS**

## REQUEST FOR QUOTATION

Terms of Reference

**INVITATION TO SUBMIT A FORMAL WRITTEN PRICE  
QUOTATION FOR THE SUPPLY AND DELIVERY OF OFFICE  
STATIONERY FOR TMNP**

**RFQ No: 31483/TMNP/2026-27RR**

<b>REQUEST FOR QUOTATION</b>	
<b>INVITATION TO SUBMIT A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR TMNP</b>	
<b>RFQ/BID NUMBER:</b>	<b>31483/TMNP/2026-27R</b>
<b>ADVERTISEMENT DATE:</b>	<b>18 JUNE 2026</b>
<b>CLOSING DATE:</b>	<b>23 June 2026</b>
<b>CLOSING TIME:</b>	<b>11h00am</b>
<b>RFQ DOCUMENT DELIVERY ADDRESS:</b>	<a href="mailto:tablemountain.scm@sanparks.org">tablemountain.scm@sanparks.org</a>  Please reference RFQ number on email subject line for bid submission
<b>RFQ VALIDITY PERIOD:</b>	<b>90 days</b>
<b>TECHNICAL RELATED QUERIES</b>	<b>Thinandavha Mathebula</b>  <a href="mailto:Thinadavha.Mathebula@sanparks.org">Thinadavha.Mathebula@sanparks.org</a>
<b>SCM RELATED QUERIES</b>	<b>Zanele Tamarana</b>  <a href="mailto:Zanele.Tamarana@sanparks.org">Zanele.Tamarana@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:	31483/TMNP/2026-27RR	CLOSING DATE:	23 June 2026	CLOSING TIME:	11:00am
DESCRIPTION	INVITATION TO SUBMIT A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR TMNP				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS</b>					
<a href="mailto:tablemountain.scm@sanparks.org">tablemountain.scm@sanparks.org</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Zanele Tamarana		CONTACT PERSON	Thinandavha Mathebula	
TELEPHONE NUMBER	021 741 2350		TELEPHONE NUMBER	021 741 2351	
E-MAIL ADDRESS	Zanele.Tamarana@sanparks.org		E-MAIL ADDRESS	Thinandavha.Mathebula@sanparks.org	
<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 suppliers for the supply and delivery of Office Stationery for Table Mountain National Park.

## **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**

SANParks needs a suppliers to quote for the supply and delivery of Office Stationery for Table Mountain National Park..

### **Delivery Address**

**SANParks Table Mountain National Park**

**Tokai admin office**

**White office**

**Upper Tokai**

## **5. 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 fully completed SBD6.1 (B-BBEE Level recognition),

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.

- BBBEE certificate or sworn affidavits.
- SARS TAX PIN
- Fully completion of a pricing schedule

## **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).

## 6.Pricing

INVITATION TO SUBMIT A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR TMNP				
Item No	Item Description	Quantity per order	Unit Price	Price Inclusive of VAT
1.	Payslip papers A4 210mmx297mm 1 Part A4004/500 <b>/Any brand name means similar or equivalent</b>	2 000		
2.	Sticky notes 3x3 inches <b>/Any brand name means similar or equivalent</b>	5 Packs		
3.	Sticky Notes (76x76) <b>/Any brand name means similar or equivalent</b>	4 pack		
4.	Post-it tabs 1, in solid different colours 6/ colour 36 dispenser (686- Alopryt) <b>/Any brand name means similar or equivalent</b>	4 packs		
5.	Staplers size 1400x1400 <b>/Any brand name means similar or equivalent</b>	10		
6.	Heavy duty stapler (200 sheets) <b>/Any brand name means similar or equivalent</b>	1		
7.	Staples 26/6 <b>/Any brand name means similar or equivalent</b>	34 boxes		
8.	Stapler remover <b>/Any brand name means similar or equivalent</b>	3		
9.	Heavy duty staples (Size 8mm, width 1.2mm) <b>/Any brand name means similar or equivalent</b>	7 boxes		
10.	Heavy duty punch with paper guide (65 sheets) <b>/Any brand name means similar or equivalent</b>	3		
11.	Storage Office Box Opti plan with lid <b>/Any brand name means similar or equivalent</b>	80 boxes		
12.	Tidy files A4 Archive boxes (320mmx108mmx245mm) <b>/Any brand name means similar or</b>	40		

	<b>equivalent</b>			
13.	Envelopes A4 size <b>/Any brand name means similar or equivalent</b>	100 pcs		
14.	Envelopes A5 size <b>/Any brand name means similar or equivalent</b>	300 pcs		
15.	Banker envelopes 110 x 220mm ( Brown or white) <b>/Any brand name means similar or equivalent</b>	50		
16.	A4 Hardcover 3 quire books <b>/Any brand name means similar or equivalent</b>	20 books		
17.	A5 Notebook 192pg <b>/Any brand name means similar or equivalent</b>	20 books		
18.	A4 spiral (feint line & margin) punched and perforated 100 pages <b>/Any brand name means similar or equivalent</b>	2		
19.	A4 hard cover attendance book 104 leaves <b>/Any brand name means similar or equivalent</b>	22		
20.	Occurrence Book <b>/Any brand name means similar or equivalent</b>	9		
21.	A2 Flip chart paper 50 sheets <b>/Any brand name means similar or equivalent</b>	5		
22.	A4 Punched Pockets Plastic Filing Sleeves ( Pack of 100) <b>/Any brand name means similar or equivalent</b>	1 pack		
23.	A4 Flip file 40 pocket display book <b>/Any brand name means similar or equivalent</b>	80		
24.	PVC 70mm spine lever arch files <b>/Any brand name means similar or equivalent</b>	26		
25.	Lever Arch File Stickers (white) <b>/Any brand name means similar or equivalent</b>	2 packs		
26.	Treeline A4 Upright Trunk board Lever Arch File & Compressor-Pack of 5 <b>/Any brand name means similar or equivalent</b>	3 packs		

27.	Pritt Glue Stick <b>/Any brand name means similar or equivalent</b>	9		
28.	Prestik 100g <b>/Any brand name means similar or equivalent</b>	7		
29.	Sellotape (24mmx66mm) Sellotape-Clear (44mm50m) Sellotape-Clear (12mmx66mm) <b>/Any brand name means similar or equivalent</b>	2 5 1		
30.	2 Hole Punch (punch 36+ sheets) <b>/Any brand name means similar or equivalent</b>	4		
31.	Scissors ( Big size) <b>/Any brand name means similar or equivalent</b>	4		
32.	HB pencils (Box of 12) <b>/Any brand name means similar or equivalent</b>	6 boxes		
33.	Pencil cases (33cm length, material bag with one zip) <b>/Any brand name means similar or equivalent</b>	7		
34.	Eraser <b>Any brand name means similar or equivalent</b>	16		
35.	Tipp-Ex correction tape (8mx5mm) <b>/Any brand name means similar or equivalent</b>	3		
36.	BIC Cristal Fashion Colours (pack of 4) <b>/Any brand name means similar or equivalent</b>	2 pack		
37.	Black Pens (claro 0.7mm croma plus) <b>/Any brand name means similar or equivalent</b>	2 boxes		
38.	Bic Fine Point Pens (Box of 50) <b>/Any brand name means similar or equivalent</b>	6 boxes		
39.	Black 0.7mm gel pens (3 pens) Red 0.7mm gel pens (3 pens) <b>/Any brand name means similar or equivalent</b>	6 pens		
40.	Mechanical Pencil with 2 Lead Tubes <b>/Any brand name means similar or equivalent</b>	1 Pencil and 2 Lead tubes		
41.	A4/80GSM / White Copy Paper <b>/Any brand name means similar or equivalent</b>	83 boxes		
42.	Colour paper clips (28mm) box of 100 <b>/Any brand name means similar or equivalent</b>	13 boxes		
43.	Large Paper Clips (33mm) <b>/Any brand name means similar or equivalent</b>	1 box		

44.	Memo cube with holder(90x90mm) 1 000 Sheets <b>/Any brand name means similar or equivalent</b>	1		
45.	Desktop Stationery Organizer <b>/Any brand name means similar or equivalent</b>	2		
46.	Calculator (large display digital) <b>/Any brand name means similar or equivalent</b>	3		
47.	Highlighters (Pack of 4) <b>/Any brand name means similar or equivalent</b>	10 pack		
48.	Permanent markers, fine bullet point (Black 10) (Blue, 1) <b>/Any brand name means similar or equivalent</b>	11		
49.	Foshka Correction Tape (5mmx6mm) <b>/Any brand name means similar or equivalent</b>	4		
50.	Basic mouse pad <b>/Any brand name means similar or equivalent</b>	5		
51.	Mouse Pad With Wrist Support <b>/Any brand name means similar or equivalent</b>	2		
52.	Cotton Twine (string)m104 x 500mg <b>/Any brand name means similar or equivalent</b>	1		
53.	Deli Magnetic Whiteboard 600x900mm with Aluminum Frame <b>/Any brand name means similar or equivalent</b>	1		
54.	White board marker (black, bullet point) <b>/Any brand name means similar or equivalent</b>	2		
55.	Blank waterproof eyelet hole plastic shipping tags <b>/Any brand name means similar or equivalent</b>	20		
56.	Clipboard, heavy duty, metal clip <b>/Any brand name means similar or equivalent</b>	9		
57.	Double sided mobile whiteboard magnetic (900x1200mm) <b>/Any brand name means similar or equivalent</b>	2		
58.	Nonmagnetic whiteboard starter kit	3		

	<b>/Any brand name means similar or equivalent</b>			
59.	Tape cassette 18mm (White and Yellow) <b>/Any brand name means similar or equivalent</b>	5		
60.	A4 Lamination pouches (100pkt) <b>/Any brand name means similar or equivalent</b>	3		
61.	Colar Printer C 40 Stamp with Ink- ( I CERTIFY THAT THE NAMED GOODS/SERVICES WERE RECEIVED/RENDERED SATISFACTORILY) Colar Printer 35 Stamp with Ink- (APPROVED FOR PAYMENT)  The stamps should be written the words in brackets in capitals <b>/Any brand name means similar or equivalent</b>	1 each		
62.	Whiteboard cleaning spray <b>/Any brand name means similar or equivalent</b>	1		
63.	Laminating Pouches 60x90mm 250mic Gloss – 100 Per Box / Pack <b>/Any brand name means similar or equivalent</b>	2 boxes		
64.	3m Scotch 820 Secure Tape – RED Or Blue <b>/Any brand name means similar or equivalent</b>	6		
65.	Delivery			
			<b>TOTAL</b>	R
			<b>VAT</b>	R
			<b>GRAND TOTAL</b>	R

## **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

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.


2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether 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

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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.



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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

<b>80/20</b>	or	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$ $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or}$ $Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$		

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 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) (To be completed by the tenderer)
<b>Percentage of ownership</b>		
Black people with at least 51% shareholding or more	5	
Exempted Micro Enterprises; - 10 points Qualifying Small Enterprise; - 5 points Generic: 0 points	10	
Woman ownership with at least 30% shareholding or more – 5 points maximum	5	
<b>TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER</b>	20	

**NB: Supporting documents:**

- Valid B-BBEE Certificate issued by SANAS accredited agent or
- Valid B-BBEE Sworn affidavit or
- CIPC Certificate

**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

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p>
<p><b>DATE:</b> .....</p>
<p><b>ADDRESS:</b> .....</p> <p>.....</p>

