



**South African  
NATIONAL PARKS**

REQUEST FOR QUOTATION

Terms of Reference

**Invitation to bid for the appointment of a service provider for the**

**provision of laundry services to Kruger National Park for the period of 4 months**

RFQ NO: 010152

**REQUEST FOR QUOTATION**

You are hereby invited to submit quotations for:

**PROVISION OF LAUNDRY SERVICES TO KRUGER NATIONAL PARK (KNP) FOR THE PERIOD OF 4 MONTHS**

<b>RFQ NUMBER:</b>	<b>RFQ NO: 010152</b>
<b>ADVERTISEMENT DATE:</b>	<b>10/06/2026</b>
<b>CLOSING DATE:</b>	<b>18/06/2026</b>
<b>CLOSING TIME:</b>	<b>16h00</b>
<b>BID DOCUMENT SUBMISSION EMAIL:</b>	<b>Petros.mabuza@sanparks.org</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 days (commencing from the RFQ Closing Date)</b>
<b>TECHNICAL RELATED QUERIES</b>	Grant Grootboom Grant.grootboom@sanparks.org
<b>SCM RELATED QUERIES</b>	Petros Mabuza Petros.mabuza@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) or Service Level Agreement (SLA).

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

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

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

**PART A  
INVITATION TO BID**

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

BID NUMBER:	<b>RFQ NO: 010152</b>	CLOSING DATE:	<b>18/06/2026</b>	CLOSING TIME:	<b>16h00</b>
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DESCRIPTION	<b>PROVISION OF LAUNDRY SERVICES TO KRUGER NATIONAL PARK (KNP) FOR THE PERIOD OF 4 MONTHS</b>
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**BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS**

Petros.mabuza@sanparks.org

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	<b>Petros Mabuza</b>	CONTACT PERSON	
TELEPHONE NUMBER	<b>013 735 4170</b>	TELEPHONE NUMBER	
E-MAIL ADDRESS	<b>Petros.mabuza@sanparks.org</b>	E-MAIL ADDRESS	

**SUPPLIER INFORMATION**

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

**SUPPLIER COMPLIANCE STATUS OR CENTRAL SUPPLIER DATABASE**

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

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

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

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

YES

NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES

NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA

YES

NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES

NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES

NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER: \_\_\_\_\_

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

DATE: \_\_\_\_\_

## 1. PURPOSE

The purpose of this RFQ is to appoint a suitable service provider that will be able to provide laundry services to Kruger National Park skukuza.

## 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

### **SCOPE OF WORKS FOR THE PROVISION OF LAUNDRY SERVICES TO KRUGER NATIONAL PARK (KNP) FOR THE PERIOD OF 4 MONTHS**

**Site to be serviced where linen will be collected and delivered: Skukuza laundry – Skukuza KNP.**

#### **NOTE NB:**

1. Laundry cleaning services will be needed on an ad-hoc basis as and when Kruger National Park requires such services over the four (4) month period.
2. Collection frequency of soiled/dirty linen will vary as services are required as and when needed.
3. Linen item quantities will vary per service which can range between 1 to 5000 items per collection and delivery.

#### Cleaning standards

- Appointed service provider must provide good quality laundry bags when collecting soiled linen and delivering clean linen. These bags must have proper closing mechanisms/zips.
- Laundry bags must be properly sealed to avoid any sort of linen loss and the seal number be recorded by both the appointed service provider and SANParks officials upon collection of dirty linen and delivery of clean linen.
- For control purposes, packing slips must be placed inside the laundry bags, this applies to both soiled and clean linen.
- Appointed service provide to provide appropriate laundry bags for stained linen (e.g. linen with blood stains).
- Washing of all linen must be done at the correct temperature using the correct detergent/s to remove blood and other bodily fluids.
- Linen must be disinfected during the washing process, to ensure that it conforms to high Health and Safety requirements as per SANS 10146.
- All cleaning chemicals to be used for the cleaning of the linen must comply to the relevant industry requirements and legislation (Hospital and Hospitality industries)
- Linen must be washed, dried and ironed to a high standard.
- Linen must be transported in a closed vehicle and packed in sealed laundry bags/containers to prevent contamination.
- All stains, such as rust, blood and mildew must be removed from linen.
- Where it is not possible for stains to be removed, the service provider must bring this to the attention (in writing) of the laundry manager at Skukuza.

- Linen that needs special treatment such as dry cleaning must be cleaned accordingly (i.e., curtains)
- Clean linen must be well presented when delivered back to Skukuza i.e., neatly ironed and folded.

#### Capacity:

- The successful bidder must currently be operating an existing fully equipped and functional industrial laundry cleaning operation which provides laundry cleaning services to the hospitality sector and or hospital sector where the laundry operating plant processes linen quantities of not less than one thousand (1000) items per day. (Submit proof, i.e. contract, reference letters on the company letter-head indicating the rated level of service, type of contract/agreement, contract value and signed by the client).

#### Contingency:

- Bidders must submit a contingency plan together with their quotation/s for this RFQ.
  - Contingency plan must cover.
    1. Backup electricity supply to bidder's operation plant
    2. Backup water supply to bidder's operation plant
    3. Backup transport for the collection of soiled linen and the delivery of soiled linen

#### Collection and delivery of linen:

- Dirty/soiled linen must be collected at Skukuza laundry and clean linen delivered back to Skukuza laundry by the appointed service provider.
- All dirty/soiled linen collected for cleaning must be delivered back cleaned (washed, dried, ironed and folded neatly) within a period of 48 hours (2 days turnaround time). SANParks has the right to terminate the contract within seven (7) days should the appointed service provider fail to deliver all cleaned linen within the stipulated 48-hour period.
- Delivery time on the day when clean linen is delivered is no later than 12h00.

#### Breach of contract:

- Whenever the service provider is found to not comply with the specifications set out in this document, SANParks have the right to address such non-compliance matters with the service provider and to cancel the contract within 14 days should any non-compliance continue after consultation with the service provider.

#### General:

- The appointed service provider must be ready to commence with services within 7 days after award.
- Proof of chemicals to be used for the cleaning of linen must be submitted to SANParks together with the quotation/s for this RFQ (letter/s from company supplying chemicals to bidder). A product description of all cleaning chemicals must be submitted to SANParks as well.
- Costs for all losses incurred once the linen has left SANParks' site will be covered by the appointed service provider.
- Appointed service provider must have Public Liability cover/insurance of not less than R 500 000.00 and proof thereof must be provided to SANParks upon appointment.
- Items damaged due to the appointed service provider's negligence will be replaced at the service provider's costs.
- Items damaged due to the excessive use of chemicals must be replaced at appointed service provider's cost.
- Appointed service provider must ensure that all collected dirty linen received from Skukuza be counted, sorted and recorded under supervision at their operating plant when it arrives. All clean

linen must be counted and sorted under supervision at the operating plant before it is dispatched to back to Skukuza. SANParks have the right to request CCTV footage and or any other proof of the linen counting and sorting operations as and when the need arises.

- All issues regarding this contract are to be communicated in writing to the Hospitality Services Manager of Skukuza rest camp and the Laundry Manager at Skukuza.
- No sub-contracting.

Pricing:

Prospective bidders must provide a price per item. See below list of items. The price per item must include **all costs (transport fees and linen processing)** associated with the service:

<b>Description</b>	<b>Price per 1 item</b>
Bath Mat	1
Bath Sheet	1
Bath Towel	1
D Blanket/Bedsreads	1
D Duvet Cover	1
D Mattress Protector	1
D Sheet Fitted	1
D Sheet Flat	1
Face Cloth	1
Gown	1
Hand Towel	1
K Blanket/Fleece Blanket	1
K Duvet Cover	1
K Mattress Protector	1
K Sheet Fitted	1
K Sheet Flat	1
Pillow Slip Oxf / Conti.	1
Pillow Slip Std.	1
S Blanket/Fleece Blanket	1
S Duvet Cover	1
S Mattress Protector	1
S Sheet Fitted	1
S Sheet Flat	1
<b>OTHER:</b>	
Bed Frill	1
Rug not bigger than 2m x 2m	1
Curtain p/kg	1
Cushions	1
D Duvet Inner	1
Gloves	1

K Duvet Inner	1
Large Table cloth	1
Med Table cloth	1
Overlay	1
Pillow	1
Pillow Protector	1
S Duvet inner	1
Serviette/Bib/Dish Cloth/Placemat	1
Shower Curtain / Odds	1

#### 4. PRICING SCHEDULE

Item No.	Description	Quantity	Unit Price	Total Price
1	Bathmat	1		
2	Bath Sheet	1		
3	Bath Towel	1		
4	D Blanket/Bedsreads	1		
5	D Duvet Cover	1		
6	D Mattress Protector	1		
7	D Sheet Fitted	1		
8	D Sheet Flat	1		
9	Face Cloth	1		
10	Gown	1		
11	Hand Towel	1		
12	K Blanket/Fleece Blanket	1		
13	K Duvet Cover	1		
14	K Mattress Protector	1		
15	K Sheet Fitted	1		
16	K Sheet Flat	1		
17	Pillow Slip Oxf / Conti.	1		
18	Pillow Slip Std.	1		
19	S Blanket/Fleece Blanket	1		

Item No.	Description	Quantity	Unit Price	Total Price
20	S Duvet Cover	1		
21	S Mattress Protector	1		
22	S Sheet Fitted	1		
23	S Sheet Flat	1		
24	<b>OTHER:</b>			
25	Bed Frill	1		
26	Rug not bigger than 2m x 2m	1		
27	Curtain p/kg	1		
28	Cushions	1		
29	D Duvet Inner	1		
30	Gloves	1		
31	K Duvet Inner	1		
32	Large Tablecloth	1		
33	Med Tablecloth	1		
34	Overlay	1		
35	Pillow	1		
36	Pillow Protector	1		
37	S Duvet inner	1		
38	Serviette/Bib/Dish Cloth/Placemat	1		
39	Shower Curtain / Odds	1		
40	Transport cost (collection and delivery) per Kilo	Per Kilo		
<b>TOTAL</b>				
<b>VAT @ 15%</b>				
<b>GRAND TOTAL</b>				

#### 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 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 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate),
- Original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit, this is only for the allocation of preference points in terms of specific goals.

**NB: Completing a Sworn Affidavit for BBBEE**

The following information needs to be completed properly, if not the Sworn Affidavit will be rejected as invalid.

- Full name, surname, and identity number to be completed.
- Block to be drawn around “Member/Director/Owner”.
- Enterprise name needs to be written in full as well as the trading name (if applicable) otherwise “Not applicable”.
- The Company Registration and VAT number to be completed (if not registered for VAT please again write in full “not applicable”
- The Companies physical address including the postal code to be inserted.
- Entity of the company correctly stated i.e., (Pty) Ltd, CC and Sole Prop Etc.
- All places that have the percentage sign – the percentage needs to be completed.
- “Based on the Audited Financial Statements/ Financial Statements” your choice needs have a block around the correct reply, AND the date needs to be written in full indicating (DD/MM/YYYY) i.e.: 3rd January 2021 **NOT JUST 3/01/2021.**
- The Levels 1/Level, 2/Level or Level/ 4 need to be ticked in the corresponding box,
- Last but very important at the bottom of the page “Deponent Signature” and “Commissioner of Oaths” must both be full signatures and dated on the same day at the same time in front of the Commissioner with the Commissioners stamp as well.
- Proof of registration with National Treasury Central Supplier Database (CSD) or CSD Supplier Registration Number.

**6. 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).

**7. EVALUATION CRITERIA AND WEIGHTING**

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

**7.1. Price Formula**

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

Criteria	Points
Price	80
Specific Goals	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

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

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

Where:

- Ps = Points scored for price of the bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

## **8. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)**

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

## **9. TIMELINES**

Upon appointment the service provider is expected to deliver the required products within 48 hours or make delivery arrangements. Failure to deliver SANParks reserve the right to cancel the Purchase Order.

## **10. FINANCIAL PAYMENT**

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

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

## **11. FINAL AWARD**

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



**SOUTH AFRICAN NATIONAL PARKS**

**BIDDER'S DISCLOSURE**

**SBD 4**

**1. PURPOSE OF THE FORM**

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

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

**2. BIDDER'S DECLARATION**

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

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?	<b>YES</b>	<b>NO</b>

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.

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

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

<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.

3.7

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of the Bidder

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
  - 1.1.1 the 80/20 system for requirements with a Rand value of up to R50,000,000.00 (all applicable taxes included); and
  - 1.1.2 the 90/10 system for requirements with a Rand value above R50,000,000.00 (all applicable taxes included).

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	<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 for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1 POINTS AWARDED FOR PRICE**

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

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

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

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

**THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1	In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
4.2	In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of –
	<p>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</p> <p>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,</p> <p>then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.</p>

**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
B-BBEE Procurement Recognition Levels	<b>Total Points: 10</b> Level 1: 20/20 x 10 = 10 Level 2: 18/20 x 10 = 8 Level 3: 14/20 x 10 = 6 Level 4: 12/20 x 10 = 4 Non-compliant = 0	
EMEs/QSEs/GEN	<b>Total Points: 10</b> EMEs/QSE = 10 GEN = 0	
NB: Required proof / documents to be submitted for evaluation purpose: <ul style="list-style-type: none"> <li>• CSD Report</li> <li>• BEE Certificate</li> </ul>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3	Name of Company / Firm:	
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4.4 Company Registration Number:

4.5 Type of Company / Firm (Tick applicable box)

Partnership / Joint Venture / Consortium	<input type="checkbox"/>	Personal Liability Company	<input type="checkbox"/>
One-person business / sole propriety	<input type="checkbox"/>	(Pty) Limited	<input type="checkbox"/>
Close corporation	<input type="checkbox"/>	Non-Profit Company	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	State Owned Company	<input type="checkbox"/>

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.  
In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2,
- (iii) 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)
<b>SURNAME AND NAME</b>	_____
<b>DATE:</b>	_____
<b>ADDRESS:</b>	_____
	_____