



TERMS OF REFERENCE

**INVITATION TO SUBMIT FORMAL WRITTEN PRICE  
QUOTATION FOR THE PROVISIONING OF LAUNDRY  
SERVICES TO AGULHAS NATIONAL PARK FOR A  
PERIOD OF TWO (02) YEARS**

RFQ NO:

29998/AGNP/2026-27

# REQUEST FOR QUOTATION

You are hereby invited to submit proposal / price quotation for:

**INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR THE PROVISIONING OF LAUNDRY SERVICES TO AGULHAS NATIONAL PARK FOR A PERIOD OF TWO (02) YEARS**

|                                      |  |
|--------------------------------------|--|
| <b>RFQ NUMBER</b>                    | 29998/AGNP/2026-27<br><b>Please reference RFQ number on email subject line for bid submission</b>  |
| <b>ADVERTISEMENT DATE</b>            | 08 June 2026   |
| <b>CLOSING DATE</b>                  | 17 June 2026   |
| <b>CLOSING TIME</b>                  | 11:00 AM   |
| <b>BID DOCUMENT DELIVERY ADDRESS</b> | <a href="mailto:agulhas.scm@sanparks.org">agulhas.scm@sanparks.org</a><br><b>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submission will be considered.</b> |
| <b>BID VALIDITY PERIOD</b>           | 90 days (commencing from the RFQ Closing Date)   |
| <b>ENQUERIES</b>                     | Email: <a href="mailto:agulhas.scm@sanparks.org">agulhas.scm@sanparks.org</a>  |
| <b>OFFERS SUBMITTED</b>              | No alternative offers/ options will be accepted.   |

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

|  |   |               |  |  |   |
|--|---|---------------|--|--|---|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS</b>  |   |               |  |  |   |
| BID NUMBER:  | 29998/AGNP/2026-27  | CLOSING DATE: | 17/06/2026   | CLOSING TIME:  | 11:00 AM  |
| DESCRIPTION  | <b>INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATION FOR THE PROVISIONING OF LAUNDRY SERVICES TO AGULHAS NATIONAL PARK FOR A PERIOD OF TWO (02) YEARS</b> |               |  |  |   |
| <b>BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL</b>   |   |               |  |  |   |
| <a href="mailto:agulhas.scm@sanparks.org">agulhas.scm@sanparks.org</a>   |   |               |  |  |   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |   |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |  |   |
| CONTACT PERSON   | Sibabalo Mbengashe  |               | CONTACT PERSON   | Derick Strydom   |   |
| TELEPHONE NUMBER   | 021 741 2320  |               | TELEPHONE NUMBER   | 028 435 6078   |   |
| E-MAIL ADDRESS   | <a href="mailto:agulhas.scm@sanparks.org">agulhas.scm@sanparks.org</a>  |               | E-MAIL ADDRESS   | <a href="mailto:agulhas.scm@sanparks.org">agulhas.scm@sanparks.org</a> |   |
| <b>SUPPLIER INFORMATION</b>  |   |               |  |  |   |
| NAME OF BIDDER   |   |               |  |  |   |
| POSTAL ADDRESS   |   |               |  |  |   |
| STREET ADDRESS   |   |               |  |  |   |
| TELEPHONE NUMBER   | CODE  |               | NUMBER   |  |   |
| CELLPHONE NUMBER   |   |               |  |  |   |
| FACSIMILE NUMBER   | CODE  |               | NUMBER   |  |   |
| E-MAIL ADDRESS   |   |               |  |  |   |
| VAT REGISTRATION NUMBER  |   |               |  |  |   |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:  |               | <b>OR</b>  | CENTRAL SUPPLIER DATABASE No:  | MAAA  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE   | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |  | [TICK APPLICABLE BOX]<br><br><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<br><br>[IF YES ENCLOSE PROOF]  |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[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               |   |
| <b>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.</b> |   |               |  |  |   |

**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 PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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 an invitation to submit formal written price quotation for the provisioning of laundry services for a period of 2 years to Agulhas 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 entity.

The primary mandate of SANParks is to expand, protect, conserve, and control the system of national parks, terrestrial and marine, that it is assigned to manage. SANParks currently manages over 4 million hectares of terrestrial and 369 657 ha marine protected biodiversity through a system of 21 National Parks and 10 Marine Protected Areas: (MPAs), representing approximately 67% of state owned terrestrial protected areas and 22% of State Managed MPAs. This places SANParks in an ideal position to not only meaningfully contribute to the protection and sustainable use of the megadiverse biodiversity of South Africa, but also to be a key player in building climate resilience through ecosystem-based mitigation and adaptation.

## 3. SCOPE OF WORK

This Request for Quotation (RFQ) calls for the provisioning of laundry services to Agulhas National Park. The required services will be contracted for a period of 24 (Twenty-four) months. Bids are sought from reputable suppliers that have experience and capability in the laundry service industry. Proof of such experience and capacity may be requested as part of the bid process.

### CONTRACT PERIOD

The contract will commence after the expiration of the existing contract, and it will start upon signing of contracting documents or PO.

## 4. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents) - RETURNABLES

SANParks has set out the minimum administrative criteria that must be met by a bidder. The below administrative documents must be completed and signed by the authorized representative of a bidder. If a bidder fails to fully comply with the criteria, SANParks reserves the right at its sole discretion to allow such bidder an opportunity to submit and/or supplement the information and/or documentation submitted within a grace period of (seven) 7 calendar days prior to disqualifying the bidder.

SANParks will disqualify (where non-submission is indicated below to result in disqualification) a bidder who does not achieve full compliance with the criteria within the seven (7) calendar days grace period.

| Documents   | Instruction  | Will non-submission result in disqualification?                         |
|---|--|---|
| Submission of fully completed SBD1 (Invitation to Bid),   | Bidders to complete and sign   | Yes   |
| Submission of the pricing schedule in the RFQ document  | Bidders to submit a completed pricing schedule   | Yes   |
| Submission of fully completed SBD 4 (Declaration of Interest),  | Bidders to complete and sign   | Yes   |
| Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by an original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit. | Bidders to complete and sign   | No  |
| Proof of registration with National Treasury Central Supplier Database (CSD).   | Bidders must be registered on CSD prior to submitting quotation. Bidders are required to submit proof of such registration | No.<br><br>A bidder must be registered on CSD to be eligible for award. |

## 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. EVALUATION PHASE

Technical/Functional evaluation criteria:

In this phase all bids that met all the requirements in terms of the submitted proposal per the above set of mandatory requirements will be evaluated as follows:

Qualification Threshold – Bidders must achieve 70% per the criteria for consideration to the next phase.

**Bidders who fail to comply with the set minimum threshold of 70% per the technical requirements will be eliminated**

| FUNCTIONALITY CRITERIA   |           | MAXIMUM TO BE AWARDED   |
|--|-----------|---|
| FUNCTIONALITY  | Weights   | Points  |
| <b>CRITERIA 1: CAPACITY (MACHINERY AND EQUIPMENT)</b>  |           |   |
| <p><u>Scoring of the equipment capacity (washer extractors, tumble dryers, flatwork irons)</u></p> <p>The bidder must demonstrate sufficient washing, drying and ironing capacity to handle a minimum of 50 kg per day.</p> <ul style="list-style-type: none"> <li>Submit detailed list of all machinery and equipment available.</li> <li><u>Indicate the capacity of the Washing and drying equipment</u></li> </ul> | <b>50</b> | <b>0</b> = Bidder does not have washing equipment with a minimum capacity of 50kg |
|  |           | <b>10</b> = Bidder has washing equipment above 50kg but less than 100kg capacity  |
|  |           | <b>20</b> = Bidder has washing equipment above 100kg but less than 150kg capacity |
|  |           | <b>40</b> = Bidder has washing equipment above 150kg but less than 200kg capacity |
|  |           | <b>50</b> = Bidder has washing equipment with 200kg capacity or above             |
| <b>CRITERIA 2: CAPACITY (EMPLOYEES)</b>  |           |   |
| <p><u>Scoring of the employee capacity</u></p> <p>Employees available to service the park in relation to the project.</p> <ul style="list-style-type: none"> <li>Provide confirmation of employees working for the company detailing the <b>Name and Surname, ID number, Number of years of service</b> of the employee.</li> </ul>  | <b>30</b> | <b>0</b> = Less than two employees  |
|  |           | <b>5</b> = 2 employees  |
|  |           | <b>10</b> = 3 employees   |
|  |           | <b>20</b> = 4 employees   |
|  |           | <b>30</b> = 5 or more employees   |
| <b>CRITERIA 3: CAPACITY (VEHICLES)</b>   |           |   |
| <p><u>Scoring of the vehicle capacity</u></p> <p>Vehicles available to service the park in relation to the project. Minimum one company vehicle that has a load capacity of 250kg.</p>   | <b>20</b> | <b>10</b> = 1 vehicle   |
|  |           | <b>20</b> = 2 or more vehicles  |

- Provide proof of ownership or registration certificate under company name or owner's name.

## 7. DESCRIPTION OF SERVICES

### 7.1. SITE(S) TO BE SERVICED

| CAMP                 | NO. OF UNITS | NO. OF BEDS | UNIT OCCUPANCY %                       | BED OCCUPANCY %                        |
|----------------------|--------------|-------------|--|--|
| AGULHAS REST CAMP    | 16           | 48          | 54.7 (12 months ending 31 March 2026)  | 46.5% (12 months ending 31 March 2026) |
| RHENOSTERKOP         | 3            | 10          | 5.4% (12 months ending 31 March 2026)  | 4.4% (12 months ending 31 March 2026)  |
| BERGPLAAS GUESTHOUSE | 1            | 10          | 18.9% (12 months ending 31 March 2026) | 13.4% (12 months ending 31 March 2026) |

### 7.2. GENERAL REQUIREMENTS

- Bidders must show infrastructure and deployment plan to be able to provide laundry services.
- The bidder must be in an existing operation providing laundry services to the hospitality sector.
- Bidders should be able to demonstrate the ability/capacity to cope with SANParks linen demands during peak season.
- The workplace must comply with all the set of regulations under Health and Safety Act.
- The bidder should be knowledgeable of hospitality infection control protocols.

### 7.3. SUBCONTRACTS

- No sub-contracting is allowed. Should the successful bidder sub-contract, the contract will be terminated with immediate effect.

### 7.4. LOSS OR DAMAGE

- Items damaged or lost due to the service providers negligence will be replaced at the service provider's costs (damage includes shrinking).
- Damaged items due to excessive use of chemicals must be replaced at service provider's cost with the same standard of existing linen.
- Discrepancies and shortages must be reported and negotiated within 24hrs.

## 7.5. INVOICING

The laundry service provider shall submit a monthly invoice to SANParks, accompanied by a detailed breakdown of all laundered items.

## 7.6. WASH TEMPERATURE CONTROL

- a) Use lukewarm water at about 30°C for standard bed linen.
- b) Avoid high temperatures unless absolutely required.

## 7.7. STANDARD OF QUALITY

- a) The service provider shall, **at its own cost, supply high-quality laundry bags for both soiled and clean linen**. The bags must have secure closing mechanisms, and soiled linen bags must be clearly marked through permanent labelling or distinct colouring. Bag sizes will be specified after the bid is awarded.
- b) SANParks reserves the right to return any linen not cleaned according to their standards of which the costs of this will be for the account of the contractor.
- c) The contractor will be notified in writing of sub-standard services. SANParks reserves the right to terminate the contract should sub-standard services continue.
- d) All issues regarding this contract are to be communicated with the Hospitality Manager – Agulhas.
- e) **Chemicals used must adhere to the same standards applicable to hospitals. Proof of chemicals to be used must be provided such a letter from the company supplying the chemicals.** Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for all chemicals must be readily available for reference.

## 7.8. QUALITY ASSURANCE

- a) It is expected that all items returned to AGNP must be free from lint, hair, dull casts, soap and other contaminants.
- b) All items repacked and returned must be free from creases and stains.
- c) Linen must be well presented when delivered, ironed and folded.
- d) Washing of all linen must be done under at the correct temperature using the correct detergent to remove blood and other stains, without damaging or affecting the quality of linen.
- e) Linen must be disinfected during the washing process, in order to ensure that it conforms to high health and safety requirements.
- f) All stains must be removed from linen – such as rust and mill dew.
- g) All stained items must be rewashed at no additional charge to AGNP at least once to recover all usable linens before isolating them into the heavily stained group.
- h) Heavily stained group of linens must be washed with a caustic solution (hard wash) to attempt to eliminate as many stains as possible.
- i) All items retaining stains after the “hard wash” must be returned to SANParks marked “permanently stained”.

- j) Where it is not possible for stains to be removed the contractor must bring this to the attention of the Hospitality Manager – Agulhas and provide sufficient reasons why.
- k) Linen that needs special treatment such as dry cleaning to be cleaned accordingly (i.e. curtains).

**7.9. COLLECTION AND DELIVERY**

- a) The successful bidder must provide relevant and necessary personnel including equipment to collect and deliver the laundry items to the collection point(s).
- b) Linen must be transported in closed and separate containers to prevent contamination.
- c) Linen must not be transported with an open vehicle.
- d) For control purpose packing slips must be placed inside the laundry bags, this applies to both soiled and clean linen.
- e) Laundry bags must be properly sealed to avoid loss.
- f) Linen to be collected and delivered by contractor from and to the relevant site(s).
- g) All linen collected on a day, must be delivered in total on the following day i.e. when next collection of dirty linen or upon special request.
- h) Every day – delivering and collecting at 11:00.
- i) Flexibility is expected from the successful bidder - must be willing and able to accommodate any irregular operations and requests to do ad hoc deliveries on short notice from time to time, especially during peak seasons.
- j) Bidder to ensure that collection and delivery notes be signed by both the bidder as well as a SANParks representative. It is required that the successful bidder must conduct accurate hand-over counts of the stock items from and to the collection’s point(s).

**7.10 COUNTS**

- a) The successful bidder shall furnish detailed delivery tickets of all items collected from the collection point(s).
- b) The AGNP management shall use these delivery tickets to verify contractor’s invoices.

**7.11. COLLECTION POINTS / CAMPS**

- AGULHAS MAIN CAMP – KAMP ROAD, SUIDERSTRAND (-34.81194607690233, 19.941878686832368)

**7.12. DESCRIPTION OF SOILED TEXTILES REQUIRING LAUNDRY SERVICE**

This includes but not be limited to bed sheets, pillowcases, pillow covers, blankets, duvets, duvet covers, mattress covers, mats, curtains and towels.

|           | ITEM DESCRIPTION             | SIZE (cm) / UNIT |
|-----------|------------------------------|------------------|
|           |                              |                  |
| <b>A.</b> | <b><u>BATHROOM LINEN</u></b> |                  |
| 1.        | HAND TOWEL                   | 50X90            |

|           |                                |   |
|-----------|--------------------------------|---|
| 2.        | BATH TOWEL                     | 70X130  |
| 3.        | BATH SHEET                     | 90X150  |
| 4.        | BATHMAT                        | 50X75   |
|           |                                |   |
| <b>B.</b> | <b><u>BED LINEN</u></b>        |   |
| 5.        | PILLOW                         | STANDARD / QUEEN / KING / CONTINENTAL / BODY PILLOW |
| 6.        | PILLOWCASE                     | STANDARD / QUEEN / KING / CONTINENTAL / BODY PILLOW |
| 7.        | FITTED SHEET                   | SINGLE / DOUBLE / KING                              |
| 8.        | FLAT SHEET                     | SINGLE / 3 QUARTER / DOUBLE / KING                  |
| 9.        | DUVET COVER                    | SINGLE / 3 QUARTER / DOUBLE / KING / SUPER KING     |
|           |                                |   |
| <b>C.</b> | <b><u>PROTECTIVE LINEN</u></b> |   |
| 10.       | PILLOW PROTECTORS              | STANDARD  |
| 11.       | MATTRESS PROTECTORS            | SINGLE / 3 QUARTER / DOUBLE / KING                  |
| 12.       | DUVET INNERS                   | SINGLE / DOUBLE / KING / SUPER KING                 |
|           |                                |   |
| <b>D.</b> | <b><u>OTHER</u></b>            |   |
| 13.       | ELECTRIC BLANKET               | SINGLE / 3 QUARTER / KING                           |
| 14.       | BLANKET                        | SINGLE / DOUBLE / KING                              |
| 15.       | BASE WRAP                      | SINGLE / KING                                       |
| 16.       | THROWS                         | 150X200   |
| 17.       | KITCHEN TOWEL                  | 50X75   |
| 18.       | CURTAINS PER DROP              | STANDARD  |
| 19.       | SCATTER CUSHION OUTER          | 45X70   |
| 20.       | SCATTER CUSHION OUTER          | 60X60   |
| 21.       | CONFERENCE TABLECLOTH          | 180 X 45  |
| 22.       | TABLE OVERLAYS                 | 210 X 75CM  |
| 23.       | CUSHION COVER                  |   |
| 24.       | MAT                            | SMALL / MEDIUM / LARGE                              |

### **QUOTATION PRICE**

- a) Bidders are required to quote prices according to the price schedules and specifications.
- b) The quoted price must be in South African Rand and be inclusive of 15.0% Vat( if company is VAT registered)
- c) Price(s) quoted must be valid for at least 90 (ninety) days from bid closing date.
- d) Pricing should include collection and delivery fee.

## 8. PRICING

### SBD 3.1.: PRICING SCHEDULE- FIRM PRICING (SERVICES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.**

Name of bidder..... Bid number: 29998/AGNP/2026-27

Closing Time: **11:00 on 17 June 2026**

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

**Notes:**

- 1) Suppliers are required to provide the transport costs calculated on a return basis, using a kilometer rate multiplied by the total distance between the laundry site and the designated drop-off site. The rate per kilometer and the total distance for each trip must be clearly indicated in the pricing schedule.
- 2) Year 2 shall be adjusted on the anniversary date by a percentage equal to the percentage change in the Consumer Price Index (CPI).

| ITEM NO. | ITEM DESCRIPTION  | Estimated Quantity<br>Per year |        |  |
|----------|-------------------|--------------------------------|--------|--|
|          |                   |                                | Year 1 |  |
| 1.       | HAND TOWEL        | 1                              | R      |  |
| 2.       | BATH TOWEL        | 1                              | R      |  |
| 3.       | BATH SHEET        | 1                              | R      |  |
| 4.       | BATHMAT           | 1                              | R      |  |
| 5.       | PILLOW - STANDARD | 1                              | R      |  |

|            |                                |   |   |
|------------|--------------------------------|---|---|
| <b>6.</b>  | PILLOW- KING                   | 1 | R |
| <b>7.</b>  | PILLOW - BODY                  | 1 | R |
| <b>8.</b>  | PILLOWCASE - STANDARD          | 1 | R |
| <b>9.</b>  | PILLOWCASE - KING              | 1 | R |
| <b>10.</b> | PILLOWCASE - BODY              | 1 | R |
| <b>11.</b> | FLAT SHEET - SINGLE            | 1 | R |
| <b>12.</b> | FLAT SHEET - 3 QUARTER         | 1 | R |
| <b>13.</b> | FLAT SHEET - KING              | 1 | R |
| <b>14.</b> | DUVET COVER - SINGLE           | 1 | R |
| <b>15.</b> | DUVET COVER - KING             | 1 | R |
| <b>16.</b> | DUVET COVER - SUPER KING       | 1 | R |
| <b>17.</b> | DUVET INNER - SINGLE           | 1 | R |
| <b>18.</b> | DUVET INNER - KING             | 1 | R |
| <b>19.</b> | DUVET INNER - SUPER KING       | 1 | R |
| <b>20.</b> | MATTRESS PROTECTOR - SINGLE    | 1 | R |
| <b>21.</b> | MATTRESS PROTECTOR - 3 QUARTER | 1 | R |
| <b>22.</b> | MATTRESS PROTECTOR - KING      | 1 | R |

|            |                                 |   |   |
|------------|---------------------------------|---|---|
| <b>23.</b> | BLANKET - SINGLE                | 1 | R |
| <b>24.</b> | BLANKET - KING                  | 1 | R |
| <b>25.</b> | ELECTRIC BLANKET - SINGLE       | 1 | R |
| <b>26.</b> | ELECTRIC BLANKET - KING         | 1 | R |
| <b>27.</b> | BASE WRAP - SINGLE              | 1 | R |
| <b>28.</b> | BASE WRAP - KING                | 1 | R |
| <b>29.</b> | BED RUNNER – 3/4                | 1 | R |
| <b>30.</b> | BED RUNNER - KING               | 1 | R |
| <b>31.</b> | THROWS                          | 1 | R |
| <b>32.</b> | CURTAINS PER DROP               | 1 | R |
| <b>33.</b> | CUSHION SCATTER OUTER - 45X70CM | 1 | R |
| <b>34.</b> | CUSHION SCATTER OUTER - 60X60CM | 1 | R |
| <b>35.</b> | CUSHION OUTER – 60X60CM         | 1 | R |
| <b>36.</b> | KITCHEN TOWEL                   | 1 | R |
| <b>37.</b> | MAT – SMALL - 50CM TO 80CM      | 1 | R |
| <b>38.</b> | MAT – MEDIUM - 120CM TO 200CM   | 1 | R |
| <b>39.</b> | MAT – LARGE - 160CM TO 300CM    | 1 | R |

|     |   |   |
|-----|---|---|
| 40. | <p><b>TOTAL TRANSPORT CHARGES PER RETURN TRIP (CALCULATED FROM SERVICE PROVIDER'S SITE TO AGULHAS REST CAMP, KAMP STREET, SUIDERSTRAND)</b></p> <p>Total Distance: _____ Kilometre Rate: _____</p> <p>Formula: total distance x kilometre rate = charge</p> | R |
|     | <b>SUB TOTAL</b>  | R |
|     | <b>VAT 15% (IF VAT REGISTERED)</b>  | R |
|     | <b>GRAND TOTAL</b>  | R |

## **9. 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.

## **10. TIMELINES**

The bidder is expected to start the service immediately after PO is issued.

## **11. FINANCIAL PAYMENT**

Payment will be effected in accordance with the PFMA (within 30 days of receipt of invoice) after delivery of goods.

## **12. 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.

## **DECLARATION OF INTEREST (SBD 4)**

### **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.

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of State institution</b> |
|------------------|------------------------|----------------------------------|
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |

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 or not they are bidding for this contract? **YES / NO**

---

<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.

2.3.1 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.

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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.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of 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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

### 1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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 90/10 preference point system.
- (b) The applicable preference point system for this tender is the 80/20 preference point system.
- (c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| <b>PRICE</b>                                     | <b>80</b>  |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>  |
| <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).

### 2.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 2.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 3 POINTS AWARDED FOR SPECIFIC GOALS

3.1 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:

3.2 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 | Source Documents to be used for Evaluation.<br>(To qualify for the points, bidders must provide the below proof)  | Number of points allocated (80/20 system)<br>(To be claimed by the tenderer)   | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|---|--|--|
| B-BBEE Procurement Recognition Level 1 (One) – 4 (Four)     | <ul style="list-style-type: none"> <li>Valid BBEE certificate issued by SANAS accredited verification Agency</li> <li>Affidavit (CIPC, DTIC Sworn affidavit)</li> </ul> | <div style="border: 2px solid green; border-radius: 50%; padding: 10px; display: inline-block;"> <p style="color: red; margin: 0;">CLAIM POINTS IF YOU QUALIFY</p> </div><br>20 Points | (number only)  |
| <b>TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER</b>         |   | <b>20 Points</b>   | <b>(number only)</b>   |

### 4 DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number: .....

4.3. 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]

4.4. 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 3.2, **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 forward the matter for criminal prosecution, if deemed necessary.
  - (e) forward the matter for criminal prosecution, if deemed necessary

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