



## TERMS OF REFERENCE

**Appointment of a Service Provider for the Supply  
and delivery of Cleaning Materials for a period of 5  
years to Bontebok National Park**

RFQ NO:

31667/BNP/2026-27

# REQUEST FOR QUOTATION

You are hereby invited to submit proposal / price quotation for:  
Appointment of a Service Provider for the Supply and delivery of Cleaning Materials for a period of 5 years to  
Bontebok National Park

<b>RFQ NUMBER</b>	<b>31667/BNP/2026-27</b> <b>Please reference RFQ number on email subject line for bid submission</b>
<b>ADVERTISEMENT DATE</b>	<b>23 June 2026</b>
<b>CLOSING DATE</b>	<b>30 June 2026</b>
<b>CLOSING TIME</b>	<b>16:00 PM</b>
<b>BID DOCUMENT DELIVERY ADDRESS</b>	<a href="mailto:Bontebokscmquotations@sanparks.org">Bontebokscmquotations@sanparks.org</a> <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>	<b>90 days (commencing from the RFQ Closing Date)</b>
<b>ENQUERIES</b>	Email: <a href="mailto:Bontebokscmquotations@sanparks.org">Bontebokscmquotations@sanparks.org</a> Contact no: 021 7412522
<b>OFFERS SUBMITTED</b>	<b>No alternative offers/ options will be accepted.</b>

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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	31667/BNP/2026-27	CLOSING DATE:	30/06/2026	CLOSING TIME:	16:00 PM
DESCRIPTION	Appointment of a Service Provider for the Supply and delivery of Cleaning Materials for a period of 5 years to Bontebok National Park				
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL					
<a href="mailto:Bontebokscmquotations@sanparks.org">Bontebokscmquotations@sanparks.org</a>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sibabalo Mbengashe		CONTACT PERSON	Thandiwe Ntsume - Bozwana	
TELEPHONE NUMBER	021 741 2320		TELEPHONE NUMBER	021 7412522	
E-MAIL ADDRESS	<a href="mailto:Bontebokscmquotations@sanparks.org">Bontebokscmquotations@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:bontebokscmquotations@sanparks.org">bontebokscmquotations@sanparks.org</a>	
SUPPLIER INFORMATION					
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:		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 ]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS</b>					

## INVITATION TO BID

### 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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## 1. PURPOSE

The purpose of this request is to appoint a service provider to supply and deliver cleaning materials for a period of 5 years to Bontebok 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

The scope of the work is Supply and delivery of Cleaning Material for a period of 5 years – as and when required, to Bontebok National Park

## SPECIFICATION




DESCRIPTION	ITEM CODE OR PICTURE
200G - STANDARD ROUND MOP COMPLETE PLASTIC SOCKET & VARNISHED WOODEN HANDLE	
300G - JUMBO MOP COMPLETE METAL SOCKET & VARNISHED WOODEN HANDLE	










<p>A HEAVY-DUTY BROOM WITH HARD BRISTLES FOR SWEEPING TOUGH DEBRIS. FEATURES METAL STAYS FOR DURABILITY AND A COATED WOODEN HANDLE FOR A COMFORTABLE GRIP. IDEAL FOR INDOOR AND OUTDOOR USE.</p>	
<p>A HIGH-QUALITY BROOM FILLED WITH SOFT FLAGGED SYNTHETIC FIBRE IN ASSORTED COLOURS WITH BUFFER WITH WOODEN HANDLE AND 55 GRIP. IDEAL FOR EVERYDAY HOUSEHOLD CLEANING</p>	








<p>ANGLE BROOM WITH HARD BRISTLES</p> <p>DESCRIPTION: A CLEANING BROOM DESIGNED WITH BRISTLES THAT ARE SET AT AN ANGLE, MAKING IT EASIER TO REACH CORNERS AND EDGES.</p>	
<p>"300X20MM LINT FREE</p> <p>SUPER ABSORBENT, QUICK DRYING</p> <p>80% POLYESTER AND 20% POLYIMIDE</p> <p>MULTIPURPOSE CLEANING</p> <p>AVAILABLE IN BLUE, GREEN, YELLOW, AND RED"</p>	
<p>250MM DECK SCRUBBING BRUSH WITH HANDLE &amp; GRIP</p>	
<p>150MM CHUBBY SHAPE SCRUB WITH WOODEN BACK</p>	
<p>1550MM PLASTIC LEAF RAKE, WOODEN HANDLE, HANDLE/ CORROSION</p>	
<p>6L - HEAVY DUTY COLOUR CODED PLASTIC BUCKET</p>	

<p>"20 LITRES -46X37X 28CM</p> <p>POLY PLASTIC-DOUBLE COMPARTMENT BUCKETS /SWING HANDLES/ POURING SPOUT/CAPACITY -20LITRES "</p>	
<p>BLACK/GREY /30CM LONG HANDLE/POLY OR WOOD/GRIDDER BRUSH WITH SCRAPPER/HARD COARSE WIRE BRISTLES</p>	
<p>"COLOUR: BLACK</p> <p>PRODUCT DIMENSIONS:38L X 8W X 38H CM</p> <p>CONCEALED BRUSH "</p>	
<p>WHITE / POLYETHYLENE BOTTLE/TRIGGER TYPE SPRAY MECHANISM</p>	
<p>WHITE/ POLYETHYLENE-BOTTLE SCREW ON SPOUT / CAPACITY -500ML</p>	
<p>"PLASTIC - LONG HANDLE DUSTPAN AND BRUSH</p> <p>- HANDLE LENGTH - 107CM</p> <p>- DUSTPAN WIDTH – 26CM"</p>	
<p>"A REUSABLE, WATERPROOF GLOVE DESIGNED TO PROTECT HANDS DURING CLEANING TASKS. MADE FROM DURABLE LATEX OR RUBBER, IT OFFERS FLEXIBILITY, COMFORT, AND RESISTANCE TO HOUSEHOLD CHEMICALS</p> <p>YELLOW; SMALL, MEDIUM AND LARGE "</p>	

<p>MANUAL HAND PUMP] 1PC PORTABLE MANUAL HAND PUMP EFFICIENT LIQUID TRANSFER, ERGONOMIC HANDLE, DURABLE CONSTRUCTION &amp; EASY-USE</p>	
<p>PACKING: 48'S ROLLS IN BALE 1 PLY TOILET PAPER: SOFT, STRONG, DURABLE, AND GREAT QUALITY. SABS APPROVED. SEPTIC TANK SAFE. 48'S ROLLS IN BALE OF 500 SHEETS PER CASE. SHEET SIZE: 100MM X 110MM. EQUIVALENT TO TWIN SAVER OR BABY SOFT FRESH WHITE.</p>	
<p>"STEEL WOOL 500G Grade 1 (Medium)"</p>	
<p>HIGH-QUALITY "WHITE," "SOFT, "IMPRINTED 2 PLY TOILET PAPER: INDIVIDUALLY WRAPPED ROLLS-PACKED 48'S ROLLS IN A BALE, (2x24). 350 SHEETS AS PER SABS REGULATIONS. 33GSM, SHEET SIZE 100MMX110MM EQUIVALENT TO TWIN SAVER OR BABY SOFT FRESH WHITE.</p>	
<p>"SCOURING PADS: MULTI COLOURS 150CMX100MM"</p>	
<p>A CLEANING TOOLS MADE FROM A COMBINATION OF A SOFT SPONGE AND AN ABRASIVE SURFACE, DESIGNED FOR SCRUBBING AND CLEANING DISHES, COOKWARE, AND SURFACES.</p>	
<p>"REFUSE BAGS-40MIC SANS PACKS OF 100'S "</p>	


<p>A PORTABLE ORGANIZER DESIGNED TO HOLD AND CARRY CLEANING SUPPLIES AND TOOLS. IT TYPICALLY FEATURES MULTIPLE COMPARTMENTS TO STORE ITEMS SUCH AS SPRAYS, BRUSHES, CLOTHS, GLOVES, AND OTHER CLEANING PRODUCTS.</p>	
<p>PLASTIC BACK SCREW FIT BROOM - COLOURED BORDER / BLACK - WOODEN HANDLE</p>	
<p>WOODEN HANDLE - VARNISHED 22MM X 1.2M SCREW FIT</p>	
<p>400G COLOUR CODED FAN MOP HEAD - 38MM WEBBING (BLACK) AVAILABLE IN MULTICOLOURS</p>	
<p>COARSE WIRE BRUSH</p>	
<p>FAN MOP METAL HOLDER WITH UNCOATED WOODEN HANDLE 1.5M HANDLE</p>	
<p>DISH CLOTH TERRY - GLASS CLOTHS</p>	
<p>DISH SWAB TERRY</p>	

RAGS	
ACADEMY F3315 CARPET BROOM - HEAD ONLY	
SYNTHETIC / MAGIC DUSTER (SHORT)	
25L SINGLE PLASTIC BUCKET (BLUE)	
20L ECONO BUCKET & WRINGER ALL COLOURS	
92CM ALUMINIUM LITTER PICKER	
TWO STEP STOOL	
20CM WINDOW SQUEEGEE WITH 2.1M EXTENDABLE HANDLE	
28MM INDUSTRIAL SPRAY TRIGGER HEAD ONLY (WHITE/BLUE)	

750ML BELL SPRAY HDPE BOTTLE ONLY	
300ML SPRAY BOTTLE ROUND WITH TRIGGER (YELLOW)	
400ML DISHWASHING PET BOTTLE - WITH LID	
DUSTPAN ONLY ALL COLOURS	
DUSTPAN BRUSH ONLY ALL COLOURS	
150MM PLUNGER WITH WOODEN HANDLE	
GALVANISED POT SCOURERS	

<p>25G HOTEL SOAP ROUND PLEAT WRAPPED WITH SANPARKS LOGO SPECIFICALLY DESIGNED FOR GUEST USE IN SANPARKS ACCOMMODATIONS, OFFERING A LUXURIOUS CLEANSING EXPERIENCE WITH THE ADDED BRANDING OF SANPARKS. A MILD FRAGRANCED HYGIENE BATH OR TOILET SOAP BAR SUITABLE FOR ALL SKIN TYPES. ENRICHED WITH MOISTURIZING AGENTS TO PREVENT SKIN DRYNESS</p>	 
<p>PVC MEDIUM WEIGHT KNITTED WRIST GLOVES WITH COTTON INTERLOCK LINER (RED)</p>	
<p>CANDY STRIPE GLOVES WITH RE-ENFORCED PALM AND CANVAS CUFF OSFA</p>	
<p>DENIM ADJUSTABLE APRONS WITH POCKETS</p>	
<p>25LT: DISH WASHING DETERGENT: USED TO CLEAN CUTLERY AND CROCKERY. MUST BE BIODEGRADABLE AND MUST BE SAFE TO USE IN FOOD INDUSTRY. CARRIES THE SANS 1828, SANS 1853 MARK.</p>	

25LT: FABRIC SOFTENER: LAUNDRY FABRIC SOFTENER AND CONDITIONER. LEAVES FABRIC SOFT, WITH LASTING FRAGRANCE.	
25LT: FLOOR POLISH: TUSK BRITE - 20% SOLIDS POLYMER FLOOR DRESSING	
25LT: PINE GEL: MULTIPURPOSE, THICK, GREEN, CONCENTRATED GEL CLEANER CONTAINING PINE OIL WHICH HAS NATURAL DISINFECTANT PROPERTIES	
25LT: AIR FRESHENER: FLORAL SCENTED AIR FRESHENER WITH ANTI-TOBACCO PROPERTIES WHICH LEAVES LASTING FRAGRANCE.	
25LT: FLOOR STRIPPER: TUSK STRIP - NON-AMMONIATED FLOOR STRIPPER	
25LT: LIQUID TOILET BOWL CLEANER: CONCENTRATED PERFUMED LIQUID CLEANER, DISINFECTANT AND DETAINER FOR TOILETS AND URINALS	
25LT: HOUSEHOLD THICK BLEACH: SODIUM HYPOCHLORITE, NO DILUTION NEEDED.	

<p>25KG LAUNDRY WASHING POWDER: LOW-FOAMING POWDER DETERGENT BIODEGRADABLE. EFFECTIVE STAIN REMOVING PROPERTIES. SAFE TO USE IN MOST FABRICS AND LINENS. FOR USE IN INDUSTRIAL LAUNDRIES.</p>	
<p>25LT: LAUNDRY STAIN REMOVER: HIGHLY CONCENTRATED LAUNDRY DETERGENT, USED TO REMOVE, BLOOD, WINE AND GREASY STAINS ON DIFFERENT TYPES OF FABRIC. CARRIES SANS1828 MARK.</p>	
<p>"875ML SCENTED FLOOR POLISH WAX POLISH LAVENDER SIMILAR OR EQUIVALENT TO (COBRA)"</p>	
<p>1LT: WODOC FURNITURE POLISH: FOR WOODEN SURFACES WITH A LASTING SHINE</p>	
<p>5LT: MET SHINE 5LT (BRASSO)</p>	
<p>25LT: PINE GUARD - MULTIPURPOSE CLEANER, DISINFECTANT AND FRESHENER</p>	
<p>BLACK STRIPPING PADS 40MM PACK OF 5 PADS   BLUE SCRUBBING PADS   40MM PACK OF 5 PADS   RED BUFFING PADS   40MM PACK OF 5 PADS   WHITE POLISHING PADS   40MM PACK OF 5 PADS</p>	
<p>LIQUID FURNITURE POLISH FOR LIGHT WOOD AND SURFACES 5L</p>	

**Delivery Address:**  
 Bontebok National Park  
 Off N2  
 Swellendam  
 6740

**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.

<b>Documents</b>	<b>Instruction</b>	<b>Will non-submission result in disqualification?</b>
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	Yes
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	Yes  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: MANDATORY REQUIREMENTS**

**N/A**

## 7. PRICING

**NB: No alternative offers/ options will be accepted.**

**Supply and delivery of cleaning material for a period of 5 year contract**

No	Item Description	Quantity	Year 1 Unit Price in Rand (R) Excl. VAT	Year 2 Unit Price in Rand (R) Excl. VAT	Year 3 Unit Price in Rand (R) Excl. VAT	Year 4 Unit Price in Rand (R) Excl. VAT	Year 5 Unit Price in Rand (R) Excl. VAT	Price in Rand(R) Excl. VAT
1	STANDARD ROUND MOP	1						
2	JUMBO MOP COMPLETE	1						
3	450MM - PLATFORM BROOM WITH HARD BRISTLES, METAL STAY, AND COATED WOODEN HANDLE	1						
4	DELUXE HOUSEHOLD BROOM WITH SOFT BIRSTLES AND WOODEN HANDLE	1						
5	ANGLE BROOM WITH HARD BRISTLES	1						
6	MICROFIBER CLOTH	1						
7	SCRUBBING DECK BROOM WITH HARD	1						

No	Item Description	Quantity	Year 1 Unit Price in Rand (R) Excl. VAT	Year 2 Unit Price in Rand (R) Excl. VAT	Year 3 Unit Price in Rand (R) Excl. VAT	Year 4 Unit Price in Rand (R) Excl. VAT	Year 5 Unit Price in Rand (R) Excl. VAT	Price in Rand(R) Excl. VAT
	BRISTLES AND WOODEN HANDLE							
8	150MM – HACCP COMPLIANT COLOUR CODED HYGIENE SCRUB BRUSH WITH HARD BRISTLES	1						
9	Multi colour leaf rake	1						
10	6L - HEAVY DUTY COLOUR CODED PLASTIC BUCKET	1						
11	Poly plastic-double compartment buckets	1						
12	GRILLER BRUSH AND SCRAPER	1						
13	Black Twin pack Toilet Brush & Holder Set	1						
14	600ML POLYETHYLENE BOTTLES	1						
15	500ML-POLYETHYLENE BOTTLE FOR GUEST DISHWASHER	1						
16	DUSTPAN AND BRUSH SET LONG HANDLE (INDOORS)	1						
17	YELLOW, RED, BLUE HOUSEHOLD GLOVE	1						
18	Manual Hand Pump	1						
19	1 PLY TOILET PAPER	1						
20	"STEEL WOOL 500G Grade 1 (Medium)"	1						
21	IMPRINTED 2PLY TOILET PAPER	1						

No	Item Description	Quantity	Year 1 Unit Price in Rand (R) Excl. VAT	Year 2 Unit Price in Rand (R) Excl. VAT	Year 3 Unit Price in Rand (R) Excl. VAT	Year 4 Unit Price in Rand (R) Excl. VAT	Year 5 Unit Price in Rand (R) Excl. VAT	Price in Rand(R) Excl. VAT
22	"SCOURING PADS: Multi colours 150cmx100mm"	1						
23	75X55MM - SPONGE SCOURER SMALL	1						
24	75X95CM – BLACK EXTRA HEAVY DUTY REFUSE BAG (40 MICRON	1						
25	PLASTIC CLEANING TOOL CADDY	1						
26	Plastic Back Screw Fit Broom - Coloured Border / Black - Wooden Handle	1						
27	Wooden Handle - Varnished 22mm X 1.2m SCREW FIT	1						
28	400g Colour Coded Fan Mop Head	1						
29	Coarse Wire Brush	1						
30	1.2m Fan Mop Metal Holder with Uncoated Wooden Handle	1						
31	Dish Cloth Terry	1						
32	Dish Swab Terry	1						
33	Rags	1						

No	Item Description	Quantity	Year 1 Unit Price in Rand (R) Excl. VAT	Year 2 Unit Price in Rand (R) Excl. VAT	Year 3 Unit Price in Rand (R) Excl. VAT	Year 4 Unit Price in Rand (R) Excl. VAT	Year 5 Unit Price in Rand (R) Excl. VAT	Price in Rand(R) Excl. VAT
34	Academy F3315 Carpet Broom - Head Only	1						
35	Synthetic / Magic Duster (Short)	1						
36	25L Single Plastic Bucket all colours	1						
37	20L Econo Bucket & Wringer All colours	1						
38	92cm Aluminium Litter Picker	1						
39	Two Step Stool	1						
40	20cm Window Squeegee with 2.1m extendable handle	1						
41	28mm Industrial Spray Trigger Head Only (White/Blue/Green /Red)	1						
42	750ml Bell Spray HDPE Bottle Only	1						
43	300ml Spray Bottle Round with Trigger (Yellow, Green, Red )	1						
44	400ml Dishwashing PET Bottle - with lid	1						
45	Plastic Dustpan Short Handle & Brush all colours	1						
46	Dustpan Only all colours	1						
47	Dustpan Brush Only all colours	1						
48	150mm Plunger with Wooden Handle	1						

No	Item Description	Quantity	Year 1 Unit Price in Rand (R) Excl. VAT	Year 2 Unit Price in Rand (R) Excl. VAT	Year 3 Unit Price in Rand (R) Excl. VAT	Year 4 Unit Price in Rand (R) Excl. VAT	Year 5 Unit Price in Rand (R) Excl. VAT	Price in Rand(R) Excl. VAT
49	Galvanised Pot Scourers	1						
50	25g Hotel Soap Round Pleat Wrapped with SANParks Logo: 288 x 25g/Box	1						
51	PVC Medium Weight Knitted Wrist Gloves with Cotton Interlock Liner (Red)	1						
52	Candy Stripe Gloves with Re-Enforced Palm and Canvas Cuff OSFA	1						
53	Denim adjustable aprons with pockets	1						
54	25lt: Dish washing detergent	1						
55	25lt: Fabric Softener	1						
56	25lt: Floor Polish	1						
57	25lt: Pine Gel	1						
58	25lt: Air Freshener	1						
59	25lt: Floor Stripper	1						
60	25lt: Liquid Toilet Bowl Cleaner	1						
61	25lt: Household Thick Bleach	1						
62	Laundry Washing Powder 25KG	1						
63	25lt: Laundry Stain Remover	1						

No	Item Description	Quantity	Year 1 Unit Price in Rand (R) Excl. VAT	Year 2 Unit Price in Rand (R) Excl. VAT	Year 3 Unit Price in Rand (R) Excl. VAT	Year 4 Unit Price in Rand (R) Excl. VAT	Year 5 Unit Price in Rand (R) Excl. VAT	Price in Rand(R) Excl. VAT
65	Scented floor polish Wax Polish Lavender	1						
66	1LT: Woodoc furniture polish	1						
67	5LT: Met shine 5lt (brasso)	1						
68	25lt: Pine Guard	1						
69	Floor pad replacement discs, for this type of floor machine	1						
70	5lt: Liquid furniture polish	1						
71	Transport rate	1						
Sub-total								R
VAT @15% (If VAT registered)								R
Grand Total								R

## **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 recommended supplier will be expected to deliver within 07 days, failure to that SANParks reserves the right to cancel the order.

## **10. FINANCIAL PAYMENT**

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

## **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 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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
.....

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**

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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.

2.3.1 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.



## 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 **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
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).

### 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

Pmax = 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. (To qualify for the points, bidders must provide the below proof)	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)
Local suppliers adjacent to SANParks operations (within the 300km from Bontebok National Park)	<ul style="list-style-type: none"> <li>• Municipal rates bill in the name of the bidder company or name of directors of the company (not older than 3 months); or</li> <li>• Local municipality confirming business address (not older than 3 months); or,</li> <li>• Signed and valid Lease agreement (Submit proof of latest rental payment - not older than three months (bank proof, EFT slips or receipts that match the landlords' details on the lease agreement)               <ul style="list-style-type: none"> <li>• NB. The municipality rates bill provided must be where the business operates (Where a supplier is a tenant, they must submit a copy of the municipal bill plus a letter of consent from the landlord tying the business to the address).</li> </ul> </li> </ul>	10 points	(number only)
Exempted Micro Enterprises (EME) / Qualifying Small Enterprises (QSE)	<ul style="list-style-type: none"> <li>• Valid BBBEE certificate issued by SANAS accredited verification Agency</li> <li>• Affidavit (CIPC, DTIC Sworn affidavit)</li> </ul>	EME = 10 QSE = 5	(number only)

**CLAIM POINTS IF YOU QUALIFY**

**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

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

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

**DATE:** .....

**ADDRESS:** .....

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