



## TERMS OF REFERENCE

**Quotation Request for the appointment of service provider for the manufacture of external signage for Addo Elephant National Park for a period two (2) years.**

RFQ NO:

**32337-AENP-2026/27**

# REQUEST FOR QUOTATION

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

APPOINTMENT OF SERVICE PROVIDER FOR THE MANUFACTURE OF EXTERNAL SIGNAGE FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD TWO (2) YEARS.

|                                      |                                                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ NUMBER</b>                    | <b>32337-AENP-2026/27</b>                                                                                                                                   |
| <b>ADVERTISEMENT DATE</b>            | <b>11 August 2026</b>                                                                                                                                       |
| <b>CLOSING DATE</b>                  | <b>17 August 2026</b>                                                                                                                                       |
| <b>CLOSING TIME</b>                  | <b>11:00 AM</b>                                                                                                                                             |
| <b>BID DOCUMENT DELIVERY ADDRESS</b> | <a href="mailto:Addoscmquotations@sanparks.org">Addoscmquotations@sanparks.org</a><br>(Submissions sent to any other email address will not be considered). |
| <b>BID VALIDITY PERIOD</b>           | 90 days (commencing from the RFQ Closing Date)                                                                                                              |
| <b>ENQUERIES</b>                     | Email: <a href="mailto:Addoscmquotations@sanparks.org">Addoscmquotations@sanparks.org</a> Contact no: 042-233-8661                                          |
| <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:                                                                                                                                                           | 32337-AENP-2026/27                                                                                                                 | CLOSING DATE: | 2025                                                                     | CLOSING TIME:                                                                                         | 11:00 AM |
| DESCRIPTION                                                                                                                                                           | APPOINTMENT OF SERVICE PROVIDER FOR THE MANUFACTURE OF EXTERNAL SIGNAGE FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD TWO (2) YEARS |               |                                                                          |                                                                                                       |          |
| <b>BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL</b>                                                                                                          |                                                                                                                                    |               |                                                                          |                                                                                                       |          |
| <a href="mailto:Addoscmquotations@sanparks.org">Addoscmquotations@sanparks.org</a>                                                                                    |                                                                                                                                    |               |                                                                          |                                                                                                       |          |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                 |                                                                                                                                    |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                                                       |          |
| CONTACT PERSON                                                                                                                                                        | Goodman Mawela                                                                                                                     |               | CONTACT PERSON                                                           | Henvik Visser                                                                                         |          |
| TELEPHONE NUMBER                                                                                                                                                      | 042 233 8661                                                                                                                       |               | TELEPHONE NUMBER                                                         | 071 342 2262                                                                                          |          |
| E-MAIL ADDRESS                                                                                                                                                        | <a href="mailto:Addoscmquotations@sanparks.org">Addoscmquotations@sanparks.org</a>                                                 |               | E-MAIL ADDRESS                                                           | <a href="mailto:Addoscmquotations@sanparks.org">Addoscmquotations@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:                                                                                                         |               | 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>[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>[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                                              |          |

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, 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](http://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 for the manufacture of external signage for Addo Elephant National Park for a period two (2) years.

## 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.

## 2. SCOPE OF WORK

The scope of the work is to conduct the manufacture of external signage for Addo elephant national park for a period two (2) years.

See pricing schedule on section 6 of the document.

### **SCOPE OF WORK**

- Design and layout of new signage (branding).
- Cut out Vinyl (must be durable and have guarantee of at least 5-7 years) wording + logo to be used.
- Proof of all signage should be included and is subjective to changes as per management discretion.
- All signs should have the SANParks logo. Signage to be manufactured as per SANParks signage guideline (guidelines will be supplied to the successful bidder)
- Service providers will not be required to supply poles with the signs.
- Avery Forest green 711 and orafilack 2019
- On chromadec 1.2mm thick
- Aluminum square piping frame (galvanized steel frame)
- Brackets should be provided on some signage, signage needed to be fixed on poles.
- UV protection coating only for digital prints on white vinyl (detail signage)
- Signs used at coast need to have anti-rust protection coating.
- Some signage may be required to be reflective on request.

- Signage designs/artwork to be provided by the client when orders are placed.
- The client (SANParks) will collect signage from the service provider's premises.

### 3. 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. |

### 4. 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).

### 5. Evaluation Phase: MANDATORY REQUIREMENTS

N/A



## 6. PRICING

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

**Manufacture of external signage for Addo Elephant National Park for a period two (2) years.**

| I NO | ITEM DESCRIPTION                             | QUANTITY | Unit Price in Rand (R) | Price in Rand(R) Excl. VAT |
|------|----------------------------------------------|----------|------------------------|----------------------------|
| 1    | 41cm x 20cm                                  |          |                        |                            |
| 2    | 44.5 cm x 19cm                               |          |                        |                            |
| 3    | 44cm x 22cm                                  |          |                        |                            |
| 4    | 36cm x 34cm                                  |          |                        |                            |
| 5    | 30cm x 8cm                                   |          |                        |                            |
| 6    | 30cm x 17.5cm                                |          |                        |                            |
| 7    | 40cm x 40 cm                                 |          |                        |                            |
| 8    | Entrance signs: 150 cm x 120 cm with frame   |          |                        |                            |
| 9    | No entry signs: 30 cm ( red )                |          |                        |                            |
| 10   | Entrance/info sign: 120 x 120cm with a frame |          |                        |                            |
| 11   | 30cm x 30 cm with frame                      |          |                        |                            |

|    |                                               |  |  |  |
|----|-----------------------------------------------|--|--|--|
| 12 | No Entry: Red and white – 30cm diameter       |  |  |  |
| 13 | No Entry: Red and white – 22cm diameter       |  |  |  |
| 14 | Inside game area: 72cm x 66cm                 |  |  |  |
| 15 | Inside game area: 50cm x 50cm                 |  |  |  |
| 16 | Inside game area: 37cm x 50cm                 |  |  |  |
| 17 | Inside game area: 50cm + 85cm                 |  |  |  |
| 18 | Inside game area :70cm x 40cm                 |  |  |  |
| 19 | Inside game area: 80cm x 80cm                 |  |  |  |
| 20 | Tourism: 72cm x 47cm                          |  |  |  |
| 21 | Tourism: 50cm x 50cm                          |  |  |  |
| 22 | Tourism: 40cm x 50cm                          |  |  |  |
| 23 | Tourism: Chalet numbers - 10cm x 10cm ( viny) |  |  |  |
| 24 | 40 km traffic standard sign                   |  |  |  |
| 25 | 40km traffic standard sign 40cm x 40cm        |  |  |  |
| 26 | Stop sign: Standard traffic sign              |  |  |  |

|                                                                                 |                                                                                                                                    |  |  |  |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 27                                                                              | 20KM: Standard traffic sign                                                                                                        |  |  |  |
| 28                                                                              | Sighting Board: 1.25m(h) and 1.50m (w). framed with aluminum edge.<br>Weatherproof backing and Sealed clear covering on map        |  |  |  |
| 29                                                                              | Game viewing advertising board:<br>Board on right hand side 1.9m(h) and 1.03m(w)<br>Board on left hand side 1.84m(h) and 1.03m (w) |  |  |  |
| <b>GRAPHIC SIGNS - DIGITAL</b>                                                  |                                                                                                                                    |  |  |  |
| 30                                                                              | Dung beetles, lookouts – 30cm diameter                                                                                             |  |  |  |
| 31                                                                              | Dung beetles, game area: 125 x 65cm with frame                                                                                     |  |  |  |
| 32                                                                              | Main entrance boards, entrance gates 120cm x 75 cm with frame                                                                      |  |  |  |
| 33                                                                              | Picnic site: 160cm x 120cm                                                                                                         |  |  |  |
| <b><u>INFORMATION SIGNS (vinyl)</u></b>                                         |                                                                                                                                    |  |  |  |
| 34                                                                              | Tourism info boards (Gates and rest camps)120cm x 100cm                                                                            |  |  |  |
| 35                                                                              | Main entrance boards main camp: 320 x 200 cm                                                                                       |  |  |  |
| 36                                                                              | All relevant OHS signage/standard size: 19x19cm                                                                                    |  |  |  |
| 37                                                                              | Tourism info boards: 120cm x 100cm                                                                                                 |  |  |  |
| 38                                                                              | Tourism info boards: 127 x248 cm                                                                                                   |  |  |  |
| 39                                                                              | Tourism Information boards: 75 x154cm                                                                                              |  |  |  |
| 40                                                                              | Tourism Information Boards: 32 x42cm                                                                                               |  |  |  |
| <b><u>SIGNAGE DESCRIPTION AND SIZES USED AT THE COAST (MPA) - ANTI-RUST</u></b> |                                                                                                                                    |  |  |  |

|    |                                                                                           |  |  |  |
|----|-------------------------------------------------------------------------------------------|--|--|--|
| 41 | Main entrance boards: 320 x 200 cm                                                        |  |  |  |
| 42 | No entry signs- with wording 30cm diameter                                                |  |  |  |
| 43 | Trail info signage: 30 x30 cm with frame                                                  |  |  |  |
| 44 | Trail info signage:60 x 40cm with frame                                                   |  |  |  |
| 45 | Trail info signage:60 x 60cm with frame                                                   |  |  |  |
| 46 | Trail info signage:60x 80 cm with frame                                                   |  |  |  |
| 47 | Trail direction and distance signs: 23 x 23cm<br>Information signs:100 x 130cm with frame |  |  |  |
| 48 | Entrance and indemnity: 150cm x 150cm with frame                                          |  |  |  |
| 49 | 1 Hour Trail: 20cm x 30 cm                                                                |  |  |  |
| 50 | Directional signage: 50 x 120 cm with frame                                               |  |  |  |
| 51 | Cannon Rocks trail sign: 65 x 120cm                                                       |  |  |  |
| 52 | MPA Small: 20 x 100 cm with frame                                                         |  |  |  |
| 53 | Graphic MPA + recreational fishing info: 80 X 100 cm with frame                           |  |  |  |
| 54 | Graphic MPA info 120 x150 cm                                                              |  |  |  |
| 55 | Langebos: 63 X41 with frame                                                               |  |  |  |
| 56 | Reception: 60 x 40 cm with frame                                                          |  |  |  |

|                                                    |                                                   |  |  |  |
|----------------------------------------------------|---------------------------------------------------|--|--|--|
| 57                                                 | Boundary: 150 x 120 cm with frame                 |  |  |  |
| 58                                                 | Directional: 120 x 80cm with frame                |  |  |  |
| 59                                                 | Graphic Information Poster:110 x 80 cm with frame |  |  |  |
| 60                                                 | Bracket (pole size 100mmx125mm)                   |  |  |  |
| 61                                                 | Beware of Hippo signs 36cm x 34cm                 |  |  |  |
| 62                                                 | Fishermen camp signs 1.5m x 1m                    |  |  |  |
| 63                                                 | Welcome sign 1.5m x 1m                            |  |  |  |
| <b>Total VAT EXCL</b>                              |                                                   |  |  |  |
| <b>VAT @ 15% (For VAT registered vendors only)</b> |                                                   |  |  |  |
| <b>Total incl. VAT</b>                             |                                                   |  |  |  |

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

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

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

## **8. TIMELINES**

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

## **9. FINANCIAL PAYMENT**

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

## **10. FINAL AWARD**

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

**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

<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     |
|--------------------------------------------------|------------|
| 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

## 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = 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.<br>(To qualify for the points, bidders must provide the below proof)                                                        | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state)                                                      | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| B-BBEE Procurement Recognition levels 1-4                             | <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> | <b>10 points</b><br>Level 1 = 10 points<br>Level 2 = 08 points<br>Level 3 = 06 points<br>Level 4 = 03 points<br>Level 5 and above = 0 points |                                                                                 |
| Exempted Micro Enterprises (EME) / Qualifying Small Enterprises (QSE) | <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> | <b>10 points</b><br>EME = 10<br>QSE = 5                                                                                                      |                                                                                 |



#### 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>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|----------|---------------------------------------|-------|-----------------|-------------------------------------|--------------------------------------------------------------------|
|          |                                       |       |                 |                                     |                                                                    |

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....