



TERMS OF REFERENCE

**MAINTENANCE OF THREE (3) STAFF HOUSES IN
HARKERVILLE, KNYSNA SECTION OF THE GARDEN
ROUTE NATIONAL PARK**

RFQ NO.

25093/GRNP/2026-27

REQUEST FOR QUOTATION

You are hereby invited to submit price quotation for:
MAINTENANCE OF THREE (3) STAFF HOUSES IN HARKERVILLE, KNYSNA SECTION OF THE
GARDEN ROUTE NATIONAL PARK

RFQ NUMBER	25093/GRNP/2026-27
ADVERTISEMENT DATE	12 August 2026
COMPULSORY SITE BRIEFING	Date: 20 August 2026 Time: 10h00 Venue: Harkerville Office, Latitude - 34° 2'51.30"S Longitude - 23°13'50.07"E (From PE side, turn left at the Sasol petrol station. From Knysna side, turn right at Sasol petrol station) No bidders will be allowed into the meeting from 10h16.
CLOSING DATE	27 August 2026
CLOSING TIME	11:00 AM
BID DOCUMENT DELIVERY ADDRESS	GRNP.RFQS@sanparks.org (Submissions sent to any other email address will not be considered).
BID VALIDITY PERIOD	90 days (commencing from the RFQ Closing Date)
ENQUERIES	Email: GRNP.RFQS@sanparks.org Contact no: 044 302 5639
OFFERS SUBMITTED	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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS							
BID NUMBER:	25093/GRNP/2026-27	CLOSING DATE:	27 AUGUST 2026	CLOSING TIME:	11:00 AM		
DESCRIPTION	MAINTENANCE OF THREE (3) STAFF HOUSES IN HARKERVILLE, KNYSNA SECTION OF THE GARDEN ROUTE NATIONAL PARK						
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL							
GRNP.RFQS@sanparks.org							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Siyamthanda Mcoso			CONTACT PERSON	Hilton Wildeman		
TELEPHONE NUMBER	044 302 5639			TELEPHONE NUMBER	044 302 5629		
E-MAIL ADDRESS	GRNP.RFQS@sanparks.org			E-MAIL ADDRESS	GRNP.RFQS@sanparks.org		
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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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 legible contractor for the maintenance of three (3) staff houses in Harkerville, Knysna Section of the Garden Route National Park. The contractor must supply all material needed for the work.

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. TERMS OF REFERENCE AND PRICING SCHEDULE

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
1	House No. 2899				
1.1	Roof				
1.1.1	Check all roof screws and replace where missing and waterproof all joints and screws	No.	1		
1.1.2	Apply under coat and paint two coats forest Green Roof paint	m ²	102		
1.1.3	Prepare and paint roof sprockets Dove Grey	m ²	8		
1.2	Down pipes and gutters				
1.2.1	Remove existing gutters and replace them with PVC gutters, complete with union clips.	m	17		
1.2.2	Remove existing down pipes and replace them with new PVC downpipes, outlets and swannecks and downpipe clips.	No.	4		

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
1.3	Ceiling				
1.3.1	Remove existing ceilings and replace them with new ceiling (Nutec 4mm), complete with 40mm strips and cornices. Paint all new ceilings with low-sheen white.	m ²	54.19		
1.3.2	Remove old light fittings and replace them with porcelain 8-inch fittings complete with globes and shades and ensure they are properly connected (COC must be issued by an accredited electrician).	No.	6		
1.4	External walls				
1.4.1	Prepare surface and apply one diluted coat and two final coats Rystix PUM or equivalent varnish	m ²	56.18		
1.5	Internal walls				
1.5.1	Prepare and paint with low-sheen egg-shell white to all walls.	m ²	93		
1.6	Doors and Windows				
1.6.1	Internal Doors and trims: Prepare with undercoat and paint two coats Dove Grey	No.	4		
1.6.2	Replace all door locks with three-lever locks.	No	6		
1.6.3	External doors: Remove existing kitchen door and replace it with new solid meranti stable door.	No.	1		
1.6.4	Replace existing front door with meranti solid door.	No.	1		
1.6.5	Varnish both external doors with mahogany varnish.	No.	2		
1.6.6	Put new ball bearing stainless steel hinges, 100mmx75mm on both front and back doors	No.	6		
1.6.7	Windows: Replace all broken and loose window-stays with new and similar.	No.	5		
1.6.8	Remove all cracked and chipped off putty and replace with fresh putty.	No.	5		
1.6.9	Prepare and apply undercoat primer on window frames, then apply two coats high gloss enamel white.	No.	5		
1.6.10	Replace bathroom floor and install vinal tiles to similar	M ²	5.3		

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
1.6.11	Replace toilet complete with cistern and reconnect	No.	1		
1.6.12	Replace bath and taps and enclose with 10mm nutec panel with trap to excess pipes and trap	No			
1.6.13	Remove existing sink cabinet and replace with similar and reinstall existing sink, new and sink trap	no	1		
1.7	Floors				
1.7.2	Sand floors with industrial grade sander and apply two coats mahogany varnish.	m ²	54.19		
1.7.3	Replace section of kitchen floor	M ²	5.92		
1.8	Electrical work. NB: A COC must be issued by registered electrician				
1.8.1	Replace outside light fitting	No.	1		
1.8.2	Mount geyser on wall and connect to water supply	no	1		
1.8.2	Ensure geyser is properly connected to the DB box, and isolator installed in J15 plug box.	No.	1		
1.9	Gable ends				
1.9.1	Prepare surface and apply two coats Dove Grey paint on gable ends	m ²	20		
1.1	OUT BUILDINGS				
1.10.1	External Walls: Prepare and varnish outside walls Rystix PUM or equivalent Varnish	m ²	22.4		
1.10.2	Inside walls: Prepare inside walls and paint Dove Grey.	m ²	22.4		
1.10.3	Door: Prepare with under coat and paint door dove grey.	No.	2		
1.10.4	Roof: Check all roof screws and replace where there are missing and waterproof screws.	No.	existing		
1.10.5	Roof: Apply under coat and paint two coats forest Green Roof paint	m ²	14		
1.10.6	Floor: Replace existing floor with new and similar.	m ²	12.8		
1.10.7	Window: Prepare window frame with primer and apply two coats of high gloss enamel white.	No.	1		

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
1.10.8	Replace window glass	no	3		
1.11	STAIRCASES MIAN AND OUTBUILDING				
1.11.1	Replace existing staircases and apply two coats mahogany varnish	No.	3		
2	House Number 3476:				
2.1	Roof				
2.1.1	Fix and seal all leaks on roof and replace all missing roof screws.	m ²	102		
2.1.2	Prepare and apply zinc metal undercoat, and paint two coats forest green.	m ²	102		
2.1.3	Prepare and paint roof sprockets Dove Grey	No.	8		
2.2	Down pipes and gutters				
2.2.1	Replace swanneck	no.	1		
2.3	Ceiling				
2.3.1	Remove the existing ceiling and replace it with new ceiling (Nutech 4mm)	m ²	54.19		
2.4	External walls				
2.4.1	Prepare surface and apply one diluted coat and two final coats Rystix PUM or equivalent varnish	m ²	56.18		
2.5	Internal walls				
2.5.1	Prepare and paint with low-sheen egg-shell white on all walls, skirtings and door trims	m ²	93		
2.6	Doors and Windows				
2.6.1	Internal Doors: Remove 1 broken inside door and replace it with similar.	No.	1		
2.6.2	Internal Doors: Prepare with undercoat and paint two coats dove grey.	No.	4		
2.6.3	External doors: Remove existing front door and the back door and replace it with new and similar.	No.	2		
2.6.4	Windows: Replace all broken and loose window-stays with new and similar.	No.	5		
2.6.5	Remove all cracked and chipped off putty on glass and replace with fresh putty.	No.	5		
2.6.6	Prepare and apply undercoat primer on window frames, then apply two coats high gloss enamel white.	No.	5		

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
2.7	Floors				
2.7.1	Bathroom floor: Remove bathroom floor and install new floor.	m ²	4		
2..7.2	Enclose bath with 10mm nutec and allow trap for excess to pipes				
2.7.2	Rest of the house floor: Prepare and varnish two coats P.U.M Varnish	m ²	54.19		
2.8	Bathroom				
2.8.1	Remove 1 bathtub tap and replace it with new	No.	1		
2.8.2	Remove existing silicone lining and apply a fresh silicone lining along the tub.	No.	1		
2.9	Roof sprockets				
2.9.1	Prepare surface and apply two coats Dove Grey paint	m ²	20		
2.1	Out Building				
2.10.1	Dismantle walls of building, remove all existing poles underneath and plant new ones to create a level floor surface. Thereafter reassemble all the panels.	No.	1		
2.10.2	Roof: Remove and replace roof sheets with IBR roof sheets.	m ²	16		
2.10.3	External Walls: Prepare and varnish outside walls Rystix PUM or equivalent Varnish	m ²	54.19		
2.10.4	Inside walls: Prepare inside walls and paint Dove Grey.	m ²	22.4		
2.10.5	Door: Replace the door with hardwood door and paint door dove grey.	No.	1		
2.10.6	Floor: Replace existing floor with new and similar, and varnish with mahogany varnish.	m ²	12.8		
2.10.7	Window: Prepare window frame with primer and apply two coats of high gloss enamel white.	No.	1		
2.11	STAIRCASES MAIN AND OUTBUILDING				
2.11.1	Remove existing staircases and replace them with new sets and apply two coats Rystix PUM or equivalent Varnish	No.	3		

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
3	House No. 29				
3.1	Roof				
3.1.1	Fix and seal all leaks on roof and replace all missing roof screws.	m ²	102		
3.1.2	Prepare and apply zinc metal undercoat, and paint two coats forest green.	m ²	102		
3.1.3	Prepare and paint roof sprockets Dove Grey	No.	8		
3.2	Down pipes and gutters				
3.2.1	Fix all loose and broken downpipes and gutters.	No.	Existing		
3.3	Ceiling				
3.3.1	Wash ceiling with sugar soap and paint with low sheen white x 2 coats	m ²	54.19		
3.4	External walls				
3.4.1	Prepare surface and apply one diluted coat and two final coats Rystix PUM or equivalent varnish	m ²	56.18		
3.5	Internal walls				
3.5.1	Prepare and paint with low-sheen egg-shell white on all walls, skirtings and door trims	m ²	93		
3.6	Doors and Windows				
3.6.1	Internal Doors: Fix 1 inside door that scrapes on the floor and replace with similar.	No.	1		
3.6.2	Fix broken sections on door frames to attach hinges	no	3		
3.6.2	Internal Doors: Prepare with undercoat and paint two coats dove grey.	No.	4		
3.6.3	External doors: Prepare with undercoat and paint two coats dove grey.	No.	2		
3.6.4	Windows: Fix all loose window stays and where they are broken, replace with new and similar.	No.	5		
3.6.5	Remove all cracked and chipped off putty on glass and replace with fresh putty.	No.	5		
3.6.6	Prepare and apply undercoat primer on window frames, then apply two coats high gloss enamel white.	No.	5		
3.7	Floors				

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
3.7.1	Bathroom floors: Remove the floor and replace it with new flooring.	m ²	4		
3.7.2	Bathroom floors: Install new vinyl tiles, like existing.	m ²	4		
3.7.3	Rest of the house floors: Prepare and varnish two coats P.U.M Varnish	m ²	54.19		
3.8	Bathroom				
3.8.1	Remove the bathtub and replace it with new and similar.	No.	1		
3.8.2	Remove and replace the toilet and cistern unit with new and similar.	No.	1		
3.8.3	Remove and replace the basin with new basin and pedestal set.	No.	1		
3.8.3	Enclose bath with 10mm nutec and allow trapdoor to reach pipe work	m	1.8		
3.9	Gable ends				
3.9.1	Prepare surface and apply two coats Dove Grey paint	m ²	20		
3.1	Out Building				
3.10.1	Roof: Check all roof screws and replace where missing and waterproof screws.	No.	existing		
3.10.2	Roof: Apply under coat and paint two coats forest Green Roof paint.	m ²	16		
3.10.3	External Walls: Prepare and varnish outside walls Rystix PUM or equivalent Varnish	m ²	54.19		
3.10.4	Inside walls: Prepare inside walls and paint Dove Grey.	m ²	22.4		
3.10.5	Door: Replace the door with hardwood door and paint door dove grey.	No.	1		
3.10.6	Floor: Replace existing floor with new and similar, and varnish with mahogany varnish.	m ²	12.8		

Item no	Description	Unit	Qty	Rate	Total Price excl. VAT
3.10.7	Window: Prepare window frame with primer and apply two coats of high gloss enamel white.	No.	1		
3.10.8	Remove existing sink cabinet and replace to reinstall same sink and taps in main building	no	1		
3.11	STAIRCASES MIAN AND OUTBUILDING				
3.11.1	Remove existing staircases and replace them with new sets and apply two coats Rystix PUM or equivalent Varnish	No.	3		
3.12	Electrical work. NB: A COC to be issued by registered electrician				
3.12.1	Repair faulty light switches	No.	2		
TOTAL EXCLUDING					
VAT 15%					
TOTAL					

4. MANDATORY REQUIREMENTS

Bidders who fail to meet the mandatory requirements below will be disqualified and will not be evaluated further.

- Bidder must have an active CIDB grading of **1GB or higher**
- Bidder must **fully complete** the compulsory enterprise questionnaire at the end of this document
- Proof of valid Department of Labour Letter of Good Standing on Compensation for Occupational Injuries & Disease Act (**COIDA**)

5. 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. A bidder must be registered on CSD to be eligible for award.

6. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

7. 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. FINANCIAL PAYMENT

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

9. 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 interest¹ 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**

2.3.1 If so, furnish particulars:
.....
.....

1 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.

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 consortium² 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.
- 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

² 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.

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
Total points for Price and SPECIFIC GOALS	100

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:

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

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:

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

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. (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 Eden District Municipality)	• Municipal rates bill in the name of the bidder company or name of directors of the company (not older than 3 months); or • Local municipality confirming business address (not older than 3 months); or, • 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). NB. The municipality rates bill provided must be where the business operates	20 points	

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	

Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: CSD Number:

Section 5: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 7: SBD 1 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 9: SBD6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) Authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that it is in order.
- ii) Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Name	Position	Signed

Enterprise Name	Date



South African
NATIONAL PARKS

Sanlam - SANParks SMME Fund

The fund is a dedicated interest free loan that provides short-term Purchase Order finance to local SMME's that have purchase orders from SANParks.

SANParks will run its normal procurement processes
and once awarded with a purchase

Fund Requirements



Interest-Free
Loan



SMME must be within 100kms
radius of the park boundary



Black-Owned
SMMEs



Maximum application
amount R1 000 000



Must have a purchase
order from SANParks



Fund application link
<https://sanlamsanparks.co.za/>

Enquiries:

Regional Manager : Enterprise and Supplier Development

Fumanekile.Makuyekwe@sanparks.org

I AM AN ENTREPRENEUR

