



TERMS OF REFERENCE

**Appointment of a service provider for the Installation
and Commissioning of a freestanding closed
combustion cast iron fireplaces at Agulhas National
Park**

RFQ NO:

34185/AGNP/2026-27

REQUEST FOR QUOTATION

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

Appointment of a service provider for the Installation and Commissioning of a freestanding closed combustion cast iron fireplaces at Agulhas National Park

RFQ NUMBER	34185/AGNP/2026-27 Please reference RFQ number on email subject line for bid submission
ADVERTISEMENT DATE	27 August 2026
COMPULSORY BRIEFING SESSION	03 September 2026 @11:00am Venue: Agulhas Administration Office, 214 Main Road, Agulhas, 7287
CLOSING DATE	10 September 2026
CLOSING TIME	11:00 AM
BID DOCUMENT DELIVERY ADDRESS	agulhas.scm@sanparks.org NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submission will be considered.
BID VALIDITY PERIOD	90 days (commencing from the RFQ Closing Date)
ENQUERIES	Email: agulhas.scm@sanparks.org Contact no: 028 435-6078
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:	34185/AGNP/2026-27	CLOSING DATE:		CLOSING TIME:	11:00 AM		
DESCRIPTION	Supply, removal, installation and commissioning of a freestanding closed combustion cast iron fireplaces at Agulhas National Park						
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL							
agulhas.scm@sanparks.org							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Sibabalo Mbengashe			CONTACT PERSON	Derick Strydom		
TELEPHONE NUMBER	021 741 2320			TELEPHONE NUMBER	028 435-6078		
E-MAIL ADDRESS	agulhas.scm@sanparks.org			E-MAIL ADDRESS	agulhas.scm@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 service provider to supply, remove, install and commission freestanding closed combustion cast iron fireplaces at Agulhas National Park.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entity.

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

3. SCOPE OF WORK

The scope of the work is for the supply, removal, once-off installation and commissioning of freestanding close combustion cast iron fireplaces at Agulhas National Park. The appointed service provider will be responsible for removing all existing fireplaces, taking final measurements, supplying all required materials, and conducting staged installations as accommodation becomes available. Installation shall be undertaken in consultation with SANParks to minimise disruption to guest accommodation. The service provider must visit the site to confirm all final measurements prior to fabrication and installation.

Site Visit

Compulsory Site Meeting:

Bid submissions without attending the compulsory site meeting will not be accepted and therefore will be disqualified

NB: Attendance at the **compulsory** briefing session is mandatory. Bidders are required to arrive on time. **A grace period of fifteen (15) minutes** will be allowed from the scheduled time. **No late arrivals** will be permitted beyond this grace period, and bidders arriving after this time will not be allowed to participate in the briefing session. Failure to attend the briefing session within the prescribed timeframes will result in disqualification.

Compulsory Briefing Session Date: 03 September 2026 Time: 11:00AM Venue: Agulhas Administration Office, 214 Main Road, Agulhas, 7287	Contact Person: Derick Strydom Email: derick.strydom@sanparks.org	
Bid Validity	Validity Period from Date of Closure	90 Days

- 3.1. The works shall include the following, in a single-storey, double-volume building with a thatch roof:
- Supply and delivery of new cast iron fireplaces.
 - Removal and safe disposal of the existing fireplaces.
 - Installation, fitment, and commissioning of the new fireplaces, including all necessary connections, adjustments, and safety measures appropriate for a thatch roof structure.
 - Installation of new flue pipe systems extending through the thatch roof, including all necessary insulation, fire protection, and spark arrestors.

4. TECHNICAL SPECIFICATIONS

- 4.2. Fireplace Requirements
- Each fireplace must be supplied complete with all standard fittings, doors, and accessories as per manufacturer specifications.
 - Freestanding full cast iron construction
 - Closed / Slow combustion design
 - Nominal heat output 6–8 kW
 - Heating capacity 78-104 m²
 - Minimum efficiency 70%
 - Suitable for wood burning
 - Airtight door with ceramic glass
 - Replaceable door seals
 - Wood or Anthracite (Multi-fuel)
 - Ash pan
 - Riddling grate
 - Handle
 - Flue outlet compatible with 150 mm system
 - Spare Replacement Door Glass:** Each fireplace shall be supplied with one (1) spare replacement door glass manufactured from transparent heat-resistant glass ceramic (such as ROBAX®, or

equivalent) specifically designed and certified for use in solid fuel appliances. The spare glass shall be identical in size, thickness and specification to the glass fitted to the fireplace. **Ordinary tempered glass, toughened safety glass, borosilicate glass, or other standard heat-resistant glass products shall not be accepted.** The bidder shall submit the manufacturer's technical data sheet confirming the type of glass supplied.

4.3. Flue Compatibility

- The existing flue system has a **150mm diameter**.
- New fireplaces must be compatible with this diameter.
- If new fireplaces have different flue outlet sizes, supplier shall include and fit adapters/reducers to connect seamlessly.
- Flue pipes must be of stainless steel suitable for use in thatch-roof structures.
- External flue pipes should be “twin wall” insulated stainless steel flue manufactured from Grade 304 or Grade 316 stainless steel.
- Flue to be installed in continuous sections with sealed joints to prevent smoke leakage.

4.4. Thatch Roof Penetration & Fire Safety (Critical)

- Flue pipe penetration through thatch roof must comply with **SANS 10400-V, SANS 10400-T, and SANS 10407**.
- Factory manufactured insulated twin-wall flue system certified for solid fuel appliances.
- Minimum **1m clearance** from combustible thatch unless properly sleeved/insulated with tested fire-resistant products.
- A **spark arrestor** constructed from corrosion-resistant stainless steel (stainless steel mesh, 10 × 10 mm maximum aperture) must be installed at the flue termination above the thatch.
- Flue must extend **at least 1 m above the highest point of the thatch roof** to ensure safe dispersion of sparks and smoke.
- Flashings, collars, and seals used where the flue passes through the thatch must be non-combustible and weather-proof.

4.5. Installation Requirements:

- All installation work shall be undertaken by suitably trained personnel experienced in the installation of closed combustion fireplaces in thatched structures.
- Removal of the existing fireplace must be done carefully without damage to the surrounding structure.
- Existing roof waterproofing and thatch disturbed during installation shall be reinstated to its original condition.
- The supplier shall protect existing floors, walls, ceilings and furniture against damage during installation.

- The installation must follow manufacturer's installation guidelines, SANS standards, local fire-safety by-laws (where applicable), and applicable building and fire safety standards/regulations for thatch roofs.
- Installation must include alignment, sealing, and secure fixing of the fireplace and flue connection.
- Supplier is responsible for ensuring safe and functional operation upon completion.
- Installation must be inspected and signed off by a **competent person (fire or structural engineer / fireplace/flue installer registered or certified)**.

4.6. Additional Requirements:

- All debris and old fireplace components must be removed from site and disposed of in accordance with local regulations, except for the door glass.
- Work area must be left clean and tidy after installation.
- Supplier must provide a **warranty** for both the fireplace unit and installation workmanship.
- Supplier must provide:
 - Warranty for fireplace and installation workmanship.
 - **Certificate of Compliance for the flue and thatch penetration installation.**
 - Operating and maintenance instructions for safe use under a thatch roof.

4.7. Site Measurements Responsibility

- Any measurements, dimensions, or quantities provided in this specification or in the RFQ documentation are supplied **for guidance purposes only**.
- It remains the **sole responsibility of the supplier/installer** to:
 - Visit the site,
 - Take and verify all **final measurements**, and
 - Confirm conditions prior to manufacture, supply, and installation.
- No claims for additional costs or variations will be entertained on the basis of discrepancies between indicative measurements provided and the final on-site dimensions.
- The supplier/installer shall ensure that the fireplaces, flue systems, and associated components are properly sized and fitted to the actual site conditions.

4.8. Commissioning and Handover

Upon completion of the installation, the appointed contractor shall:

- Conduct a smoke test to verify that the fireplace and flue system are operating correctly and free from smoke leakage.
- Verify adequate flue draft and safe combustion.
- Inspect all flue joints, seals and roof penetrations to confirm they are secure and weatherproof.
- Demonstrate the safe operation of the fireplace to SANParks' representative.
- Submit the Certificate of Compliance for the completed flue and roof penetration installation.
- Submit the competent person's installation sign-off.

- Provide warranty certificates, operating manuals and maintenance instructions.
- Remove all waste materials and leave the work area clean and ready for use.
- Obtain written acceptance from SANParks following the final inspection.

4.9. Commissioning Report: Upon completion of each installation, the Contractor shall complete and submit a signed Fireplace Installation and Commissioning Report (Annexure B). The report shall confirm that the fireplace and flue system have been installed, inspected, tested, and commissioned in accordance with the manufacturer's instructions, applicable SANS standards, and the requirements of this specification. Final acceptance and payment will only be considered once the completed Commissioning Report, and all supporting documentation have been submitted and approved by SANParks.

4.10. Warranty

- **Fireplace:** Minimum 5 years
- **Installation workmanship:** Minimum 12 months
- **Flue system:** Minimum 5 year

4.11. Documentation

Require: -

- Product brochure
- Installation drawings
- Warranty certificates
- Certificate of Compliance
- Commissioning report
- Maintenance manual
- Operating instructions

Bidder must note that wherever this document refers to any particular trademark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

Address:

Agulhas National Park Administration Office

214 Main Road

Agulhas, 7287

See pricing schedule below.

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.
Submission of fully completed Compulsory Enterprise Questionnaire	Compulsory Enterprise Questionnaire	Yes

Annexure B – Technical Compliance Checklist (See page 25)

Bidders are required to complete the Technical Compliance Checklist in full, indicating compliance with each specification. Where requested, supporting documentation shall be submitted. Failure to submit a completed checklist may result in the quotation being declared non-responsive.

6. CENTRAL SUPPLIER DATABASE INFORMATION

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

7. EVALUATION PHASE: MANDATORY REQUIREMENTS AND CRITERIA

7.1. OVERVIEW OF THE EVALUATION PROCESS

Responses to this RFQ will be evaluated in a structured, multi-stage process to ensure fairness, transparency, and compliance with procurement regulations. Bidders must successfully pass each stage to advance to the next.

The evaluation will be conducted in the following four (4) successive stages:

- Stage 1: Administrative Compliance
- Stage 2: Mandatory Requirements (Pass/Fail)
- Stage 3: Functionality Evaluation
- Stage 4: Financial and Preference Evaluation (Price and B-BBEE/Specific Goals)

4.2. STAGE 2: MANDATORY COMPLIANCE (PASS/FAIL)

The following mandatory requirements will be evaluated on a pass/fail basis. Bidders must comply with all mandatory requirements and submit the required evidence where applicable. Failure to meet any mandatory requirement or to submit the required supporting documentation may result in the quotation being declared non-responsive and excluded from further evaluation.

Disqualified bids will not be considered for Stage 3.

No.	Mandatory Requirement	Proof Required
1.	Completed Compliance Checklist (page 25-29)	Completed and signed checklist
2.	Product specification sheet	Manufacturer's specification sheet
3.	CIDB grading 1GB or higher	Proof of CIDB
4.	Submission of valid registration with the Compensation Fund (COIDA).	Proof of valid registration with the Compensation Fund (COIDA).
5.	Submission of fully completed Compulsory Enterprise Questionnaire	Compulsory Enterprise Questionnaire (page 30)

Failure to submit any of the above mandatory requirements at the closing date and time of the bid may result in the bid being deemed non-responsive and shall lead to disqualification from further evaluation.

The bidder shall clearly identify the exact fireplace make/model offered within all submitted documentation. SANParks reserves the right to reject bids where compliance cannot be readily verified from the submitted documentation.

SANParks reserves the right to request samples, demonstrations or additional technical information to verify compliance before award.

4.3. STAGE 2: FUNCTIONALITY EVALUATION (SCORED)

Bids that pass Stage 1 will be evaluated on their experience, capacity and ability to execute the scope of work. This stage is scored out of a maximum of 100 points based on the criteria in the matrix below.

Qualification Threshold – Bidders must achieve a minimum threshold score of 70% (equivalent to 70 points) for consideration to the next phase. Bidders who fail to comply with the set minimum threshold of 70% per the technical requirements will be eliminated.

FUNCTIONALITY CRITERIA		MAXIMUM TO BE AWARDED
FUNCTIONALITY	POINTS	MAXIMUM POINTS TO BE AWARDED
CRITERIA 1: COMPANY EXPERIENCE		
<u>Scoring of compliance company experience</u> The bidder must provide • Company profile • Number of years installing fireplaces • Description of experience	40	0 = Less than 2 years 20 = 2 to 5 years 40 = More than 5 years
CRITERIA 2: COMPLETED PROJECTS		
<u>Scoring of completed projects</u> Bidder must provide completion certificates, purchase orders, appointment letters or reference letters for similar projects involving: • Cast iron fireplaces • Flue installations • Roof penetrations • Thatch roof installations (preferred)	30	0 = No similar projects. 10 = One similar project 20 = Two similar projects 30 = Three or more similar projects
CRITERIA 2: TECHNICAL COMPETENCE OF INSTALLATION TEAM		
<u>Scoring of completed projects</u>	30	0 = No evidence 15 = Basic installation experience

Bidder must provide CVs and qualifications of personnel. Include evidence that the proposed installation personnel have experience installing solid-fuel fireplaces and insulated flue systems.		30 = Qualified personnel with relevant certifications
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4.4. STAGE 3: PRICE AND PREFERENCE EVALUATION

Bids that successfully pass the Functionality threshold will be evaluated financially and ranked using the applicable Preference Point System.

4.4.1. The Preference Point System Points will be awarded based on the 80/20 formula, where:

- **Price:** Formulated to award the maximum points to the lowest acceptable financial offer.
- **Preference (B-BBEE / Specific Goals):** Awarded based on the bidder's verified Broad-Based Black Economic Empowerment status or specific institutional goals.

8. PRICING

Appointment of a service provider for the Installation and Commissioning of a freestanding closed combustion cast iron fireplaces at Agulhas National Park

No	Item Description	Unit	Quantity	Unit Price in Rand (R)	Price in Rand(R) Excl. VAT
1.	Supply and delivery of freestanding full cast iron, closed combustion fireplace (complete with doors, ashpan and riddling grate as per manufacturer specification). Benchmark Brand / Model (or Equivalent): Wiking T1202U cast iron, closed combustion fireplace or approved equivalent	Each	5		
2.	Removal of existing fireplace, including safe disposal off-site.	Lot	1		
3.	Supply and installation of stainless-steel flue pipe system through thatch roof, complete with all fixings and flashings.	Lot	1		
4.	Provision and installation of adapters/reducers where fireplace flue outlet differs from existing 150 mm flue.	Lot	1		
5.	Provision and installation of spark arrestor (stainless steel mesh, ≤10×10 mm).	Lot	1		
6.	Roof penetration works, insulation, non-combustible sleeving, fireproofing, flashing, and weatherproofing.	Lot	1		
7.	Installation labour, commissioning, and testing of fireplace (including certification of compliance).	Lot	1		
8.	Spare heat-resistant ceramic fireplace door glass (such as Robax® glass) for the proposed fireplace	Each	5		
9.	Glass Knitted Fibre Rope 6mm	Roll	10m		
Total Excl. VAT					
VAT @ 15% (For VAT registered vendors only)					
Total incl. VAT					

9. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

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

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

10. TIMELINES

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

11. FINANCIAL PAYMENT

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

12. FINAL AWARD

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?
YES/NO
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

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.

2.3.1 If so, furnish particulars:

.....
.....
.....

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the

specifications or terms of reference for this bid.

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

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
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) The **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:

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$			

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10	
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$			

Where

- P_s = 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)
B-BBEE Procurement Recognition Level 1 (One) – 4 (Four)	- Valid BBEE certificate issued by SANAS accredited verification Agency - Affidavit (CIPC, DTIC Sworn affidavit)	20 points	(number only)
TOTAL POINTS CLAIMED BY THE SERVICE PROVIDER		20 Points	 CLAIM POINTS IF YOU QUALIFY

4 DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

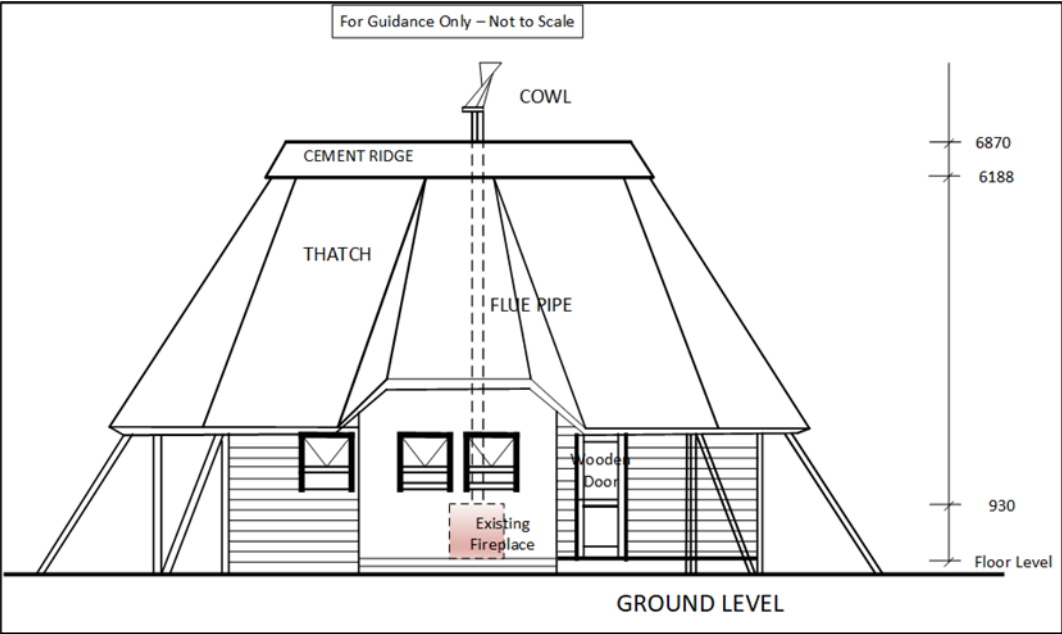
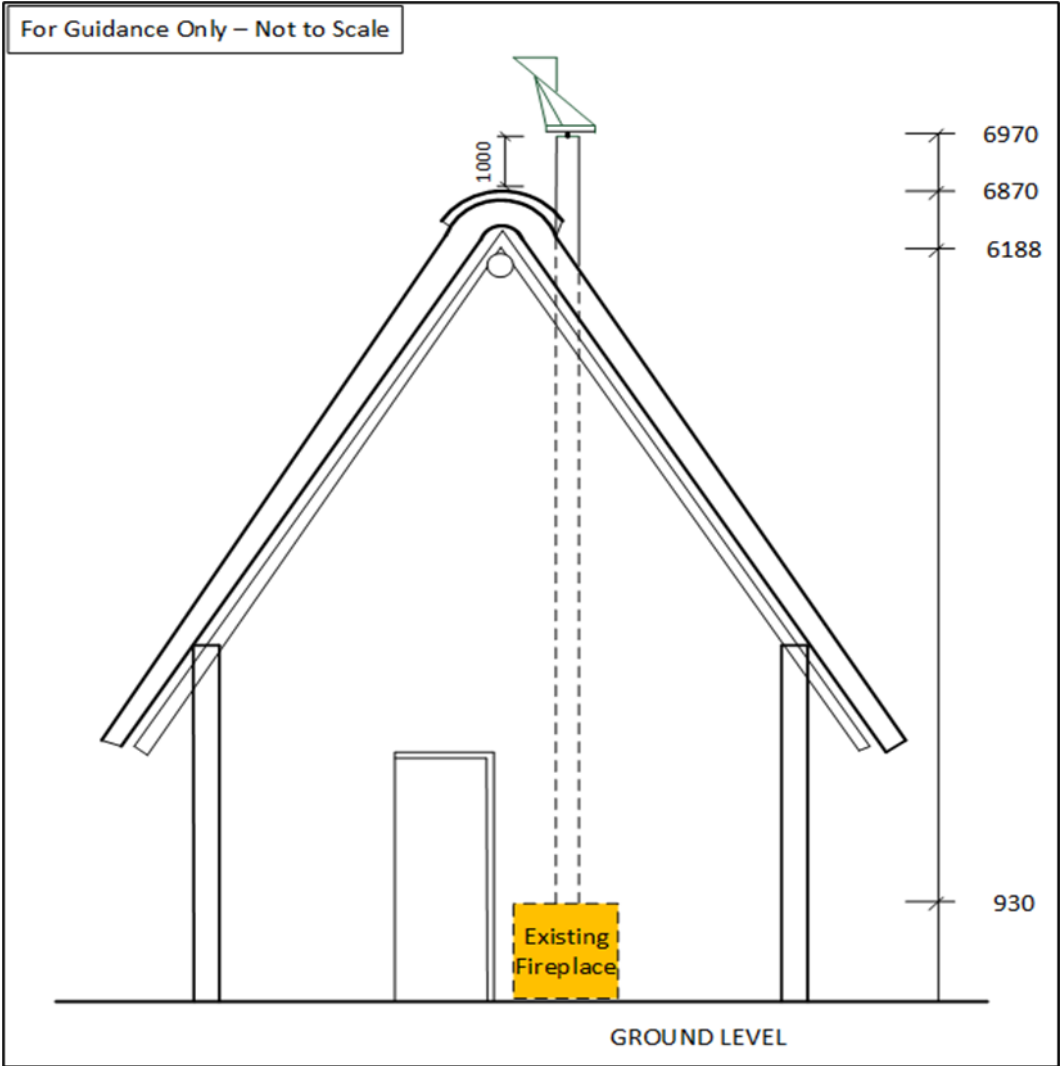
[TICK APPLICABLE BOX]

4.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 3.2, **the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;**
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution, if deemed necessary.
 - (e) forward the matter for criminal prosecution, if deemed necessary

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

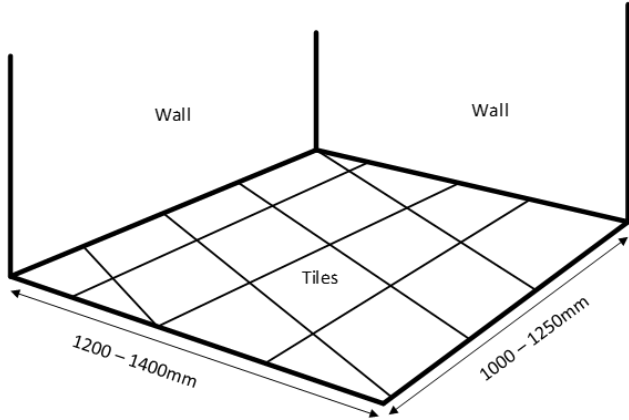
Annexure A – Reference Drawings / Schematics



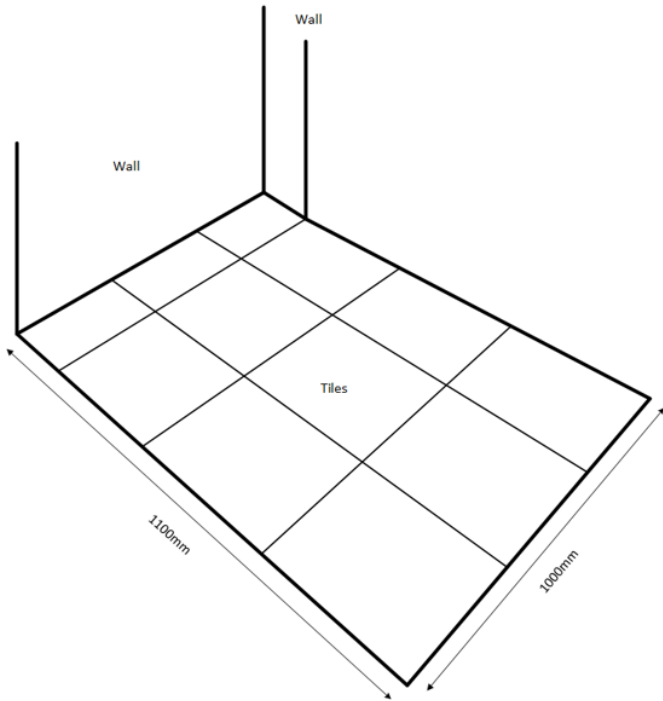
FLOOR LAYOUT



One Bedroom Chalet



Two Bedroom Chalet



Annexure B - Specification Compliance Checklist

Item No	Specification Requirement	Comply (Tick)	Not Comply (Tick)	Comment
1.	Supply, removal and installation of freestanding close combustion cast iron fireplaces.	☐	☐	
2.	Fireplaces are full cast iron, close combustion, 6–8 kW heat output and supplied complete with standard fittings.	☐	☐	
3.	Fireplace compatible with existing 150 mm flue or supplied with suitable adapters.	☐	☐	
4.	Twin-wall stainless steel insulated flue system supplied.	☐	☐	
5.	Flue installation complies with SANS 10400-V, SANS 10400-T and SANS 10407.	☐	☐	
6.	Flue penetration through thatch roof includes approved insulation and non-combustible sleeve.	☐	☐	
7.	Spark arrestor fitted in accordance with the specification.	☐	☐	
8.	Roof penetration includes non-combustible flashing and weatherproof sealing.	☐	☐	
9.	Supplier accepts responsibility for site measurements prior to manufacture and installation.	☐	☐	
10.	Supplier provides manufacturer's technical data sheets and product brochures.	☐	☐	
11.	Supplier provides the required warranties.	☐	☐	
12.	Supplier confirms installation will be undertaken by competent and experienced personnel.	☐	☐	
13.	The bidder confirms that one (1) spare replacement fireplace door glass is included for each fireplace. The spare glass shall be transparent heat-resistant glass ceramic (e.g. ROBAX®, or equivalent), identical to the installed door glass and specifically manufactured for wood-burning fireplaces. Ordinary tempered, toughened or standard heat-resistant glass will not be accepted. Supporting product literature or the manufacturer's technical data sheet confirming the glass type shall be submitted.	☐	☐	

ANNEXURE C – FIREPLACE INSTALLATION AND COMMISSIONING REPORT

Project Details

Item	Details
Employer	South African National Parks (SANParks)
Park	Agulhas National Park
Installation Location	
Accommodation Unit No.	
Contractor	
Fireplace Make	
Fireplace Model	
Serial Number	
Nominal Heat Output	kW
Date of Installation	
Date of Commissioning	

1. Installation Verification

Inspection Item	Complies	Comments
Existing fireplace removed safely	☐ Yes ☐ No	
New fireplace securely installed and level	☐ Yes ☐ No	
Hearth and clearances comply with manufacturer requirements	☐ Yes ☐ No	
Flue securely connected to appliance	☐ Yes ☐ No	
Flue joints sealed correctly	☐ Yes ☐ No	
Twin-wall flue installed where required	☐ Yes ☐ No	
Roof penetration completed correctly	☐ Yes ☐ No	
Non-combustible insulation installed	☐ Yes ☐ No	
Flashing weatherproof	☐ Yes ☐ No	
Spark arrestor installed	☐ Yes ☐ No	
Flue extends above roof as specified	☐ Yes ☐ No	
Installation complies with manufacturer requirements	☐ Yes ☐ No	

2. Safety Inspection

Inspection Item	Pass	Fail	Comments
Required clearance from combustible materials maintained	☐	☐	
No combustible materials in contact with flue	☐	☐	
Door seals in good condition	☐	☐	
Ceramic door glass free from damage	☐	☐	
Air controls operating correctly	☐	☐	
Door locking mechanism operating correctly	☐	☐	
Firebox lining correctly installed	☐	☐	
Ash pan fitted correctly	☐	☐	

3. Operational Testing

The fireplace shall be test-fired using dry seasoned wood.

Test	Pass	Fail	Comments
Appliance ignited successfully	☐	☐	
Draft established correctly	☐	☐	
Smoke drawn correctly through flue	☐	☐	
No smoke leakage at joints	☐	☐	
No smoke leakage around door	☐	☐	
Air controls function correctly	☐	☐	
Door opens and closes correctly after heating	☐	☐	
Fireplace operates normally	☐	☐	

4. Flue Inspection

Inspection Item	Pass	Fail	Comments
Flue correctly aligned	☐	☐	
Flue adequately supported	☐	☐	
All joints secure	☐	☐	
Flashings weatherproof	☐	☐	
Spark arrestor securely fitted	☐	☐	
Flue termination compliant	☐	☐	

5. Documentation Submitted

Please tick the documents handed over to SANParks.

- ☐ Manufacturer's Installation Manual
- ☐ Operating Instructions
- ☐ Maintenance Instructions
- ☐ Warranty Certificate
- ☐ Certificate of Compliance
- ☐ Product Data Sheet
- ☐ Maintenance Schedule

6. Demonstration to SANParks

The contractor confirms that the following were demonstrated to the Employer's representative:

Item	Yes	No
Lighting the fireplace	☐	☐
Air control operation	☐	☐
Refuelling procedure	☐	☐
Ash removal	☐	☐
Safe shutdown procedure	☐	☐
Routine maintenance	☐	☐
Safety precautions	☐	☐

7. Defects Identified

8. Final Acceptance

The undersigned certify that the fireplace installation has been inspected, tested, and commissioned.

The installation:

- ☐ Passed all commissioning tests and is ready for use.
- ☐ Passed subject to the defects listed above.
- ☐ Failed commissioning and requires corrective work before acceptance.

Contractor Representative

Name: _____

Position: _____

Company: _____

Signature: _____

Date: _____

SANParks Representative

Name: _____

Position: _____

Signature: _____

Date: _____

Competent Person / Inspector

Name: _____

Company: _____

Qualification/Registration: _____

Signature: _____

Date: _____

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.

Section

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

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