



## **TERMS OF REFERENCE**

**FOR**

**PROVISION OF FIRST AID TRAINING FOR FRONTIER  
REGION**

**RFQ NO:**

**32285/KNP/2026-27**

# REQUEST FOR QUOTATION

You are hereby invited to submit proposal / price quotation for:  
**Provision of First Aid Training for Frontier Region**

|                               |                                                                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| RFQ NUMBER                    | 32285/KNP/2026-27                                                                                                                               |
| ADVERTISEMENT DATE            | 02 September 2026                                                                                                                               |
| CLOSING DATE                  | 09 September 2026                                                                                                                               |
| CLOSING TIME                  | 11:00                                                                                                                                           |
| BID DOCUMENT DELIVERY ADDRESS | karooscmquotations@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted) |
| BID VALIDITY PERIOD           | 90 days (commencing from the RFQ Closing Date)                                                                                                  |
| ENQUIRIES                     | Email: <a href="mailto:karooscmquotations@sanparks.org">karooscmquotations@sanparks.org</a> Contact no: 023 415 2828                            |
| 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

|                                                                                                                                                                                                                     |                                                                                      |               |                                                                          |                                                          |                                                                                                       |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS</b>                                                                                                                           |                                                                                      |               |                                                                          |                                                          |                                                                                                       |  |  |
| BID NUMBER:                                                                                                                                                                                                         | 32285/KNP/2026-27                                                                    | CLOSING DATE: | 09 SEPTEMBER 2026                                                        | CLOSING TIME:                                            | 11:00                                                                                                 |  |  |
| DESCRIPTION                                                                                                                                                                                                         | PROVISION OF FIRST AID TRAINING FOR FRONTIER REGION                                  |               |                                                                          |                                                          |                                                                                                       |  |  |
| <b>BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL</b>                                                                                                                                                        |                                                                                      |               |                                                                          |                                                          |                                                                                                       |  |  |
| karooscmquotations@sanparks.org                                                                                                                                                                                     |                                                                                      |               |                                                                          |                                                          |                                                                                                       |  |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                      |               |                                                                          | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>           |                                                                                                       |  |  |
| CONTACT PERSON                                                                                                                                                                                                      | SADE FORTUIN                                                                         |               |                                                                          | CONTACT PERSON                                           | GLENDA HLUNGWANI                                                                                      |  |  |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 023 415 2828                                                                         |               |                                                                          | TELEPHONE NUMBER                                         | 023 440 0101                                                                                          |  |  |
| E-MAIL ADDRESS                                                                                                                                                                                                      | karooscmquotations@sanparks.org                                                      |               |                                                                          | E-MAIL ADDRESS                                           | karooscmquotations@sanparks.org                                                                       |  |  |
| <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:                                                           |               | OR                                                                       | 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 |                                                                                                       |  |  |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                                       |  |  |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                                       |  |  |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                                       |  |  |
| 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 these terms of reference (ToR) is to invite bidders to submit quotations for provision of First Aid Training for Frontier Region.

## 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

SANParks invites accredited training providers to provide in-house training as per the below-mentioned Skills/Learning Programmes.

The Skills/Learning Programme must be based on Unit Standard ID: 119567, 120496 and 376480, The Skills/Learning Programme must form part of the Qualification ID: 74269-National Certificate: Occupational Health, Safety, and Environment qualification or another relevant qualification recorded against. The successful Training Provider must be accredited by the Health and Welfare Sector Education and Training Authority (HWSETA) or another relevant Education and Training Quality Assurance (ETQA) body including MERSETA.

| <u>UNIT STANDARDS</u>    | <u>SPECIFICATIONS</u> | <u>NQF</u> | <u>LEVEL</u> |
|--------------------------|-----------------------|------------|--------------|
| Unit standard ID: 119567 | First Aid Level 1     | 1          | 5            |
| Unit Standard ID: 120496 | First Aid Level 2     | 2          | 5            |
| Unit Standard ID: 376480 | First Aid Level 3     | 3          | 8            |

| <b>TRAINING</b>   | <b>QUANTITIES</b> |
|-------------------|-------------------|
| First Aid Level 1 | 39                |
| First Aid Level 2 | 40                |
| First Aid Level 3 | 32                |
| <b>Total</b>      | <b>111</b>        |

## 4. DELIVERABLES

SANParks seeks a qualified service provider to train delegates in the following training

| <u><b>UNIT STANDARDS</b></u> | <u><b>SPECIFICATIONS</b></u> | <u><b>NQF</b></u> | <u><b>LEVEL</b></u> |
|------------------------------|------------------------------|-------------------|---------------------|
| Unit standard ID: 119567     | First Aid Level 1            | 1                 | 5                   |
| Unit Standard ID: 120496     | First Aid Level 2            | 2                 | 5                   |
| Unit Standard ID: 376480     | First Aid Level 3            | 3                 | 8                   |

### 4.1 THE TRAINING SITE

The training will be conducted at the following SANParks venues:

- Addo Elephant National Park, off R335, Paterson Road — 74 delegates from Addo Elephant National Park.
- Mountain Zebra National Park, R61 Road, Cradock 5880 — 37 delegates from Camdeboo National Park, Karoo National Park and Mountain Zebra National Park.

The total number of delegates to be trained is 111, comprising 74 delegates at Addo Elephant National Park and 37 delegates at Mountain Zebra National Park.

SANParks will provide the training venues. The appointed service provider must include all applicable travel and accommodation costs in the quoted unit prices.

## 4.2 TRAINING OUTPUTS/DELIVERABLES

The appointed service provider shall be responsible for the following:

### 1. **Training Duration**

The appointed service provider shall provide two (2) days of First Aid training for the designated delegates.

### 2. **Commencement of Services**

The successful bidder shall commence the provision of services within one (1) week after receipt of the official Purchase Order (PO) from SANParks.

### 3. **Training Preparation and Administration**

The appointed service provider shall be responsible for all training preparations and administration required for the successful delivery of the training, including:

- Training materials and resources;
- Attendance registers; and
- Training reports.

### 4. **Certification**

The appointed service provider shall issue the applicable certificates to delegates upon successful completion of the training.

### 5. **Training Venues**

Training will be conducted at:

- **Addo Elephant National Park** — 74 delegates; and
- **Mountain Zebra National Park** — 37 delegates.

SANParks will provide the training venues.

### 6. **Travel and Accommodation**

The bidder shall include all applicable travel and accommodation costs in the quoted unit prices. No separate claims for travel or accommodation will be considered unless otherwise approved in writing by SANParks.

### 7. **Fixed Pricing**

Bidders must provide fixed rates for the duration of the contract. The quoted rates shall not be subject to escalation or adjustment during the contract period.

### 8. **Training Delivery Requirements**

The service provider shall ensure that the training is delivered by suitably qualified and appropriately accredited personnel in accordance with the applicable unit standards and accreditation requirements specified in this Terms of Reference.

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

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

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

## 5.1 MANDATORY RETURNABLE DOCUMENTS

Bidders who fail to comply with the below requirements will be eliminated and not progress to the next phase of evaluation. Bidders who comply with the below will progress to the next phase of Price and Preference Evaluation.

| Description of requirement                                                                                                                                                                                                                                                                                                                                                                                                                                 | Indicate<br>COMPLY/NOT<br>COMPLY | Comment or<br>reference to<br>proposal |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------|
| <b>GENERAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                  |                                        |
| <b>Accreditation</b><br>The bidder must provide valid proof/letter of accreditation from the relevant Quality Assurance Authority, including a SETA, Professional Body, SAQA or QCTO, as applicable.<br>The accreditation letter must be accompanied by an annexure clearly listing the applicable unit standards.                                                                                                                                         |                                  |                                        |
| <b>Facilitator Qualifications and Experience</b><br>The proposed facilitator must submit: <ul style="list-style-type: none"> <li>Detailed Curriculum Vitae;</li> <li>Relevant certificates;</li> <li>A bachelor's degree at NQF Level 7;</li> <li>Evidence of at least five (5) years' relevant experience</li> </ul>                                                                                                                                      |                                  |                                        |
| <b>Assessor</b> <ul style="list-style-type: none"> <li>Detailed CV;</li> <li>A bachelor's degree at NQF Level 7</li> <li>Copies of relevant qualifications and certificates;</li> <li>Valid proof of registration as an assessor with the relevant ETQA/Quality Assurance Authority;</li> <li>Registration letter indicating the applicable qualification and unit standards;</li> <li>Evidence of at least five (5) years' relevant experience</li> </ul> |                                  |                                        |
| <b>Moderator:</b> <ul style="list-style-type: none"> <li>Detailed CV;</li> <li>Post-graduate Degree (NQF 8-10)</li> <li>Copies of relevant qualifications and certificates;</li> <li>Valid proof of registration as a moderator with the relevant ETQA/Quality Assurance Authority;</li> <li>Registration letter indicating the applicable qualification and unit standards</li> <li>Evidence of at least five (5) years' relevant experience</li> </ul>   |                                  |                                        |
| <ul style="list-style-type: none"> <li><b>Previous Client References</b><br/>A minimum of three (3) reference letters from previous clients where the bidder has conducted collective or group training</li> </ul>                                                                                                                                                                                                                                         |                                  |                                        |
| <b>Company/Business Profile</b><br>A comprehensive company profile detailing: <ul style="list-style-type: none"> <li>Principal business activity;</li> <li>Previous similar projects undertaken during the <b>last five (5) years</b>; and</li> <li>Contactable client references for the projects undertaken</li> </ul>                                                                                                                                   |                                  |                                        |

## 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. PRICING

NB: No alternative offers/ options will be accepted

| PROVISION FOR FIRST AID TRAINING FRONTIER REGION |                   |          |            |                     |
|--------------------------------------------------|-------------------|----------|------------|---------------------|
| Item No                                          | Item Description  | Quantity | Unit Price | Price Excluding VAT |
| 1.                                               | First Aid Level 1 | 39       |            |                     |
| 2.                                               | First Aid Level 2 | 40       |            |                     |
| 3.                                               | First Aid Level 3 | 32       |            |                     |
| TOTAL                                            |                   |          |            | R                   |
| VAT                                              |                   |          |            | R                   |
| GRAND TOTAL                                      |                   |          |            | R                   |

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

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

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

## **9. TIMELINES**

The successful bidder shall commence the provision of the required training services within one (1) week of receipt of the official Purchase Order (PO) from SANParks, in accordance with the agreed training schedule.

## **10. FINANCIAL PAYMENT**

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

## **11. FINAL AWARD**

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

## DECLARATION OF INTEREST (SBD 4)

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 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**

- 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).

**1.2 To be completed by the organ of state**

- (a) The applicable preference point system for this tender is the **80/20** preference point system.
- (b) 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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

**1.5** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

**1.6** The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all

- applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 2.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

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

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

##### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 PREFERENCE POINT SYSTEMS

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

##### 80/20

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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             | Number of points allocated (80/20 system)<br>(To be completed by the organ of state)                                                                                               | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |  |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--|
| EME/QSE                                                                 | <ul style="list-style-type: none"> <li>Valid BBBEE certificate issued by SANAS accredited verification Agency</li> <li>Affidavit (CIPC, DTIC Sworn affidavit)</li> </ul>           | <b>Total points: 7</b><br><br>EME/ QSE: 7<br>GEN:3                           |  |
| Preference to enterprises owned by women with at least 30% shareholding | <ul style="list-style-type: none"> <li>Valid BBBEE certificate issued by SANAS accredited verification Agency</li> <li>Affidavit (CIPC, DTIC Sworn affidavit)</li> </ul>           | <b>Totals Points: 8</b>                                                      |  |
| Enterprises with B-BBEE Procurement Recognition Level 1(one) – 4 (four) | <ul style="list-style-type: none"> <li>Valid BBBEE certificate issued by SANAS accredited verification Agency</li> <li>Affidavit (CIPC, DTIC Sworn affidavit)</li> <li></li> </ul> | <b>Total Points: 5</b>                                                       |  |

**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

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

