



## **TERMS OF REFERENCE**

**FOR**

**SUPPLY, INSTALLATION AND MAINTENANCE OF DSTV & TVs  
AT MOUNTAIN ZEBRA NATIONAL PARK FOR A PERIOD OF  
THREE YEARS**

**RFQ NO:29362/MZNP/2026-27**

# REQUEST FOR QUOTATION

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

**Supply, Installation and Maintenance of DStv & TVs at Mountain Zebra National Park for a Period of Three Years**

|                               |                                                                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| RFQ NUMBER                    | 29362/MZNP/2026-27                                                                                                                                 |
| ADVERTISEMENT DATE            | 22 September 2026                                                                                                                                  |
| CLOSING DATE                  | 29 September 2026                                                                                                                                  |
| CLOSING TIME                  | 11:00                                                                                                                                              |
| BID DOCUMENT DELIVERY ADDRESS | frontierscmquotations@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:frontierscmquotations@sanparks.org">frontierscmquotations@sanparks.org</a> Contact no: 041 508 5406                         |
| 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:                                                                                                                                                                                                         | 29362/MZNP/2026-27                                                                                             | CLOSING DATE: | 29 SEPTEMBER 2026                                                        | CLOSING TIME:                                            | 11:00                                                                                                 |  |  |
| DESCRIPTION                                                                                                                                                                                                         | SUPPLY, INSTALLATION AND MAINTENANCE OF DSTV & TVs AT MOUNTAIN ZEBRA NATIONAL PARK FOR A PERIOD OF THREE YEARS |               |                                                                          |                                                          |                                                                                                       |  |  |
| <b>BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL</b>                                                                                                                                                        |                                                                                                                |               |                                                                          |                                                          |                                                                                                       |  |  |
| frontierscmquotations@sanparks.org                                                                                                                                                                                  |                                                                                                                |               |                                                                          |                                                          |                                                                                                       |  |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                                                |               |                                                                          | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>           |                                                                                                       |  |  |
| CONTACT PERSON                                                                                                                                                                                                      | BANDISIWE MDA                                                                                                  |               |                                                                          | CONTACT PERSON                                           | VUYANI DIAL                                                                                           |  |  |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 041 508 5406                                                                                                   |               |                                                                          | TELEPHONE NUMBER                                         | 048 801 5700                                                                                          |  |  |
| E-MAIL ADDRESS                                                                                                                                                                                                      | frontierscmquotations@sanparks.org                                                                             |               |                                                                          | E-MAIL ADDRESS                                           | frontierscmquotations@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 supply, installation and maintenance of DStv systems and televisions at Mountain Zebra National Park for a period of three years.

## **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 purpose of this RFQ is to appoint a qualified service provider on an as-and-when-required basis to supply, install, maintain, and repair DStv systems and televisions at Mountain Zebra National Park.

### **A. Installation Services**

- New DStv installations
- Dish alignment
- Decoder setup
- Extra View setup
- Smart TV mounting

### **B. Maintenance & Repairs**

- Fault finding
- LNB replacements
- Cable replacement
- Signal troubleshooting
- TV diagnosis and repair

### C. Supply of Consumables & Equipment

- Remotes
- Batteries
- HDMI cables
- Power adaptors
- Brackets

### D. Turnaround time

| Service Requirement                           | Turnaround time             |
|-----------------------------------------------|-----------------------------|
| Emergency response                            | Within 4 hours              |
| Normal callout                                | Same day or within 24 hours |
| Installation completion                       | Within 24–48 hours          |
| Replacement of faulty equipment               | Within 24–48 hours          |
| Submission of service report after completion | Within 24 hours             |

Failure to meet these timelines may result in performance management actions, including contract review or termination

## 4. DELIVERABLES

The successful bidder shall:

- Supply and install equipment as requested
- Conduct maintenance and repairs
- Provide technical support
- Issue service reports after each callout
- Replace defective items where necessary
- Ensure installations comply with manufacturer standards

## 5. WARRANTY

- Installation workmanship: 3 months
- Supplied equipment: Manufacturer warranty

## 6. RESPONSIBILITY OF THE BIDDER

- Diagnose faults and perform repairs
- Provide required tools and equipment
- Maintain service records
- Provide quotations before performing work
- Execute work only after receiving a purchase order.

- Maintain public liability insurance.
- Ensure compliance with safety regulations.
- Be liable for any damages arising from service delivery.

## 7. RESPONSIBILITY OF SANPARKS

- Provide relevant information.
- Monitor performance
- Effect payment within 30 days of invoice receipt.

## 8. SPECIAL CONDITIONS

- Services are required on an as-and-when-needed basis (no guaranteed volume)
- Work may be required after hours, weekends, and public holidays
- Callout fees must include travel within a 60 km radius
- No additional travel charges will be permitted
- All additional repairs must be pre-approved

## 9. 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 | Bidders to complete and sign                   | No                                              |

|                                                                               |                                                                                                                            |                                                                         |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Certificate or B-BBEE Sworn Affidavit.                                        |                                                                                                                            |                                                                         |
| 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. |

## 10.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).

## 11. MANDATORY REQUIREMENTS

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>                                                                                                                                                                                                                                                                  |                                  |                                        |
| Submit a valid proof of accreditation, authorisation, or installer certification from MultiChoice                                                                                                                                                                               |                                  |                                        |
| Submit: Company profile clearly indicating the number of years of relevant experience and <ul style="list-style-type: none"><li>2 signed Reference letters or completion certificates for similar DStv and TV installation, maintenance and repair services completed</li></ul> |                                  |                                        |

## 12. PRICING

| SUPPLY, INSTALLATION AND MAINTENANCE OF DSTV & TVs AT MOUNTAIN ZEBRA NATIONAL PARK FOR A PERIOD OF THREE YEARS |                                                              |     |                  |            |       |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----|------------------|------------|-------|
|                                                                                                                | DESCRIPTION                                                  | QTY | UNIT MEASURE     | UNIT PRICE | TOTAL |
| 1                                                                                                              | Supply of TV brackets (26-63 inch)                           | 1   | Per unit         |            |       |
| 2                                                                                                              | Supply of TV Universal remote control (single)               | 1   | Per unit         |            |       |
| 3                                                                                                              | Supply of Decoder Universal remote control (Single)          | 1   | Per unit         |            |       |
| 4                                                                                                              | Supply of AAA batteries (12 pack)                            | 1   | Pack             |            |       |
| 5                                                                                                              | Supply of AA Batteries (12 Pack)                             | 1   | Pack             |            |       |
| 6                                                                                                              | Supply of D Size batteries (Single)                          | 1   | Per unit         |            |       |
| 7                                                                                                              | Supply of HDMI cable (Single)                                | 1   | Per unit         |            |       |
| 8                                                                                                              | Supply of Decoder Power adaptors (Single)                    | 1   | Per unit         |            |       |
| 9                                                                                                              | Supply of Single LNB                                         | 1   | Per unit         |            |       |
| 10                                                                                                             | Supply of Twin LNB                                           | 1   | Per unit         |            |       |
| 11                                                                                                             | Supply of Smart LNB                                          | 1   | Per unit         |            |       |
| 12                                                                                                             | DStv Dish Installation                                       | 1   | Per Installation |            |       |
| 13                                                                                                             | DStv Dish Relocation                                         | 1   | Per Relocation   |            |       |
| 14                                                                                                             | Signal Realignment                                           | 1   | Per Service      |            |       |
| 15                                                                                                             | Decoder Setup and Configuration                              | 1   | Per Setup        |            |       |
| 16                                                                                                             | Additional TV Point Installation                             | 1   | Per Point        |            |       |
| 17                                                                                                             | TV Wall Mounting Installation                                | 1   | Per Installation |            |       |
| 18                                                                                                             | TV Diagnosis and Repair Service                              | 1   | Per Hour         |            |       |
| 19                                                                                                             | Callout fee per visit (including travel within 60 km radius) | 1   | Per callout      |            |       |
| 20                                                                                                             | Labour rate                                                  | 1   | Per hour         |            |       |
| <b>SUB-TOTAL</b>                                                                                               |                                                              |     |                  |            |       |
| <b>VAT (15%)</b>                                                                                               |                                                              |     |                  |            |       |
| <b>GRAND TOTAL</b>                                                                                             |                                                              |     |                  |            |       |

**NB: Important information**

- No alternative offers/options will be accepted.
- A callout fee will apply per approved site visit.
- All prices must be quoted in South African Rand (ZAR)
- Prices must include all applicable costs and VAT (15%)
- Labour must be quoted on an hourly basis.
- Callout fee must be all-inclusive.

**Price adjustment**

- Prices shall remain fixed for the first 12 months.
- Thereafter, adjustments may be applied annually based on CPI (subject to approval)

**13. 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.

**14. CONTRACT PERIOD**

The contract duration is three (3) years, and performance is expected to commence upon issuance of the purchase order.

**15. FINANCIAL PAYMENT**

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

**16. 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                                   | Source Documents to be used for Evaluation.<br>(To qualify for the points, bidders must provide the below proof)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Local suppliers adjacent to SANParks operations (within 30km of Mountain Zebra National Park) | <ul style="list-style-type: none"> <li>• Municipal rates bill in the name of the bidder company or name of directors of the company (not older than 3 months); or</li> <li>• Local municipality confirming business address (not older than 3 months); or,</li> <li>• Signed and valid Lease agreement (Submit proof of latest rental payment - not older than three months (bank proof, EFT slips or receipts that match the landlords' details on the lease agreement)</li> <li>• NB. The municipality rates bill provided must be where the business operates (Where a supplier is a tenant, they must submit a copy of the municipal bill plus a letter of consent from the landlord tying the business to the address).</li> </ul> | 20 points                                                                               | <p>(number only)</p> <div>CLAIM POINTS IF YOU QUALIFY</div>                     |

#### 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:** .....

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.....

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