South African
NATIONAL PARKS

# TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS.**

RFQ NO:

**34525-AENP-26/27R**

# REQUEST FOR QUOTATION

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

**APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS.**

| | |
|---|---|
| **RFQ NUMBER** | **34525-AENP-26/27R** |
| **ADVERTISEMENT DATE** | **30 October 2026** |
| **CLOSING DATE** | **06 November 2026** |
| **CLOSING TIME** | **11:00 AM** |
| **BID DOCUMENT DELIVERY ADDRESS** | **Addoscmquotations@sanparks.org**<br>**(Submissions sent to any other email address will not be considered).** |
| **BID VALIDITY PERIOD** | **90 days (commencing from the RFQ Closing Date)** |
| **ENQUERIES** | **Email: Addoscmquotations@sanparks.org Contact no: 042-233-8661** |
| **OFFERS SUBMITTED** | **No alternative offers/ options will be accepted.** |

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

***NB:*** **No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.**

# PART A
# INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | **34525-AENP-26/27R** | CLOSING DATE: | **06 November 2026** | CLOSING TIME: | **11:00 AM** |
| DESCRIPTION | **APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS.** | | | | |

**BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL**

**Addoscmquotations.scm@sanparks.org**

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO** | | **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:** | |
|---|---|---|---|
| CONTACT PERSON | **Goodman Mawela** | CONTACT PERSON | **Zizipho Mfazwe** |
| TELEPHONE NUMBER | **042 233 8661** | TELEPHONE NUMBER | **0632250434** |
| E-MAIL ADDRESS | **Addoscmquotations.scm@sanparks.org** | E-MAIL ADDRESS | **Zizipho.Mfazwe@sanparks.org** |

**SUPPLIER INFORMATION**

| | | | | | |
|---|---|---|---|---|---|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | **OR** | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX]<br>☐ Yes ☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX]<br>☐ Yes ☐ No | |

***[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]***

| | | | |
|---|---|---|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐Yes ☐No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

| | |
|---|---|
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ NO |

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

# PART B
# TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……..

## 1. PURPOSE

The purpose of this request is to appoint a service provider for the maintenance, service and repairs to chainsaws, brush cutters, pole pruners and lawnmowers in Addo Elephant National Park for a period of 3 years

**BACKGROUND**

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

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

## 2. SCOPE OF WORK

The scope of the work includes service, repairs and maintenance to the following:

- Chainsaws, all models
- Pole pruners, all models
- Brush cutters, all models
- Hedge trimmers, all models
- Lawn mowers, Turfmaster and Kudu type lawnmowers and smaller push type petrol models
- Mobile generators, all models
- Bakkie sakkies, all models
- Plate compactor, all models
- Weed eaters, all models
- Blower, all models
- High pressure washer, all models

### 3.1 DELIVARABLES

After each maintenance, service or repair, the contractor shall provide a service report detailing:

- Equipment description
- Serial number
- Date serviced
- Quotation needed before repairs are undertaken
- Labour hours
- Safety inspection results
- Recommendations
- Technician name
- Service completion date
- Guarantee on the parts replaced

## 3. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents) - RETURNABLES

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

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

| Documents | Instruction | Will non-submission result in disqualification? |
|---|---|---|
| Submission of fully completed SBD1 (Invitation to Bid), | Bidders to complete and sign | Yes |
| Submission of the pricing schedule in the RFQ document | Bidders to submit a completed pricing schedule | Yes |
| Submission of fully completed SBD 4 (Declaration of Interest), | Bidders to complete and sign | Yes |
| Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by an original or certified B-BBEE | Bidders to complete and sign | No |

| | | |
|---|---|---|
| Status Level Verification 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. |

## 4. CENTRAL SUPPLIER DATABASE INFORMATION

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

## 5. Evaluation Phase: MANDATORY REQUIREMENTS

| **Description of requirement** | **Indicate COMPLY/NOT COMPLY** | **Comment or reference to proposal** |
|---|---|---|
| **GENERAL** | | |
| Valid letter of good standing for Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (COIDA) | | |

## 6. PRICING

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

| MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS<br><br>(All filters, accessories, and consumables required to service equipment | | | | |
|---|---|---|---|---|
| **Item No** | **Item Description** | **Part Description** | **Unit of measure** | **Unit cost** |
| 1. | STIHL Brush Cutter, all models | Service Kit | Set | |
| 2. | STIHL Chainsaw, all models | Service Kit | Set | |
| 3. | STIHL Weed eater, all models | Service Kit | Set | |
| 4. | Lawnmowers, all models | Service Kit | Set | |
| 5. | Plate compactor, all models | Service Kit | Set | |
| 6. | Bakkie Sakkie Hoffman Engen (H6.5P T05612080042880) | Service Kit | Set | |
| 7. | STIHL Hedge trimmer, all models | Service Kit | Set | |
| 8. | STIHL Pole pruner, all models | Service Kit | Set | |
| 9. | Mobile Generator, all models | Service Kit | Set | |
| 10. | Blower, all models | Service Kit | Set | |
| 11. | High pressure washer, all models | Service Kit | Set | |
| **LABOUR RATES** | | | | |
| | **Item Description** | **Unit of measure** | | **Unit cost** |
| 10. | Technician skilled rate labour – normal hours | | | |
| 11. | Technician unskilled rate labour – normal hours | | | |
| **20% MARK-UP RATE** | | | | |
| | New equipment and Spare parts | | | **Fixed 20%** |
| 12. | **SUB – TOTAL (VAT EXCLUSIVE)** | | | |
| 13. | **VAT (15%)** | | | |
| 14. | **TOTAL (INCLUSIVE OF VAT)** | | | |

NB: Please note that all prices quoted should be **inclusive** of Value Added Tax (VAT) and Price fluctuations for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance and any other costs relating to this bid. Furthermore, such prices should be presented in South African Rand (ZAR).

**SANParks will only consider annual price escalation based on CPI annual increase from the 2nd year annual increase, above total bid price will be used for evaluation purposes only**

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

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.
As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

## 8. TIMELINES

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

## 9. FINANCIAL PAYMENT

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

## 10. FINAL AWARD

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

## DECLARATION OF INTEREST (SBD 4)

# BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state?

**YES / NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| **Full Name** | **Identity Number** | **Name of State institution** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES / NO**

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

……..
……..

## 3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE

| | |
|---|---|
| …… | ..…… |
| Signature | Date |
| …… | …… |
| Position | Name of bidder |

# PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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## 1 GENERAL CONDITIONS

**1.1** The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(*delete whichever is not applicable for this tender*).

(a) The applicable preference point system for this tender is the 90/10 preference point system.

(b) The applicable preference point system for this tender is the 80/20 preference point system.

(c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

**1.3** Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|---|---|
| **PRICE** | **80** |
| **SPECIFIC GOALS** | **20** |
| **Total points for Price and SPECIFIC GOALS** | **100** |

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

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

## 2 DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

*(c)* **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 2.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

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

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

**80/20** **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20** **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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. (To qualify for the points, bidders must provide the below proof) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|
| Local suppliers adjacent to SANParks operations<br><br>(within the Sundays River Municipality, Nelson Mandela Metro) | • Municipal rates bill in the name of the bidder company or name of directors of company (not older than 3 months)<br><br>• Letter from traditional authorities or ward councilor confirming business address.<br><br>• Signed and valid Lease agreement (Submit three months of proof of rental payments (bank proof, EFT slips or receipts that match the landlords' details on the lease)<br><br>• Proof of company ownership (e.g. CIPC with local address)<br><br>• SARS tax bill indicating local address<br><br>NB. The municipality rates bill provided must be where the business operates | **Total points: 10**<br><br>Entities located within the Sunday's River Municipality = **10 points**<br><br>Entities located outside the Sunday's River Municipality but within the Eastern Cape Province = **05 Points**<br><br>Entities located outside the Eastern Cape Province **= 0 Points** | |
| Exempted Micro Enterprises (EME) / Qualifying Small Enterprises (QSE) | • Valid BBBEE certificate issued by SANAS accredited verification Agency<br><br>• Affidavit (CIPC, DTIC Sworn affidavit) | **Total points: 10**<br>EME = 10<br>QSE = 5 | |



## 4 DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm…….

4.2. Company registration number: ……..

4.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 3.2, **the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;**

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution, if deemed necessary.
(e) forward the matter for criminal prosecution, if deemed necessary

| | |
|---|---|
| | ……. |
| | **SIGNATURE(S) OF TENDERER(S)** |
| **SURNAME AND NAME**: | ……. |
| **DATE:** | …… |
| **ADDRESS**: | …… |
| | …… |
| | …… |
| | …… |

**ANNEXURE A – STANDARD BIDDING DOCUMENTS SBD 7.2**

**SBD 7.2: CONTRACT FORM – APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS**

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

**PART 1 (TO BE FILLED IN BY SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to South African National Parks (SANParks) – **Addo Elephant National Park** in accordance with the requirements and task directives / proposals specifications stipulated in **Request for quotation (RFQ)** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   **(i) Bidding documents, *viz***
   - **Request for Quotation.**
   - **Tax compliance status verification.**
   - **Pricing schedule(s);**
   - **Approved Terms of reference.**
   - **Preference claims for specific goals.**
   - **Declaration of interest.**
   - **Special Conditions of Contract.**

   **(ii) General Conditions of Contract; and**
   **Other (specify): Purchase Order**

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

**SBD 7.2: CONTRACT FORM – APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS**

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) ……..

CAPACITY ……..

SIGNATURE ……..

NAME OF FIRM ……..

DATE ……..

OFFICIAL STAMP OR PHYSICAL ADDRESS

WITNESSES

1 ……

2 ……

DATE: ……..

**SBD 7.2: CONTRACT FORM – APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS**

**PART 2 (TO BE FILLED IN BY SANParks)**

I, **……..,** in my capacity as **…….** of **South African National Parks** accept your bid under reference number **-AENP 26/27** for the rendering of services as indicated hereunder.

1. An official order indicating service delivery instructions is forthcoming.
2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| **DESCRIPTION OF SERVICE** | **PRICE (VAT INCL.)** |
|---|---|
| APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE, SERVICE AND REPAIRS TO CHAINSAWS, BRUSH CUTTERS, POLE PRUNNERS, HEDGE TRIMMERS AND LAWNMOWERS IN ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF 3 YEARS | |

| **Commencement date** | **Completion date** |
|---|---|
| | |

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

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 …….

2 …….

DATE: ……..