



TERMS OF REFERENCE

Leasing Opportunity: Appointment of a Service Provider for a Rental of Open Space to Operate a Mobile Food and/or Non-Alcoholic Beverages Truck or Kiosk within the West Coast National Park for a period of 36 months

RFP NO:

37064/WCNP/2026-27

REQUEST FOR PROPOSALS

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

Leasing Opportunity: Appointment of a Service Provider for a Rental of Open Space to Operate a Mobile Food and/or Non-Alcoholic Beverages Truck or Kiosk within the West Coast National Park for a period of 36 months

RFP NUMBER	37064/WCNP/2026-27 Please reference RFP number on email subject line for bid submission
ADVERTISEMENT DATE	22 October 2026
CLOSING DATE	05 November 2026
CLOSING TIME	11:00 am
BID DOCUMENT DELIVERY ADDRESS	westcoastscm@sanparks.org NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submission will be considered.
BID VALIDITY PERIOD	90 days (commencing from the RFP Closing Date)
ENQUERIES	Email: westcoastscm@sanparks.org Contact no: 022 772 2144
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 RFP 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:	37064/WCNP/2026-27	CLOSING DATE:	05/11/2026	CLOSING TIME:	11:00
DESCRIPTION	Leasing Opportunity: Appointment of a Service Provider for a Rental of Open Space to Operate a Mobile Food and/or Non-Alcoholic Beverages Truck or Kiosk within the West Coast National Park for a period of 36 months				
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL					
westcoastscm@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sibabalo Mbengashe		CONTACT PERSON	Buntu Madikane	
TELEPHONE NUMBER	021 741 2320		TELEPHONE NUMBER	022 772 2144	
E-MAIL ADDRESS	westcoastscm@sanparks.org		E-MAIL ADDRESS	westcoastscm@sanparks.org	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

1. PURPOSE

The purpose of this RFP is to invite suitably qualified bidders owning a mobile kiosk/truck suitable for selling food and/or non-alcoholic beverages to submit written proposals for renting one of three designated open spaces within West Coast National Park. The successful bidder will be granted the right to operate their own mobile kiosk/truck for the sale of food and/or non-alcoholic beverages for a period of thirty-six (36) months.

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 appointed operator will be responsible for the leasing, management, and day-to-day operation of one of three designated open spaces.

The opportunities identified for the open spaces include:

- Sale of food (hot and/or prepacked): where food is pre-packaged and/or prepared on site. Bidders should take note of the following requirements for selling hot food:
- Electrical installations (including generator use), gas systems, and related equipment of the kiosk/truck should comply with relevant safety regulations and properly certified;
- Successful bidder will be required to implement appropriate fire safety measures,
- Successful bidder will be required to maintain a valid insurance cover (including public liability and fire risk)
- Successful bidder should adhere to all health, safety, and hygiene standards at all times and ensure safe handling of fuel, gas storage, and waste management.

- The successful bidder will be fully responsible for all risks associated with hot food operations, and any non-compliance may result in remedial action, suspension or termination of trading rights.
- The successful bidder must comply with relevant municipality by-laws and regulations
- Sale of non-alcoholic beverages: where non-alcoholic beverages may be sold on site in the form of a variety of hot or cold drinks (beverages sold on site excludes alcoholic drinks, hot or cold). Examples of what may be sold include bottled water, fizzy drinks, juice, smoothies or tea, coffee.

Successful bidders will be required to comply with the following:

- Trading may not take place outside of a mobile facility placed within the defined footprint of the trading space.
- The successful bidder may only conduct commercial operations for the site as identified in the RFP specifications document.
- Each trading site has a pre-determined location and footprint (extent) from which the trader may not deviate.
- The successful bidder shall operate on a daily basis throughout the year, from sunrise to sunset, unless otherwise authorised in writing by WCNP.
- The successful bidder may only suspend trading due to reasonable operational constraints, including adverse weather conditions that may render trading unsafe or impractical. Any such suspension shall be communicated to WCNP where required and shall not be used to avoid or limit the obligation to provide consistent service during normal operating conditions.
- The successful bidder shall maintain a minimum trading availability of at least ninety percent (90%) of the total possible trading days per annum. Failure to meet this minimum availability requirement, without valid and documented justification acceptable to WCNP, may constitute non-compliance and may result in remedial action, suspension, or termination of the permit.
- The successful bidder will make use of the ablution facilities available on site.

The mobile kiosk/truck may remain on-site overnight at WCNP and where a designated operating site has been allocated. The successful bidder shall ensure that the facility is secured, unoccupied, and does not result in any environmental impact, safety risk, or visual intrusion. Overnight occupation or use of the facility as accommodation is strictly prohibited.

Below are the five open spaces available for rental.

Bids for each site will be evaluated independently of other sites (i.e. the bidder must specify which site they are bidding for) and put in a bid for each site separately. Bidders are welcome to submit proposals for one or more sites, should they so prefer.



Site Name	Product/Service	GPS Coord	Extent	Water availability	Electricity availability	Ablution availability
Geelbek Site	Food & Beverage Sales	18°07'33.93"E 33°11'42.12"S	8 - 10 m ²	Yes	No	Yes
Preekstoel 1	Food & Beverage Sales	18°01'51.83"E 33°08'53.49"S	8 - 10 m ²	Yes	No	Yes
Preekstoel 2	Food & Beverage Sales	18°01'52.19"E 33°08'53.23"S	8 - 10 m ²	Yes	No	Yes

The following reference numbers must be used by bidders when submitting proposals for their selected site(s) of interest:

REFERENCE NUMBER:	Designated area
A1	Geelbek area (next to Parking)
B1	Preekstoel 1 Parking Area
B2	Preekstoel 2 Parking Area

3.1. Detailed Specification

Bidders are advised that the designated trading sites within West Coast National Park are located in open, natural environments. As such, the successful bidders will be required to ensure that their mobile kiosk/truck is fully equipped and self-sufficient to operate under these conditions and that security considerations are taken into account.

The following key considerations apply:

- **Utilities:** Bidders must make provision for their own power supply (e.g. generator or solar). Proper management of wastewater is also required.
- **Waste management:** The successful bidder will be responsible for maintaining cleanliness at the site, including the provision of refuse bins waste collection, and

environmentally responsible disposal practices. Recycling practices and use of sustainable packaging is preferable.

- **Site conditions:** Trading areas will be designated open spaces. Bidders must ensure their setup is suitable for outdoor conditions, including wind and weather exposure, and does not damage the natural environment.
- **Health and safety compliance:** All operations must comply with applicable food safety and health regulations. This includes appropriate hygiene facilities, fire safety equipment, and safe food handling practices.
- **Accessibility and Operations:** Sites are generally located in high-footfall visitor areas. However, bidders must ensure that their operations do not obstruct pedestrian movement and that they can manage deliveries and restocking efficiently.
- **Security:** While general park security measures may be in place, the service provider will be responsible for the safekeeping of their equipment and stock.
- **Permits and compliance:** The appointed service provider will be required to obtain and maintain all necessary permits, licences, and approvals, and must comply with environmental regulations applicable to protected areas.
- **Customer facilities:** Any additional customer amenities (e.g. seating or shade) will be subject to approval and must align with park regulations.

3.2. Operative specification

The successful bidder will be expected to familiarize themselves with, and comply with, the following legislation and operational plans while conducting business within the National Park:

- ✓ National Environmental Management: Protected Areas Act 57 of 2003
- ✓ West Coast National Park Management Plan
- ✓ National Environmental Management: Biodiversity Act 10 of 2004

The successful bidder will be issued an operating permit which will be valid for a duration of three (3) years, during which trading may take place daily at the designated site.

The successful bidder will be required to obtain public liability insurance with a minimum coverage of R 100 000.00 (Hundred thousand Rand).

Restriction on Bids and Allocation of Food Truck Spaces

1. Each bidder may submit a proposal for **one food truck space only** under this leasing opportunity.
2. Each food truck space will be evaluated as a separate leasing opportunity, and the intention is to award each space to a different successful bidder.
3. A bidder may not submit multiple proposals for different food truck spaces under this opportunity.

4. Where a bidder submits more than one proposal, the submissions will be dealt with in accordance with the non-compliance provisions specified in the bid document.
5. SANParks reserves the right to allocate the available food truck spaces in accordance with the evaluation criteria and conditions set out in the leasing bid document

4. 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 RFP 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	No. A bidder must be registered on CSD to be eligible for award.

	to submit proof of such registration	
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5. 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).

6. Evaluation Phase: MANDATORY REQUIREMENTS

✓ Business and Operational Documentation

Comprehensive operational business proposal including:

- Business proposal: A detailed outline of the proposed operations and strategic approach.
- Product/service offerings (with emphasis on locally sourced and eco-friendly items)
- Environmental and cultural alignment (Commitment to environmentally responsible practices (e.g., minimal plastic use, recycling). Product selection aligned with SANParks' conservation and cultural heritage values)
- Undertaking to obtain public liability insurance with a minimum coverage of R 50 000.00 (Fifty thousand rand). Please confirm the undertaking in writing and the coverage amount.

7. PRICING

NB: No alternative offers/ options will be accepted.

Leasing Opportunity: Appointment of a Service Provider for a Rental of Open Space to Operate a Mobile Food and/or Non-Alcoholic Beverages Truck or Kiosk within the West Coast National Park for a period of 36 months

REFERENCE NUMBER A1: LEASING OF AN OPENSOURCE IN GEELBEK AREA TO OPERATE A MOBILE FOOD AND/OR NON-ALCOHOLIC BEVERAGES TRUCK OR KIOSK FOR A PERIOD OF THREE (3) YEARS

Rental for year 1 (12 months) per annum	R
Rental for year 2 (including escalation of 6% per annum)	R
Rental for year 3 (including escalation of 6% per annum)	R
TOTAL RENTAL PRICE FOR THREE (3) YEARS	R

REFERENCE NUMBER B1: LEASING OF AN OPENSOURCE IN PREEKSTOEL 1 TO OPERATE A MOBILE FOOD AND/OR NON-ALCOHOLIC BEVERAGES TRUCK OR KIOSK FOR A PERIOD OF THREE (3) YEARS

Rental for year 1 per annum	R
Rental for year 2 (including escalation of 6% per annum)	R
Rental for year 3 (including escalation of 6% per annum)	R
TOTAL RENTAL PRICE FOR THREE (3) YEARS	R

REFERENCE NUMBER B2: LEASING OF AN OPENSACE IN PREEKSTOEL 2 TO OPERATE A MOBILE FOOD AND/OR NON-ALCOHOLIC BEVERAGES TRUCK OR KIOSK FOR A PERIOD OF THREE (3) YEARS	
Rental for year 1 per annum	R
Rental for year 2 (including escalation of 6% per annum)	R
Rental for year 3 (including escalation of 6% per annum)	R
TOTAL RENTAL PRICE FOR THREE (3) YEARS	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 bidder is expected to start the service immediately after lease agreement is signed by all parties.

10. FINANCIAL PAYMENT

Payment will be effected in accordance with the PFMA.

11. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFP 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 RFP.

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.
- 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

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.

.....

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

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 80/20 preference point system.

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).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Source Documents to be used for Evaluation. (To qualify for the points, bidders must provide the below proof)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Local suppliers adjacent to SANParks operations (within the 100km from West Coast National Park)	<ul style="list-style-type: none"> • Municipal rates bill in the name of the bidder company or name of directors of the company (not older than 3 months); or • Local municipality confirming business address (not older than 3 months); or, • Signed and valid Lease agreement (Submit proof of latest rental payment - not older than three months (bank proof, EFT slips or receipts that match the landlords' details on the lease agreement) • 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). 	10 points	(number only)
B-BBEE Procurement Recognition Level 1 to 4	<ul style="list-style-type: none"> • Valid BBEE certificate issued by SANAS accredited verification Agency • Affidavit (CIPC, DTIC Sworn affidavit) 	10 points	(number only)

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