



TERMS OF REFERENCE

FOR

CHALETS MAINTENANCE AT KAROO NATIONAL PARK

RFQ NO:

35712/KNP/2026-27

REQUEST FOR QUOTATION

You are hereby invited to submit proposal / price quotation for:
CHALETS MAINTENANCE AT KAROO NATIONAL PARK

RFQ NUMBER	35712/KNP/2026-27
ADVERTISEMENT DATE	05 October 2026
COMPULSORY SITE CLARIFICATION MEETING	Venue: Karoo National Park, Off N1, Beaufort West, Western Cape Date & Time: 13 October 2026 11:00
CLOSING DATE	20 October 2026
CLOSING TIME	11:00
BID DOCUMENT DELIVERY ADDRESS	karooscmquotations@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted)
BID VALIDITY PERIOD	90 days (commencing from the RFQ Closing Date)
ENQUIRIES	Email: karooscmquotations@sanparks.org Contact no: 023 415 2828
OFFERS SUBMITTED	No alternative offers/ options will be accepted

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

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

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

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

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

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS							
BID NUMBER:	35712/KNP/2026-27	CLOSING DATE:	20 OCTOBER 2026	CLOSING TIME:	11:00		
DESCRIPTION	CHALETS MAINTENANCE AT KAROO NATIONAL PARK						
BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL							
karooscmquotations@sanparks.org							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	BONGANI MAXEGWANA			CONTACT PERSON	DEWALD DUIMPIES		
TELEPHONE NUMBER	023 415 2828			TELEPHONE NUMBER	023 415 2828		
E-MAIL ADDRESS	karooscmquotations@sanparks.org			E-MAIL ADDRESS	dewald.duimpies@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 these terms of reference (ToR) is to invite bidders to submit quotations for chalets maintenance at Karoo National Park.

2. BACKGROUND

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

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

3. SCOPE OF WORK

SANParks hereby invites suitably qualified contractors to submit quotations for the maintenance of Chalets No.14, 17, Family Cottage 2 and installation of Drywall at Karoo National Park, Beaufort West, Western Cape.

The scope of work includes interior painting, preparation and varnishing of doors and windows, bath replacement, floor and wall tiling, ceiling replacement and associated building works.

3.1 CEILING WORKS – CHALETS 14 AND 17

a) Chalet 14 – Ceiling Replacement and Painting

The contractor shall:

- Remove the existing ceiling
- Supply and install a new suitable ceiling
- Prepare the ceiling surface
- Apply PVA paint to the new ceiling
- Ensure that the ceiling is properly fixed, level and neatly finished
- Remove all old ceiling materials and rubble from site.

Ceiling area:

- | | Length | Height |
|---|--------|--------|
| • | 3 m | x 4m |

b) Chalet 17 – Ceiling Painting

The contractor shall:

- Prepare the existing ceiling
- Apply PVA paint to the ceiling
- Ensure an even and neat finish.

Ceiling area:

Length Height

- 3 m x 4m

3.2 PREPARATION AND PAINTING OF INTERIOR – CHALETS 14 & 17

The works shall include the preparation and painting of the interior walls of Chalets 14 and 17. Final measurements and quantities for certain areas will be confirmed on site.

Length	Height
• 6.5 m	5 m
• 5.5 m	6 m
• 3.5 m	3 m
• 2.3 m	3 m
• 3.0 m	5 m
• 3.2 m	6 m

Windows – Sanding and Varnishing

The contractor shall prepare and varnish the specified windows.

Quantity: (2x Chalets)

- 4 windows per chalet.
- 1 sliding door per chalet.

Window Sizes:

- 1.6 m × 1.2 – Bedrooms
- 1.1 m × 600 mm – Kitchen

Surface Preparation – Windows and Doors

- All windows and doors must be thoroughly sanded prior to varnishing.
- Surfaces must be properly prepared before the application of varnish.
- Varnishing must be completed to a neat and high-quality finish.

Doors – Sanding and Varnishing

The contractor shall prepare and varnish the specified sliding doors.

- **Quantity:** 2 sliding doors
- **Dimensions:** 2.2 m × 2.5 m each

3.3 BATH REPLACEMENT AND TILING (Both Chalets)

The works shall include the removal and replacement of the existing bath, including associated plumbing fittings and tiling.

The contractor shall:

- Remove the existing bath.
- Supply and install a new bath.
- Supply and install a suitable bath trap.
- Supply and install bath taps.
- Retile the front of the bath.
- Ensure that all plumbing connections are properly installed and tested.
- Ensure that the completed tiling is neat, level and properly grouted.
- Remove all rubble and waste generated during the works.

Bath Frontage Measurements

- **Length:** 1.6 m

3.4 FAMILY COTTAGE 2 – FLOOR AND BATHROOM RENOVATIONS

The works at Family Cottage 2 shall include the removal and replacement of existing wooden flooring in the two bedrooms, bathroom wall tiles, and bathtubs.

Floor Renovation

The contractor shall:

- Remove the existing wooden floor.
- Prepare the existing floor surface.
- Fill the floor with concrete topping to approximately 50–60 mm thickness.
- Allow the concrete topping to cure sufficiently.
- Install tiles to the specified floor areas.
- Ensure that all tiles are properly aligned, levelled, grouted and finished.
- Remove all waste materials from site.

Floor Area:

- 4 m × 5 m

Bathroom Floor and Wall Tiling

The contractor shall:

- Remove the existing green bathroom wall tiles.
- Remove existing bathroom floor finishes where applicable.
- Prepare the surfaces for new tiles.
- Install white wall tiles on bathroom walls.
- Install floor tiles.
- Properly grout and finish all tiled surfaces.
- Paint the wall area above the tiles, approximately 500 mm in height.

Bathroom Measurements:

- 2.2 m × 2.8 m × 2 m

Bathroom wall areas:

Length	Height
• 2.1 m	2 m
• 2.3 m	2 m
• 2.8 m	2 m
• 1.5 m	2 m
• 1.8 m	2 m

3.5 BATHTUB REPLACEMENT – FAMILY COTTAGE 2

The contractor shall:

- Remove the two existing bathtubs.
- Supply and install two new bathtubs.
- Supply and install suitable bath traps.
- Supply and install bath taps.
- Connect all plumbing and drainage.
- Test the installations for leaks and proper drainage.
- Make good any areas affected by the installation.
- Remove all old materials and building rubble from site.
- Replace hand basin taps
- Replace shower taps
- Lift shower head by 30cm
- Also replace shower Roses(Shower Head)

3.6 BEDROOMS INTERIOR PAINTING

The contractor shall prepare and paint the interior of the two rooms in Family Cottage 2.

All surfaces must be cleaned, prepared, filled and sanded before painting.

Room Wall Measurements

Length	Height
• 5.5 m	6 m
• 4.9 m	5 m
• 3.3 m	6 m
• 2.3 m	5 m
• 2.5 m	3 m

The contractor shall ensure that:

- Cracks are properly opened and filled.
- Larger cracks are plastered where necessary.
- Surfaces are sanded smooth.
- Paint is applied evenly.
- Existing fixtures and fittings are protected.
- The final finish is neat, uniform and of a high standard.

3.7 INTERIOR PAINTING – KITCHEN

The contractor shall prepare and paint the interior walls of the kitchen.

Kitchen Measurements

Length		Height	
•	4 m x	3 m	
•	5.4 m x	8 m x	2 m
•	4 m x	6 m	

3.8 DRY WALL – RECEPTION AREA

Length		Height	
•	2.3m (L) x	650cm (H)	
•	950cm (L) x	800cm (H)	
•	3.2m (L) x	3.6m (H)	
•	3.2m (L) x	1.5cm (H)	

3.9 MATERIALS AND EQUIPMENT

Materials Supplied by SANParks

SANParks will supply:

- **Paint**
- **Tiles**

Materials/Equipment to be Supplied by the Contractor

The contractor shall provide all other materials, tools, equipment and consumables necessary to complete the works, including but not limited to:

- Bath with trap
- Bath, Shower & Hand basin taps
- Shower Roses (shower heads)
- Scaffolding
- Ladders
- Rollers and paint brushes
- Scrapers and spackle tools
- Stopping/filler
- Sandpaper
- Cement and concrete materials
- Tile adhesive
- Grout
- Tile spacers
- Dry Wall
- Plumbing materials and fittings
- Ceiling and PVA paint
- Other minor consumables required for the completion of the works

3.10 WORKMANSHIP AND COMPLETION

The contractor shall ensure that:

- All work is performed by suitably skilled personnel.
- The work areas are kept clean and safe throughout the project.
- Existing SANParks property is protected from damage.
- All waste and rubble generated by the works are removed from the site.
- Any damage caused by the contractor during the execution of the works is repaired at the contractor's cost.
- All works are completed in accordance with the specifications and to the satisfaction of SANParks.
- The completed works are inspected and any defects identified are rectified by the contractor.

Note: Final measurements and quantities will be confirmed before commencement of the work.

4. DELIVERABLES

The appointed contractor shall:

- Complete all ceiling, painting, tiling, flooring and bathroom renovation works as specified.
- Supply and install the required bathtubs, taps, traps and associated plumbing.
- Complete all sanding, varnishing, painting and finishing works to a neat and professional standard.
- Ensure all plumbing installations are tested and free from leaks.
- Ensure all tiled surfaces are properly aligned, level and grouted.
- Protect existing SANParks property during the works.
- Remove all rubble, waste and unused materials from site.
- Repair any damage caused during the execution of the works.
- Rectify any defects identified by SANParks before final completion.
- Hand over the completed works in a clean, safe and satisfactory condition.

5. SPECIAL CONDITIONS

- The General Conditions of Contract (GCC) shall be applicable to this closed quotation.
- The scope of work shall form part of a contract.
- The service provider may not assign or subcontract any part of the order without the written consent of SANParks.
- An official order will be issued before any service is rendered to Karoo National Park.
- SANParks is not obliged to accept the lowest or any quotation. The award will be made in line with SANParks' procurement policies and applicable legislation.
- SANParks reserves the right to cancel the contract in whole or in part, should the contractor fail to perform in accordance with the RFQ requirements.
- The contractor shall be responsible for providing own accommodation & transport

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

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

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

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

7. 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).

8. EVALUATION PHASE: 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 COMPLY/NOT COMPLY	Comment or reference to proposal
GENERAL		
Compulsory Enterprise Questionnaire		
Only tenderers with a valid CIDB Grading of 1 GB or higher are eligible to apply. Proof of CIDB registration must be submitted		
Valid letter of good standing for Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (COIDA)		
Provide at least two references for similar work completed. Acceptable supporting documents include: • Purchase Order (PO) or Appointment Letter; and • Completion Certificate/ reference letter		

9. COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: CSD Number:

Section 5: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 7: SBD 1 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 9: SBD6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) Authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that it is in order.
- ii) Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Name	Position	Signed

Enterprise name	Date

10. 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.

11. TIMELINES

Upon appointment the successful bidder must deliver the required goods within a period of fourteen (14) working days from the date of issue of purchase order, failure to deliver, SANParks may reserve the right to cancel the purchase order with the contractor.

12. FINANCIAL PAYMENT

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

13. 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.

14. PRICING

CHALETS MAINTENANCE AT KAROO NATIONAL PARK					
	DESCRIPTION	QTY	UNIT MEASURE	UNIT PRICE	TOTAL
1	Ceiling replacement and painting – Chalet 14: Remove existing ceiling, supply and install new suitable ceiling, prepare, paint with PVA, finish and remove rubble	1	sum		
2	Ceiling painting – Chalet 17: Prepare existing ceiling, apply PVA paint and provide a neat, even finish	1	sum		
3	Interior wall preparation and painting – Chalets 14 & 17: Prepare, fill, sand and paint specified interior wall surfaces, including protection of existing fixtures and fittings.	1	sum		
4	Sanding and varnishing – windows and sliding doors, Chalets 14 & 17: Sand and prepare specified windows and sliding doors and apply varnish to a neat, high-quality finish	1	sum		
5	Bath replacement, plumbing and bath-front tiling – Chalet 14: Remove existing bath, supply and install new bath, bath trap and taps, complete plumbing connections, retile bath frontage and test installation.	1	sum		
6	Floor renovation and tiling – Family Cottage 2: Remove existing wooden flooring, prepare floor, provide 50–60 mm concrete topping, allow curing, install floor tiles, grout and finish.	20	m ²		
7	Bathroom wall and floor tiling – Family Cottage 2: Remove existing tiles and floor finishes where applicable, prepare surfaces, install new wall and floor tiles, grout and finish, including painting above tiles	1	sum		
8	Replacement of two bathtubs and associated plumbing – Family	2	each		

	Cottage 2: Remove existing bathtubs, supply and install two new bathtubs, traps and taps, connect plumbing and drainage, test for leaks, replace hand-basin and shower taps, raise shower head by 300 mm and replace shower heads.				
9	Interior painting – bedrooms and kitchen, Family Cottage 2: Clean, prepare, fill, sand and paint specified walls, repair cracks and plaster where necessary, protect fixtures and provide a uniform finish.	1	sum		
10	Drywall installation – reception area: Supply and install drywall to the specified reception-area dimensions, including all required framing, fixing, finishing and making good.	1	sum		
11	Cleaning, removal of rubble and making good: Remove construction waste and rubble, clean work areas, protect existing property and repair any damage caused during the works	1	sum		
				SUB-TOTAL	
				VAT (15%)	
				GRAND TOTAL	

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
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

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

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. (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) (number only)
EMEs/QSEs	- Valid BBBEE certificate issued by SANAS accredited verification Agency - Affidavit (CIPC, DTIC Sworn affidavit)	Total Points: 10 EME=10 QSE=5	
Local suppliers adjacent to SANParks operations (within 250km of Karoo National Park)	- 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	10 points	CLAIM POINTS IF YOU QUALIFY

4 DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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