South African
NATIONAL PARKS

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE PATCHING OF POTHOLES FOR TARRED ROADS WITHIN THE TSITSIKAMMA SECTION OF GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 36 MONTHS.

RFQ NO:

34881/TNP/2026-27-R

REQUEST FOR QUOTATION

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

Appointment of a service provider for the patching of potholes for tarred road within the Tsitsikamma Section of Garden Route National Park for a period of 36 months.

RFQ NUMBER	**34881/TNP/2026-27-R**
ADVERTISEMENT DATE	**05 November 2026**
COMPULSORY SITE MEETING	**Friday, 13 November 2026** **Time: 10:00 am** **Site: Technical Services Stores, Stormsriver Mouth** ***10-minute grace period. Meeting officially closes at 10:10. No late entry will be allowed. ***
CLOSING DATE	**20 November 2026**
CLOSING TIME	**11:00 AM**
BID DOCUMENT DELIVERY ADDRESS	**tsitsikammarfqs@sanparks.org (Submissions sent to any other email address will not be considered).**
BID VALIDITY PERIOD	**90 days (commencing from the RFQ Closing Date)**
ENQUERIES	**Email: tsitsikammarfqs@sanparks.org Contact no: 042-281-1607**
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:	**34881/TNP/2026-27-R**	CLOSING DATE:	**20 NOVEMBER 2026**	CLOSING TIME:	**11:00 AM**
DESCRIPTION	**Appointment of a service provider for the patching of potholes for tarred roads within the Tsitsikamma Section of the Garden Route National Park for a period of 36 months.**				

BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL
tsitsikammarfqs@sanparks.org

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**Meagan van Neel**	CONTACT PERSON	**Siyanda Myataza**
TELEPHONE NUMBER	**042 281 1607**	TELEPHONE NUMBER	**042 281 1607**
E-MAIL ADDRESS	tsitsikammarfqs@sanparks.org	E-MAIL ADDRESS	tsitsikammarfqs@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 request is to appoint a service provider for the patching of potholes for tarred roads within the Tsitsikamma Section of Garden Route 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

PATCHING OF ROAD POT HOLES WITHIN THE TSITSIKAMMA NATIONAL PARK FOR A PERIOD OF THREE YEARS

A. BACKGROUND

Garden Route National Park invites suitably qualified and experienced contractor to repair of potholes within the Tsitsikamma National Park for a period of two years. The current Tsitsikamma tarred roads are approximately 15 km long and increasingly deteriorating due to the effect water runways and heavy rainfall. Also the lack of maintenance has adversely impacted the condition of the road as water penetration cause pot holing and ravelling (formation of loose material). These have a direct effect on the road safety and road hazard.

B. CERTIFICATION REQUIREMENTS

Please note that a valid certified copy of the following will be required. Should the requested certified documentation not be submitted with the quotation or is out-of- date, the quotation will not be considered.

- CIDB Grading 1 CE or higher

C. TERMS AND CONDITIONS WILL BE AS FOLLOWS

The appointed Service Provider must provide a functionality report and a completion certificate upon conducting inspections and certifying that the road has passed all quality tests. All units must be dated accordingly and all completed units be handed over to the park. No work should be conducted without prior arrangements before servicing or replacing any equipment, inspect the condition and the quantity thereof in conjunction with a representative from the Tsitsikamma National Park.

At completion of the service the Service Provider shall provide a register of the serviced equipment and certification of service (COC). A job card signed off by the responsible Tsitsikamma National Park official shall be completed at the end of each service.

D. SCOPE OF WORKS

The Contract entails the repair or patching of potholes in the Tsitsikamma National Park on an as and when required basis, for a period of TWO years pending the availability of funds.

a) Scope of work entails light rehabilitation of road works: repairing of potholes within the Tsitsikamma National Park.
b) Product Specifications:

Hot Mix Asphalt (Supplier and sample must be provided for approval, before Tender can be awarded)

1) Product: Hot Mix Asphalt
2) Aggregate: Maximum size aggregate 6.75mm (SABS 1083)
3) Primer : MC 30 or MSP1 or Equivalent

Cold Mix (Supplier and sample must be provided for approval, before Tender can be awarded)

1) Product : Cold Mix
2) Aggregate : Maximum size aggregate 6.75mm
3) Primer : MC 30 or MSP1 or Equivalent

c) Potholes should be repaired as follows:

1) Excavate a square or rectangle section to average depth
2) The area should be swept clean
3) Treat area with a drenched coat primer
4) Fill with Hot mix Asphalt / Cold Mix (Type to be specified by the Park).
5) Compact asphalt with a pedestrian roller, min 5 passes
6) For potholes deeper than 50mm: Base to be repaired with G4 material, stabilize with 2% cement and
7) Compacted (roller/whacker/hand stamper – depending on size of pothole). Care must be taken not to break up the edges.

a) The contractor must supply all materials, labour, transport and plant (machinery).
b) Defects liability: Repaired areas will be monitored for a period of 3 months. If any defects should occur the contractor will be held responsible (eg. Sagging, rutting, cracking, edge break up, etc).
c) Public and Road Safety: signage must be supplied by contractor and used at all times. Failure to do to so will result in a penalty of R500 per day for work carried out without proper signage.
d) The contractor will be held liable for any public and/or private claims
e) Potholes will not be left open overnight. Any claims resulting from unfinished and dangerous works will be for the contractor's account.
f) The successful contractor must commence work within 24 hours after receiving an official order.
g) The tender may be awarded to one or more contractors.
h) Duration of the contract is for a period of one year.
i) The contractor's performance will be monitored, if performance and quality of works is unsatisfactory then the Park withhold the right to terminate the Tender/contract
j) All labour to be local except for Management and Supervisory personnel

Method Statement – Potholes

1. Mark the pothole out in straight lines. If the pothole is round mark out a square.
2. Excavate the pothole with vertical edges to an even depth.
3. If the pothole is not deeper than 50mm, proceed to Step 4.

    a) Mix G5 or G6 material with approximately 5% PBFC, and dampen the mix with approximately 5-7% water.
    b) Dampen the excavated hole slightly with water.
    c) Apply primer / SS60 to the excavated hole.
    d) Fill the pothole to about 40mm below the edge and compact the material well by mechanical or manual means.
    e) Proceed to Step 5.

4. If the pothole is shallower than 50mm:-

    a) Dampen the excavated hole slightly with water.
    b) Apply primer / SS60 to the excavated hole.

5. Fill the pothole to approximately 5-10mm proud above the edge of the pothole with cold mix premix, depending on the compaction and the size of the pothole.
6. Compact the cold mix premix well by mechanical or manual means.
7. Apply SS60 along all edges of the repaired pothole.
8. If necessary, apply a thin layer of crusher dust over the area of the pothole, to prevent the cold mix premix and the SS60 from sticking to tyres.

This method statement must be strictly followed, unless otherwise instructed by the SANParks engineer.

E. QUALITY

The material used (road building materials) should comply with the standard specification. The tenderer shall supply the SANS certificate on demand. The Park reserve the right to request any relevant test for material. The Park may at any given time select a sample and request the service provider to test the sample. The service provider will be requested to submit one quotations from independent accredited test laboratories and the Park will select one and the service provider will be liable for the test cost and the cost may be claimed back from the Park only if the material tested complies. The cost payable will strictly be as per the approve quote at no mark-up.

Payment will be withheld, if this method statement is not followed.

F. PRICING DATA

a) As the exact scope is unknown, unit prices must be quoted and contract amount to be determined upon receiving unit prices.
b) All prices must include VAT and should remain firm for a period of one (1) year.
c) Measurement and payment of works will be length (L) x width (W) as measured on site, (example pothole size of 500mm x 500mm to be calculated: 0.5m x 0.5m = 0.25m2)
d) The total amount for hot mix asphalt (for all areas and depths) and the total amount for cold mix asphalt (for all areas and depths) will be used to evaluate and calculate the points.
e) A preferred and alternative bidder will then be appointed separately for Hot Mix Asphalt and Cold Mix Asphalt.

G. PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

The successful service provider will be remunerated in accordance with Service Level Agreement.

H. SKILLS REQUIRED / EXPERTISE REQUIREMENTS

Specify the Experience of key staff and their qualifications CV of the project team must be attached. Project team must be available for the whole implementation of the project. Declaration letters of availability of the team members must be attached, and in case of resignation of a member, the service provider must inform the park in writing. The resigned member must be replaced by team member of the same statue e.g. Qualification and experience in consultation with the park.

I. CONTRACT PERIOD

The contract period is for three (3) years starting from date of appointment.

REPORTING

The appointed service provider will be required to report to the Manager Technical Services, including submission of weekly reports of completed maintenance work.

J. LOCATION OF WORKS

Tsitsikamma National Park forms a section of the Garden Route National Park and is situated at the heart of the Garden Route.

PLACE	**CO-ORDINATES**
Tsitsikamma National Park	33˚56'47.67"S 23˚37'32.90"E

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 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.

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

- Valid CIDB grading 1 CE or Higher
- Valid COIDA Letter of Good Standing.

Additional Documents:

- Occupational Health & Safety File: includes OHS Plan, OHS Policy, Baseline Risk Assessment, Applicable Appointments etc. (To be submitted by the successful bidder prior to commencement of the works).

NOTE: Failure to submit all mandatory documents will result in disqualification of bids.

7. PRICING

NB: No alternative offers/ options will be accepted.

PRICING SCHEDULE DESCRIPTION	**DEPTH**		**COLD MIX ASPHALT**	**HOT MIX ASPHALT**
Rand / m²			Rand / m²	
REPAIR OF POTHOLE, INCLUSIVE (i.e. LABOUR, MACHINERY, AND MATERIAL)	0 – 50 mm		R	R
	50 – 100 mm		R	R
	100 mm +		R	R
TRANSPORT (100 KM WITHIN THE PARK)	Rate/km		R	R
TOTAL			R	R
15% VAT			R	R
GRAND TOTAL			R	R
TOTAL OF HOT MIX AND COLDMIX				
R……				
All prices will be increase with **CPI** after year 1, for price escalation.				

8. SPECIAL CONDITIONS

- **Bidders must be located within 250km from Storms River Mouth in order to attend to emergency call outs within 3 hours as mentioned above. Submit proof of business address, i.e. municipal rates account, property lease agreement.**

- SANParks reserves the right to request written confirmation of compliance and or supporting documents as part of the bid evaluation process.

- Good quality equipment and adequately trained/skilled staff are required for this work as per the applicable legislation.
- The service provider must have a safety file and at all times comply with the conditions of the Occupational Health and Safety (OHS) Act, regulations and standards and must also comply with the Environmental Regulations and standards as set out in the FSC audit as follows:
    - Avoid biohazard spillage; all spillages must be cleaned/removed as per the required standards.
    - Ensure availability of biohazard spill kit.
    - Ensure use and appropriate equipment and PPE.
    - Avoid any engine and Hydraulic oil leakages
- Dumping sites for each site is indicated under each heading in the specifications above,
- The service provider is responsible for his own transport and accommodation arrangements.
- The supply of replacement parts and other goods provided to SANParks by successful bidder(s) in performing any services are subject prior approval by relevant park management
- Parts inventory shall be organized and maintained by the contractor's Service and Maintenance Team,
- Service Team technician must have access to these parts and be responsible to maintain an orderly and organized inventory,
- Contractors must have a Certificate of Compliance / (COC) compliant as per Department of labour regulations
- Standard Specifications of COLTO (Standard Specifications for Road and Bridge Works for State Road Authorities, 1998), CSIR pothole technical guide (2010) and SABITA pavement repair manual and to the approval of the Manager Technical Services.

- The successful bidder(s) must be able to supply and deliver materials to the respective sites in order to complete the required job(s).

- The successful bidder(s) may not report to site unless there is a written instruction or a signed purchase order from the Tsitsikamma Technical Services Department.

- The successful bidder(s) shall attend to emergency breakdown call outs calls as and when required by the Tsitsikamma section of GRNP upon receiving an instruction as stated above

- It is expected of the contractor to have extra stock in possession for emergency repairs. The Service Provider shall adhere to the maintenance schedule provided by the Tsitsikamma section of Garden Route National Park for the maintenance thereof.

- The appointed service provider shall be expected to attend planned sectional meetings to report on progress on the work being executed.

- The appointed service shall ensure that records of all repairs and maintenance carried through the contract period is submitted to the Technical Service department upon completion of the purchase order and provide proof of daily call out attended (call out form).

- The contractor shall have his/her own store room, workshop or work offices. Under no circumstances will the park provide property for use of a service provider.

- The appointed service provider shall have a safety file in place on site at all times. Contractor should comply with safety standard as stipulated in the OHS Act No. 85 of 1993

- The appointed service provider must be able to transport their Team to and from sites.
    - Under no circumstances will park's vehicles be utilized for the above mentioned.

- Contractor's staff will be required to comply with a procedure manual when dealing with clients/guests.

- The Contractor must issue identity cards for his/her Team and shall produce such identity cards when requested by clients/guests

- Any revisions of additions to the Standard Code of Conduct, Park By-Laws and Health Safety Rules from time to time will also be applicable to this Contract.

- The requirements of the Occupational Health and Safety Act, Act 85 of 1993, (OHS Act) and all subsequent amendments and regulations shall be observed and adhered to except where exemption has been obtained from the Chief Factories Inspector.
    - If any text or drawings in the standard are in conflict with the OHS Act and no exemption has been obtained, the OHS Act requirements shall take precedence over the standard.

9. 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.

10. TIMELINES

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

11. FINANCIAL PAYMENT

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

12. 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.

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

…… ……

Signature Date

…… ……

Position Name of bidder

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.

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**

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

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**

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

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 (within the 650km from Tsitsikamma 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 (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)
Promotion of enterprises owned by black people with at least 51% shareholding or more;	• Valid BBBEE certificate issued by SANAS accredited verification Agency • Affidavit (CIPC, DTIC Sworn affidavit)	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:	……
	……
	……
	……

CONTRACT FORM - RENDERING OF SERVICES

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 THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **SANPARKS** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: at the price/s quoted. My offer/s remain 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*
   - Invitation to bid;
   - Proof of tax compliance status;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
   - Bidder's Disclosure form;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

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 fulfillment of this contract.

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 ……

WITNESSES

1 ……

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I…… in my capacity as……..…….. accept your bid under reference number ……dated……for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. 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 (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……

2 ……

DATE: ……

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



Fumanekile.Makuyekwe@sanparks.org

I AM AN ENTREPRENEUR

Sanlam