South African
NATIONAL PARKS

TERMS OF REFERENCE

# APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE OF SURVEILLANCE CAMERAS AND CONTROL ROOM DESIGN IN THE TSITSIKAMMA SECTION OF GARDEN ROUTE NATIONAL PARK

RFQ NO:

35701/TNP/2026-27-R

# REQUEST FOR QUOTATION

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

**Appointment of a service provider for the supply, delivery, installation, maintenance of surveillance cameras and control room design in the Tsitsikamma Section of Garden Route National Park.**

| | |
|---|---|
| **RFQ NUMBER** | **35701/TNP/2026-27-R** |
| **ADVERTISEMENT DATE** | **17 November 2026** |
| **COMPULSORY SITE MEETING** | **Date: 24 November 2026**<br>**Time: 11:30 AM**<br>**Venue: Forestry Office, Darnell Street, Stormsriver Village** |
| **CLOSING DATE** | **30 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: | **35701/TNP/2026-27-R** | CLOSING DATE: | **30 November 2026** | CLOSING TIME: | **11:00 AM** |
| DESCRIPTION | **Appointment of a service provider for the supply, delivery, installation, maintenance of surveillance cameras and control room design in the Tsitsikamma Section of Garden Route National Park.** | | | | |

**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 | **Euginia Mkhatshwa** |
| 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]<br>☐ Yes ☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX]<br>☐ Yes ☐ No |

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

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

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

# PART B
# TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: ……

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

DATE: ……...

## 1. PURPOSE

The purpose of this request is to appoint a service provider for the supply, delivery, installation, maintenance of surveillance cameras and control room design in 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

**Supply, delivery, installation, reinstallation, configuration, integration, testing and commissioning of a complete surveillance camera system and control room for Tsitsikamma National Park on a once-off basis.**

**Technical Specification and Scope of Work**

### 1. PTZ 4MP IR X 3

- 5-inch 4 MP 25X Powered by Dark Fighter IR Network Speed Dome
- High quality imaging with 4 MP resolution
- Excellent low-light performance via powered-by-Dark Fighter technology
- Clear imaging against strong back lighting due to 120 dB WDR technology
- Pan and tilt ability enables camera to monitor zones of interest.
- 25x optical zoom allows for closer viewing of subjects in expansive areas.
- Water and dust resistant (IP66)
  DS-2DE5425IW-AE

**Installation locations: Install one camera on an 8 m steel pole at each of the following sites: Bloukrans Complex, Storms River Mouth and the Storms River Village forestry offices. The bidder must include all mounting brackets, weatherproof enclosures, cabling, surge and lightning protection, earthing, power supplies, network equipment, civil works and accessories required for a complete and operational installation.**



*Figure 1:Picture as per specification.*

**2. Fixed 5 MP Smart Hybrid-Light Cameras - Quantity 7**

- 3K 5MP Smart Hybrid Light Audio Camera
- High quality imaging with 3K, 2960 × 1665 resolution
- Up to 30 m IR distance for bright night imaging
- Up to 20 m white light distance for bright night imaging
- One port for four switchable signals (TVI/AHD/CVI/CVBS）
- Water and dust resistant (IP67)
- High quality audio with audio over coaxial cable, built-in mic



*Figure 2: Picture as per specification.*

- **Installation locations:** Big Tree – two cameras, with one covering the main gate and one covering the secondary entrance gate.
- Restaurant building – two cameras, with one covering the main entrance and one covering the beach/boathouse area.
- Technical stores and offices – two cameras positioned to provide suitable coverage of the identified operational areas.
- Service Centre – one camera positioned to provide suitable coverage of the identified operational area. The bidder must confirm final camera positions during the compulsory site meeting.

**3. Reinstallation, Servicing, System Integration and Control-Room Design**

- Reinstall, service, configure and integrate all existing compatible cameras at Nature's Valley Rest Camp and Storms River Mouth, including the main gate and surrounding buildings. All cameras must be centrally monitored, recorded and managed from the designated control room at Storms River Mouth.
- Provide secure authorized remote access for live monitoring and playback on approved computers and mobile devices. Remote access must use encrypted communications, individual user accounts, strong passwords and multi-factor authentication where supported by the proposed system.

4. **Control-Room Computer and Display Requirements**

- A dedicated business-grade desktop computer/workstation compatible with all proposed video management system, network video recorder and camera-management software must be supplied, installed and commissioned as part of the solution.
- Minimum computer specification: Intel Core i7 or equivalent processor; 16 GB RAM minimum, upgradeable to at least 32 GB; 512 GB solid-state drive for the operating system and applications; dedicated graphics capability suitable for simultaneous multi-camera viewing; Gigabit Ethernet network interface; sufficient USB and video outputs; keyboard and mouse; and a supported Windows operating system compatible with the proposed solution.
- Provide one large commercial-grade monitor of at least 43 inches, with a minimum Full HD resolution of 1920 × 1080, suitable for continuous control-room operation and simultaneous multi-camera display. The monitor must be fully compatible with the computer and surveillance system and include all mounting hardware, cables, adapters and accessories.
- The supplier must confirm final computer and monitor sizing against the proposed system's actual hardware and software requirements. If the proposed system requires a higher specification, the higher requirement will apply and must be included in the quotation.
- Provide appropriately sized uninterruptible power supply units and surge protection for the computer, monitor, recorder, network switches and other control-room equipment.

**5. Internet and Network Requirements**

- The surveillance network must use managed Gigabit Ethernet switches and structured Category 6 cabling. Fibre-optic links must be used where copper-distance limits, electrical interference or lightning exposure make copper unsuitable.
- Cameras must be placed on a dedicated and secured CCTV network independently of SANParks business network. All outdoor network equipment must be installed in lockable, weatherproof enclosures with suitable surge and lightning protection.
- The internal network must provide sufficient capacity for all camera streams, live viewing, recording, playback and system administration without dropped frames or material latency. A minimum 1 Gbps backbone is required between the control room, recording platform and core CCTV network equipment.
- Each connected site must have a stable internet service with a minimum committed bandwidth of 20 Mbps download and 20 Mbps upload for remote access and support. Where several cameras continuously transmit across a wide-area or internet link, the supplier must calculate the actual requirement and provide not less than 5 Mbps usable upload capacity per 4–5 MP camera stream, plus at least 25% spare capacity. If all 10 new cameras transmit simultaneously over one link, the connection must therefore provide at least 65 Mbps upload capacity; a symmetrical 100 Mbps service is recommended.
- The proposed solution must use bandwidth-efficient H.265 or better video compression, configurable frame rates and sub-streams for remote viewing. Continuous primary recording should occur locally at the control room or approved recording location so that internet interruptions do not result in loss of recorded footage.
- Where fixed connectivity is unavailable or unreliable, the bidder must include a suitable alternative such as fibre, licensed wireless, microwave, fixed LTE/5G or satellite connectivity, subject to coverage and SANParks approval. The quotation must clearly state all once-off and recurring connectivity costs.
- Provide automatic failover or an approved backup connectivity option for critical surveillance locations where feasible. The solution must automatically resume communications and synchronise events after link restoration.
- The supplier must conduct and document a pre-installation network assessment and post-installation performance test covering latency, packet loss, jitter, throughput, upload capacity, camera stream stability and remote-access performance. Final bandwidth sizing must be based on the selected camera bit rates, frame rates, resolution, recording mode, number of concurrent users and required retention period.

6. **Compliance, Testing and Handover**

All surveillance equipment and electrical installations must comply with applicable South African National Standards, including SANS 10142-1 and the applicable equipment-safety standard. Camera performance, coverage and image quality must be verified using an appropriate recognised CCTV test methodology, including Rotakin testing where applicable. The installation and operation of the system must comply with POPIA and SANParks security, access-control and procurement requirements. The supplier must provide system configuration records, network diagrams, equipment schedules, warranties, licences, administrator credentials in a sealed handover, user training, test results, as-built documentation and an acceptance certificate.

## 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.<br><br>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

N/A

## 7. PRICING

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

| NO | ITEM | Unit | Quantity | Unit Price | Total |
|---|---|---|---|---|---|
| 1 | PTZ 4MP IR Cameras | Each | 3 | | |
| 2 | 5-inch 4 MP 25X Powered by Dark Fighter IR Network Speed Dome, Dark fighter Camera | Each | 7 | | |
| 3 | Reinstallation, control room design and servicing of existing cameras at Natures Valley rest camp and Stormsriver Mouth (Main gate and surrounding buildings) | Sum | 1 | | |
| 4 | Control-Room Computer and Display Requirements as per specifications in scope of work | Sum | 1 | | |
| 5 | Internet and Network Requirements as per specifications in scope of work | Sum | 1 | | |
| 6 | Compliance, Testing and Handover as per specifications in scope of work | Sum | 1 | | |
| | | | | **Total excl.** | |
| | | | | **VAT** | |
| | | | | **Total incl.** | |

**Pricing schedule for maintenance of repairs as needed:**

| No. | Description | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|---|---|---|---|---|---|---|---|
| 1 | Call out fee | | | | | | |
| 2 | Labour rate per hour | | | | | | |
| 3 | Parts mark-up % | | | | | | |
| | | | | | | **Total excl. VAT** | |
| | | | | | | **VAT (15%)** | |
| | | | | | | **Total incl. VAT** | |

## 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 PO is issued.

## 10. FINANCIAL PAYMENT

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

## 11. FINAL AWARD

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

DECLARATION OF INTEREST (SBD 4)

**BIDDER'S DISCLOSURE**

## 1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

## 2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| **Full Name** | **Identity Number** | **Name of organ of state** |
|---|---|---|
| | | |
| | | |
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| | | |
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|---|---|---|
| | | |

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

SBD 6.1

## 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 250km 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<br>• Local municipality confirming business address (not older than 3 months); or,<br>• 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)<br>  • 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<br>• 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

| | |
|---|---|
| | ……. |
| | **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 (name of the institution) **SANPARKS** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **35701/TNP/2026-27: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE OF SURVEILLANCE CAMERAS AND CONTROL ROOM DESIGN IN THE TSITSIKAMMA SECTION OF GRNP** 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 ……

2 ……

DATE: ……

## 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 **35701/TNP/2026-27: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE OF SURVEILLANCE CAMERAS AND CONTROL ROOM DESIGN IN THE TSITSIKAMMA SECTION OF GRNP** 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: ……..




Fumanekile.Makuyekwe@sanparks.org

I AM AN ENTREPRENEUR

Sanlam