South African
NATIONAL PARKS

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF HYGIENE SERVICES IN THE TSITSIKAMMA SECTION OF THE GARDEN ROUTE NATIONAL PARK FOR A PERIOD OF 12 MONTHS.

RFQ NO:

38036/TNP/2026-27

REQUEST FOR QUOTATION

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

Appointment of a service provider for the provision of hygiene services in the Tsitsikamma Section of Garden Route National Park for a period of 12 months.

RFQ NUMBER	**38036/TNP/2026-27**
ADVERTISEMENT DATE	**27 November 2026**
CLOSING DATE	**03 December 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:	**38036/TNP/2026-27**	CLOSING DATE:	**03 December 2026**	CLOSING TIME:	**11:00 AM**
DESCRIPTION	**Appointment of a service provider for the provision of Hygiene Services at the Tsitsikamma Section of The Garden Route National Park for a period of 12 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	**Hesron Ruiters**
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 provision of Hygiene Services at the Tsitsikamma Section of Garden Route National Park for a period of 12 months.

2. BACKGROUND

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

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

3. SCOPE OF WORK

Item No.	Description	Service Intervals
1.	**Provide 20 liters Sanitary Pedal Bins** White for rental and servicing/cleaning/replacing in all Ablution facilities and Offices to be done by the service provider. **Storms River Mouth Rest Camp** - Dolphin Ablutions - 6 female toilets and 1 unisex paraplegic toilet **(7 bins)** - Otter Ablutions - 3 female toilets **(3 bins)** - Oordeelsdag - 2 female toilets **(2 bins)** - Seagull Nest - 2 female toilets **(2 bins)** - Bos (forest hut area) - 4 female toilets **(4 bins)** - Reception Area – 3 female toilets do this 1 paraplegic toilet **(4 bins)** - Admin building next to reception – 3 female toilets **(3 bins)** - Main Gate – 1 female toilet **(1 bin)** - Oceanettes - 1 female toilet **(1 bin)** - Otter Room - 2 female toilets **(2 bins)** - Technical Office -1 female toilet **(1 bin)** **New restaurant Stormsriver Mouth:** 20 bins **Storms River village Conservation offices** 1 female toilet **(1 bin)** **Big Tree** 8 female toilets **(8 bins)** **Natures Valley Rest Camp** 4 Ablution blocks in rest camp. 10 female toilets **(10 bins)** Beach toilets. 7 female toilets **(7 bins)** **Bloukrans complex** 1 toilet **(1 bin)** **Otter Trail**	• Once a week for the period December to March • Twice a month for the months of April to November Twice a month Once a month Once a week for December to March Twice a month for the months of April to November Once a week for December to March Twice a month for the months of April to November Once a week for December and January and once a month for February to November Once a month

Item No.	Description	Service Intervals
	4 female toilets, one at each hut: **(4 bins) + (4 additional bins)** NOTE: Otter Trail might need 1 additional sanitary bin per area. Bidders are required to indicate a price for these possible 4 x additional sanitary bins separately on the quotation in order for SANParks to see what the cost would be should the extra bins be needed at any given point in time.	Once a week
2.	**Flush hygiene sanitizing system for Urinals** **Storms River Mouth Rest Camp** - Dolphin Ablutions – 2 urinals - Otter Ablutions -2 urinal - Seagull Net Ablutions- 2 urinals - Oordeelsdag- 2 toilets urinals - Bos (forest hut area) - 4 urinals - Reception Area – 2 urinals - New Admin Building at the back of reception - 3 urinals **Big Tree –** 6 urinals **Nature's Valley Rest Camp** – 11 Urinals (6 in rest camp and 5 at beach toilets) **New restaurant Stromsriver Mouth** – 12 Urinals	Installation to be done by service provider. Service/repair of units if faulty to be done by service provider at own cost. Units to be serviced once a week for December to March Twice a month for the months of April to November Units to be serviced once a month at new admin building. Units to be serviced twice a month for the months of April to November and once a week for the months of December to March. Units to be serviced once a week during the months of December and January and once a month for the months February to November
3.	**Manual foam Soap Dispensers 1100ml** - Sample to be provided.	Installation to be done by service provider. Service/repair of units if

Item No.	Description	Service Intervals
	Storms River Rest Camp - Dolphin Ablutions - 5 (male and female) - Otter Room - 4 (male and female) - Seagull Nest - 2 (male and female) - Oordeelsdag - 2 (male and female) - Bos - (Forest hut area) 4 (male and female) - Reception Area - 3 (male and female) - Otter Room - 1 (male and female) - Admin Office - 2 (male and female) - Technical Office - 2 (male and female) **Storms River Conservation office** - 2 **Big Tree** - 10 **Natures Valley Rest Camp** - 10 (4 Ablutions) **Bloukrans** – 1 **New Admin Building** - 4 (male and female) **New restaurant Storms River Mouth** – 20	faulty to be done by service provider at own cost. 1 x Foam soap refill to be provided per soap dispenser twice a month for February to November 1 x Foam soap refill to be provided per soap dispenser once a week for December and January.
4.	**Paper hand towel dispensers should be provided in each ablution block or facility (one in each female & one in each male sides) as indicated in point no 3 above.** - Dolphin Ablutions – 2 dispensers - Otter Room - 2 dispensers - Seagull Nest - 2 dispensers - Oordeelsdag - 2 dispensers - Bos - (Forest hut area) - 2 dispensers - Reception Area - 2 dispensers - Otter Room - 2 dispensers - Admin Office - 2 dispensers - Technical Office - 2 dispensers - **Storms River Conservation office** - 2 dispensers - **Big Tree** - 3 dispensers - **Natures Valley Rest Camp** - 8 dispensers - **Bloukrans** – 1 dispenser - **New Admin Building** - 2 dispensers - **New restaurant Storms River Mouth -** 10 dispensers	Installation of hand towel paper dispensers to be done by service provider. Service/repair of units if faulty to be done by service provider at own cost. SANParks will provide hand towel paper. Hand towel paper must not be included in the bid price.
5.	• Service operations and logistics will be discussed with the successful bidder.	

NOTE NB:

- Supplier must comply with all Health and Safety requirements of SANParks.
- Samples of sanitary bins, soap dispensers, flush hygiene equipment and paper towel dispensers to be provided prior to finalization of bid upon SANParks request.
- The successful bidder must service and repair all hygiene equipment installed at the different sites at own expense.
- The successful bidder must install all hygiene equipment at the different sites at own expense.
- SANParks reserves the right to terminate the contract at any given time at thirty (30) days' written notice should the successful bidder not comply with all the specifications set out in this specifications document.
- When providing the quotation, bidders should split quote in to the following areas:

a) Storms River Mouth Rest Camp
b) Storms River Village Conservation office
c) Big Tree
d) Natures Valley Rest Camp
e) Bloukrans
f) Otter Trail

- Successful bidder should note that invoicing should also be done as per sections mentioned above.

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	Bidders to complete and sign	No

certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.		
Proof of registration with National Treasury Central Supplier Database (CSD).	Bidders must be registered on CSD prior to submitting quotation. Bidders are required to submit proof of such registration	No. 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: N/A

N/A

7. PRICING

NB: No alternative offers/ options will be accepted.

Rental of equipment:

DESCRIPTION	QTY	MONTHLY RATE	YEAR 1 TOTAL
Provide 20 litres Sanitary Pedal Bins as per specification above	80		
Flush hygiene sanitizing system for Urinals as per specification above	46		
Manual foam Soap Dispensers 1100ml as per specification above.	85		
Paper hand towel dispensers as per specification above	44		
Provide 20 litres Sanitary Pedal Bins as per specification above (Additional for Otter Trail)	4		
		TOTAL excl.	

15% Vat	
Total incl. vat	

Servicing of equipment:

Description	Service Intervals	YEAR 1 TOTAL
20 Liters Sanitary Bins		
Storms River Mouth Rest Camp (Dolphin Ablutions, Otter Ablutions, Oordeelsdag, Seagull Nest, Bos (forest hut area) Restaurant/shop ablutions (parking area)	Once a week for the period December to March Twice a month for the months of April to November	
Reception Area	Twice a month	
Admin building next to reception	Once a month	
Main Gate, Oceanettes, Otter Room	Once a week for December to March Twice a month for the months of April to November	
Technical Office	Once a month	
New restaurant Storms River Mouth	Once a week for December to March Twice a month for the months of April to November	
Big Tree	Once a week for December and January Once a month for February to November	

Description	Service Intervals	YEAR 1 TOTAL
Natures Valley Rest Camp	Once a month	
Bloukrans Complex	Once a week	
Flush hygiene sanitizing system for Urinals as per specification above:		
Storms River Mouth Rest Camp (Dolphin Ablutions Otter Ablutions Seagull Net Ablutions Oordeelsdag Bos (forest hut area) Restaurant/shop ablutions Reception Area)	Units to be serviced once a week for December to March Twice a month for the months of April to November	
New Admin Building at the back of reception	Units to be serviced once a month at new admin building.	
Big Tree	Units to be serviced twice a month for the months of April to November Once a week for the months of December to March.	
Nature's Valley Rest Camp	Units to be serviced once a week during the months of December and January Once a month for the months February to November	
New restaurant Stromsriver Mouth	Units to be serviced once a week for December to March Twice a month for the months of April to November	
Manual foam Soap Dispensers 1100ml as per specification above.	1 x Foam soap refill to be provided per soap dispenser twice a month for February to November	

Description	Service Intervals	YEAR 1 TOTAL
	1 x Foam soap refill to be provided per soap dispenser once a week for December and January.	
	Total (Vat Excl.)	**R**
	15 % Vat	**R**
	Total Amount Vat Incl.	**R**

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

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

9. TIMELINES

Services to start immediately after purchase order 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.

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	Name of person at institution	Nature of the relationship

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest1 in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding2 for this requirement? **YES [ ] NO [ ]**

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	Name of related enterprise / company / trust	Registration number	Description of interest

1 Includes ''beneficial interest'' and ''personal financial interest'' as defined in the Companies Act 71 of 2008
2 Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and 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 institution procuring the required goods or services 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 INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE 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

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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 • 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	(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:	……
	……
	……
	……


South African
NATIONAL PARKS
Sanlam - SANParks
SMME Fund
The fund is a dedicated interest free loan that provides short-term Purchase Order finance to local SMME's that have purchase orders from SANParks. SANParks will run its normal procurement processes and once awarded with a purchase
Fund Requirements
Interest-Free Loan
SMME must be within 100kms radius of the park boundary
Black-Owned SMMEs
Maximum application amount R1 000 000
Must have a purchase order from SANParks
Fund application link
https://sanlamsanparks.co.za/
Enquiries:
Regional Manager : Enterprise and Supplier Development
Fumanekile.Makuyekwe@sanparks.org
I AM AN ENTREPRENEUR
Sanlam