Request for Quotation

Panel for Travel Agents for SALB

18 November 2026

CLOSIG DATE	**Wednesday, 09 December 2026 (21 days)**
CLOSING TIME	**16:00 (SAST)**
SUBMISSION	**Via Email at simcelele.martin@salb.org.za**

Contents

1. General Information
1.1. Purpose of this document
1.2. South African Library for the Blind

2. Overview of required services

2.1. Accommodation, Vehicle Hire and Shuttle services
3. Period
4. Pricing
5. Service Level Agreement
6. Selection and Evaluation Criteria
7. Disclaimer
8. Taxes and Duties
9. Proposal Requirements
9.1 References
9.2 Project participants experience
9.3 Contract agreement
9.4 Compliance with conditions
9.5 Lodgment process
9.6 Confidentiality of responses and security of intellectual property
9.7 RFP submission
9.8 Ownership of documents
9.9 Discrepancies
9.10 Collusive practices
9.11 Contact for further information
9.12 Addenda to response
9.13 Lingua franca
9.14 Discounts
9.15 Disclosure of information
9.16 Rights reserved
9.17 Inquiries to be prior to closing date
10. Format of the Bid Response
11. Required Forms
12 Glossary
13. Pricing Schedule
14. Advert

Annexures

A	:	SBD 1 – Invitation to Bid and copy of the Advertisement
B	:	SBD 2 – Tax Clearance Requirements
C	:	SBD 4 - Bidders Declaration
D	:	SBD 6.1 Preference points claim form to the Preferential Procurement Regulations 2022
E	:	SBD 7.2 – Contract Form
F	:	Fully Completed SBD forms (SBD 1, 4, 6.1, 8, 7.2 and 9)

Compulsory returnable documents

1. Valid Tax Clearance Pin Certificate.
2. Proof of CSD registration stating a compliant tax status as per the closing date:
   If tax is non-compliant SALB will give the bidder 7 working days to rectify their tax upon award.
3. Certified copy of Accreditation of IATA (International Air Transport Association) Certificate / License
4. Certified copy of Accreditation of ASATA. (Association of South African Travel Agents) Certificate / License
5. Fully Completed SBD forms (SBD 1, 4, 6.1, 8, 7.2 and 9)

If any of the above documents are not submitted your bid will be disqualified and will not proceed for further evaluation.

Functionality returnable documents

1. Company profile outlining the company years' experience and operating premises address and the methodology of operating in booking of flights, car hire and accommodation.
2. CV's and Certified ID Copies of staff with qualifications and experience.
3. Client stamped, dated and signed reference letters (Minimum of three letters of be attached).
4. Company years of experience in travel arrangements / bookings (The List of companies that business was conducted with for the past 36 Months).
5. CV's and Certified ID Copies of key accounts manager with qualifications and experience.
6. List of services that your TAC delivers on a company letterhead.
7. Confirmation on a letterhead if the company has affiliation with international TAC.

1. General Information

Purpose of this document

The South African Library for the Blind (SALB) wishes to appoint a **service provider to provide travel agency services** to personnel of SALB for a period of 24 months.

South African Library for the Blind

The South African Library for the Blind (SALB) is an entity for the Department of Sports, Recreation, Arts and Culture, and established in accordance with The Constitution of the Republic of South Africa and the Blind Act 91 of 1998.
The Mandate of the SALB is committed in providing quality service to meet, as fully as practically possible, the information needs of all South Africans who are blind or print handicapped.
The SALB is situated in Makanda, in the Eastern Cape Province.

2. Overview of required services

The Supplier is required to provide rates for the below services (at least 3 options must be always provided) for local and international, unless specified otherwise.

1. Economy Class Flights (Domestic and International)
2. Accommodation (Domestic and International)
3. Vehicle hire (Domestic)
4. Shuttle Services (domestic and International)
5. Assisting in arranging travel insurance (International)
6. Assisting in arranging travel visas (International) (optional)
7. Airport Transfers (Domestic and International)

ACCOMMODATION SERVICES

The following are SALB requirements regarding accommodation:

Structure	Local	International
CEO /BOARD	4 Star, Gov rated	4 Star
All other Staff	3 Star, Gov rated	3 Star

The accommodation options must include the following:

- Breakfast with coffee or juice / soft drinks / water.
- Dinner with coffee or juice / soft drinks / water.
- Television / DSTV
- WIFI capability.

VEHICLE HIRE AND SHUTTLE SRVICES

The following are SALB requirements regarding vehicle hire and shuttle services

Structure	Local	International
CEO/ BOARD (car hire/shuttle)	Standard Premium/Luxury	Standard Premium/Luxury
All other Staff (car hire/shuttle)	Economy Sedan – Group B (except when there are 2 or more people then Class B)	Economy sedan / Public Transport

The SALB will not be held responsible for travel invoices that do not comply with executives and staff tables above. (Class B for 2 or more people in vehicle)

3. Period

The services will be provided for a 24-month period.

4. Pricing

Service Providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of 120 days. The total cost must reflect VAT inclusive amount and transferred onto the SBD 1 provided.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in the bid.

All assumptions made in preparing the proposal, including all cost factors must be detailed.

SALB may, at its sole discretion and at any time during the contract period, require the successful bidder to provide third-party invoices, receipts, or other supporting evidence to verify the costs incurred in relation to a booking.

It is a condition of this bid that all prices quoted by the Bidder are in Rand with no additional liability flowing to the SALB from any variation in the petrol price or exchange rate between the Rand and any foreign currencies. Such risk must either be carried by the Bidder or covered by means of a forward exchange contract arranged through their bankers. Any cost of such shall be deemed to be included in the tender amount.

The payment policy of SALB is 30 days from the date of receipt of invoice.

Invoices must be submitted with in seven (7) days of placing the order.

The Contract Sum shall NOT be subject to any price adjustment by any increase or decrease in the cost of labour or petrol price from the date of submission of the bid to the completion of the contract. The Bidder must make allowance in rates or elsewhere in the tender for any escalation in costs which may occur.

Any proposal that does not include the information required in this paragraph will be disqualified.

5. Service Level Agreement

The successful Service Provider will sign a Service Level Agreement (SLA) that details the terms of the contract including, the scope of work to be delivered, pricing, timeframes and other relevant contractual obligations of both parties.

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned

6. Selection and Evaluation Criteria

SALB needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of the evaluation criteria.

Knowledge of government regulations is an advantage. The bidder should have the necessary expertise, capacity and previous experience in transportation services.

The tender will be evaluated on the basis of 80/20 split; with 80 points being allocated for price and 20 points for Specific Goals requirements. This is reflected in the table below.

Price and Specific Goals

The procedure for the evaluation of responsive tenders is Method 2 (Price and Specific Goals) having completed a technical evaluation.

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's Specific Goals. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders under a Rand value of R 50 000 000.00

- 80 points are assigned to price and functionality
- Up to 20 points are assigned to Specific Goals

For tenders above R 50 000 000.00

- 90 points are assigned to price and functionality
- Up to 10 points are assigned to Specific Goals

Points scored will be rounded off to the nearest 2 decimal places.

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% plus ownership of by women		4		
51% youth ownership		4		
51% Black owned		4		
Bidders located in the Eastern Cape		4		
51% owned by persons living with disabilities		4		

Notes:

1. "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).

2. Bidders must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.

3. Bidders with annual total revenue of R5 million or less qualify as exempted and must submit a certificate; issued by a registered auditor, accounting officer or an accredited verification agency.

4. The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.

5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

6. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidding intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bid qualifies for.

8. A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

Functionality

Criteria	Weighting
Company years of experience in travel arrangements / bookings (Please supply a list of companies that you have conducted business with for the past 36 Months) • 5 Years and more – 10 • 3 years – 5 • Less than 3 years - 0	10
Experience of key account manager allocated to SALB (Please supply CV of possible key account manager allocated to SALB) • 8 -10 Years and more – 20 • 6 - 7 Years – 15 • 3 - 5 years – 10 • Less than 3 years – 0	20
Please supply certified Copies of ID's of possible staff allocated to SALB • 100% South African – 20 • 80% South African – 15 • 50 % South African – 10 • Below 50% South African – 0	20
TAC can deliver all the services required. 1. Economy Class Flights (Domestic and International); 2. Accommodation (Domestic and International); 3. Vehicle hire (Domestic) 4. Shuttle services 5. Assisting in arranging travel insurance (International) 6. Assisting in arranging travel visas (International) (optional) • Can deliver all the services above – 20 • Can deliver 4 out of the 5 services – 15 • Can deliver 3 out of the 5 services – 10 • Can only deliver 1 of the 5 services – 0 **The first three services are essential.**	20
List of contactable references (within the last 3 to 5 years) A minimum of 3 reference letters must be provided 3 reference and more – 15 2 references – 10	15

1 reference – 5 NB: Reference letters must dated, stamped and signed by the recommending client/company	
Operating times • 24Hrs assistance (Weekends and public holidays) - 10 • Office hours and after-hours assistance (Weekends and public holidays) – 5 • Only office hours 8 to 17:00 – 0	10
Affiliation • Affiliation with international TAC – 5 • No affiliation with international TAC – 0	5

Kindly note that the threshold for the Functionality is 70. Any bidder who scores less than 70 points will be disqualified and will not be considered for further evaluation.

7. Disclaimer

Neither the SALB nor any of its consultants accepts any responsibility to any Bidder or other third parties under the law of contract, tort or otherwise, for any loss or damage which may arise from this RFP, any matter deemed to form part of this RFP, the supporting information or documents referred to in this RFP or any information supplied by, or on behalf of, the SALB.

No unsuccessful Bidder will be entitled to any redress against the SALB if the SALB enters into any agreement in relation to the RFP with any other Bidder.

No warranty or representation is made about the accuracy or completeness of the information contained in this RFP.

Any costs incurred by the Bidders during the development of the Bidder response will be at the Bidder's expense and will not be covered by the SALB.

In respect of this RFP and in addition to other contractual conditions and principles contained herein:

- SALB may elect not to proceed with awarding the bid.
- Bidders will be liable for payment of their own legal costs, whether a contract is entered into; and
- No claims for compensation will lie against the SALB if, following the evaluation of responses, the SALB elects not to conclude a contract with any Bidder.

8. Taxes and duties

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, SALB must be in possession of a valid tax clearance certificates/ tax pin

submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

9. Proposal Requirements

9.1 References

The proposal should include at least three references from clients who received similar services over the immediate past 36 months. This should preferably include clients having similar scope of services, industry and scale as the. SALB.

The references should include a brief description of the services provided for each client and the SALB must have appropriate access to the clients listed.

The referees must be contactable, and the contact details provided must include:

- Contact person
- Company name
- Telephone number
- Email address
- Stamped
- Cell number (if possible)

The reference letters must be signed, and on a company letterhead (Customer)

9.2. Project participants' experience

Bidders should submit details describing the relevant experience of their proposed staff which will be used to provide the services. The information should include a description of knowledge and relevant experience.

The documentation should adequately describe how the Bidder has performed similar services for similar types or size of organizations.

9.3 Contract

The successful Bidder will be required to enter a contractual arrangement with the SALB.

9.4 Compliance with conditions

Bidders are required to comply with all terms and conditions set out in this RFQ.

9.5 Lodgment process

Responses to this RFQ must be made in printed form. Responses must be delivered in a sealed envelope accompanied by a covering letter on the letterhead of the Bidder's organization, duly signed by an authorized representative of the Bidder's organization.

9.6. Confidentiality of responses and security of intellectual property

Responses shall be received and held in confidence. Security procedures apply for all materials received in response to this RFQ.

9.7. RFQ submission

The following information is pertinent to the RFP Submission

Closing Date	Open for three (3) weeks (21 days): 09 December 2026
Closing Time	16h00

RFP submissions are to be labelled as follows:

Bid Number	RFQ NO 004-2026
Description	RFQ PANEL FOR TRAVEL AGENTS FOR THE SOUTH AFRICAN LIBRARY FOR THE BLIND

Responses must be sent to the following email address.

Email address	simcelele.martin@salb.org.za The submission of bid documents must be ***between 8:00 and 16:00 on weekdays***

No responses will be accepted after the closing date and time.

9.8. Ownership of documents

All documents forming the response to this RFQ shall become the property of the SALB. Intellectual property contained in the response shall remain vested with the Bidder.

9.9. Discrepancies

Bidders are advised that should a discrepancy exist between information contained in this RFQ and any subsequent contract documents then the contract documents will prevail.

9.10. Collusive practices

Except to form a consortium to respond to this RFQ, a Bidder shall not enter into any agreement with any other Bidder or industry association concerning the preparation of a response to this RFQ. But without limiting the foregoing, a Bidder shall agree not to pay any amount to any unsuccessful Bidder.

Evidence of collusion may lead to the rejection of all offers pursuant to this RFQ and Bidders involved in such practices may be barred from tendering for further contracts with SALB. In addition, Bidders found guilty of collusive practices will be reported to the National Treasury and maybe listed on the Database of Restricted Suppliers.

Bidders may be required to provide a declaration confirming that they have not engaged in collusive practices in relation to this RFQ.

This declaration can be found in Appendix B. The Bidder is required to complete the appendix and include it with the Bid that is submitted to SALB.

SALB reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

9.11 Contacts for further information

Bidders wishing to clarify items within this RFQ should contact the SALB representative mentioned below by email. Where the information is not of a confidential nature, SALB reserves the right to distribute copies of all communications to all recipients of the RFQ. Queries should be directed to SALB's SCM indicated below:

Ms Simcelele Martin

simcelele.martin@salb.org.za/ 046 622 7226

9.12 Addenda to response

Information not specifically required for the RFQ but deemed by the Bidder to be of value to the evaluation shall be included as an addendum to the Response. Addenda should not include advertising brochures or similar material.

Where there is reference to published manuals, the relevant extracts from the manuals and those alone, shall be placed in the addenda.

9.13. Lingua franca

All information supplied in the Bid Response and all communication in this regard shall be in English.

9.14. Discounts

The Bidder shall set out any discounts and allowances where appropriate, including discounts for prompt payment.

9.15. Disclosure of information

No Bidder shall furnish information, make any statement or issue any document or other written or printed material concerning the acceptance of the response to this RFQ for publication in any form of media without prior written approval of the SALB.

9.16. Rights reserved

At its own discretion, the SALB reserves the right:

- to extend the time for lodgment of responses.
- to accept a response in part or in total.
- not to accept any Bid resulting from responses to this RFP, in part or in total.
- to, at its own discretion, vary any of the requirements of the services to be delivered during negotiations with the preferred Bidder.
- terminate the evaluation of responses.
- to invite new responses.
- to determine whether a response will be considered in the event of a material change in a Bidder.

- to negotiate with the closest conforming Bidder if no one Response satisfies all critical requirements.

9.17. Inquiries to be prior to closing date

No inquiries, whether in writing or otherwise, shall be made by Bidders following the closing date for responses to the RFP. Breach of this condition may prejudice consideration of the Bidder's response.

A Bidder shall not solicit support from, or in any form canvass any:

- employee or agent of the SALB.
- committee of the SALB.
- any consultant or contractor currently engaged by the SALB,

with respect to any matter pertaining to this RFQ (unless specifically authorised by the SALB to do so). Breach of this condition may prejudice consideration of the Bidder's Response.

10. Format of the Bid Response

Bidders must provide a complete and detailed response to each of the issues raised in this RFQ document, and these must be submitted in the prescribed format.

Bidders must submit a signed response in the under-mentioned format.

For ease of evaluation, Bidders are required to present their Bid documentation under the following headings:

11. Required Forms

1. Cover letter clearly stating the name of the organization and the name, address and telephone number of the Bidder's representative.
2. Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
3. Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumé's of said individuals.
4. A detailed statement of the Bidder's approach and methodology.
5. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last 3 years and a statement of estimated turnover of current commitments.
6. Bidders must ensure that the final offer value is correctly carried over to the "OFFER" page, page 2 of SBD 1 (Appendix A). The value depicted on the offer page will be regarded as the tendered amount. The "OFFER" page must be completed in full and signed.
7. Valid Tax Clearance Pin Certificate.
8. Note for joint ventures
   - The items above are to be addressed and completed by **EACH** member of the joint venture.
   - An agreement between all parties of the joint venture is to accompany the Bid submission.
   - BEE status is to be based on a profit-sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the Bidders cost.

Failure to comply with the requirements above will result in Bidders been negatively scored for responsiveness or disqualified for non-compliance.

12. Glossary

The following definitions are used within this RFQ:

- **'Bid'** means a formal submission by a Bidder in response to the RFQ document
- **'Bidder/s'** means an entity or entities submitting a Bid as above in response to the RFQ and include a Bidder Consortium.
- **"TAC"** means Travel Agent Company.
- **'SALB'** means South African Library for the Blind.
- **'Preferred Bidder'** means the Bidder selected by the Evaluation Panel to enter negotiations with MTF for the provisions of services.
- **'Service Level Agreement'** means the agreement entered between SALB and the Preferred Bidder setting out the terms and conditions for the services to be provided by the Preferred Bidder.
- Words importing the singular include the plural and vice versa and words importing one gender shall include all other genders. Headings are for ease of reference only and shall not affect the interpretation of this agreement.

Once a Bidder has been selected using the SALB's defined selection criteria they will be required to enter a formal contract with SALB. The details of this contract will be finalized once the Bidder has been selected and all service negotiations are complete.

13. Pricing Schedule

SALB has developed the following pricing schedule as a baseline to assist in the evaluation of bids.
Each bidder is required to complete and submit the Pricing Table. (For year 1 and year 2)

Additional price components not included in the pricing table should be clearly itemized below.

Year 1

Sub Item	Description	Transaction Fee per person (Excluding Vat)	Vat @ 15%	Transaction Fee per person (Including Vat)
1.	Economy Class Flights (Domestic)	R	R	R
2.	Economy Class Flights (International);	R	R	R
3.	Accommodation (Domestic)	R	R	R
4.	Accommodation (International)	R	R	R
5.	Vehicle Hire	R	R	R
6.	Shuttle Services			
7.	Assisting in arranging travel insurance (International)	R	R	R
8.	Assisting in arranging travel visas (International)	R	R	R
9.	Airport Transfers (Domestic and International)	R	R	R

	Total (Year 1)	**R**	**R**	**R**

Year 2

Sub Item	Description	Transaction Fee per person (Excluding Vat)	Vat @ 15%	Transaction Fee per person (Including Vat)
1.	Economy Class Flights (Domestic)	R	R	R
2.	Economy Class Flights (International);	R	R	R
3.	Accommodation (Domestic)	R	R	R
4.	Accommodation (International)	R	R	R
5.	Vehicle Hire	R	R	R
6.	Shuttle Services			
7.	Assisting in arranging travel insurance (International)	R	R	R
8.	Assisting in arranging travel visas (International)	R	R	R
9.	Airport Transfers (Domestic and International)	R	R	R
	Total (Year 2)	R	R	R

The pricing for the two (2) years must be a firm price and is binding.

Items not Mentioned

Advert

SUPPLIERS ARE HEREBY INVITED TO BID TO SUPPLY TRAVEL AGENT SERVICES TO THE SOUTH AFRICAN LIBRARY FOR THE BLIND

RFQ NO 004-2026

DESCRIPTION: REQUEST FOR QUOTATION FOR PANEL OF TRAVEL AGENT SERVICES

CLOSING DATE: OPENED FOR THREE (3) WEEKS (21 DAYS)

CLOSING TIME: 16H00

Bidders should ensure that documents are timeously emailed to the correct email address. Late Bid documents submitted will not be accepted for consideration. The successful bidder will be required to fill in and sign a written Contract Form.

This bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) and bid submissions will be evaluated according to the sum of the points awarded in respect of the bid value and the status of the enterprise.

Target goals are as follows: - Points for Price 80; Points for Specific Goals 20; total points 100.

Functionality goal is as follows – 70 points thresholds, any supplier who does not score 70 or above will be disqualified.

The South African Library for the Blind does not bind itself to accept the lowest or any other bid in whole or in part.

ANNEXURE A

ANNEXURE B

ANNEXURE C

ANNEXURE D

ANNEXURE E

ANNEXURE F

BID ENQUIRIES

For more information contact: Ms Simcelele Martin at 046 – 622-7226/ email: simcelele.martin@salb.org.za

Regards

Chief Financial Officer
Sibulele Makhutha
South African Library for the Blind

18/11/2026.
Date

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**

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 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……	……
Signature	Date
……	……...
Designation	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

---

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% plus ownership of by women		4		
51% youth ownership		4		
51% Black owned		4		
Bidders located in the Eastern Cape		4		
51% owned by persons living with disabilities		4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. 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]

4.6. 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 4.2, 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

(e) forward the matter for criminal prosecution, if deemed necessary.

…….
SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME: ……..
DATE: ……
ADDRESS: ……
……
……
……

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

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					
	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		
	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	☐	A REGISTERED AUDITOR
		NAME:

[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 PART B:3 BELOW]
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE (ALL INCLUSIVE)**	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

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 ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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] 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.

10. 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.

…….	…….
Signature	Date
…….	…….
Position	Name of Bidder

Js914w 2

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution's supply chain management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? **(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).** The Database of Restricted Suppliers now resides on the National Treasury's website(**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)……
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……... **……..**
Signature **Date**

……. **……..**
Position **Name of Bidder**

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)……. 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;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - 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: ……..

SBD 7.2

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	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……

2 …..…….

DATE: ……..