

	Title	Terms of Reference /Specification	
	Document No.	SCM-REF-001	Version No. 01



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SAFCOL SOC LTD		
RFQ number:	RFQ/JESS/711/034/2026	
RFQ Issue Date	24 July 2026	
Closing date and Time	30 July 2026 At 12:00PM	
Briefing Session Date and Time: (IF APPLICABLE)	None	
RFQ validity period:	60 days (commencing from the RFQ Closing Date)	
RFQ Description:	REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF SERVICES PROTO TEAM JESSIEVALE PLANTATION	
Technical/Specification queries must be emailed to :		viola@safcol.co.za Please use the RFQ Number on the subject of the email when submitting your query
		013 754 2700 / 063 705 0793
RFQ responses must be emailed to :		RFQCentralNSP@safcol.co.za PLEASE USE THE RFQ NUMBER AND DESCRIPTION ON THE SUBJECT LINE OF THE EMAIL WHEN RESPONDING TO THIS RFQ Submissions not sent to RFQCentralNSP@safcol.co.za will not be considered

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

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CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation
- Service Providers bidding as a Joint Venture - Consolidated BEE certificate in cases of Joint Venture

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent, .
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

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1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the SAFCOL general conditions of the RFQ, and SAFCOL's general conditions of purchase , if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

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TERMS OF REFERENCE/SCOPE OF WORK

DESCRIPTION OF GOODS/SERVICE REQUIRED: REQUEST FOR QUOTATION SUPPLY AND DELIVER HARVESTING CONSUMABLES

Service Provider/s to supply Proto teams for a period of (2) months

1. BACKGROUND

- 1.1. The South African Forestry Company SOC Limited, South District is seeking and requires tenders from reputable, competent and qualifying service providers. They are to provide Proto teams that can perform fire prevention and fighting for a period of 3 months.
- 1.2. Currently, the SAFCOL South District has challenges in safeguarding its biological forestry assets against its single biggest threat, fire.
- 1.3. SAFCOL is a state-owned company established in terms of section 2 of the Management of State Forest Act 128 of 1992 ("MSFA"). The sole shareholder of SAFCOL is the Government of the Republic of South Africa ("Government").
- 1.4. In terms of section 4 of the MSFA, SAFCOL was entrusted with management and control over State forest plantations, facilities for tourism and recreational purposes, rights of temporary or permanent nature, State's assets alienated from other state institutions and organizations for establishment of SAFCOL as the company, any other assets which were considered expedient for the functioning of SAFCOL.
- 1.5. Every year SAFCOL plantations suffer from wildfires. During the 2024 fire season, all SAFCOL plantations experienced a combined 674 fires of which 70% occurred on the South plantations.

Centre	Fires	HA Burnt
Jessievale	193	1779.62
TOTAL	193	1779.62

2. OBJECTIVE

SAFCOL needs reputable service providers to provide Proto teams that can perform firefighting and initial response to fires. It also requires trained lookout personnel that can perform the detection of fires on lookout towers in areas where there is no camera detection yet.

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3. SCOPE OF WORK /SPECIFICATION

PLANTATION	DURATION	RAPATTACK TEAMS (Winter)	FIRETENDER TEAMS (Winter)
JESSIEVALE	2 months	Two proto teams (driver plus 4 labourers) from 1 August 2026 until 31 September 2026 (own double cab vehicle with 500-liter bakkiesakkie)	Two teams (driver plus 6 labourers) to work with SAFCOL fire tender from 1 August 2026 until 31 September 2026 at Redhill & Jessievale.

4.DELIVERY OF GOODS OR SERVICES

3.1 TEAM COMPOSITION

4.1.1 Per Prototeam

- 4.1.1.1 X1 Driver with license and PDP doubles as crew leader
- 4.1.1.2 X4 Crew

4.1.2 Per Fire Tender

- 4.1.2.1 X1 Drivers with EC licence + PDP doubles as crew leader
- 4.1.2.2 X6 Crew members

4.2 PPE REQUIREMENTS:

NB: Quantities listed are a minimum guide only and can be increased depending on usage

4.2.1 Per Proto team & Manager

- 4.2.1.1 Industry approved fire retardant overall x2
- 4.2.1.2 Flame resistant Balaclava x1
- 4.2.1.3 Boots x1, replace as required
- 4.2.1.4 Fire safe gloves x1
- 4.2.1.5 Bushfire safety goggles or Firefighting helmet with visor x1, replace as required
- 4.2.1.6 Dust masks (As required)

4.2.2 Per Fire Tender

- 4.2.2.1 Industry approved fire retardant overall x2
- 4.2.2.2 Flame resistant Balaclava x1
- 4.2.2.3 Boots x1, replace as required
- 4.2.2.4 Fire safe gloves x1
- 4.2.2.5 Bushfire safety goggles or Firefighting helmet with visor (x1, replace as required)
- 4.2.2.6 Dust masks (As required)

4.3 TRAINING REQUIREMENTS

4.3.1 Per Proto team

- 4.3.1.1 SAFCOL driver competency (All vehicle drivers)
- 4.3.1.2 Basic firefighting
- 4.3.1.3 Proto team
- 4.3.1.4 Fire pump handling
- 4.3.1.5 Crew leader / supervisor
- 4.3.1.6 First aider
- 4.3.1.7 SHE Rep

4.3.2 Per Fire Tender

- 4.3.2.1 SAFCOL driver competency (Driver only)
- 4.3.2.2 Basic firefighting
- 4.3.2.3 Proto team
- 4.3.2.4 Fire pump handling
- 4.3.2.5 Crew leader / supervisor
- 4.3.2.6 First aider
- 4.3.2.7 SHE Rep

4.4 **TOOLS REQUIREMENTS:**

4.4.1 Per Proto team & Manager

- 4.4.1.1. Double cab LDV, 4x4 (Fully roadworthy)
- 4.4.1.2. 500 L Bakkiesakkie (Fully serviceable, preferably high volume / low pressure) with suction pipe equipped with a foot valve and filter (for refilling of bakkiesakkie at any suction point to reduce turnaround time)
- 4.4.1.3. Motorised backpack leaf blower to assist with fire belt preparation, extinguishing of cooler fires & tracer preparation.
- 4.4.1.4. First Aid Kit
- 4.4.1.5. Fire Map (Supplied from plantation office)
- 4.4.1.6. Mobile radio fitted in vehicle (fully functional) & Handheld radio for crew leader (fully functional)
- 4.4.1.7. x5 Torches or headlamps already issued to proto team
- 4.4.1.8. Norvent nozzle / D1024 Twister nozzle
- 4.4.1.9. X4 Rake hoes
- 4.4.1.10. X4 Fire beaters
- 4.4.1.11. X2 Wajax or similar type firefighting knapsack
- 4.4.1.12. Felling Axe / Bow saw
- 4.4.1.13. 60m Rubber hose (With Gecka couplings)
- 4.4.1.14. X2 30m x 20mm lay flat hose (With Gecka couplings)
- 4.4.1.15. NB: In case of high pressure bakkiesakkie unit it needs to be supplied with 120m hose and appropriate nozzle and a suction pump for refilling purposes.
- 4.4.1.16. Combination can with spare fuel 6L and oil 1L
- 4.4.1.17. 5L Fire retardant
- 4.4.1.18. Toolbox (Include necessary tools, jumper cables, vehicle recovery rope, spare starter rope)

4.4.2 Per Fire Tender

- 4.4.2.1 Headlamps already issued to each team member
- 4.4.2.2 First Aid Kit
- 4.4.2.3 Remainder of items on truck supplied by SAFCOL

4.5 GENERAL OPERATIONAL DUTIES:

4.5.1 Manager

- 4.5.1.1 A manager, experienced & qualified in veld & forest fire need to be present at plantation.
- 4.5.1.2 The manager is to act as liaison between plantation management & teams in order to optimally utilise fire team members.
- 4.5.1.3 Need to maintain team discipline & ensure all teams, equipment and vehicles are in a state of readiness.
- 4.5.1.4 Needs to coordinate daily activity planning & execution of fire prevention related activities.
- 4.5.1.5 Actively pursue a reduction in the number of fires by:
 - 4.5.1.5.1 Coordinating with local FPA, community forester and Joint Community Forum (JCF) to assist and drive community outreach and fire awareness programs.
 - 4.5.1.5.2 Actively investigate fire incidents to determine locality frequency & causes in order to provide accurate statistics to utilise for further fire prevention planning.
 - 4.5.1.5.3 Investigate and identify where possible the person / persons responsible for such fires. This will be used to follow up on any community grievance in order to address those and furthermore to initiate legal proceedings against such persons.
- 4.5.1.6 Arrange for standby & placing out to “hot spots” / standby points during bad weather days.
- 4.5.1.7 Manage the extinguishing of fires and resultant mop up activities.
- 4.5.1.8 Ensure all fires, whether fires of own operations or unknown cause, are managed as per the “14-day protocol” after being extinguished. (“14-day protocol” dictates that all fires occurring in the preceding 2 week period be patrolled for signs of any flare-up which could cause fire to re-ignite and cause further damage. Any such flare-up or hot spots within the fire line need to be extinguished)
- 4.5.1.9 Assist in the logging of fires on “Fireweb App” and the completion of reports for logged fires. Ensure all relevant information is documented fully.
- 4.5.1.10 Maintain a call log containing all radio tests with teams, lookouts, detection centre as well as all fire callouts. (Log to list date, time, location, dispatcher name, receiver name, action taken & type of action log)

4.5.2 Per Proto team

- 4.5.2.1 During Summer to do slash burn operation, under canopy burning, conservation burns, and other fire related work as planned with SAFCOL management.
- 4.5.2.2 During Winter to plan and assist with tracer & fire belt preparation & burning.
- 4.5.2.3 During Winter & Summer teams are to respond and extinguish fires as soon as possible.
- 4.5.2.4 First on scene should immediately give evaluation report to manager & other teams upon arrival at the fire.
- 4.5.2.5 Contain the fire & keep contained (or extinguish completely if possible) until the additional resources arrive.
- 4.5.2.6 Remove obstructions on the way to the fire.
- 4.5.2.7 On more complex fires must give regular situation reports to manager.
- 4.5.2.8 After handing over control of fire to manager, continue with suppression activities and return to base when instructed or when fire poses no further hazard.
- 4.5.2.9 Be available at all times - 24-hour availability, 7 days per week.
- 4.5.2.10 Teams on duty are not allowed to leave without authorisation and only if a relief team is present.
- 4.5.2.11 Two-way radios & cell phone communication must be provided and in working condition at all times.
- 4.5.2.12 The radios must be tested twice daily and kept in a good working order.
- 4.5.2.13 Preferably have one spare fully charged battery for all hand radios available.
- 4.5.2.14 Report any problems, inaccessible roads, erosion, damage observed or other issues to plantation management.
- 4.5.2.15 Attend management meetings when required.
- 4.5.2.16 All personnel must be clothed properly with required PPE as prescribed.
- 4.5.2.17 There should be a first aider & first aid kit per team.
- 4.5.2.18 Vehicles and equipment must remain in a state of readiness at all times. Vehicle & equipment fuel, oil levels, water replenished after every callout.
- 4.5.2.19 Do regular patrols in plantation to increase visual presence and simultaneously patrol old fires.
- 4.5.2.20 Teams must exercise daily and have weekly fitness tests.
- 4.5.2.21 Be available for other fire related work during low FDI days.
- 4.5.2.22 In storage – Quickly accessible in case of emergency and / or after hours
- 4.5.2.23 Have the following in place and readily available:
 - ✓ Suction pump for quick refilling of vehicles if not self-equipped for suction refilling.
 - ✓ Fire rations (Food parcels) in case of extended or multiple fires
 - ✓ Spare torches & torch batteries

- ✓ Spare rubber hose
- ✓ Spare Gecka fittings, rubbers & clamps
- ✓ Spare starter rope
- ✓ Spare fire retardant
- ✓ Spare fuel

4.5.3 Per Fire Tender

- 4.5.3.1 For all fires responsible for construction of control line around each fire and completion of mop up when proto teams return to their standby points.
- 4.5.3.2 Return to standby point on conclusion of mop up and / or when instructed by the manager.
- 4.5.3.3 Further duties as per proto teams.

4.6 ADDITIONAL REQUIREMENTS

- 4.6.1 Annual medicals to be done on all employees taking into account health stressors as per the relevant BOP.
- 4.6.2 The successful bidder is to make provision for relief personnel in the event of leave, off days or paydays. At all times the required number of personnel is to be available to attend to any emergencies.
- 4.6.3 The lookout portion of the scope of work could be eliminated or reduced due to the electronic camera fire detection expansion programme at any time at which a month notice must be given to the successful bidder.
- 4.6.4. Refuse to be taken to closest office area for collection.
- 4.6.5. Report any problems or damage observed to plantation management.
- 4.6.6. Always drive with vehicle headlights switched on
- 4.6.7. The possession, use or consumption of alcohol, drugs or any other narcotic substance is prohibited.
- 4.6.8. Contractor to ensure all accommodation and surrounding areas to be kept clean.
- 4.6.9. A nominal fee will be charged for rental accommodation, electricity & amenities.
- 4.6.10. Monthly submission of incident statistics and man hours.
- 4.6.11. Payment will be according to SAFCOL procedures.
- 4.6.12. Non availability of resources will be noted and payment may be withheld.
- 4.6.13. Contractor will supply all needed materials and tools for activities.
- 4.6.14. Contractor will supply all required fuel for vehicles & equipment.
- 4.6.15. Contractor will adhere to all applicable SAFCOL policies.
- 4.6.16. Any damages to SAFCOL property where the service provider is at fault, is to be repaired by the service provider at their cost.

5. SPECIAL CONDITIONS OF THE BID

5.1 Due Diligence

SAFCOL reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

6. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders who score the minimum threshold provided on functionality will be further evaluated on price and specific goals provided in terms of the Preferential Procurement Regulations, 2022. The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference. Service Providers will be shortlisted and may possibly be invited to do a presentation on their proposals at their own cost.

Delivery Address:

South.African.Forestry.Company.SOC.Limited.(SAFCOL)
Jessievale plantation
N17 Road
Warburton
2333

RETURNABLE DOCUMENTS

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Clearance
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- CSD Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print)

.....
Signature

.....
Capacity

.....
Date

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Mandatory Requirements

Phase 3: Functionality Evaluation

Phase 4: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors

Phase 2: Mandatory Requirements

No.	Description:	Comply	Do not comply
1.	Proof of registration with the Compensation Commissioner, Department of Labour or approved equivalent in terms of the COID Act Attach a valid Letter of Good Standing		
2.	Proof of existing Public liability cover insurance with a minimum of R2 000 000, Attach confirmation of pre-approval from insurance company or letter of intent supported by a quotation from the insurer. Cover will be validated with the underwriter.		
3.	1. Bidder must submit a Most recent Bank statement of the account held by the bidding company with available funds with minimum amount of R1 60 000. In a		

	case of a Joint venture both companies must submit their individual bank statements, and they must have at least R1 60 000 combined or 2. Proof of access to credit facility to a value of R160 000 (Note that the credit facility will be confirmed at the time of award) and or a bank account - letter confirming that funds will be availed on the said period, letter must be issued by the bank and must be signed by the author representing the bank. Bank grading letters not confirming availability of funds will not be accepted.		
4	Double cab LDV 4x4 . Service providers must demonstrate that they have resources to execute this project by attaching the following proof: Proof in a form of vehicle registration certificate –eNatis documents in the name of the director of the company or in the company’s name, valid lease agreement or letter of intent. Where required signed by all authorised parties. The following is a mandatory requirement per plantation: • Jessievale (2)two Double Cabs LDV 4x4 No loading crews at the back of the bakkie.		
5	500 litre Bakkiesakkie Service providers must demonstrate that they have resources to execute this project by attaching the valid lease agreement or letter of intent or equipment register on a company letterhead detailing the following: • Size of tank • Brand & horsepower of engine • serial number of engine (If available) The following is required and cannot be duplicated per plantation: • Jessievale (2) two bakkie sakkies		

Phase 3: Functionality Evaluation

Description of Criteria	Method of Evaluation	Points Allocation
1. Company experience (30) Service providers must demonstrate that they have past experience in conducting Fire Suppression operations (Proto team). Provide contactable reference letters on company official letterhead with relevant client’s contract owner signature. The reference letters must indicate	No reference letter	0
	Reference letter(s) demonstrating less than 2 years’ experience	10

the number of years' experience (start date (month/year) and end date (month/year) or duration of the project. Note: appointment letters and purchase orders will not be accepted as reference letters.	Reference letter(s) demonstrating 2 - 4 years' experience	20
	Reference letter(s) demonstrating more than 4 years' experience	30
2. Qualification of Manager (25) Service providers must demonstrate that their manager overseeing the total project have a qualification in Forestry and/or Forest & Veldfire Management. Attach certified copy of certificate of qualification	No qualification	0
	Minimum of a National Diploma or Higher in Forestry and/or Forest & Veldfire Management.	25
3. Experience of Key Personnel: Supervisor (15) Service Providers must demonstrate that the Supervisor has relevant experience in executing same project. Attach a concise CV with contactable reference/s.	No experience	0
	Less than 2 yrs experience	5
	2 to 4 yrs experience	10
	More than 4 yrs experience	15

4. Safety Compliance (30) The bidder must be <u>accredited</u> by a recognised / accredited organisation with a minimum 3-star NOSA or ISO 45001 certificate OR submit a <u>safety plan</u> that is in accordance with the OHS ACT of 1993 which includes: 1. SHE Policy (signed) 2. OHS Management Plan 3. Legally required Appointment letters of all management personnel (16.2) 4. Risk management plan reflecting functional risk assessment matrix 5. PPE matrix related to forestry 6. Training matrix related to forestry 7. Toolbox talks 8. Incident management procedure 9. Equipment register 10. Tools and equipment checklist 11. Minutes of safety meeting 12. Emergency preparedness 13. SHE statistics for the last three years.	Valid proof of certification by a recognised / accredited organisation with a minimum 3-star NOSA OR ISO 45001 OR Valid proof of compliance with all (13) Thirteen safety plan requirements	30
	Ten (10) to Twelve (12) of the legally required documentation (safety file requirements) are present in submitted safety file	15
	Non-compliance: less than ten (<10) of the required safety plan documents is failure to comply with legally required aspect of safety compliance	0
Minimum points for functionality		75
Total		100

N.B: Only Bidders who score the minimum of 75 points will be considered for further evaluation on Price and Specific Goal.

Phase 4: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

SPECIFIC GOALS FOR THIS RFQ AND POINTS THAT MAY BE CLAIMED ARE INDICATED AS PER TABLE BELOW:

Criteria	Points
(80/20 system)	
Atleast 51% and above Youth Owned entities	3
Atleast 30% and above Women Owned entities	5
Atleast 51% and above PWD Owned entities	2
51% and above Black Owned entities	10
Total Points	20

DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION: -

SAFCOL SUPPLIER CODE OF CONDUCT

Click on the following link to access the SAFCOL Supplier Code of Conduct and confirm as indicated below:

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.safcol.co.za/wp-content/uploads/2023/12/SCM-DOC-001-SUPPLIER-CODE-OF-CONDUCT.pdf>

I confirm that I have read and understood SAFCOL supplier code conduct and that I will adhere to all the conditions contained therein.

No.	Procurement Requirement	Required Proof Documents
2.1	51% and above Black Owned entities	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.2	30% and above Black Women Owned	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.3	Atleast 51% Owned By People With Disabilities	• Letter from the Doctor confirming Disability • South African Identification Document
2.4	Atleast 51% Black Youth Owned	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.5	Implementation of RDP goals (Locality) Points	• Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder • South African Identification Document

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY.....

DATE.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2

Full Name	Identity Number	Name of State institution

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.

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the

SBD4

bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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 points is allocated for price on the following basis:

80/20

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

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 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 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 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 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 the 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Atleast 51% and above Black entities	10	
Atleast 30% and above Women	5	
Atleast 51% and above PWD entities	2	
Atleast 51% and above Youth entities	3	
Total	20	

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:	
	
	
	

