INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS

RFP NUMBER: GNP-004-14
CLOSING DATE: 23 MAY 2014
CLOSING TIME: 11:00 AM
BRIEFING SESSION: 02 MAY 2014 TIME: 11:00
BID VALIDITY PERIOD: 90 days (commencing from the RFP Closing Date)

DESCRIPTION OF BID: INVITATION FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES FOR TABLE MOUNTAIN NATIONAL PARK

COMPULSORY CLARIFICATION SESSION ADDRESS
Table Mountain National Park
Upper Tokai Road
Tokai
7945

BID DOCUMENTS DELIVERY ADDRESS
Table Mountain National Park
Upper Tokai Road
Tokai
7945

For Attention: Ms Eldah Phathwa
NB: Bidders must ensure that they sign the register at the park when submitting the bids.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 08am till 3.45pm a week

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)
YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)
YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR

A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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 or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE: R…………………………..(Total bid price including VAT and any other charges)

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: South African National parks
Contact Person: Eldah Phathwa
Tel: 012 426 5243
E-mail address: Eldah.Phathwa@sanparks.org
CONDITIONS AND UNDERTAKINGS BY BIDDER

1.1 **The Bid forms should not be retyped or redrafted but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.

1.1.1 Black ink should be used when completing Bid documents.

1.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.

1.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SANParks on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.

1.3 I/We agree that -

1.3.1 the offer herein shall remain binding upon me/us and open for acceptance by SANParks during the validity period indicated and calculated from the closing hour and date of the Bid;

1.3.2 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

1.4 **NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**

1.5 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

1.6 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

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Signature(s) of Bidder or assignee(s) 
Date
Name of signing person (in block letters)
Capacity

Are you duly authorized to sign this bid?

Name of Bidder [company name] (in block letters)

Postal address (in block letters)
Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

Telephone Number: ……………………… Fax Number ………………………………………………………………………

Cell Number: …………………………… Email Address ………………………………………………………………………

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Invitation to Bid / SANParks / Security Services: GNP-004-14 – Table Mountain Page 3 of 66
INSTRUCTIONS TO BIDDER

1 Confidential information disclosure notice
1.1 This document may contain confidential information that is the property of South African National Parks (SANParks).
1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from SANParks.
1.3 All copyright and Intellectual Property herein vests with SANParks.

2 Introduction
2.1 Purpose
2.1.1 The purpose of this Request for Bid (RFP) is an invitation to potential suppliers (hereinafter referred to as “Bidders”) to submit Bids for the items/products/solutions as detailed under Annex A: Technical/solution specification.

2.2 Objectives
2.2.1 The following objectives must be achieved with the implementation of the above required solution:
2.2.1.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, SANParks intends to select a preferred bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful bidder. The Bid shall be evaluated in terms of the PPPFA (90/10).

2.3 Queries
2.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer queries, in writing, to the contact person(s) listed below. Under no circumstances may any other employee within SANParks be approached for any information. Any such action may result to disqualification of a response submitted in response to the RFP. SANParks reserves the right to place responses to such queries on the website.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Query</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eldah Phathwa</td>
<td>Bid Queries</td>
<td><a href="mailto:eldah.phathwa@sanparks.org">eldah.phathwa@sanparks.org</a></td>
</tr>
</tbody>
</table>

Enquiries should reference specific paragraph numbers, where appropriate.
All questions/enquiries must be forwarded in writing not later than 16 May 2014 at 11h00.
Questions/enquiries received after 11h00 on 16 May 2014 will not be considered.

Bidders are not allowed to contact any other SANParks staff in the context of this tender other than the indicated official under 2.3.1.

2.4 Bid Documents
2.4.1 Bids must be hand delivered or (if couriered) reach to SANParks by no later than 11h00 on 23 May 2014.
2.4.2 Bid documents must contain one original document, initialled on each page, and signed where required and 01 (One) copy thereof (two separate envelops: one for financials and the other for Technical document).
2.4.3 A digital version on CD/DVD must be provided of all tender documentation and brochures, within the Bid envelope.

3 General rules and instructions

3.1 Confidentiality

3.1.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFP. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.

3.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

3.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of SANParks (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

3.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent SANParks’ confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, SANParks shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

3.1.5 Any documentation, software or records relating to confidential information of SANParks, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

3.1.5.1 Shall be deemed to form part of the confidential information of SANParks;
3.1.5.2 Shall be deemed to be the property of SANParks;
3.1.5.3 shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
3.1.5.4 Shall be surrendered to SANParks on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

3.2 News and press releases

3.2.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with SANParks.

3.3 Precedence of documents
3.3.1 This RFP consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.

3.3.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter and which appears in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that SANParks may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SANParks.

3.3.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It however remains the exclusive domain and election of SANParks as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the SANParks in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

3.4 Preferential Procurement Reform

3.4.1 SANParks supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, SANParks insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

3.4.2 SANParks shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) with its Preferential Procurement Regulation 2011 to this proposal.

3.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and subcontractors, the preference certificate must be completed for each legal entity (Annex C).

3.5 Security clearances

3.5.1 Employees and subcontractors of the Bidders may be required to be in possession of valid security clearances to the level determined by NIA or/and SANParks commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The Bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

3.6 Occupational Injuries and Diseases Act 13 of 1993

3.6.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 (“COIDA”) and that the cover shall remain in force for the duration of the adjudication of this bid and/or subsequent agreement. SANParks reserves the right to request the Bidder to submit documentary proof of the Bidder’s registration and “good standing” with the Compensation Fund, or similar proof acceptable to SANParks.

3.7 Instructions for submitting a proposal

3.7.1 One (1) original, One (1) hard copy of the Bid shall be submitted on the date of closure of the Bid.

3.7.1.1 The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.

3.7.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.
3.7.3 Bid must be submitted in a prescribed response format herewith reflected as **Response Format**, and be sealed in an envelope. The envelope must be marked clearly (on the outside) with the Bid Number and be addressed to **Ms. Eldah Phathwa**.

3.7.4 Bid must be submitted on or before **23 May 2014 not later than 11h00**. The bids must be dropped in the tender box at the **Table Mountain National Park**, SANParks receives a lot of correspondence on a daily basis. Bidders are therefore urged to ensure that they clearly mark their bids with the Bid Number; register their bids and sign the register that will be provided at the gate. Failure to sign the register will lead to the bid being disqualified. Failure to submit sealed bids could result to disqualification of bids. The onus is on the bidder to ensure that their bids get registered in the bids received register. Bidders must advise their courier companies of this instruction.

3.7.5 **All Bids in this regard shall only be accepted if they have been registered on the bids received register before or on the closing date and stipulated time.**

3.7.6 Bids received after the time stipulated shall not be considered.

3.7.7 **Bid responses sent by courier must reach this office at least 36 hours before the closing date to be registered on the bids received register.** Failure to comply with this requirement shall result in your proposal being treated as a “late proposal” and shall not be entertained. Such proposal shall be returned to the respective Bidders.

3.7.8 **No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.**

4 **Reasons for disqualification**

4.1 SANParks reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:

4.1.2 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;

4.1.3 Bidders who submitted incomplete information and documentation according to the requirements of this RFP;

4.1.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;

4.1.5 Bidders who received information not available to other bidders through fraudulent means;

4.1.6 Bidders who do not comply with **mandatory requirements** as stipulated in this RFP.

4.1.7 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or

4.1.8 Bidders who are listed on the National Treasury’s database of restricted suppliers.

5 **Closing of Bid**

5.1 **There shall be no public opening** of the Bid received. There shall be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of SANParks. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

5.2 **No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. However Bids from international bidders with no office or representation in the RSA shall be accepted if received via the Internet or e-mail before the closing date and time.**

5.2.1 **Such Bids shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the proposal shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.**
6 Bid preparation
6.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the solution offered etc. shall be neatly bound as part of the schedule concerned.
6.2 All responses regarding questions posed in the annexes attached herewith shall be answered in accordance with the prescribed RFP Response Format.

7 Oral presentations and briefing sessions
7.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SANParks. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SANParks shall schedule the time and location of these presentations. Oral presentations are an option of SANParks and may or may not be conducted.

8 Evaluation Criteria for BEE
8.1 Points awarded for B-BBEE Status Level of Contribution
8.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.
8.3 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
8.4 Preference points for this bid shall be awarded for:
   (a) Price; and
   (b) B-BBEE Status Level of Contribution.

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(90/10 system)</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

8.5 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
8.6 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
8.7 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.

8.8 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 bid.

8.9 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

8.10 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder 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 bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

8.11 A person awarded a contract may not 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, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

9 Evaluation criteria and methodology

9.1 Functional evaluation criteria

“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service.

When inviting bids, SANParks indicates:
(i) whether the bids will be evaluated on functionality;
(ii) the evaluation criteria for measuring functionality;
(iii) the weight of each criterion; and
(iv) the applicable values as well as the minimum threshold for functionality

FUNCTIONAL / TECHNICAL EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Threshold</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Experience</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>• Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Location of the bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Company Profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>B-BBEE</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS FOR PRICE AND B-BBEE</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

This will be evaluated on Functionality according to the criteria and weighting as listed in the table above. 70% minimum functionality score will qualify the bid to move on to the next round where PPPFA evaluation principle shall be applied, which is Price and Preference evaluation.

9.2 Price and preference evaluation criteria
Subsequent to the eligibility screening phase, the second phase of evaluation of the Bids shall be based on the 90/10 PPPFA principle and the points for evaluation criteria are as follows:

<table>
<thead>
<tr>
<th>Price points</th>
<th>90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferential points/BEE</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

All Bid received shall be evaluated by a panel using the preference points system as stipulated in the Preferential Procurement Regulations.

**NOTE ¹**

The remuneration costs must take the following into account as per PSIRA regulations:

- Relief
- Sunday Premium
- Public Holiday Premium
- Leave Provision
- Sick Pay Provision
- Study Leave provision
- Family Responsibility Leave provision
- Night shift allowance
- Provident fund
- Bonus
- UIF (Employer Contribution)
- COID/WCA
- Uniform
- Training
- Other applicable allowances

**NOTE ²**

- Annual Increases for security officers will take place in line with Private Security Industry Regulatory Authority.
- Only Remuneration of officers will be increased at PSIRA rate.
- Overheads and additional costs will be increased annually according to the latest available CPI rate.
- SANParks reserves the right to check and verify the accuracy of salaries of security officers.
- **PSIRA rates are applicable, failure to comply will to disqualification.**
ANNEX A: SCOPE OF WORK – SECURITY SERVICES

1. Special instructions to Bidders

1.1 Scope of work shall form part of the contract.

1.2 Should a vendor have reasons to believe that the Technical Specification is not open and/or is written for a particular service or work; the vendor shall notify Procurement Services within seven (07) days after publication of the bid.

1.2 Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.

2. Requirements Background

2.1 BACKGROUND

SANParks aims to be the pride and joy of all South Africans and of the world. SANParks will be able to achieve this by developing and managing a system of national parks that represents the biodiversity, landscapes, and associated heritage assets of South Africa for the sustainable use and benefit of all.

A competitive bidding process will be embarked upon. It is also important for SANParks to assist Government in its key objective of socio-economic development, especially in rural areas, where many of the national parks are located.

2. SCOPE OF THE WORK

SANParks aims to acquire the services of service provider that has the capability of providing Security Services for SANParks. The required services will be contracted for a period of 3 years. Bids are sought from reputable suppliers that have experience and capability in the Security industry. Proof of such contracts will be requested as part of the tender process.

3. DESCRIPTION OF SERVICE

SANParks approved the appointment of a suitable and Professional Security company that has the capability of providing security services for SANParks.

Note:

- The Proposal will have a compulsory briefing session at a scheduled date and time.
- The cut off points required will be 70% of technical evaluation to be able to proceed to the next phases of evaluation.

- The site to be serviced is Table Mountain National Park.
- Security services company must be registered to the Security Services Board and all other statutory bodies
- Security services must have traceable references
- Security Company must also attach a list of permanent Registered guards
- Company must ensure quality service
- Guards must be well trained in security services and must have traceable references
- Guards must not have any criminal records
• Guards must be able to communicate
• Guards must be punctual
• Guards must also be registered with PSIRA

4. REQUIRED PERSONNEL (GUARDS)

<table>
<thead>
<tr>
<th>Site</th>
<th>Grade</th>
<th>Hours</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulders</td>
<td>1 x B</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>Boulders</td>
<td>1 x C</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>Cape Point</td>
<td>1 x B</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>Cape Point</td>
<td>1 x C</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>Silvermine Homestead</td>
<td>1 x C</td>
<td>Night Shift</td>
<td>Guard (trained to handle DH2 dog) with registered trained dog (DH2) with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>Tokai Manor Precinct</td>
<td>1 x D</td>
<td>Night Shift + Day Shift (Only for weekends and Public Holidays)</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>Tokai Field Office</td>
<td>1 x B</td>
<td>Night Shift + Day Shift (Only for weekends and Public Holidays)</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
</tbody>
</table>

5. COMPETENCIES OF THE SERVICE PROVIDER

The service provider needs to be reputable with a history of dealing with large clients.

NOTE ¹
The remuneration costs must take the following into account as per PSIRA regulations:
• Relief
• Sunday Premium
• Public Holiday Premium
• Leave Provision
• Sick Pay Provision
• Study Leave provision
• Family Responsibility Leave provision
• Night shift allowance
• Provident fund
• Bonus
• UIF (Employer Contribution)
• COID/WCA
• Uniform
• Training
• Other applicable allowances

NOTE ²
• Annual Increases for security officers will take place in line with Private Security Industry Regulatory Authority.
• Only Remuneration of officers will be increased at PSIRA rate.
• Overheads and additional costs will be increased annually according to the latest available CPI rate.
• SANParks reserves the right to check and verify the accuracy of salaries of security officers.
• Submit proof of PSIRA registration for the company and the Guards.
• NB: PSIRA rates are applicable, failure to comply will to disqualification.

6. MEETINGS AND REPORTS

SANParks would require monthly or bi-monthly meetings with the service provider as well as the monthly reports of all occurrences to follow-up of the progress of all identified factors in need of correction or improvement

7. RESPONSIBILITY OF THE DEPARTMENT

• Monitor the professional security services that SANParks receives from the service provider
• Give indication of unsatisfactory performance to the attention of the company’s management for improvement and expect feedback on how such unsatisfactory performance or bad behaviour will be prevented for future occurrences.
• Review the received monthly report and provide feedback.
• Effecting payment within 30 days from date of receipt of original tax invoices.

8. RESPONSIBILITY OF THE SERVICE PROVIDER MANAGEMENT

• Ensure that personnel is always at the post at the required time per the service level agreement,
• Ensure that off-sick personnel are replaced without interruption of the services,
• Keeps the record of daily occurrences as well as the attendance register of the personnel on duty. Attendance Register to be signed when reporting in for duty and when leaving for the day. Register to be signed by the supervisor for monitoring.
• Ensure that personnel are always on full uniform and tidy.
• Ensure that personnel are well mannered and respectful at all times when on duty,
• Ensure that personnel do not report on duty drunk, nor drink when on duty,
• Ensure that personnel do not sleep on duty,
• Ensure that personnel keep all relevant records (entry record, movable property record and exit record register),
• Ensure that personnel is always available to assist any form of emergency,
• Ensure that personnel does have all necessary equipment to perform their duties,
• Ensure that management is always available to respond to any complaints from either visitors or the department (park) related to security services.
• Ensure that any complains is addressed and formal report afforded to the park manager on how the complaint was resolved and how such will be prevented in future within 7 working days from the day of occurrence.
• Maintenance of security services standards that SANParks receives from the service provider.
• Submit invoice together with the attendance register on every last day of the month to Park Manager.
• And other responsibilities to be communicated by the park manager via the service level agreement.

CAPACITY REQUIREMENTS – SECURITY SERVICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price per month (VAT Inclusive)</th>
<th>Total Price per year (VAT inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total: Year 1 (One)</td>
</tr>
<tr>
<td>1.</td>
<td>Category D Security Guard – Day Shift (Weekends &amp; Public Holidays)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Category D Security Guard - Night Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Category C Security Guard - Night Shift</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Category B Security Guard - Day Shift (Weekends &amp; Public Holidays)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Category B Security Guard - Night Shift</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Category C Security Guard with DH2 dog handling training + DH2 dog - Night Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Additional costs (list if applicable)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

TOTAL BID AMOUNT FOR THREE (03) YEARS

9. PROJECT OR CONTRACT PERIOD (TIMEFRAMES)

The contract period will be for a period of 3 (three) years.

10. SUBMISSION OF BIDS

Bidders are required to submit One (01) original plus One (01) copy of the bid document.

SANParks may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours or unless otherwise indicated after the request has been made; otherwise the bidder may be disqualified.

11. EVALUATION PHASES
The received bid proposals will be evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

11.1 PHASE ONE (01): MANDATORY / MINIMUM REQUIREMENTS SCREENING

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fails to comply with the below requirements WILL be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.
- Submission of the bid document must be binded and is without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of an Original Valid Tax Clearance Certificate (SBD 2) – Bidders whom their Tax matters are not in order and no proper arrangements have been made with SARS to meet their tax obligations will not be considered for this bid. 7 days from the bid closing date is afforded to any bidder who already made necessary arrangements with SARS (attached proof as obtained from SARS Branch) of when the necessary arrangements have been made to meet your Tax obligation and be issued with Tax certificate. Failure to submit a valid and original Tax Clearance within 7 days after the bid closing date, your submitted bid proposal will be considered non-responsive and shall be invalidated or disqualified and not considered for further evaluation.
- Submission of fully completed Pricing Schedule (Purchases – Goods - SBD 3.1), (Professional Services – SBD 3.3). In case of purchases of goods other than services, bidders should complete and sign SBD 3.1 of the Firm price only. In case of professional services, bidders should complete and sign SBD 3.3 for services only.
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate as issued by SANAS accredited service providers, Accredited Registers Auditors – IRBA and Procurement Regulation 2011 compliant letter issued by the Accounting Officer. Any copies submitted in this case should be certified.
- Submission of fully completed SBD 6.2 (Declaration Certificate for Local Production and Content for Designated Sectors).
- Submission of fully completed Contract Form (Purchases – Goods/Works - SBD 7.1), (Rendering of Services – SBD 7.2). In case of purchases of goods other than services, bidders should complete and sign SBD 7.1 of the Firm price only. In case of rendering of services, bidders should complete and sign SBD 7.2 for services only. Bidders to complete and sign PART ONE (01) only.
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
- Business Registration Certificate e.g. CK 1, certificate of incorporation
- Familiarise yourself and Initial every page of the General Condition of Contract
- Submission of PSIRA Registration Certificates of the company and the Guards.

NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.
11.2 PHASE TWO (02): DETAIL EVALUATION CRITERIA AND POINT ALLOCATION

In this phase All bids that meet all the requirements in terms of compliance and completeness of the submitted proposal per the above set of mandatory requirements on Phase One (01) have not progressed to Phase Two (02) for further evaluation per the below set evaluation criteria’s.

Bidders who fails to comply with the below requirements WILL be eliminated and bidders who comply with the below progresses to the next phase of evaluation.

All bidders who complied with the mandatory / minimum requirements progressed to the technical evaluation phase for further evaluation per the below set criteria.
### FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE FOR THIS BID

<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appropriate experience and Capacity to deliver with reference to the personnel / Delivery Vehicles / Distribution Strategy / Outlets</td>
<td>40</td>
<td>5</td>
<td>Personnel who will be allocated per Province / Park – Provide the list of such personnel. Distribution Strategy – provide in an A4 page size the strategy to be applied to distribute to all Parks – indicate the starting or loading point and indicate the park to be service from such distribution point. Contingency Strategy – Indicate a contingency strategy going to be applied in case of Urgent delivery / Public Strike / Own Strike / Vehicle Breakdown / Festive Season. NB: If a tendering company is going to source the distribution services or any services related to the bid in question from a third party, they must provide a signed Commissioner of Oath letter signed by both suppliers confirming the approval to use their services / capacity / equipment / machinery. SANParks will not be involved in any arrangements made by any parties.</td>
<td>1 = Company exist in the Provinces where the Park is located. 2 = Company exist in the Provinces where the Park is located in terms of the distribution channel. Complied with all requested information – list of personnel allocated for this project / distribution strategy / Contingency strategy / list of distribution points / List of fleet available. 3 = Company exist in the Provinces where the Park is located in terms of the distribution channel. Complied with all requested information – list of personnel allocated for this project / distribution strategy / Contingency strategy / list of distribution points / List of fleet available. 4 = Company exist in the Provinces where the Park is located in terms of the distribution channel. Complied with all requested information – list of personnel allocated for this project / distribution strategy / Contingency strategy / list of distribution points / List of fleet available. 5 = Company exist in the Provinces where the Park is located. Complied with all requested information – list of personnel allocated for this project / distribution strategy / Contingency strategy / list of distribution points / List of fleet available.</td>
</tr>
<tr>
<td>No</td>
<td>Functionality Criteria</td>
<td>Weighting Factors</td>
<td>Points</td>
<td>Documents to be Submitted for Evaluation Purposes</td>
<td>Points Allocation</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------------------------</td>
<td>-------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|    | Relevant References                                  | 5                 | 5      | List of at least 5 (five) contactable / traceable references that you are: * Currently engaged with * Provided services to in the past  
**NB:** Bidder need to have more than 5 years of experience executing relevant projects.  
Reference letters / appointment letters as obtained from the organisations in which projects were executed to be attached. | 1 = 1 relevant reference supported by a contactable reference letter               |
| 2  | Information in respond to this criteria should be placed under Annexure “B” or “2” labeled as “Relevant References of the bidder Annexure B or 2” | 5                 | 5      |                                                                                                                                                                                                                                                      | 2 = 2 relevant reference supported by a contactable reference letter               |
|    |                                                      |                   |        |                                                                                                                                                                                                                                                      | 3 = 3 relevant reference supported by a contactable reference letter               |
|    |                                                      |                   |        |                                                                                                                                                                                                                                                      | 4 = 4 relevant reference supported by a contactable reference letter               |
|    |                                                      |                   |        |                                                                                                                                                                                                                                                      | 5 = 5 relevant reference supported by a contactable reference letter               |
|    | Experience related to service in terms of years, value and number | 40                | 5      | List of projects/contracts with client name, value of contract and duration of contract/appointment/service to the particular company * Currently engaged with * Provided services in the past  
Bidder need to have more than 5 years of experience executing relevant projects | 1 = 1 year + 5 relevant projects                                                  |
<p>| 3  | Information in respond to this criteria should be placed under Annexure “C” or “3” labeled as “Experience related to service in terms of years, value and number of the bidder Annexure C or 3” | 40                | 5      |                                                                                                                                                                                                                                                      | 2 = 2 year + 5 relevant projects                                                  |
|    |                                                      |                   |        |                                                                                                                                                                                                                                                      | 3 = 3 year + 5 relevant projects                                                  |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 4  | Location of bidder in relation to the project (Knowledge of the province).              |                   | 10     | Scoring of the Location  
- Company based in the Province (Close proximity to the National Park for ease service delivery)  
- Company based in almost all the provinces where the National Parks are situated or where delivery is to be executed and has successfully completed 5 or more similar or related work / projects (projects of not less than 12 months without interruption in the Security Services) within the province.  
**NB:** Bidders to submit letter of reference of the completed projects. Give a brief description in an A4 paper size of the project executed, duration of the project. | 1 = Company based in the province where the National Park is situated and has executed successfully 1 of similar or related work  
2 = Company based in the province where the National Park is situated and has executed successfully 2 of similar or related work  
3 = Company based in the province where the National Park is situated and has executed successfully 3 of similar or related work  
4 = Company based in the province where the National Park is situated and has executed successfully 4 of similar or related work  
5 = Company based in the province where the National Park is situated and has executed successfully 5 or more of similar or related work |
<table>
<thead>
<tr>
<th>No</th>
<th>Functionality criteria</th>
<th>Weighting factors</th>
<th>Points</th>
<th>Documents to be submitted for evaluation purposes</th>
<th>Points allocation</th>
</tr>
</thead>
</table>
| 5  | Company Profile        |                   | 5      | Company’s profile to indicate the track record of experience in implementing similar projects, relevance to company’s core business and reputation with clients as well as the capacity of the company in terms of distribution outlets in all provinces where the National Parks exist to be able to execute the project. | 1 = No Company is attached  
3 = Company profile attached, but the profile does not give any information showing the strength of the company to be able to meet or execute the scope of work.  
5 = Company profile is attached and it gives indication of the company’s strength to be able to execute the scope of work in question. Previous projects executed and having distribution outlets in all provinces where the parks exist to be able to execute the project. |
|    |                        |                   |        |                                                  |                   |
|    | Total Score            | 100               | 5      |                                                  |                   |

Invitation to Bid / SANParks / Security Services: GNP-004-14 – Table Mountain
12. QUALIFICATION THRESHOLD TO PROGRESS TO THE NEXT PHASE OF EVALUATION

Threshold – Bidders must achieve 70% per the above criteria for consideration to the final stage evaluation of price and preference – B-BBEE claim point’s information.

PHASE 3: EVALUATION OF BID RESPONSES USING THE PRICE AND B-BEEE SCORES

All bidders who achieved 70% and more of the set minimum threshold from the technical evaluation phase progresses to this final phase of Price and Preference (BEE Score) points allocation systems for the recommendation of the successful bidder.

NOTE ¹
The remuneration costs must take the following into account as per PSIRA regulations:

- Relief
- Sunday Premium
- Public Holiday Premium
- Leave Provision
- Sick Pay Provision
- Study Leave provision
- Family Responsibility Leave provision
- Night shift allowance
- Provident fund
- Bonus
- UIF (Employer Contribution)
- COID/WCA
- Uniform
- Training
- Other applicable allowances

NOTE ²
- Annual Increases for security officers will take place in line with Private Security Industry Regulatory Authority.
- Only Remuneration of officers will be increased at PSIRA rate.
- Overheads and additional costs will be increased annually according to the latest available CPI rate.
- SANParks reserves the right to check and verify the accuracy of salaries of security officers.
- Submit PSIRA Certificate of the bidder and the guards.
- NB: PSIRA rates are applicable, failure to comply will lead to disqualification.

NB: Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right to appoint one or more service providers for this project.

13. EVALUATION CRITERIA AND WEIGHTING:

The RFB stipulated that the responses to be evaluated using the 90/10 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>90</td>
</tr>
<tr>
<td>Participation Goals/BEE</td>
<td>10</td>
</tr>
</tbody>
</table>
**EVALUATION FORMULA**

The following formula will be applied to calculate the scores:

**Price Formula**

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 90 points were allocated to price as per par. 10.1 of this submission.

\[
PS = 90 \left(1 - \frac{Pt - Pmin}{Pmin}\right)
\]

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

**14. FINAL AWARD**

Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right to appoint one or more service providers for this project.
## PRICING SCHEDULE – SECURITY SERVICE

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price per month (VAT Inclusive)</th>
<th>Total Price per year (VAT inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Category D Security Guard – Day Shift (Weekends &amp; Public Holidays)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Category D Security Guard - Night Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Category C Security Guard - Night Shift</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Category B Security Guard - Day Shift (Weekends &amp; Public Holidays)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Category B Security Guard - Night Shift</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Category C Security Guard with DH2 dog handling training + DH2 dog - Night Shift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Additional costs (list if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL BID AMOUNT FOR THREE (03) YEARS</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Site</td>
<td>Grade</td>
<td>Hours</td>
<td>Costing</td>
<td></td>
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<tr>
<td>----------------------</td>
<td>-------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Boulders</td>
<td>1 x B</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
<tr>
<td>Boulders</td>
<td>1 x C</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
<tr>
<td>Cape Point</td>
<td>1 x B</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
<tr>
<td>Cape Point</td>
<td>1 x C</td>
<td>Night Shift</td>
<td>Guard with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
<tr>
<td>Silvermine Homestead</td>
<td>1 x C</td>
<td>Night Shift</td>
<td>Guard (trained to handle DH2 dog) with registered trained dog (DH2) with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
<tr>
<td>Tokai Manor Precinct</td>
<td>1 x D</td>
<td>Night Shift + Day Shift (Only for weekends and Public Holidays)</td>
<td>Guard with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
<tr>
<td>Tokai Field Office</td>
<td>1 x B</td>
<td>Night Shift + Day Shift (Only for weekends and Public Holidays)</td>
<td>Guard with passive monitoring and daily electronic reports</td>
<td></td>
</tr>
</tbody>
</table>

NB: SANParks will consider or accept annual price escalation based on CPI as released by StatsSA on the 3\textsuperscript{rd} week of the anniversary month for the bases of increases for the 2\textsuperscript{nd} and or 3\textsuperscript{rd} year.
12. CONTACTABLE OFFICIALS FOR CLARIFICATION
All technical and bid documentation enquiries can be addressed to Mrs Eldah Phathwa at Tel: 012 426 5260 or Eldah.phathwa@sanparks.org
ANNEX E: COMPANY PROFILE

NB: Bidder(s) are requested to attached their company profile on this annexure.
ANNEX F: SBD 1: BID INVITATION

NB: Bidder(s) are requested to attached their bid response per the invitation from page 1 to 10 on this annexure.
ANNEX G: SARS TAX CLEARANCE CERTIFICATE OR SBD2

- An original and valid SARS Tax Clearance Certificate must be furnished, OR
- SBD2 Tax Clearance Certificate Requirement (if Original and Valid Tax Clearance Certificate above is not submitted)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
ANNEX H: SBD3.3 PRICING SCHEDULE – PROFESSIONAL SERVICES

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ......................................................... BID NO.: .................................................
CLOSING TIME 11:00 CLOSING DATE .............................................

OFFER TO BE VALID FOR ...........DAYS FROM THE CLOSING DATE OF BID.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)</th>
</tr>
</thead>
</table>
1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION HOURLY RATE DAILY RATE

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>PHASES</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS TO BE SPENT</th>
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</tbody>
</table>

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

TOTAL: R………………………………………………

"all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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TOTAL: R………………………………………………

6. Period required for commencement with project after acceptance of bid

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<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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TOTAL: R………………………………………………
7. Estimated man-days for completion of project  

8. Are the rates quoted firm for the full period of contract?  *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  

........................................................................................................

........................................................................................................

........................................................................................................
ANNEX I: SBD4: DECLARATION OF INTEREST

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: ..............................................................
2.2 Identity Number: ...............................................................................................................
2.3 Position occupied in the Company (director, trustee, shareholder²): .........................
2.4 Company Registration Number: .................................................................
2.5 Tax Reference Number: ..............................................................................................
2.6 VAT Registration Number: ...........................................................................................
2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .............................................
Name of state institution at which you or the person connected to the bidder is employed: .............................................
Position occupied in the state institution:  .................................................................
Any other particulars:
........................................................................
........................................................................
........................................................................

2.7.2 If you are presently employed by the state, did you obtain\textsc{YES / NO}
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid\textsc{YES / NO}
document?

\textit{(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.)}

2.7.2.2 If no, furnish reasons for non-submission of such proof:
........................................................................
........................................................................
........................................................................

2.8 Did you or your spouse, or any of the company’s directors / \textsc{YES / NO}
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:
........................................................................
........................................................................
........................................................................

2.9 Do you, or any person connected with the bidder, have \textsc{YES / NO}
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.
........................................................................
........................................................................
........................................................................

2.10 Are you, or any person connected with the bidder,\textsc{YES/NO}
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.
........................................................................
........................................................................
........................................................................

2.11 Do you or any of the directors / trustees / shareholders / members \textsc{YES/NO}
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:
........................................................................
........................................................................
........................................................................
3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

4 DECLARATION

I, THE UNDERSIGNED (NAME)…………………………………………………………………… …

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

…………………………………..  ..……………………………………………

Signature                           Date

…………………………………. ………………………………………………

Position  Name of bidder

May 2011

1.1.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the……………………system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(c) Price; and
(d) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

1.3.1.1 PRICE

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “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;
2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression 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 and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. **ADJUDICATION USING A POINT SYSTEM**

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;

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

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. **POINTS AWARDED FOR PRICE**

4.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

\[
Ps = \begin{cases} 
80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right) & \text{80/20 system} \\
90 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right) & \text{90/10 system}
\end{cases}
\]

Where

- \(Ps\) = Points scored for comparative price of bid under consideration
- \(Pt\) = Comparative price of bid under consideration
- \(P_{\min}\) = Comparative price of lowest acceptable bid

5. **Points awarded for B-BBEE Status Level of Contribution**

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
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<tr>
<td>2</td>
<td>9</td>
<td>18</td>
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<td>8</td>
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<tr>
<td>Non-compliant contributor</td>
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</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.
Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 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.

5.5 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 bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder 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 bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not 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, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ........................ = ........................ (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:
(i) what percentage of the contract will be subcontracted? ..............................%
(ii) the name of the sub-contractor? .................................................................
(iii) the B-BBEE status level of the sub-contractor? .................................
(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1. ................................................

................................................

SIGNATURE(S) OF BIDDER(S)

2. ................................................

................................................

ADDRESS:.................................

................................................

................................................

DATE:........................................
NB: Bidder(s) is requested to attach their valid and original or certified B-BBEE Preferential point claim certificate to be eligible for points claimed. Certificate must be issued by SANAS Accredited agency.
ANNEX L: SBD 7.2: CONTRACT FORM RENDERING OF SERVICES

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 ………………………………
## 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.

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>PRICE (ALL APPLICABLE TAXES INCLUDED)</th>
<th>COMPLETION DATE</th>
<th>B-BBEE STATUS LEVEL OF CONTRIBUTION</th>
<th>MINIMUM THRESHOLD FOR LOCAL PRODUCTI ON AND CONTENT (if applicable)</th>
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</table>

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

SIGNED AT ………………………………………ON………………………………..

NAME (PRINT)…………………………………………

SIGNATURE…………………………………………

OFFICIAL STA

WITNESSES

1  ………………………………

2  ………………………………

1 ………………………………

2 ………………………………
**ANNEX M: SBD8: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN PRACTICES**

**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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>4.1</td>
<td><strong>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?</strong>&lt;br&gt; (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 <em>audi alteram partem</em> rule was applied).&lt;br&gt;The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>If so, furnish particulars:</strong></td>
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<td>4.1.1</td>
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<tr>
<td>4.2</td>
<td><strong>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)?</strong>&lt;br&gt;The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>If so, furnish particulars:</strong></td>
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</tr>
<tr>
<td>4.2.1</td>
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<tr>
<td>4.3</td>
<td><strong>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?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>If so, furnish particulars:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>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?</td>
<td>Yes</td>
<td>No</td>
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<td>4.4.1</td>
<td>If so, furnish particulars:</td>
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</table>

**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.

<table>
<thead>
<tr>
<th>Signature</th>
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<table>
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<tr>
<th>Position</th>
<th>Name of Bidder</th>
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<tr>
<td>Js365bW</td>
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</table>
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids¹ 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 *per 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.

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.
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
ANNEX O: PROOF OF COMPANY REGISTRATION DOCUMENT

NB: Bidder (s) are requested to attached their proof of company registration documents.
ANNEX P: COMPANY REGISTRATION DOCUMENTS (CIPC/CIPRO)

- Certified copies (copy with original stamp) of your CIPC (CIPRO) company registration documents listing all members with percentages, in case of close corporation
- Certified copies (copy with original stamp) of all latest share certificates, in case of a company
ANNEX Q: JOINT VENTURE AGREEMENT

- To provide Joint Venture Agreement signed under Commissioner of Oath.
- To provide above documentation for both companies that form the JV.

NB: Joint venture agreement and performing the work
The primary bidder needs to have major responsibilities in this project and both parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.
ANNEX R: CD/DVD – COPY CONTAINING A DIGITAL COPY OF ALL TENDER DOCUMENTS AS PROVIDED IN PRINT
**ANNEX S: LIST OF REFERENCE OF RELEVANT SERVICES (PROJECTS)**

**PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH. ANNEXURE R OR 18**

Current and Previous Projects

<table>
<thead>
<tr>
<th>No</th>
<th>Project/Company name</th>
<th>Extent of contract/relationships</th>
<th>Contact person</th>
<th>Contract number</th>
<th>Contract amount</th>
<th>Date of commencement</th>
<th>Scheduled date of completion</th>
<th>Contract period (No of years)</th>
</tr>
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<tr>
<td></td>
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<td>National</td>
<td>No of Provinces</td>
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ANNEX T: RESOLUTION OF BOARD OF DIRECTORS / MEMBERS / SOLE PROPRIETOR / PARTNERS OF PARTNERSHIP

This returnable schedule needs to be completed if the tenderer is a joint venture. This form must be completed by each partner of the joint venture. The name of the principal partner must be stated under Point 2.

Resolution of Board of Directors / Members / Sole Proprietor/ Partners of Partnership (i.e. of each legal person to comprise the Joint Venture Partnership)

RESOLUTION of a meeting of the Board of *Directors / Members / Sole Proprietor/ Partners of:

_________________________________________________________________________________________________
_________________________________________________________________________________________________

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at ______________________________________________ (place)
On ________________________________________________ (date)

RESOLVED that:

1. The Enterprise submits a Tender, in Joint Venture with the following Enterprises:

_________________________________________________________________________________________________
_________________________________________________________________________________________________

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Joint Venture)

to the South African National Parks in respect of the following project:

_________________________________________________________________________________________________
_________________________________________________________________________________________________

(Project description as per Tender Document)

Tender Number: _______________________________________________ (Tender Number as per Tender Document)

2. The Principal Partner of the Joint Venture will be

_________________________________________________________________________________________________

(Legally correct full name and registration number, if applicable, of the Principal Partner of Joint Venture)

3. *Mr/Mrs/Ms: ________________________________________________

in *his/her Capacity as: ____________________________________________ (Position in the Enterprise)

and who will sign as follows: ____________________________________________

be, and is hereby, authorised to sign a joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the joint venture, in respect of the project described under item 1 above.

4. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the South African National Parks in respect of the project described under item 1 above.

5. The Enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and the Contract with the South African National Parks in respect of the project under item 1 above:
Physical address: _______________________________
________________________________________
________________________________________
________________________________________ (code)

Postal Address: _______________________________
________________________________________
________________________________________
________________________________________ (code)

Telephone number: ___________________________ (code)
Fax number: ________________________________ (code)

<table>
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<tr>
<th>1..1.2</th>
<th>Name</th>
<th>Capacity</th>
<th>Signature</th>
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<td>1..1.12</td>
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</table>

Note:
1. * Delete which is not applicable
2. **NB. This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

1..1.12.1 ENTERPRISE STAMP
ANNEX U: GENERAL CONDITIONS OF CONTRACT

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

General conditions of bid and conditions of contract

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a √ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

NOTE: It is mandatory for bidders to complete or answer this part fully; failure to do so result to their bid to be treated as incomplete and shall be disqualified. Refer to paragraph 4 of this document (reasons for disqualification).

1. This bid is subject to the General Conditions of Contract stipulated below.
<table>
<thead>
<tr>
<th>Accept</th>
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</table>

2. The laws of the Republic of South Africa shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.
<table>
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<tr>
<th>Accept</th>
<th>Do not accept</th>
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</table>

3. SANParks shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder’s proposal or to select any proposal, or to discuss the reasons why such vendor’s or any other proposal was accepted or rejected.
<table>
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<th>Accept</th>
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</table>

4. SANParks may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty four (24) hours after the request has been made, otherwise the proposal may be disqualified.
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5. In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.
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<th>Do not accept</th>
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</table>
In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format. | Accept | Do not accept |
---|---|---|
SANParks reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all. | Accept | Do not accept |
Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals. | Accept | Do not accept |
By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands. | Accept | Do not accept |
Where applicable, SANParks reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation. | Accept | Do not accept |
SANParks reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors’ capabilities to meet the requirements specified in the RFP and supporting documents. | Accept | Do not accept |
Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted. | Accept | Do not accept |
The bidder should not qualify the proposal with own conditions. **Caution:** If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid. | Accept | Do not accept |
14 | Should the bidder withdraw the proposal before the proposal validity period expires, SANParks reserves the right to recover any additional expense incurred by SANParks having to accept any less favourable proposal or the additional expenditure incurred by SANParks in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal. | Accept | Do not accept |

15 | Delivery of and acceptance of correspondence between the SANParks and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party’s postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd. | Accept | Do not accept |

16 | Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SANParks shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that SANParks reserves the right to award the same proposal to next best bidders as it deems fit. | Accept | Do not accept |

17 | In the case of a consortium or JV, each of the authorised enterprise’s members and/or partners of the different enterprises must co-sign this document. | Accept | Do not accept |

18 | Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SANPARKS signatory and added to this RFP as an addendum. | Accept | Do not accept |
Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party’s right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.

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Bidders who make use of subcontractors. The proposal shall however be awarded to the Vendor as a primary contractor who shall be responsible for the management of the awarded proposal. A vendor which was awarded the contract after scoring HDI / RDP goals is not allowed to subcontract more than 25% of the contract to a non-HDI entity. No separate contract shall be entered into between SANParks and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.

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All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.

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No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.

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Evaluation of Bids shall be performed by an evaluation panel established by SANParks. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for BBBEE (according to the PPPFA) is 20.

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If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.

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25
The bidders’ response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.  

Accept  |  Do not accept

26
Should the evaluation of this bid not be completed within the validity period of the bid, SANParks has discretion to extend the validity period.  

Accept  |  Do not accept

27
Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.  

Accept  |  Do not accept

28
Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.  

Accept  |  Do not accept
ANNEX V: RECORD OF ADDENDA ISSUED TO BIDDERS BEFORE THE BID CLOSING DATE

I / We confirm that the following communications amending the tender documents that I / we received from the employer or his representative before the closing date for submission of this tender offer have been taken into account in this tender offer.

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<th>ADDENDUM NO</th>
<th>DATE RECEIVED</th>
<th>TITLE OR DETAILS</th>
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SIGNATURE: ........................................... DATE: ..................  
(of person authorized to sign on behalf of the Tenderer)
ANNEX W: COMPULSORY CLARIFICATION MEETING CERTIFICATE

NB: Bidder(s) are requested to bring along this certificate form to the clarification meeting.

Compulsory Clarification Session Certificate

This is to certify that I,

__________________________________________________________________________ representing

__________________________________________________________________________ in the company

of __________________________________________________________________________ visited the

site on ________________________.

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

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<th>Name Tenderer’s Representative</th>
<th>Position</th>
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<tr>
<th>Name of Tenderer</th>
<th>Date</th>
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<tr>
<th>Name of Employer’s Representative</th>
<th>Signature</th>
<th>Date</th>
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## ANNEX X: PROOF OF REGISTRATION WITH PSIRA

| NB: Bidder(s) are requested to submit certificates / proof that the company and the guards are registered with PSIRA |
17. **BID RESPONSE SCHEDULE OF ALL RETURNABLE DOCUMENTS**

*Very important:* Bidders are requested to arrange their bid proposal and attach all returnable documents in the following sequence. This will enable the evaluation committee to easily find your response for ease evaluation.

<table>
<thead>
<tr>
<th>Item No.:</th>
<th>Description of the returnable document</th>
<th>Annexure where the document should be placed / attached</th>
<th>Are the documents attached as indicated</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1.</td>
<td>Appropriate experience and Capacity to deliver with reference to the personnel to be allocated to this project</td>
<td>Annexure A or 1</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>2.</td>
<td>Relevant References</td>
<td>Annexure B or 2</td>
<td>Y</td>
<td>N</td>
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<td>3.</td>
<td>Experience related to service in terms of years, value and number</td>
<td>Annexure C or 3</td>
<td>Y</td>
<td>N</td>
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</tr>
<tr>
<td>4.</td>
<td>Location of bidder in relation to the project</td>
<td>Annexure D or 4</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Attach Company Profile</td>
<td>Annexure E or 5</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>SBD 1 : Bid Invitation</td>
<td>Annexure F or 6</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>SBD 2 : Tax Clearance Certificate</td>
<td>Annexure G or 7</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>SBD 3.3 : Professional Pricing Schedule</td>
<td>Annexure H or 8</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>SBD 4 : Declaration of Interests</td>
<td>Annexure I or 9</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>SBD 6.1: Preference Points Claim Form</td>
<td>Annexure J or 10</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>B-BBEE Certificate – Original or Certified copies</td>
<td>Annexure K or 11</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>SBD 7.2 : Contract Form – Rendering of Services</td>
<td>Annexure L or 12</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>SBD 8: Declaration of bidder’s Past Supply Chain Practices</td>
<td>Annexure M or 13</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>SBD 9: Certificate if Independent Bid Determination</td>
<td>Annexure N or 14</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Company Registration Documents: Certified copies <em>(Copy with original stamp)</em> of your CIPC (CIPRO) company registration documents listing all members with percentages, in case of a CC. Certified copies <em>(Copy with original stamp)</em> of all latest share certificates, in case of a company.</td>
<td>Annexure O or 15</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Proof of company registration</td>
<td>Annexure P or 16</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Joint Venture Agreement - To provide signed Joint Venture Agreement signed by all parties involved. The primary bidder needs to have major responsibilities in this project and all parties need to state their percentage interest in this joint venture. Joint venture is encouraged mainly for developmental purposes.</td>
<td>Annexure Q or 17</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>CD/DVD: Copy containing a digital copy of all Tender Documents as provided in print.</td>
<td>Annexure R or 18</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>List of traceable references of relevant services. Particulars of commitments which the bidder had previously completed and presently engaged with.</td>
<td>Annexure S or 19</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Resolution of Board of directors / members / sole proprietor / partners of partnership</td>
<td>Annexure T or 20</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>General Conditions of Contract – every page initialled by the bidder</td>
<td>Annexure U or 21</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Record of Addenda issued to bidders before the bid closing date</td>
<td>Annexure V or 22</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Compulsory clarification meeting certificate. Bidder(s) are requested to sign and get this certificate signed by the SANParks during the clarification meeting. Submit</td>
<td>Annexure W or 23</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit proof of registration with PSIRA of the company and for the Guards</td>
<td>Annexure X or 24</td>
<td>Y</td>
<td>N</td>
<td></td>
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</tbody>
</table>