



<b>TOURISM KWAZULU-NATAL INVITES ELIGIBLE SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTATION</b>	
<b>REQUEST FOR QUOTATION</b>	
<b>REQUISITION NUMBER</b>	<b>11023</b>
<b>DESCRIPTION</b>	<b>SUPPORT AND MAINTAIN THE CURRENT TOURISM KZN WEBSITE, MOBILE APP, DATABASE AND ASSOCIATED SERVICES.</b>
<b>DATE ADVERTISED</b>	<b>20 JUNE 2024</b>
<b>CLOSING DATE AND TIME</b>	<b>05 JULY 2024 @ 16H00</b>
<b>CSD No.</b>	_____
<b>SUBMISSION DETAILS</b>	<b>Email Submission: <a href="mailto:quotes@zulu.org.za">quotes@zulu.org.za</a></b> <i>Late submissions will not be accepted</i>
<b>SCM ENQUIRIES</b>	<b>Contact: Philile Radebe</b> <b>Tel / Email: 031 366 7536 / <a href="mailto:Phililer@zulu.org.za">Phililer@zulu.org.za</a></b>
<b>TECHNICAL ENQUIRIES</b>	<b>Contact: Anir Bidesi</b> <b>Email: <a href="mailto:anir@zulu.org.za">anir@zulu.org.za</a></b>

**NAME OF BIDDER.....**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TOURISM KWAZULU-NATAL (TKZN)</b>					
BID NUMBER:		CLOSING DATE: 05 JULY 2024		CLOSING TIME:	16H00
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>2<sup>nd</sup> Floor, Ithala Trade Centre Building</b>					
<b>29 Canal Quay Road</b>					
<b>Point Waterfront</b>					
<b>Durban</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Philile Radebe</b>		CONTACT PERSON	<b>Anir Bidesi</b>	
TELEPHONE NUMBER	<b>031 366 7594</b>		TELEPHONE NUMBER	<b>031 366 7510</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>phililer@zulu.org.za</b>		E-MAIL ADDRESS	<b>anir@zulu.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

**SIGNATURE OF BIDDER:** .....

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

**DATE:** .....

TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no, indicate deviation
1.1 Quotations must be delivered by the stipulated time to the correct address. Late quotations will not be accepted for consideration				
1.2 All quotations must be submitted on the official forms provided– (not to be re-typed) or online				
1.3 Quotations above R2000 will be evaluated based on functionality (where applicable)				
1.4 This quotation is subject to the Preferential Procurement Policy Framework Act 2000 and, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 TKZN reserves the right to enter negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 TKZN shall not be obliged to accept the lowest or any financial offer or proposal.				
1.7 TKZN will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 TKZN will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
<p>1.9 Tax Compliance Requirements:</p> <p>1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p> <p>1.9.3 In quotations where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number.</p>				

<p>1.9.4 Where No Tax Compliance status (TSC) or pin is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p>				
<p>1.10 The bidder has examined the information provided in the bid documents and x sizeer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. Bidder must confirm the availability of the proposed team members. The bidder confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date</p>				
<p>1.11 TKZN's business of conduct and ethics: 1.11.1 Relationships with customers and suppliers - To ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of TKZN, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier.</p>				

**B. ADMINISTRATIVE COMPLIANCE**

<b><u>2.STAGE ONE: ADMINISTRATION COMPLIANCE</u></b>	Yes	No	Noted	If no,indicate deviation
<p><b><i>All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></b></p> <p><b>2.1 Mandatory</b></p> <p>Quotations will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <p>2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</p> <p>2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database using SARS e-filing pin in National Treasury compliance (CSD) or u with instruction note 9 of 2017/2018 <b>prior</b> to the award of the bid;</p> <p>2.1.3 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</p> <p><b>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</b></p>				
<p><b>3. <u>STAGE TWO: PRICE AND PREFERENTIAL/SPECIFIC GOALS</u></b> – 20 points for preference are allocated on the basis of specific goals in line with the framework set out in the PPPFA. This bid will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.</p>				

<p>3.1 Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage Stage 1 of the evaluation (Mandatory requirements)</p>				
<p>3.2 In line with Preferential Procurement Regulations 2022 and TKZN Supply Chain Management Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit the following documentation to claim points for specific goals in terms Historically Disadvantaged Individuals:</p> <p style="padding-left: 40px;">a) <b>≥51%Black Ownership - 10 points</b></p> <p style="padding-left: 40px;">b) <b>The promotion of enterprises located in KwaZulu-Natal – 10 points</b></p> <p><b>The following may be used as proof for claiming preference points:</b></p> <ul style="list-style-type: none"> <li>• BBEE Affidavit</li> <li>• BBEE Certificate</li> <li>• CIPC</li> <li>• CSD Full Registration Report</li> <li>• SA ID document</li> <li>• A stamped letter from the local councillor or municipal utility bill or Lease Agreement</li> </ul>				
<p><b>4. ADJUDICATION OF BID</b></p>				
<p>4.1 The quotation shall be awarded at the sole and absolute discretion of TKZN. TKZN hereby represents that it is not obliged to award this quotation to any bidder. TKZN is entitled to <b>retract</b> this quotation at any time as from the date of issue. TKZN is not obliged to award this quotation to the bidder that quotes the lowest.</p>				
<p>4.2 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of TKZN regarding this quotation from the date the x sizeer is submitted until the date of award of the quotation.</p>				
<p><b>5. Awarding of contract</b></p>				
<p>5.1 The TKZN Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. TKZN's standard terms and conditions will not be negotiated.</p>				
<p>5.2 TKZN reserves the right to award this quotation in full or part</p>				

## **C. SPECIFICATION/ TERMS OF REFERENCE**

### **SUPPORT AND MAINTAIN THE CURRENT TOURISM KZN WEBSITE, MOBILE APP, DATABASE AND ASSOCIATED SERVICES.**

#### **1 BACKGROUND**

- 1.1 Tourism KZN is responsible for promoting the province of KwaZulu-Natal to domestic and international travelers. A key enabler to promote the destination is the use of technology.
- 1.2 The entity does have a website and mobile application at present.
- 1.3 The website address is: <https://zulu.org.za/>
- 1.4 The name of the mobile application is the KZN Travel Guide.
- 1.5 There are additional sub-sites included including hosting of the technology component.

#### **2 SCOPE OF SERVICES**

- 2.1.1 Tourism KZN is looking to appoint a service provider that will maintain and support the website and mobile app as stated above in points 1.3 and 1.4.
- 2.1.2 Included in point 2.1.1 is the hosting of such platforms/applications including the management of the public DNS.
- 2.1.3 The current website is built on a WordPress platform with custom development included, hence the service provider must be an expert in the technology stack that makes all the components work seamlessly. Examples: HTML, PHP, JavaScript, and associated plugins and so forth.
- 2.1.4 The current mobile application is built on the following technology stack: Ionic, Angular, Firebase, web services, PHP, MySql, hence the service provider must be an expert in using these technologies as there is no room for trial and error.
- 2.1.5 The website, mobile app, databases, and any associated technology/components must be available and operational at an uptime of 99.9 percent or greater.
- 2.1.6 The successful bidder will be required to perform SEO and SEO training regularly with the TKZN team and will require on-page, and technical SEO tactics to improve the website and mobile app's organic growth.
- 2.1.7 The successful bidder will be required to drive platform growth, app downloads through advertising on Google, social media and other suitable platforms with a marketing budget of R20 000 pm ad spend.
- 2.1.8 Successful bidder will be expected to design and develop a self-service microsite for event owners product owners and trade to self-list their activity and will be automatically categorized into the correct section and posted into the backend categories for the TKZN team to review, edit, and approve. Furthermore, the platform will allow the user to upload optimised images and you-tube embed links for video content.
- 2.1.9 An SLA document will need to be signed to govern the relationship between Tourism KZN and the Successful bidder
- 2.1.10 For technical enquires the bidders may contact.

Mr Anir Bidesi (Head of ICT – Tourism KZN)

Email: [anir@zulu.org.za](mailto:anir@zulu.org.za)



### **3 SUPPORT AND MAINTENANCE**

- 3.1.1 The contract is for a period of 12 months allowing the entity to complete the tender process.
- 3.1.2 The provider must agree to a penalty-based SLA for the uptime and support of these services.
- 3.1.3 The provider must outline what the ongoing support offering will cover and what will be excluded.
- 3.1.4 The provider must have a helpdesk system so that TKZN requests are handled in a professional manner with relevant call Id's linked to the Service level agreements.

TABLE 1 – SLA

IMPACT	RESPONSE TIME	RESOLUTION TIME
High priority	15 minutes	30 minutes
Medium priority	30 minutes	60 minutes
Low priority	60 minutes	120 minutes

3.1.5 The provider should include a minimum of 50 hours per month as part of the SLA and include the hourly rate which will be utilised should TKZN need additional hours.

3.1.6 The provider must provide detailed reports (weekly, monthly, quarterly, annually).

3.1.7 The hours that are not utilised must be carried over to the next month. This will be done for the 12 months hence no hours should expire.

3.1.8 Continuous training and support must be provided to the internal staff on how to use the platform and any new developments. This includes creating and updating the training material.

3.1.9 Should the provider develop the new merged entity's website, all items quoted for will then apply to the new merged entity's website.

## 4 EVALUATION PROCESS AND CRITERIA

Selection will be conducted over two (2) stages as detailed below:

Stage 1 - Compliance with Mandatory Requirements

Stage 2 - Price and Preferential/ Specific Goals

- **STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS**

All proposals must be completed and accompanied by:

- The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD)
- The bidder must be in good standing with SARS, the information will be verified through Central Supply Database (CSD) and SARS e-filing pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.
- SBD 4- Declaration of Interest

## 5 PRICE AND SPECIFIC GOALS

Proposals will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.

Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage 1 of the evaluation (Mandatory requirements)

In line with Preferential Procurement Regulations 2022 and TKZN Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit evidence to claim points for specific goals in terms Historically Disadvantaged Individuals:

TABLE 2 – PREFERENCE POINTS

			POINTS
PRICE			80
<b>Specific GOALS</b>	≥51%Black Ownership	10	20
	The promotion of enterprises located in KwaZulu-Natal	10	
Total points for Price and SPECIFIC GOALS			100

**The following may be used as proof for claiming preference points:**

- BBBEE Affidavit
- BBBEE Certificate
- CIPC
- CSD Full Registration Report
- SA ID document
- A stamped letter from the local councilor or municipal utility bill or Lease Agreement

## 6 PRICING SCHEDULE

TABLE 3 – PRICE

DESCRIPTION	ONCE-OFF COSTS	12 MONTH COST
Hosting		
Website and mobile app development, maintenance, and support		
Database development, maintenance, and support		
Content Writing		
New Entity Website ( Merge the Tourism KZN and the KZN Film Commission website and decommission the existing websites) – Subject to the merger factors		
Digital Marketing		
Reporting / Analytics		
Training		
Other:		
Total exclusive of VAT		
15% VAT		
Total inclusive of VAT		

## 7 EVALUATION CRITERIA

The service provider will be required to submit a detailed company profile clearly indicating the experience as per table 4. Tourism KwaZulu-Natal (TKZN) needs to be satisfied in all respects that an applicant has the necessary resources, competencies, and experiences for this bid.

Bidders must meet the technical information described above.

**TABLE 4 – EVALUATION**

Area of evaluation	Weight	Score
<p><b>Company Profile:</b> The bidder must have a minimum of 5 years' experience working with the below. Your Detailed Company Profile should showcase your work by including these headings and listing the applicable work:</p> <ul style="list-style-type: none"> <li>• PHP development projects experience</li> <li>• MySQL Server database projects experience</li> <li>• Mobile application development with an integrated CMS solution</li> <li>• Digital Content Creation experience</li> <li>• Digital Marketing (YouTube, SEO, etc.) experience</li> <li>• Graphic Design experience</li> <li>• Digital Analytics experience</li> <li>• Training experience</li> </ul> <p>The above must be supported with a portfolio of evidence from a minimum of 3 service providers. <b>The service provider's reference letters must confirm exactly what was the scope of work and should not be older than 5 years. The letters must be on the source organisations letterhead.</b></p>	<p>(20)</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p>	
<p><b>Previous Experience in developing technology for the Travel and Tourism sector.</b></p> <ul style="list-style-type: none"> <li>• The bidder must clearly indicate and submit reference letters of work done on a signed company letterhead. Kindly include a link to the website / mobile app or other for verification purposes. The letter must not be older than 5 years old.</li> <li>• 3X Reference letters = 30 points</li> <li>• 2X Reference letters = 10 points</li> <li>• 1X Reference letter = 5 points</li> </ul>	<p>(30)</p>	
<p><b>CV for Team</b> The bidder to submit a detailed CV of the Team that will be working with TKZN. (An organogram and a letter from the bidder must be submitted confirming that the resources that will be working with TKZN are employed by the bidder. The organogram must clearly indicate their position and their reporting line). The resources must have experience and supporting qualifications clearly outlined in their CV's. All relevant qualifications listed in their CV must be accompanied by a certified copy of the certificate.</p>	<p>(30)</p>	

<p><b>Accounts Manager:</b></p> <p>Must have a minimum of 5 years' experience in the following:</p> <ul style="list-style-type: none"> <li>• Digital Content (Website and Mobile apps)</li> <li>• Digital Marketing</li> <li>• Customer Service</li> </ul> <p><b>Website, Mobile and Database Developers:</b></p> <p>These resources must have 5 years minimum practical experience (Primary and Backup resources required, hence 2 X CV's )</p> <ul style="list-style-type: none"> <li>• Website development (HTML, CSS, JavaScript, and PHP)</li> </ul> <p>The resources must have 3 years minimum practical experience (Primary and Backup resources required):</p> <ul style="list-style-type: none"> <li>• MySQL Database experience.</li> <li>• FireBase Database experience</li> </ul> <p>Mobile application development:</p> <p>Must have 3 years' experience in designing mobile applications with the following technologies (Typescript, Node JS, Angular, Cordova, Ionic, App API (MYSQL and PHP)</p> <p><b>Graphic designer:</b></p> <ul style="list-style-type: none"> <li>• Must have a minimum of 3 years in designing digital content (banners, email signatures, etc.)</li> </ul> <p><b>Mobile Application Technology:</b></p> <p>3 X Reference letters from previous mobile application customers to confirm the below experience in working with the technologies outlined. In addition, links to the mobile application should be provided. These applications are developed by the bidder and can be from any industry. Reference letters must be within the last 5 years, dated and signed on the source organization's letterhead and not on the bidder's letterhead.</p> <p>3 X Reference letters = 20 2X Reference letters = 10 1 X Reference letter = 5</p>	<p>(5)</p> <p>1 2 2</p> <p>(10)</p> <p>5</p> <p>3 3</p> <p>(10)</p> <p>(5)</p> <p>(20)</p>	
<p><b>Total for functionality</b></p>	<p><b>100</b></p>	







## D. PRICING SCHEDULE

DESCRIPTION	ONCE-OFF COSTS	12 MONTHS COST
Hosting		
Website and mobile app development, maintenance, and support		
Database development, maintenance, and support		
Content Writing		
Digital Marketing		
Reporting / Analytics		
Training		
Other:		
<b>Total exclusive of VAT</b>		
<b>15% VAT</b>		
<b>Total inclusive of VAT</b>		

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring.

<sup>2</sup> 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.

**SBD4**

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

**SBD 6.1**

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

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

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

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**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender under consideration

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
≥51%Black Ownership	10	
The promotion of enterprises located in KwaZulu-Natal	10	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and



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

	.....
	<b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....