

Province of the
EASTERN CAPE
HEALTH

REQUEST FOR QUOTATION

PART A
INVITATION TO QUOTE

SBD 1

YOU ARE HEREBY INVITED TO QUOTE SUPPLY AND DELIVER NOTICE BOARDS

BID NUMBER:	SCMU3-P25/26-0770-BGD	CLOSING DATE:	20 November 2025	CLOSING TIME:	11:00
DESCRIPTION	SUPPLY AND DELIVERY OF FOOD SUPPLIES TO BURGERSDORP HOSPITAL FOR A PERIOD OF TWELVE (12) MONTHS				
SUBMISSION	BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
32 DAN PIENAAR STREET, SPRINGS ALIWAL NORTH 9750					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Linda Dlova		CONTACT PERSON	Ms Linda Dlova	
TELEPHONE NUMBER	051- 633 9650/51		TELEPHONE NUMBER	051- 633 9650/51	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	linda.dlova@echealth.gov.za		E-MAIL ADDRESS	linda.dlova@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

**PART B
TERMS AND CONDITIONS**

1.	QUOTE SUBMISSION:
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.	SUPPLIERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO QUOTEDING INSTITUTION.
1.4.	WHERE A SUPPLIER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE QUOTE DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO QUOTEDING INSTITUTION.
1.5.	THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2.	TAX COMPLIANCE REQUIREMENTS
2.1	SUPPLIERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	SUPPLIERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	SUPPLIERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE QUOTE.
2.5	IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE SUPPLIER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1.	IS THE SUPPLIER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE SUPPLIER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE SUPPLIER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE SUPPLIER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

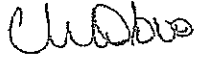



SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g company resolution)

DATE:

SCMU3-P25/26-0770-BGD

REVISION			
	NAME	SIGNATURE	DATE
COMPILED BY	C L DLOVA		12/11/2025
REVIEWED BY	P. SINDLA		12/11/2025
SPECIFICATIONS REVIEWED BY	DR. N. MATHE E. SINDLA		12/11/2025
ADVERT APPROVED BY	A. B. MARRA		12/11/2025

By signing this page, it confirms you have read this document in its entirety.

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RETURNABLE SCHEDULES

(All schedules must be completed and returned by the SUPPLIER)

1. SBD 1 (Part A and B)
2. Evaluation criteria
 - Non-Negotiable Requirements - Administrative compliance/ Pre-Qualification
 - Price & Specific Goals
3. Price & Specific Goals
4. Specification
5. Price Schedule
 - Group 1 – Fruit & Vegetables
 - Group 2 – Dry Groceries
6. Declaration of Interest
7. Preference points claim form

RETURABLE SCHEDULE 2: EVALUATION CRITERIA

1. EVALUATION CRITERIA

1.1 The Quote will be evaluated as follows:

- Stage 1: Non Negotiable Requirements - Administrative Compliance/ Pre-Qualifications
- Stage 2: Price & Specific Goals' Points

Stage 1: Non Negotiable Requirements - Administrative compliance/ Pre-Qualification

#	Requirement	Please Tick <input type="checkbox"/>	
		Complied	Not Complied
A	Latest CSD report attached (within 7 days from closing date of bid)		
B	Invitation to Bid (SBD1) completed and signed		
C	Signed Pricing Schedule (SBD 3.1) or signed and stamped quotation		
D	Signed Declaration of Interest (SBD 4)		
E	Signed Preferential Points Claim (SBD 6.1)		
F	Company registered in South Africa (registration documents attached)		
Non-negotiables			
G	Details/Description of transportation vehicle whether own, or wholesaler who will deliver on behalf of the supplier. <i>The vehicle MUST comply with the specific food item in terms of covering, temperature etc.</i> Attach ownership documents OR letter of agreement with wholesaler who will deliver.		
H	The photos of a vehicle that will be used for transportation (delivery) of food supplies will be required before the award of the contract		

RETURNABLE SCHEDULE 3: PRICE & SPECIFIC GOALS

Stage 2: Price & Specific Goals

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

The bid will be evaluated in terms of Regulation 4(1) of the Preferential Procurement Regulations. Responsive bids will be adjudicated by the department on the 80/20 preference points system. 80 points will be allocated for price and a maximum of 20 points for specific goals

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = comparative price of bid under consideration

P_{\min} = comparative price of lowest acceptable bid

The following table must be used to calculate the score out of 20 points for Specific Goals:

The specific goals allocated points in terms of this tender	Weighting of points (80/20 system)	Number of points (80/20 system)
Historically Disadvantaged Individuals	20%	4
Women	20%	4
Youth	20%	4
Disability	20%	4
Military Veterans	10%	2
Locality	10%	2
TOTAL	100%	20

- a) A tenderer must submit proof of its Specific Goals.
- b) A tenderer who fails to submit proof of its Specific Goals may not be disqualified, but may only score points for price and 0 points out of 20 for Specific Goals,
- c) The Specific Goals supporting documents required to verify claimed points may be in line with the specific requirements include the above listed
 - HDI – CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/ quote) (Persons born before April 1994)
 - WOMEN – CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/quote)
 - YOUTH - CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/ quote) (Age 14 - 35)
 - DISABILITY - Medical Certificate/ Doctor's medical report (impairment should be substantially limiting long term or of recurring nature).
 - MILITARY VETERANS - CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/ quote) with valid proof of veteran status from the Department of Military Veterans.
 - LOCALITY – Municipal accounts or Lease agreement.
 - 2 points if located in Walter Sisulu Local Municipality
 - 1 point if located in Senqu or Elundini Local Municipality
 - CSD report (must be recent within 7 days from closing date)

The points scored for the Specific Goals shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.

NB: Complete as required under SBD 6.1 and attach appropriate supporting documents.

3. SPECIAL CONTRACT CONDITIONS

- 4.1 General Conditions of Contract (GCC) are a point of reference for this RFQ.
- 4.2 Burgersdorp Hospital in the Joe Gqabi District reserves the right to award or not to award this RFQ, either in part or whole.
- 4.3 Should there be a long-term contract established, this RFQ/Contract shall be cancelled immediately.
- 4.4 Budget availability shall influence the operation of the contract emanating from this RFQ.
- 4.5 Suppliers are expected to comply with the Specification/Requirements throughout the period of engagement.
- 4.6 A bidder will not be considered for more than one food group per facility.
- 4.7 **There will be price adjustment after six (6) months-based consumer price index during the duration of the contract.**

4. QUOTE STRATEGY

The department is seeking to engage in a RFQ process to acquire Food Supplies for Burgersdorp Hospital for a period of twelve (12) months.
The award or continuation of the contract shall be subjected to the performance. Good performance is essential.

SCOPE OF WORK

- The supplier will be requested to supply and deliver Food Supplies to Burgersdorp Hospital for a period of twelve (12) months as per the demand of the hospital.

DECLARATION OF THE BIDDERS ABILITY TO SUPPLY AND DELIVER FOOD SUPPLIES TO BURGERSDORP HOSPITAL

- We hereby declare that we, _____ (name of the bidder), have the capacity and capability to supply and deliver Food Supplies as per the specification.

Indicate source of funding

Self (<i>attach 3 months bank statements for risk assessment purposes</i>)	ECDC/ Other financial institution (<i>attach letter from institution</i>)
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SUPPLIER'S SIGNATURE OF COMPLIANCE.....

NAME:

DESIGNATION:

RETURNABLE SCHEDULE 4: SPECIFICATION

GROUP 1 – FRUIT & VEGETABLES

Guidelines

- Guidelines on the specifications for perishable foods ensures that only stock or food items that comply with required standards for acceptable quality are received and used in the food service units.
- Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.
- All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.
- The Department reserves the right to conduct inspections of the production process, the product and the premises of the supplier without prior notification at any working time during the contract period or prior to entering into a contract. In the event of a deviation being observed, the whole consignment should be rejected.
- Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

TRANSPORTATION AND DELIVERIES:

- All Fruit and Vegetable products should be transported at the correct temperature i.e. the delivery truck must be cool and not only insulated.
- Since fresh fruit and vegetables are perishables, it will be delivered in a delivery vehicle with the temperature of 4° C.
- All frozen vegetables will be delivered in a delivery vehicle with the temperature of -18° C OR in a cooler boxes.
- All Fruit and Vegetables should be packed on clean crates, free of dust and mouldy particles on delivery.
- The method of transporting the product at the time of dispatch should be, such that the product reaches its destination in a good condition.
- Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm.
- All items to be clean, free of dust and mouldy particles on delivery

NB. All frozen foods must have an expiry date of not less than 6 months

Item	Unit of measure	Estimate quantities per month
1. Golden apples	12kg	24
2. Stir fry	1kg	24
3. Sweet potatoes frozen	1kg	24
4. Red peppers	5kg	3
5. Butternut	7kg	24
6. Cabbage	Loose-big heads	24
7. Carrots	10kg	18
8. Green pepper	5kg	3

9. Onions	10kg	6
10. Potatoes	10kg	24
11. Spinach frozen	1kg	144
12. Tomatoes	5kg	12
13. Frozen Mixed Vegetables	900g	72
14. Frozen Cut Beans	900g	144
15. Frozen Country Crop	900g	24
16. Frozen Garden Peas	900g	72
17. Yellow peppers	5kg	3

GROUP 2 – DRY GROCERIES

Guidelines

Guidelines on the specifications for perishable foods ensures that only stock or food items that comply with required standards for acceptable quality are received and used in the food service units. Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.

All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.

The Department reserves the right to conduct inspections of the production process, the product and the premises of the supplier without prior notification at any working time during the contract period or prior to entering into a contract.

In the event of a deviation being observed, the whole consignment should be rejected.

Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

TRANSPORTATION AND DELIVERIES:

- Groceries must be delivered in a cool closed clean vehicle preferably a delivery van or truck. All items to be clean, free of dust and mouldy particles on delivery.
- Groceries must be delivered in a covered delivery vehicle with the temperature that does not exceed 25° C
- Delivery should take place during the week Monday to Thursday before 15h00.

NB. All products must have an expiry date of not less than 6 Months

Item	Unit of measure	Estimate quantities per month
1. Mealie Meal (equiv to White Star)	10kg	24
2. White sugar (equiv to Hullels/ Illovo)	10kg	30
3. White samp (equiv to lwisa)	10kg	15
4. Sugar beans (equiv to Lion)	500g	30
5. Long grain rice (equiv to Tastic)	10kg	24

6. Fine mabele (equiv to King Korn)	1kg	30
7. Custard powder	500g	12
8. Peanut butter	800g	50
9. Fruit juice 40% nectar	5L	10
10. Fine salt	1kg	18
11. Baked beans in tomato sauce (equiv to Koo)	24X410g	8
12. Pilchard in tomato sauce (equiv to Glenryck)	24X400g	8
13. Tomato & onion mix (equiv to Rhodes)	24X410g	8
14. Fruit cocktail (equiv to Koo)	24X410g	8
15. Mayonnaise (equiv to Nola)	780g	18
16. Curry medium	200g	8
17. Bisto gravy powder	500g	15
18. Macaroni (equiv to Fatti's & Moni's)	500g	60
19. Spaghetti (equiv to Fatti's & Moni's)	500g	60
20. Grated beetroot	780g	72
21. Chicken spice	160g	6
22. Steak & Chops spice	160g	6
23. BBQ spice	160g	6
24. Cooking oil (equiv to Sunfoil)	2L	24
25. Jelly powder (assorted flavours)	40g	48
26. Black Tea (equiv to Joko)	250g	24
27. Rooibos	200g	24
28. White vinegar	750g	6
29. Maize rice	5kg	60
30. Instant coffee (equiv to Ricoffy)	750g	20
31. Weetbix	450g	60
32. Oats	1kg	60
33. Golden syrup	75g	12
34. Maizena	500g	10
35. Tomato sauce	750g	15
36. Worcestershire sauce	750g	10
37. Jam	500g	20
38. Chutney	1kg	20

**RETURNABLE SCHEDULE 5: PRICING SCHEDULE
GROUP 1 – FRUIT & VEGETABLES**

QUOTATION VALIDITY PERIOD: _____

Company name:

Please complete the table below:

Item	Unit of measure	Estimate quantities for 12 months	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
1. Golden apples	12kg	288		
2. Stir fry	1kg	288		
3. Sweet potatoes frozen	1kg	288		
4. Red peppers	5kg	36		
5. Butternut	7kg	288		
6. Cabbage	Loose-big heads	288		
7. Carrots	10kg	216		
8. Green pepper	5kg	36		
9. Onions	10kg	72		
10. Potatoes	10kg	288		
11. Spinach frozen	1kg	1728		
12. Tomatoes	5kg	1728		
13. Frozen Mixed Vegetables	900g	1728		
14. Frozen Cut Beans	900g	1728		
15. Frozen Country Crop	900g	288		
16. Frozen Garden Peas	900g	864		
17. Yellow peppers	5kg	36		
			TOTAL	R

All prices must be inclusive of delivery costs

Signature			
Company Representative			
Company Director / Manager	Initial and surname	Signature	Date

**RETURNABLE SCHEDULE 5: PRICING SCHEDULE
GROUP 2 – DRY GROCERIES**

QUOTATION VALIDITY PERIOD: _____

Company name:

Please complete the table below:

Item	Unit of measure	Estimate quantities for 12 months	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
1. Mealie Meal (equiv to White Star)	10kg	288		
2. White sugar (equiv to Hullets/ Illovo)	10kg	360		
3. White samp (equiv to Iwisa)	10kg	180		
4. Sugar beans (equiv to Lion)	500g	360		
5. Long grain rice (equiv to Tastic)	10kg	288		
6. Fine mabele (equiv to King Korn)	1kg	360		
7. Custard powder	500g	144		
8. Peanut butter	800g	600		
9. Fruit juice 40% nectar	5L	120		
10. Fine salt	1kg	216		
11. Baked beans in tomato sauce (equiv to Koo)	24X410g	96		
12. Pilchard in tomato sauce (equiv to Glenryck)	24X400g	96		
13. Tomato & onion mix (equiv to Rhodes)	24X410g	96		
14. Fruit cocktail (equiv to Koo)	24X410g	96		
15. Mayonnaise (equiv to Nola)	780g	18		
16. Curry medium	200g	96		
17. Bisto gravy powder	500g	180		
18. Macaroni (equiv to Fatti's & Moni's)	500g	720		
19. Spaghetti (equiv to Fatti's & Moni's)	500g	720		
20. Grated beetroot	780g	720		
21. Chicken spice	160g	72		
22. Steak & Chops spice	160g	72		
23. BBQ spice	160g	72		

24. Cooking oil (equiv to Sunfoil)	2L	288		
25. Jelly powder (assorted flavours)	40g	576		
26. Black Tea (equiv to Joko)	250g	288		
27. Rooibos	200g	288		
28. White vinegar	750g	72		
29. Maize rice	5kg	720		
30. Instant coffee (equiv to Ricoffy)	750g	240		
31. Weetbix	450g	720		
32. Oats	1kg	720		
33. Golden syrup	75g	144		
34. Maizena	500g	120		
35. Tomato sauce	750g	180		
36. Worcestershire sauce	750g	120		
37. Jam	500g	240		
38. Chutney	1kg	240		
			TOTAL	R

All prices must be inclusive of delivery costs

Signature			
Company Representative			
Company Director / Manager	Initial and surname	Signature	Date

RETURNABLE SCHEDULE 6: DECLARATION OF INTEREST

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

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

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the 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

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 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).

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

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

- 1.4 **To be completed by the organ of state:**
The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

- (a) 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; **“tender”**

- (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 or 90 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_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership	10% (2)	
TOTAL	100% (20)	

- a) *Service providers must submit proof of its Specific Goals points claimed / status of contributor.*
- b) *The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:*
 - *Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.*
 - *Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.*
 - *Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.*
 - *Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.*
 - *Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.*
 - *Locality Ownership: Proof of business address (municipal account or valid lease agreement)*
 - *Updated CSD report*

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in

paragraph 1 of this form;

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

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

