

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/117/2024/2025

SUPPLY AND DELIVERY OF THE AN AIRPORT SURFACE/ROAD SWEEPER.

CLOSING DATE AND TIME OF BID

11 OCTOBER 2024 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

SPECIFICATION FOR THE SUPPLY AND DELIVERY OF AN AIRPORT ROAD / SURFACE SWEEPER

1. INTRODUCTION

- 1.1 This specification is to outline the requirements on the intended user of the newly proposed road or surface sweeper. The road/surface sweeper is to be designed to have extension broom capable of removing litter, sand, debris etc. from street surfaces.

2. PURPOSE

- 2.1 The purpose of this invitation is to seek suitably qualified service provider to supply and deliver one (1) Airport Road / Surface Sweeper for Polokwane International Airport. The sweeper will be utilised to clean the Airport runway, taxiways and apron areas.
- 2.2 This invitation will be awarded to a successful bidder based on meeting the specification requirements as specified in the scope and with the Preferential Procurement Regulation 2022.

3. SCOPE OF WORK

- 3.1 This specification covers the general requirements for the type of Road and Surface sweeper required for use at Polokwane International Airport. The Road and Surface sweeper should be able to perform the following work:
- a) To Vacuum debris and the Vacuum system effective enough to pick up stones of up to 50 mm in diameter.
 - b) Road and Surface sweeper with a broom that can be able to sweep next to the kerbs.
 - c) Road and Surface sweeper that can be able suck a minimum of 6m³ of rubble and soil spillage.
 - d) Road and Surface sweeper that can be able to cover a 10km road per day.
 - e) Road and Surface sweeper that can be able to discharge sucked spillage to a skip or truck for disposal.
 - f) Road and Surface sweeper that can be able to sweep solids of size ranging from fines to debris.
 - g) The body of the truck to be protected and be able to withstand adverse weather conditions in the Airport.
 - h) Minimum sweeping speed of 20km per hour with brushes down.
 - i) Full width suction nozzles.
 - j) Full width magnetic bar mounted at the rear of the vehicle.
 - k) Minimum side brush diameter: 400mm on both sides
 - l) Full width centre brush mechanical sweep and vacuum system.
 - m) Dust control/filtering system

- n) Hopper inspection hatch
- o) Wet and dry operation
- p) High pressure nozzle spray (hand-held high-pressure cleaner)
- q) Extendable and held suction pipe.
- r) Road and Surface sweeper must meet all SANS standards and transportation standards for the transport of spillage. The supplier is required to provide a Road and Surface sweeper that will be able to meet the minimum owner's requirements as stated above.

2.1 Manoeuvrability / Capacity:

- a) Minimum hopper capacity: 5m³ to 8m³
- b) Central Lubrication System
- c) Water Tank Capacity: minimum 500 litres to maximum 800 litres
- d) Height restriction not exceeding 3.4 metres.
- e) Transit mode to achieve a minimum speed of up to 40 kilometres per hour.

3.2 CHASSIS

- 3.2.1 Must be diesel engine; shatterproof safety glass; dual two speed windshield wipers and washers; factory installed air-conditioning etc.
- 3.2.2 Controls for all drive and sweeping functions shall be in-cab mounted.
- 3.2.3 Engine protection system utilizing coolant temperature, oil pressure, etc.

3.3 BRAKES

- 3.3.1 The sweeper shall be fitted with a heavy-duty braking system, which is capable of stopping and holding the fully loaded machine.
- 3.3.2 Full air, service complete, cam type.
- 3.3.3 Parking brake to be spring set with air release.

3.4 STEERING

- 3.4.1 Full power hydraulic

3.5 SWEEPING/CLEANING EQUIPMENT

- 3.5.1 The Airport sweeper must be purposely built as one combined unit with the Original Equipment Manufacturer (OEM) support for maintenance.
- 3.5.2 The Bidder will be expected to process the principle approval if applicable as well as homologation, registration and licensing of the Sweeper truck to be categorised as a specialised vehicle into GAAL name at the respective local traffic authority.

SPECIFICATION FOR THE SUPPLY AND DELIVERY OF AN AIRPORT ROAD / SURFACE SWEEPER

- 3.5.3 Hopper and all wear areas such as fan housing & pickup head shall be rust proof (resistant) with the use of highly corrosive resistance material such as stainless steel, aluminium, equivalent epoxy coated, replaceable liners, or other proven means.
- 3.5.4 The sweeper must have a sweeping speed of approximately 15 km/h (Adjustable Brush speed)
- 3.5.5 Fan compartment shall be acoustically lined/sound suppressed and include replaceable wear liner. Fan speed independent of vehicle speed.
- 3.5.6 Fan compartment and all drive mechanisms shall be housed in an enclosed compartment for safety and additional sound suppression.

3.6 SIDE OR GUTTER BROOMS

- 3.6.1 Located each side, centre of sweeper; hydraulically driven and hydraulic or pneumatic raised, lowered, suspended, adjusted and tilted with variable speed control inside cab controls.
- 3.6.2 Power tilt gutter brooms on both sides controlled from inside the cab.
- 3.6.3 Automatic return sweep settings
- 3.6.4 The brooms shall be of a bristle type and shall be resistant to water, fuel and oil substances.

3.7 PICK-UP SWEEPING HEAD

- 3.7.1 For safety, head must automatically raise when truck is placed in reverse.

3.8 WATER SYSTEM

- 3.8.1 Industrial grade polyethylene or stainless-steel tank to be standard of manufacturer with filler capacity, strainer and tank level indicator. Minimum of four (4) spray nozzles on main broom, two (2) on each side broom, one (1) to dampen debris being swept by suction nozzle, and a front spray bar, or additional nozzles for dusty areas being swept, all spray nozzles controlled separately on console inside cab.
- 3.8.2 Inside cab "low" water indicator required.
- 3.8.3 Hydrant fill hose required, minimum 3.65m.
- 3.8.4 A Stainless-Steel mesh filter is required in the water system to prevent spray bars from clogging.

3.9 AUTOMATIC LUBRICATION SYSTEM

- 3.9.1 Complete with individually calibrated injector pumps and lines for each grease point. An electronic controller will allow for adjustment of lubrication cycles. A manual override button will provide for testing.

3.10 ENGINE, SWEEPER

- 3.10.1 Minimum 4-cylinder turbo charged diesel; engine should have air-cleaner with pre-cleaner, full flow oil filter, variable RPM control, temperature and oil and coolant level shut-off, and emergency shut-off.
- 3.10.2 Engine compartment to be easily accessible from left and right for service.
- 3.10.3 A shutdown shall be supplied which stops the engine when the hydraulic oil in the reservoir falls below the acceptable level required.
- 3.10.4 A shutdown shall be supplied which stops the engine when the engine temperature and oil pressure falls below the acceptable level required.
- 3.10.5 The fuel tank must have a capacity of 150 to 190 liters.

3.11 HOPPER

- 3.11.1 Hopper shall be a minimum of six cubic meter (6m³) capacity.
- 3.11.2 For safety, hopper load indicator must be provided to warn Operator that chassis is loaded to capacity of chassis suspension rating.
- 3.11.3 Shall be easily accessible for inspection and maintenance.
- 3.11.4 Hopper liner backed by Lifetime Warranty

3.12 INSTRUMENTS, INSIDE CAB MOUNTED

- 3.12.1 Water temperature, oil pressure and diesel gauges for all engines, ammeter, speedometer/odometer, tachometer, electric hour meter for all engines, broom hour meter. All instruments are to be located on dash of cab, centrally located for good vision from operator positions.

3.13 CONTROL PANEL

- 3.13.1 Shall include all sweeping and auxiliary engine controls. The control shall be mounted forward in the truck cab to allow easy viewing and access to all controls from either operator's position.

3.14 ARROW BAR

- 3.14.1 Arrow bar LED lighting and be mounted on rear of sweeper body.
- 3.14.2 Arrow Bar controls shall be mounted in cab.
- 3.14.3 A Life Last Coating or equivalent epoxy repair kit or bolt in replaceable wear liners shall be provided for additional protection of the entire interior surface in the hopper.

3.15 SAFETY SYSTEM

- 3.15.1 Backup alarm when transmission is placed in reverse, all sweep functions shall stop rotating and raise-up.

3.15.2 Two (2) top-mounted LED warning lights shall be supplied with light protector. One (1) LED warning light to be mounted rear of unit and one (1) LED warning light to be mounted rear of cab, but not on cab itself.

3.15.3 Two (2) flush mounted LED warning lights shall be installed in tailgate/bumper, bottom right- and left-hand corner.

3.15.4 Safety Vision or equivalent, rear vision camera and colour monitor.

3.16 PAINT

3.16.1 Painting to comply with CARs Part 139 requirements.

3.16.2 Necessary reflective safety decaling shall be installed in the cab, body and rear.

3.16.3 The paintwork shall comply with the corrosion protection specification and be covered by a ten (10) year corrosion guarantee.

3.16.4 PIA/GAAL Logo is to be provided on each side of the sweeper.

3.16.5 A data plate as required by the South African Road and Traffic Act shall be fitted.

3.17 SAFETY AND ENVIRONMENT

3.17.1 The machine shall comply with the South African Occupational Health and Safety act, Act 85 of 1993.

3.17.2 All surfaces where operating or maintenance personnel shall tread must be laid out with non-slip material.

3.17.3 Suitable fire extinguishers shall be provided.

3.17.4 The road sweeper shall be fitted with a dust control system.

3.18 MAINTENANCE

3.18.1 The sweeper must come with a service plan for 3 years.

3.18.2 Must come with a 5-year warrant for Chassis.

3.18.3 All grease points must be clearly marked by means of a yellow circle of approximately 2,5 cm in diameter.

3.18.4 Must be provided with two (2) spares of each brush.

3.18.5 Must be supplied with detailed maintenance plan with sufficient information to allow the owner to capture maintenance schedule in terms of inspections, servicing and replacement of parts, spares manual including technical data for each for each component information to be in English.

3.18.6 Must provide list of service provider that are accredited to do maintenance and supply parts for the machine.

3.19 TRAINING

- 3.19.1 Comprehensive training must be provided by the service provider to three (3) of the GAAL employees that will be operating the machine.
- 3.19.2 The service provider must issue the GAAL employees with a proof of competence once they are successfully trained.
- 3.19.3 Must supply a training manual (in English)

3.20 ADDITIONAL SCOPE

- a) Operating controls must be driver oriented and ergonomically designed.
- b) Training must be provided for three (3) GAAL employees and conducted at the airport premises including training material and timelines.
- c) Provide operator manual and training multimedia.
- d) Easily accessible doors without hopper tilt for maintenance and inspection.
- e) Easily accessible water tank inspection hatch.
- f) Water tank electronic level sensor with gauge visible interior of the cab.
- g) Rear control visibility – CCTV rear camera.
- h) Enclosed cabin with air conditioning.
- i) Safety pack (2.5kg CO2 Fire extinguisher, visibility aids, monitoring systems etc)
- j) Front beacon and rear beacon, Light-Emitting Diode (LED) amber light of medium intensity.
- k) Airside branding as per GAAL standards and specifications.
- l) Provide a toolbox for special tools adapted for the sweeper, equipment and any additional accessories.
- m) Colour code for outer cab (RAL European standards colour chart) Zinc yellow (1018)

3.21 The Bidder must provide these additional insurances:

- a) Marine and Air Cargo Insurance – in respect of all materials, equipment, machinery, spares and other items for incorporation into the Works against all risks of physical loss or damage while in transit by sea or air (and ongoing transit by road or rail) from country of origin anywhere in the world to the site (Polokwane International Airport).
- b) Insurance against: Exchange rates for imported goods being forward cover to be included in the bid price if applicable.

3.22 Factory Acceptance Test

- 3.22.1 The Airport sweeper shall be subjected to a factory acceptance test (FAT) program prior to shipment/delivery.
- 3.22.2 The test shall be conducted in the presence of two (2) GAAL company representatives, unless otherwise advised in writing and shall be in accordance with the bidder's quality control programme.
- 3.22.3 The FAT shall be conducted for a period of three (3) days.

4. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, and preference point system.

Administrative (mandatory) Criteria (Gate 0)	Price and Specific Goals Evaluation Criteria (Gate 1)
Suppliers must submit all documents as outlined in paragraph 4.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Supplier(s) will be evaluated on price (weighted price) as per scope of work and specific goals claimed points as stipulated on SBD 6.1 (paragraph 4.2).

4.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory. During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements.

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months.
Proof of Registration with Retail Motor Industry Organisation or Original Equipment Manufacturer (OEM) or Accredited Supplier with the OEM	YES	Bidder must submit proof registration with RMI or OEM ownership or accreditation letter with OEM.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1	YES	Bidders must be registered as a service provider on the Central Supplier Database (CSD).
Bid offer / pricing	YES	Bid offer or pricing must be in accordance with the scope of work. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

4.2 Gate 1: Preference Point System,

Preference Points System where the 80 points are awarded for the price and the 20 points are awarded for specific goals as follows.

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100

All bids and supporting documents must be placed or couriered in a bid box located at Admin Block, Polokwane International Airport before the stipulated closing date and time as indicated in the SBD1.

Bids will only be considered if received by the entity on or before the closing date and time.

Bidders are required to submit their bids and supporting documents in a clearly marked envelopes as follows.

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
<p>Exhibit 1:</p> <p>Administrative and mandatory documents (Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</p>	<p>Exhibit 3:</p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy 2022.</p>
<p>Exhibit 2:</p> <p>Pricing Schedule/Bid offer</p>	

5. TERMS AND CONDITIONS

5.1 Supplier Due Diligence

5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

5.2 Counter Conditions

5.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

5.3 Negotiation

5.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

5.4 Bid Enquiries

5.4.1 All enquiries should be in writing to scmgroupp@gaal.co.za. The closing date for receipt of all enquiries is 4 October 2024. All enquiries beyond the closing date will not be considered.

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5.5 Communication and Confidentiality

- 5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).
- 5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	GAAL/117/2024/2025	CLOSING DATE:	11 OCTOBER 2024
		CLOSING TIME:	11H00
DESCRIPTION	ONCE OFF SUPPLY AND DELIVERY OF AN AIRPORT ROAD/SURFACE SWEEPER TO POLOKWANE INTERNATIONAL AIRPORT.		
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
ADMIN BLOCK			
N1 NORTH TO MAKHADO			
GATEWAY WEG			
POLOKWANE, 0700			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	JULIUS RAMATJIE	CONTACT PERSON	KGABO MANAMELA
TELEPHONE NUMBER	087-291-1088	TELEPHONE NUMBER	087-291-1054
FACSIMILE NUMBER	015-288-0125	FACSIMILE NUMBER	015-288-0122
E-MAIL ADDRESS	scmgroupp@gaal.co.za	E-MAIL ADDRESS	kgabo.manamela@gaal.co.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO			

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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

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 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:



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: **GAAL/117/2023/2024**

Closing Time **11:00**

Closing date: **11 OCTOBER 2024**

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OFFER TO BE VALID FOR **150 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model:
- Country of origin:
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery:
*Delivery: Firm/not firm
- Delivery basis:

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

BIDDER'S DISCLOSURE

SBD 4

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

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.

2.2 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:

.....
.....

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.

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.

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

.....

Position

.....

Date

.....

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

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

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

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)
Enterprises with ownership of 51% or more by person/s who are black	5	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	
Small, Medium and Micro Enterprises (SMMEs and QSEs)	4	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

SPECIFICATION FOR THE SUPPLY AND DELIVERY OF AN AIRPORT ROAD / SURFACE SWEEPER

- 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

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

