



TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/125/2024/2025

RE-ADVERTISEMENT APPOINTMENT OF A SERVICES PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS ON AN "AS AND WHEN" REQUIRED BASIS TO POLOKWANE INTERNATIONAL AIRPORT

CLOSING DATE AND TIME OF BID

11 APRIL 2025 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

Tel: 087 291 1099 Fax: 015 288 0125



RE-ADVERTISEMENT APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES AT POLOKWANE INTERNATIONAL AIRPORT.

1. INTRODUCTION:

Gateway Airport Authority Limited (GAAL) seeks to appoint suitable qualified, reputable, and experienced service provider for rendering Internal audit services for a period of 36 months at Polokwane International Airport.

2. BACKGROUND:

In terms of section 51(1)(a) of the Public Finance Management Act, that require an accounting authority for public entity to ensure that a public entity has and maintains a system of internal audit under the control of an audit committee and Treasury regulation 27.2.5 that requires internal audit be conducted in accordance with the standards set by the Institute of Internal Auditors.

The Entity's organisational structure does not cater for internal audit function which resulted into out-sourcing of internal audit services.

The Entity has a panel for internal audit under a three-year contract that ends on 31 May 2025.

The Entity is therefore required to appoint service provider who are acquainted with the Internal audit services to provide such services for the period of 36 months.

3. SERVICES TO BE PROVIDED, BUT NOT LIMITED TO:

The service provider will be expected to provide the entity with a qualified internal auditors for audit services.



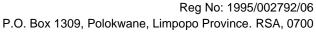


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- ❖ The service provider will be expected to develop a three (3) year internal audit plan and annual internal audit plan based on the risk assessment report and ensure approval by the Board Audit and Risk Committee.
- ❖ The service provider will be responsible to ensure that Internal Audit charter is approved by the Board Audit Risk Committee.
- ❖ The service provider will be expected to execute an approved internal audit plan and report progress on a quarterly basis to Board Audit and Risk committee.
- The service provider will be responsible for the training and development of their internal auditors.
- ❖ The service provider will be responsible for the independent quality assurance of the work done.
- The service provider will be expected to provide ad hoc services within the internal audit function.
- Submit the cost in rate per hour per auditor.

Pricing schedule

Description	Unit	Year 1	Year 2	Year 3	Total
The bidder will	Per Director	R	R	R	R
indicate what is	Per Lead	L_{σ}			
the rate per hour	1 01 2000				
per officials in a	Auditor/Manager		a y	- 1	
project.	Per Senior Auditor				
	Per Auditor				



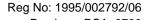
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The bidder must	Rate per km	R	R	R	R
indicate travelling					
fee per kilometre					
The Bidder must					
indicate					
accommodation					
per night (if					
applicable)					
Sub-Total		R	R	R	R
VAT		R	R	R	R
Total		R	R	R	R

4. EVALUATION CRITERIA

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







Administrative (mandatory) Criteria	Functionality Evaluation Criteria	Price and Specific Goals Evaluation Criteria
(Gate 0)	(Gate 1)	(Gate 2)
Bidder(s) must submit all	Bidder(s) are required to	Bidder(s) will be
documents as outlined in	achieve a minimum of	evaluated on price
paragraph 4.1 (Table 1) below.	70 points out of 100	(weighted price) and
Only bidders that comply with all these criteria will proceed to Gate 1.	points to proceed to Gate 2 (Price and Specific Goals).	Specific goals claimed points.

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 should be submitted for administrative/mandatory requirements

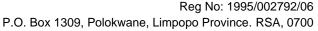
Document submitted	that	must	be	Non-submission may result in disqualification		
Invitation to	Bid – S	BD 1		YES	Complete and sign the supplied pro	
					forma document with a fixed physical	

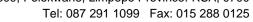


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		address for their business operations
		for in-loco inspection.
Pricing Schedule (Firm price) –	YES	Complete (it must be submitted in a
SBD 3.1		separate envelope).
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro
		forma document.
Preference Point Claim Form –	YES	Non-submission of below
SBD 6.1		documents/information for verification
		will lead to a zero (0) score on Specific
		goals.
		■ Full CSD Report
		r diii eeb r topert
		 Medical certificate for disability
		 Proof of address not older than
		three months.
		- UVV
Proof of registration on Central	YES	Bidder must be registered as a service
Supplier Database (CSD)		provider on the Central Supplier
(detailed CSD report) or		Database (CSD).
MAAA on SBD1		
Bidders must be registered with	Yes	Bidder must submit proof of valid
IIA.		registration with Institute of Internal
		Auditors South Africa.
Director/Partner's membership	Yes	Bidder must submit valid proof of
with the Institute of Internal		affiliation with the Institute of Internal
Auditors or any relevant		Auditors or any relevant professional
professional body.		body.







Bidder must provide copies of	Yes	Bidder must submit copies of South
South African IDs for		African IDs for Directors/Partners.
Directors/Partners.		
Pricing Schedule /or quotation	YES	Pricing structure must be completed in
		full for all service quotation. 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: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Gate 2 for Price and Specific goals evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.





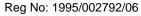
Evaluation Criteria for Functionality is as Follows:

CRITERIA	POINTS	SCORING CRITERIA
Service Provider Experience in similar	30	6 and more reference letters =
work.		30 Points
Provide cumulative reference letter(s)		3 – 5 Reference Letters = 20
from previous client(s) in the public sector		points
demonstrating years of experience in		1 - 2 Reference Letter(s) = 10
executing contracts of a similar nature.		points
The reference letter(s) must be signed by		
the previous client and include details on		
the implementation and duration of the		
contract(s).		
Only bidders with a minimum of 5 years		
and more experience in public sector		
implementing similar projects will be		L VIII
allocated points.	-	-4 UV
Contract Management Team	30	Director/Partner above 10 yrs,
Bidder must submit the contract team	1	Senior Auditor/Manager above
organogram, CVs and qualification of the		5 yrs (in managerial level) and
team as a proof of evidence.		Lead Auditor/Supervisor
		above 3 yrs = 30 points
	100	
		Director/Partner 5 - 10 yrs,
		Lead Auditor/Manager 3 - 5 yrs
		(in managerial level) and
		Senior Auditor/Supervisor 2 - 3
		yrs = 20 points



GAAL BATEWAY AIRPORTS AUTHORITY LIMITED

> Director/Partner below 5 yrs, Senior Auditor/Manager above 3 yrs (in managerial level) and Lead Auditor/Supervisor year = **10 points Proof of Financial Stability** 20 Above 3 million = 20 points Bidders must submit a stamped proof of Above 2 to 3 million = 10funding or Bank Letter from the accredited points financial institution confirming ability to 1 to 2 million = **5 points** execute project for the period of the contract. Below 1 million = **0 point** 20 Capricorn District = 20 points Company Demographic address/Company's proof of Outside Capricorn District = 10 address/residence (e.g. Municipal bill points document for rates and taxes, letter from Outside of Limpopo Province = traditional council/Chief authority/lease 5 points agreement or any other valid proof of address TOTAL 100 Minimum threshold (failure to meet this 70 threshold your bid will not be evaluated further)









The maximum points that can be scored on functionality equals to 100. Bidder(s) scoring less than 70 points will be disqualified.

Bidder(s) that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, only the qualifying bid(s) will be evaluated in terms of the 80/20.

4.3. Gate 2: Preference Point System,

Only bidders that have met the 70 points thresholds in Gate 1 will be evaluated in Gate 2 for price and specific goals.

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

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

5. BID SUBMISSION

All bids and supporting documents must be placed and/or couriered in a bid box located at Admin Block, Polokwane International Airport on or 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.



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Bidder(s) are required to submit their bid(s) and supporting documents in a clearly marked envelopes as follows: -

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANADATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Administrative and mandatory documents (<i>Refer</i>	Exhibit 4: SBD 6.1: Preference Points Claim Form
to Section 4.1 - Gate 0: Administrative	in terms of the Preferential Procurement
requirements (Table 1)) and Detailed Pricing	Regulations 2022.
Schedule (Pricing Submission)	
Exhibit 2:	Exhibit 5:
Functionality Responses and Bidder Compliance	General Conditions of Contract (GCC)
Checklist for Technical Evaluation.	
Supporting documents for technical	
responses. (Refer to Section 4.2 - Gate 1:	
Functionality Evaluation Criteria)	
Exhibit 3:	Exhibit 6:
Electronic submission (USB/Memory card/External hard drive) – clearly marked.	Company ProfileAny other supplementary information

SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

6.1. Terms and conditions:

6.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to charge the proposal. Such permission will only be granted in exceptional circumstances.





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6.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the airport.

- 6.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.
- 6.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.
- 6.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.
- 6.1.6. Neither the airport, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.





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- 6.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 6.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 6.1.9. A proposal submitted by a joint venture /or consortium of two or more parties must be accompanied by a signed agreement and/or memorandum of understanding between the parties to such joint venture or consortium indicating:
- a) the conditions under which the joint venture or consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the joint venture or consortium;
- e) The benefits that will accrue to each party;
- f) Any all other information and/or documents necessary to permit full appraisal of its functioning.
- 6.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.
- 6.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.
- 6.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before







final selection. The airport also reserves the right to call interviews with shortlisted bidders before final selection, and to negotiate price.

- 6.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person.
- 6.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may results in rejection of the bid concerned.
- 6.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.



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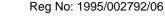
PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

SBD₁

BID NUMBER: GAAL	./125/2024/2025	CLOSING D	ATE:	11 APRIL 2025	CLOSING TIME: 11H	100		
RE-AI	OVERTISEMENT	APPOINTME	NT OF	THE SERVICE PROVID	DER FOR THE PROVI	SION OF		
INTER	INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS, ON AN "AND WHEN REQUIRED"							
BASIS	BASIS AT POLOKWANE INTERNATIONAL AIRPORT.							
DESCRIPTION								
BID RESPONSE DOCU	MENTS MAY BE	DEPOSITED	IN THE	BID BOX SITUATED AT	(STREET ADDRESS)			
ADMIN BLOCK								
N1 NORTH TO MAKHA	'DO							
GATEWAY WEG								
POLOKWANE, 0700						100		
BIDDING PROCEDUI	RE ENQUIRIES	MAY BE						
DIRECTED TO				NICAL ENQUIRIES MAY				
CONTACT PERSON	JULIUS RAMA	TJIE	CONT	ACT PERSON	PERCY KHUMALO	30		
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER		087-291-1099			
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER		015-288-0122			
E-MAIL ADDRESS	scmgroup@gaal.co.za		E-MAIL ADDRESS		percy.khumalo@gaal.	co.za		
SUPPLIER INFORMAT	ION							
NAME OF BIDDER								
POSTAL ADDRESS						- 1		
STREET ADDRESS								
TELEPHONE NUMBER	CODE			NUMBER				
CELLPHONE NUMBER						- 1		
FACSIMILE NUMBER	CODE			NUMBER				
E-MAIL ADDRESS								
VAT REGISTRATION								
NUMBER								
SUPPLIER	TAX			1				
COMPLIANCE	COMPLIANCE		OR	CENTRAL SUPPLIER				
STATUS	SYSTEM PIN:			DATABASE No:	MAAA			





P.O. Box 1309, Polokwane, Limpopo Province. RSA, 0700 Tel: 087 291 1099 Fax: 015 288 0125

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐ No [IF YES ENCLOSE PROOF]	BA TH	E YOU A FOREIGN SED SUPPLIER FOR E GOODS /SERVICES FERED?	☐Yes [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	□No
QUESTIONNAIRE TO B	IDDING FOREIGN SUPPL	JERS			
IS THE ENTITY A RESID	DENT OF THE REPUBLIC	OF SOU	TH AFRICA (RSA)?	☐ YES ☐ NO	
DOES THE ENTITY HAV	E A BRANCH IN THE RSA		☐ YES ☐ NO		
DOES THE ENTITY HAV	/E A PERMANENT ESTAB	BLISHME	NT IN THE RSA?	☐ YES ☐ NO	
DOES THE ENTITY HAV	E ANY SOURCE OF INCO	OME IN T	THE RSA?	☐ YES ☐ NO	-
IF THE ANSWER IS "N	SYSTEM PIN CODE FRO	VE. THE	N IT IS NOT A REQUIRE	YES NO EMENT TO REGISTER FOR A NUE SERVICE (SARS) AND IF	A TAX F NOT

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.

Reg No: 1995/002792/06

P.O. Box 1309, Polokwane, Limpopo Province. RSA, 0700





- 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:	

Reg No: 1995/002792/06

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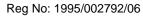
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SBD 3.3

PRICING SCHEDULE (Professional Services)

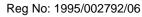
NAME OF DIDDED	1./425/2024/2025
NAME OF BIDDER: BID NO.: GAA	L/125/2024/2025
CLOSING TIME 11:00 CLOSING DA	ATE: 11 APRIL 2025
OFFER TO BE VALID FOR 150 DAYS FROM THE CLOSING DATE OF	F BID.
	I RSA CURRENCY ABLE TAXES INCLUDED)
The accompanying information must be used for the formula	ation of proposals.
 Bidders are required to indicate a ceiling price based on the estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. 	total
 PERSONS WHO WILL BE INVOLVED IN THE PROJECT A RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF) 	ND
4. PERSON AND POSITION HOURLY RATE DA	ILY RATE
R	R
R	
R	R
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BI COMPLETED, COST PER PHASE AND MAN-DAYS TO B SPENT	
RR	days
RR	days



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	R		days
5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.			
DESCRIPTION OF EXPENSE TO BE INCURREI	D RATE	QUANTITY	AMOUNT
			R
TOTAL:	R		

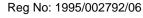




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		tributions and skills development levies.	you earn, incom	e tax, unemployii	lent
			Bid No.:		
Name of B	idder				·····
telephone	cost	enses, for example accommodation (sp i, reproduction cost, etc.). On basis of the s. Proof of the expenses must accompar	ese particulars, ce		
DESCRIP	OIT	N OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
					R
					R
					. R
					R
		TOTAL	: R		
6	.	Period required for commencement wit	th project after ac	cceptance of bid	
7	-	Estimated man-days for completion of	project		
8	3.	Are the rates quoted firm for the full pe	riod of contract?		*YES/NO
9).	If not firm for the full period, provide de	tails of the basis	on which adjustn	nents will be
а	pplie	ed for, for example consumer price index.			



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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

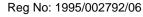
2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,

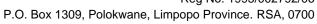
employed by the state?

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.

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.





Name of State institution

Tel: 087 291 1099 Fax: 015 288 0125



Full Name

2.2	Do you, or any person cor	nnected with the bidder, h	nave a relationship with	any person
	who is employed by the p	rocuring institution?		YES/NO
2.2.1	If so, furnish particulars:			
2.3	Does the bidder or any of or any person having a content of the related enterprise w	ontrolling interest in the e	enterprise have any inte	erest in any
2.3.1	If so, furnish particulars:			
3 D	ECLARATION			
	I,	the	u	ndersigned,

Identity Number

Directors: Mr V Xaba (Chairperson). Mr E Ramutanda. Ms S Phayane. Mr N Mangena. Adv. E Lambani. Ms S Mabilane. Mr S Maharaj. Dr N Skeepers. Mrs M Matli (CEO). Mr J Khuloane (CFO). Adv. K Sebola (Company Secretary)

and complete in every respect:

(name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true





- 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 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

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.







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

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



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- 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:





80/20 or 90/10

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$80/20$$
 or $90/10$ $Ps = 80\left(1 + \frac{Pt - P max}{P max}\right)$ or $Ps = 90\left(1 + \frac{Pt - P max}{P max}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point



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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)
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	

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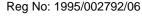


Small, Medium and Micro Enterprises (SMMEs and QSEs)	4	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3.	name company/firm		OT
4.4.	Company	registration	number:
4.5.	TYPE OF COMPANY/ FIRM Partnership/Joint Ventur One-person business/so Close corporation Public Company Personal Liability Compa (Pty) Limited Non-Profit Company State Owned Company [TICK APPLICABLE BOX]	le propriety	
16	I the undersigned who is	duly authorized to do so o	n habalf of the

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
 - i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the







claims are correct:

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

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