

## **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**

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)

## **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.

- ❖ 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 indicate what is the rate per hour per officials in a project. | Per Director       | R      | R      | R      | R     |
|                                                                                | Per Lead           |        |        |        |       |
|                                                                                | Auditor/Manager    |        |        |        |       |
|                                                                                | Per Senior Auditor |        |        |        |       |
|                                                                                | Per Auditor        |        |        |        |       |

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

#### 4. EVALUATION CRITERIA

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

| Administrative (mandatory) Criteria<br>(Gate 0)                                                                                                                   | Functionality Evaluation Criteria<br>(Gate 1)                                                                               | Price and Specific Goals Evaluation Criteria<br>(Gate 2)                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Bidder(s) must submit all documents as outlined in paragraph 4.1 (Table 1) below.<br><br>Only bidders that comply with all these criteria will proceed to Gate 1. | Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific Goals). | Bidder(s) will be evaluated on price (weighted price) and 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 that must be submitted | Non-submission may 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.                                                                                                                                                                                                                              |
| Pricing Schedule (Firm price) – SBD 3.1                                                                  | YES | Complete <b>(it must be submitted in a separate envelope)</b> .                                                                                                                                                                                                                            |
| 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"> <li>▪ Full CSD Report</li> <li>▪ Medical certificate for disability</li> <li>▪ Proof of address not older than three months.</li> </ul> |
| Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1       | YES | Bidder must be registered as a service provider on the Central Supplier Database (CSD).                                                                                                                                                                                                    |
| Bidders must be registered with IIA.                                                                     | Yes | Bidder must submit proof of valid registration with Institute of Internal Auditors South Africa.                                                                                                                                                                                           |
| Director/Partner's membership with the Institute of Internal Auditors or any relevant professional body. | Yes | Bidder must submit valid proof of affiliation with the Institute of Internal Auditors or any relevant professional body.                                                                                                                                                                   |

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

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

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         |
| <b>Total</b>              | <b>100</b> |

## 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.

**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)                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exhibit 1:</b><br>Administrative and mandatory documents ( <i>Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1)) and Detailed Pricing Schedule (Pricing Submission)</i> )                                     | <b>Exhibit 4:</b><br>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.                |
| <b>Exhibit 2:</b><br>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation.<br>Supporting documents for technical responses. ( <i>Refer to Section 4.2 - Gate 1: Functionality Evaluation Criteria</i> ) | <b>Exhibit 5:</b><br>General Conditions of Contract (GCC)                                                                            |
| <b>Exhibit 3:</b><br>Electronic submission (USB/Memory card/External hard drive) – clearly marked.                                                                                                                                  | <b>Exhibit 6:</b> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Any other supplementary information</li> </ul> |

## **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.

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.

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 short-listed 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 result in rejection of the bid concerned.

6.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

**PART A  
INVITATION TO BID**

**SBD 1**

|                                                                                                  |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------|-------------------------------|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b> |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| BID NUMBER:                                                                                      | <b>GAAL/125/2024/2025</b>                                                                                                                                                                                 | CLOSING DATE:    | <b>11 APRIL 2025</b>                                                   | CLOSING TIME:                 | <b>11H00</b> |
| DESCRIPTION                                                                                      | <b>RE-ADVERTISEMENT APPOINTMENT OF THE SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS, ON AN “AND WHEN REQUIRED” BASIS AT POLOKWANE INTERNATIONAL AIRPORT.</b> |                  |                                                                        |                               |              |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>       |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| <b>ADMIN BLOCK</b>                                                                               |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| <b>N1 NORTH TO MAKHADO</b>                                                                       |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| <b>GATEWAY WEG</b>                                                                               |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| <b>POLOKWANE, 0700</b>                                                                           |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                            |                                                                                                                                                                                                           |                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                         |                               |              |
| CONTACT PERSON                                                                                   | <b>JULIUS RAMATJIE</b>                                                                                                                                                                                    | CONTACT PERSON   | <b>PERCY KHUMALO</b>                                                   |                               |              |
| TELEPHONE NUMBER                                                                                 | <b>087-291-1088</b>                                                                                                                                                                                       | TELEPHONE NUMBER | <b>087-291-1099</b>                                                    |                               |              |
| FACSIMILE NUMBER                                                                                 | <b>015-288-0125</b>                                                                                                                                                                                       | FACSIMILE NUMBER | <b>015-288-0122</b>                                                    |                               |              |
| E-MAIL ADDRESS                                                                                   | <a href="mailto:scmgroupp@gaal.co.za">scmgroupp@gaal.co.za</a>                                                                                                                                            | E-MAIL ADDRESS   | <a href="mailto:percy.khumalo@gaal.co.za">percy.khumalo@gaal.co.za</a> |                               |              |
| <b>SUPPLIER INFORMATION</b>                                                                      |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| NAME OF BIDDER                                                                                   |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| POSTAL ADDRESS                                                                                   |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| STREET ADDRESS                                                                                   |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| TELEPHONE NUMBER                                                                                 | CODE                                                                                                                                                                                                      |                  | NUMBER                                                                 |                               |              |
| CELLPHONE NUMBER                                                                                 |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| FACSIMILE NUMBER                                                                                 | CODE                                                                                                                                                                                                      |                  | NUMBER                                                                 |                               |              |
| E-MAIL ADDRESS                                                                                   |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| VAT REGISTRATION NUMBER                                                                          |                                                                                                                                                                                                           |                  |                                                                        |                               |              |
| SUPPLIER COMPLIANCE STATUS                                                                       | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                                                |                  | <b>OR</b>                                                              | CENTRAL SUPPLIER DATABASE No: | MAAA         |

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Adv. K Sebola (Company Secretary)

|                                                                                        |                                                                                       |                                                                   |                                                                                                         |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>[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 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](http://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:

.....

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Adv. K Sebola (Company Secretary)

**SBD 3.3**

**PRICING SCHEDULE**  
**(Professional Services)**

|                           |                                    |
|---------------------------|------------------------------------|
| NAME OF BIDDER: .....     | BID NO.: <b>GAAL/125/2024/2025</b> |
| CLOSING TIME <b>11:00</b> | CLOSING DATE: <b>11 APRIL 2025</b> |

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

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|---------|-------------|----------------------------------------------------------------|
|---------|-------------|----------------------------------------------------------------|

1. The accompanying information must be used for the formulation of proposals.

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

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

| PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---------------------|-------------|------------|
| -----               | R-----      | R-----     |
| -----               | R-----      | R-----     |
| -----               | R-----      | R-----     |

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

|       |        |           |
|-------|--------|-----------|
| ----- | R----- | -----days |
| ----- | R----- | -----days |
| ----- | R----- | -----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 INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |
| -----                                 | ..... | .....    | R..... |

TOTAL: R.....

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

Bid No.: .....

Name of Bidder: .....

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

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |

TOTAL: R.....

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

7. Estimated man-days for completion of project  
.....

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

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

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

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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 interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

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

---

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

| 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:

.....  
.....

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:

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

---

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

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:

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

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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:

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$$80/20 \quad \text{or} \quad 90/10$$

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

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:

$$80/20 \quad \text{or} \quad 90/10$$

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

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                                                                                 |                                                                           |

|                                                      |           |  |
|------------------------------------------------------|-----------|--|
| Small, Medium and Micro Enterprises (SMMEs and QSEs) | 4         |  |
| <b>Total</b>                                         | <b>20</b> |  |

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name \_\_\_\_\_ of  
company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number:  
.....

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the

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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.

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