

SPECIFICATION FOR PROVISIONING, DELIVERY, INSTALLATION, AND CONFIGURATION OF DIGITAL SCREENS AT POLOKWANE INTERNATIONAL AIRPORT WITH THE ADDITIONAL PROVISION OF DIGITAL SCREENS AS AND WHEN NECESSARY, INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEARS

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/131/2025/2026

PROVISIONING, DELIVERY, INSTALLATION, AND CONFIGURATION OF DIGITAL SCREENS AT POLOKWANE INTERNATIONAL AIRPORT WITH ADDITIONAL PROVISION OF DIGITAL SCREENS AS AND WHEN NECESSARY, INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.

A COMPULSORY BRIEFING SESSION TO BE HELD ON

27 JUNE 2025 AT 10H00

POLOKWANE INTERNATIONAL AIRPORT CONFERENCE HALL

CLOSING DATE AND TIME OF BID

11 JULY 2025 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

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1. INTRODUCTION

Gateway Airports Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider for provisioning, delivery, installation and configuration of digital screens at Polokwane International Airport with maintenance and support for a period of three (3) years. The additional provision of digital screens will be provided as and when required, with installation, maintenance and support for the outstanding months within the three (3) year period of the contract.

The installation will include both indoor and outdoor digital screens and the appointed supplier must provide their own scaffolding, crane hire/ crane(s), transportation and any required equipment/tool. The supplier must have the capacity and experience in brightness sensors, installation of LED lighting, media player/lighting of advertisements, prepare and install frames, to interconnect and assemble screens.

Further knowledge, experience and expertise are required for the installation of the outdoor/indoor electrical Distribution Board (DB) with an acquired certificate or a completed subject module or qualification in electrical engineering. The electrical Certificate of Compliance (COC) must be provided where it's required. Maintenance and support must be provided for continuous checking of electrical supply, DB, cleaning and functionality of the digital screens, media player/lighting of advertisements, including provision of parts for repairs and designs of the content where necessary.

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The supplier must provide all the required software(s), software applications, updates and licenses to ensure full functionality of the digital screens.

The team must have a qualified specialist with regulatory experience assessing the proposed installation based on its location on compliance with the Municipal Bi-Laws and make a provision for all council approvals. Where the installation falls within the municipal land, landlord and requires council approval, the specialist must engage with the relevant authorities to follow all the processes and procedures in alignment to the physical location where the screen will be installed and ensure adherence with the Municipal Bi-laws.

The skills transfer, on the job training must be provided to PIA's officials/1st line support staff that will be managing the functionality of digital screens for business continuity and to mitigate any risk of disruption.

Full comprehensive testing and quality assurance must be conducted prior to signing off the project and payment of any invoices, to ensure that digital screens are installed, fully functional and configured up-to-standard. The service provider must understand and practice quality management and information security in providing ICT equipment, uploading information/content, managing advertisements with maintenance and support.

The service provider must have expertise, knowledge and experience in working with civil work, concrete slabs, and have the capacity to provide additional screens as and when necessary, within the contract period. The digital screens to be provided must have high capacity to display multiple advertisements slots/loops per day.

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There must be a system in place to record all logged calls with quick response time to ensure consistent standards, and full functionality of all the equipment(s)/digital screens.

The digital screens provided will solely belong to GAAL and be recorded in GAAL's asset register after installation, payment of invoices and upon the expiry of the contract. The appointed supplier must provide documentation such as network diagrams or schematic representation with the step-by-step processes on how the digital screens were installed, including the location of each screen.

An official handing over of the digital screens must be done upon the expiry of the contract and GAAL will be the sole owner of the digital screens.

2. SCOPE OF WORK

2.1 SPECIFICATIONS

The potential service provider must be able to supply, deliver, install and configure the digital screens at Polokwane International Airport with the following requirements:

2.1.1 DIGITAL SCREEN (1.35M X 0.76M)

ITEM DESCRIPTION	PRICE
Frame preparation and installation, screen assembly and interconnection with Sender Unit Novastar TB8, brightness sensor, media player,	

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Electrical DB	
Indoor digital display screen with LED lighting (Indoor PLD-VP8_R LED display, with the required pixels for the LED Display)	
Outdoor digital display screens with concrete slab for provision of outdoor digital screen with Outdoor PLD-VP8-R LED display, 8mm pitch (6.72m (w) x 3.84m (h)) Outdoor LED Display rear Maintenance with provision of Scaffolding, and crane/crane hire	
Council Approvals for Compliance with Municipal Bi-Laws	
Training of internal staff.	
Maintenance and Support	
Accessories, Labour and Transport (inclusive of any required items for full functionality of the digital screen)	
Total Price	Overall Structure (Screen per sqm)

2.1.2 DIGITAL SCREEN (3M X 6M)

ITEM DESCRIPTION	PRICE
Frame preparation and installation, screen assembly and interconnection with Sender Unit Novastar TB8, brightness sensor, media player,	
Electrical DB	

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Indoor digital display screen with LED lighting (Indoor PLD-VP8-R LED display, with the required pixels for the LED Display)	
Outdoor digital display screens with concrete slab for provision of outdoor digital screen with Outdoor PLD-VP8-R LED display, 8mm pitch (6.72m (w) x 3.84m (h)) Outdoor LED Display rear Maintenance with provision of Scaffolding, and crane/crane hire	
Council Approvals for Compliance with Municipal Bi-Laws	
Training of internal staff.	
Maintenance and Support	
Accessories, Labour and Transport (inclusive of any required items for full functionality of the digital screen)	
Total Price	Overall Structure (Screen per sqm)

2.1.3 DIGITAL SCREEN (3M X 6M)

ITEM DESCRIPTION	PRICE
Frame preparation and installation, screen assembly and interconnection with Sender Unit Novastar TB8, brightness sensor, media player,	
Electrical DB	

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Indoor digital display screen with LED lighting (Indoor PLD-VP8-R LED display, with the required pixels for the LED Display)	
Outdoor digital display screens concrete slab for provision of outdoor digital screen with Outdoor PLD-VP8-R LED display, 8mm pitch (6.72m (w) x 3.84m (h)) Outdoor LED Display rear Maintenance with provision of Scaffolding, and crane/crane hire	
Council Approvals for Compliance with Municipal Bi-Laws	
Training of internal staff.	
Maintenance and Support	
Accessories, Labour and Transport (inclusive of any required items for full functionality of the digital screen)	
Total Price	Overall Structure (Screen per sqm)

2.1.4 DIGITAL SCREEN (4M X 8M)

ITEM DESCRIPTION	PRICE
Frame preparation and installation, screen assembly and interconnection with Sender Unit Novastar TB8, brightness sensor, media player,	
Electrical DB	

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Indoor digital display screen with LED lighting (Indoor PLD-VP8-R LED display, with the required pixels for the LED Display)	
Outdoor digital display screens with concrete slab for provision of outdoor digital screen with Outdoor PLD-VP8-R LED display, 8mm pitch (6.72m (w) x 3.84m (h)) Outdoor LED Display rear Maintenance with provision of Scaffolding, and crane/crane hire	
Council Approvals for Compliance with Municipal Bi-Laws	
Training of internal staff.	
Maintenance and Support	
Accessories, Labour and Transport (inclusive of any required items, software(s), licences etc. for full functionality of the digital screen)	
Total Price	Overall Structure (Screen per sqm)

2.1.5 DIGITAL SCREEN (3M X 12M).

ITEM DESCRIPTION	PRICE
Frame preparation and installation, screen assembly and interconnection with Sender Unit Novastar TB8, brightness sensor, media player,	
Electrical DB	

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Indoor digital display screen with LED lighting (Indoor PLD-VP8-R LED display, with the required pixels for the LED Display)	
Outdoor digital display screen with concrete slab for provision of outdoor digital screen with Outdoor PLD-VP8-R LED display, 8mm pitch (6.72m (w) x 3.84m (h)) Outdoor LED Display rear Maintenance with provision of Scaffolding, and crane/crane hire	
Council Approvals for Compliance with Municipal Bi-Laws	
Training of internal staff.	
Maintenance and Support	
Accessories, Labour and Transport (inclusive of any required items for full functionality of the digital screen)	
Total Price	Overall Structure (Screen per sqm)

2.1.6 DIGITAL SCREEN (5M X 18M)

ITEM DESCRIPTION	PRICE
Frame preparation and installation, screen assembly and interconnection with Sender Unit Novastar TB8, brightness sensor, media player,	
Electrical DB	

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Indoor digital display screen with LED lighting (Indoor PLD-VP8_R LED display, with the required pixels for the LED Display)	
Outdoor digital display screens with concrete slab for provision of outdoor digital screen with Outdoor PLD-VP8-R LED display, 8mm pitch (6.72m (w) x 3.84m (h)) Outdoor LED Display rear Maintenance with provision of Scaffolding, and crane/crane hire	
Council Approvals for Compliance with Municipal Bi-Laws	
Training of internal staff.	
Maintenance and Support	
Accessories, Labour and Transport (inclusive of any required items for full functionality of the digital screen)	
Total Price	Overall Structure (Screen per sqm)

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3. EVALUATION CRITERIA

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

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Suppliers must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 75 points out of 100 points to proceed to Gate 2 (Price and Specific goals).	Supplier(s) will be evaluated on price (weighted price) as per scope of work and specific goals claimed points as stipulated on SBD 6.1 (paragraph 4.2).

3.1 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.

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

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Pricing Schedule – SBD 3.1	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. ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report)	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).
The bidder must be an OEM or have partnership with the OEM for the brands that will be supplied.	Yes	Bidder must submit OEM or Partnership Letter(s)/accreditation certificate with the OEM for the brands that will be supplied.
Pricing Schedule/Bid offer	YES	Bid offer /pricing structure must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not

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		be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.
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3.2. 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 the table below:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 75 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	Sub-Criteria	Weight of Criterion	Bidder Score
Contactable reference letter(s) covering provision and maintenance of the digital screens.	Submit a contactable reference letter covering provision and maintenance of the digital screens.	4 Letters and above = 20 Points 3 Letters = 15 Points 2 Letters = 10 Points 1 Letter = 5 Points 0 Letter = 0	

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The Bidder must provide one (01) specialized resource with an NQF level 6 qualification in Marketing or Advertising or Journalism or Media Studies with a completed certificate or subject module in Digital Marketing/E-commerce business/platform in marketing as an added advantage.	Submit CV of the one (01) resource, a certificate or completed subject module in digital marketing/E-commerce business/platform in marketing and an NQF level 6 qualification in Marketing or Advertising or Journalism or Media Studies. Certified copies of Qualification and certificates/completed subject module or any equivalent not older than 6 months.	A CV with experience in marketing, advertising, journalism or media studies = 5 points A CV without experience in marketing, advertising, journalism or media studies = 0 points	
		Certified Copy not older than 6 months of NQF Level 6 qualification in Marketing or Advertising or Journalism or Media Studies = 8 points No Certified Copy of NQF Level 6 Qualification in Marketing or Advertising or Journalism or Media Studies = 0 points	
		Certified Copy not older than 6 months of certificate or completed subject module in Digital Marketing/E-	

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		commerce/platform in digital advertising/marketing = 2 points No certificate or completed subject module in Digital Marketing/E-commerce/platform in digital advertising/marketing = 0 points Total Points = 15	
The Bidder must provide one (01) specialized resource with an NQF Level 6 qualification in Town Planning or Town and Regional Planning or an equivalent NQF Level 6 qualification	Submit a CV of the one (01) resource and an NQF level 6 qualification in Town Planning or Town and Regional Planning or any equivalent qualification not older than 6 months.	A CV with experience in Town Planning or Regional and Town Planning = 5 points A CV with no experience in Town Planning or Regional and Town Planning = 0 points Certified Copy not older than 6 months of NQF Level 6 qualification in Town Planning or	

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		Regional and Town Planning or equivalent NQF Level 6 expertise in Town planning field = 10 points No Certified Copy of NQF level 6 qualification in Town Planning or Regional and Town Planning or equivalent NQF level 6 expertise in Town planning field = 0 points	
		Total Points = 15	
The Bidder must provide one Project Manager with NQF Level 6 or an acquired certificate in Project Management/PMP/Prince 2, a certificate or completed subject	Submit CV of the One (1) resource and Certified copy of Qualification or certificate in Project Management/PMP/Prince 2 or any equivalent qualification not older than 6 months, a	A CV with experience in Project Management/PMP/Prince 2, Risk Management, Civil Engineering and implementing Safety measures = 4 Points	

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module in safety/occupational health and safety, a certificate or completed subject module in civil engineering and a certificate or completed subject module in Risk Management.	certificate or completed subject module in Safety/Occupational Health and Safety, a certificate or completed subject module in Civil Engineering, a certificate or completed subject module in Risk Management.	A CV with no experience in Project Management/PMP/Prince 2, Risk Management, Civil Engineering and implementing Safety measures = 0 Points.	
		Certified Copy of NQF Level 6 qualification or a completed certificate in Project Management/PMP/Prince 2 = 7 Points.	
		No NQF Level 6 qualification or a completed certificate in Project Management/PMP/Prince 2 = 0 Points.	

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		A Certified Copy not older than 6 months of a Certificate or completed subject module in Risk Management = 3 Points No certified Copy of a Certificate or completed subject module in Risk Management = 0 Points.	
		A Certified Copy of a Certificate or completed subject module in Civil Engineering not older than 6 months = 3 Points No certified Copy of a Certificate or completed subject module in Civil Engineering = 0 Points.	
		A Certified Copy of a Certificate or completed subject module in Safety/Occupational Health	

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		and Safety not older than 6 months = 3 Points	
		No certified copy of a Certificate or completed subject module in Safety/Occupational Health and Safety not older than 6 months = 0 Points	
		Total Points = 20 Points	
Financial Viability	Bidders must submit stamped Bank Letter or proof of funding from a recognized Financial Institution Confirming ability to execute project for the period of the contract.	R3m and above = 10 Points Above R1m – R3m = 5 Points Less than 1m = 0 Points	
Company Demographic address/Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease	Provide a valid Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional	Outside of Limpopo Province = 5 Outside Capricorn District = 10	

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agreement or any other valid proof of address not older than 6 months.	council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Capricorn District = 20 Points	
Total		100	

3.3 Gate 2: Preference Point System

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

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

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

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANDATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Administrative and mandatory documents (<i>Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1)) and Detailed Pricing Schedule (Pricing Submission)</i>)	Exhibit 4: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
Exhibit 2: Functionality Responses and Bidder Compliance Checklist for Technical Evaluation. Supporting documents for technical responses. (<i>Refer to Section 3.2 - Gate 1: Functionality Evaluation Criteria</i>)	Exhibit 5: Electronic submission (USB/Memory card/External hard drive) – clearly marked
Exhibit 3: - Company Profile - Any other supplementary information	Exhibit 6: General Conditions of Contract (GCC)

5. TERMS AND CONDITIONS

5.1 Supplier Due Diligence

5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/

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non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

5.2 Counter Conditions

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

5.3 Negotiation

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

5.4 Bid Enquiries

5.4.1 All enquiries should be in writing to scmgroupp@gaal.co.za, for technical enquiries to monicca.mnisi@gaal.co.za. The closing date for receipt of all enquiries is **4 July 2025**. All enquiries beyond the closing date will not be considered.

5.5 Communication and Confidentiality

5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).

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5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	GAAL/131/2025/2026	CLOSING DATE:	11 JULY 2025
		CLOSING TIME:	11H00
DESCRIPTION	PROVISIONING, DELIVERY, INSTALLATION AND CONFIGURATION OF DIGITAL SCREENS AT POLOKWANE INTERNATIONAL AIRPORT WITH THE ADDITIONAL PROVISION OF DIGITAL SCREENS AS AND WHEN NECESSARY, INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE YEARS.		
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
ADMIN BLOCK			
N1 NORTH TO MAKHADO			
GATEWAY WEG			
POLOKWANE, 0700			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	JULIUS RAMATJIE	CONTACT PERSON	MONICCA MNISI
TELEPHONE NUMBER	087-291-1088	TELEPHONE NUMBER	087-291-1054
FACSIMILE NUMBER	015-288-0125	FACSIMILE NUMBER	015-288-0122
E-MAIL ADDRESS	scmgroup@gaal.co.za	E-MAIL ADDRESS	monicca.mnisi@gaal.co.za

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SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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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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SBD 3.1

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

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

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

Name of bidder..... Bid number: **GAAL/131/2025/2026**

Closing Time **11:00**

Closing date: **11 JULY 2025**

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

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

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- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

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

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

*Delete if not applicable

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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.

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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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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.

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

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

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

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

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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:

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$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations,

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preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	10	
Enterprises with ownership of 51% or more by person/s who are women	4	

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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	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 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;

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
DATE:
ADDRESS:
.....
.....
.....