higher education

Department:
Higher Education
REPUBLIC OF SOUTH AFRICA

Nkangala TVET COLLEGE

NOTICE

Nkangala TVET College, hereby invites experienced and suitably qualified Service Providers to tender for the following: service.

TENDER NUMBER	TENDER DESCRIPTION	CLOSING DATE AND TIME OF TENDERS
NKTVET/ 2026/11/01	1. REQUEST FOR PROPOSAL FOR INTERNAL AUDIT SERVICES AT NKANGALA TVET COLLEGE FOR THE A PERIOD OF FIVE (5) YEARS BID NO NKTVET/2026/11/01.	TUESDAY, 24 NOVEMBER AT 11H00
NKTVET/ 2026/11/02	2. REQUEST FOR PROPOSALS FOR PANEL OF SERVICE PROVIDERS FOR A TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF FIVE (05) YEARS BID NO NKTVET/ 2026/11/02.	

Tender documents can be downloaded from E-tenders website at www.etenders.gov.za on Tuesday, **03 November2026**.

Sealed tenders must be deposited into the tender box situated at: Nkangala TVET College, Central Office, Cnr. Haig and Northey Streets, Witbank 1035. Late bids will not be accepted.

Enquiries can be directed to:

Mr. ME Mteza by email: mteza@ntc.edu.za

Mr. MM Mashabela by email: Mashabela.m@ntc.edu.za

Correspondence will be limited to shortlisted tenderers only. Should you not be contracted by the Institution within 90 days after the closing date of the tender, please consider your proposal unsuccessful. Late tenders will be disqualified from the bidding process.

Nkangala TVET College does not bind itself to accept the lowest bid and reserves the right to accept the bid as a whole, in part or not at all. Nkangala TVET College is committed to both the principle and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (B-BBEE). No facsimile, late and/or electronic tenders will be accepted.

12340

30/10/2026

-

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central Office
Cnr Northey & Haig Street
PO Box 2282
WITBANK
1035

Nkangala TVET COLLEGE

NKANGALA TVET COLLEGE REQUEST PROPOSALS FOR PANEL OF SERVICE PROVIDERS FOR TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS

BID NO NKTVET/2026/11/02

NAME OF THE BIDDER

TOTAL BID PRICE FOR FIVE YEARS (5)

R_____

VAT INCLUSIVE (AS PER ANNEXURE A)
(SEPARATE SPREEDSHEET)

YOU ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR PANEL OF SERVICE PROVIDERS FOR TRAVEL MANAGEMENT SERVICES AT NKANGALA TVET COLLEGE FOR A PERIOD OF FIVE (5) YEARS

RFP NUMBER:	**NKTVET/2026/11/02**
RFP ISSUE DATE:	**03 NOVEMBER 2026**
TENDER CLOSING DATE	**24 NOVEMBER 2026 TIME: 11h00**
RFP VALIDITY PERIOD	**90 DAYS**
DESCRIPTION:	**TRAVEL MANAGEMENT SERVICES FOR NKANGALA TVET COLLEGE**
RESPONSES TO THIS RFP SHOULD BE:	**PLACED IN THE TENDER BOX AT THE RECEPTION: OLD CENTRAL OFFICE 06 CNR HAIG & NORTHEY STREET EMALAHLENI - WITBANK 1035**
ENQUIRY	**Mr. ME MTEZA : mteza@ntc.edu.za Mr. MM MASHABELA : mashabela.m@ntc.edu.za SUPPLY CHAIN MANAGEMENT TEL. NO : (013) 690 1885**

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NB: Annexure A: RFP Costing Model (Separate Spreadsheet)

1. INTRODUCTION

1.1 Purpose

1.1.1 Nkangala TVET College requires the services of Travel Management Services from experienced and suitably qualified service providers to serve in a **PANEL** to provide Travel Management Services for a period of Five (5) years.

1.2 Objective

1.1.1 Nkangala TVET College needs a service provider for travel and accommodation management for its Executive Management, Employees and Students

1.1.2 The service provider will be responsible for Flight, Accommodation bookings, including venues for meetings and car rental at reasonable prices

1.2 Basic Terms and Conditions

1.2.1 To ensure that the bid is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents.

1.2.2 Bid documents must be sealed and externally marked with: **Travel Management Services**, bid no: **NKTVET/2026/11/02 and placed in the Bid Box at Central Office, 06 Cnr Haig & Northey Street, Witbank, 1035 not later than the closing date and time as advertised.**

1.2.3 Nkangala TVET College reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part.

1.2.4 The following documents must be completed and signed where applicable and submitted as complete set:

1. Annexure "A" - RFP Costing Model plus (Separate Spreadsheet)
2. Annexure "B" Invitation to Bid
3. Annexure "C"- Preference Point Claim Form
4. Annexure "D"- Declaration of Interest
5. Annexure "E"- Declaration of Bidders Past Supply Chain Management Practices
6. Annexure "F" Certification of Independent Bid Determination

1.2.5 **Mandatory Requirements**

1.3.5.1. Please complete RFP fully and Initialise each page of the RFP Documents.
1.3.5.2. Provide a Tax Compliant CSD Report summary/detail (not older than 3 months)
1.3.5.3. Proof of registration with the Association of Southern African Travel Agent **(ASATA)**
1.3.5.4. Proof of registration with the International Air Travel Agent **(IATA)**
1.3.5.5. Please provide a signed board resolution if not a sole proprietor.
1.3.5.6. Please provide a bank confirmation letter not older than three months.
1.3.5.7. Please provide certified copy of Identity document of a Director(s)
1.3.5.8. Please provide detailed Business/Company Profile
1.3.5.9. Please provide Company Registration Documents (If a Joint Venture, join venture agreement) in case of a joint venture all parties must comply with all the requirements as stated

2 SCOPE

2.1 Expectations/Services

2.1.1 The successful bidder will be expected to provide the services in accordance with:

- Association of Southern African Travel Agent Ethics and Standards
- International Air Travel Agent Global Standards
- Applicable industry and other professional standards; and
- Proprietary Travel Managements Policies and practise standards.

2.1.2 For any additional adhoc assignments services not covered within the agreed scope of Travel Management Services, the successful bidder will provide such services after approval by the Executive Management, upon such terms and conditions as it will be mutually agreed between the College and the bidder. In no event shall the Service Provider be obligated to perform any additional services that would cause the Service Provider to be in conflict with any law, rules or regulations of both parties.

2.1.3 The Functions of the Service Provider will include

2.1.3.1 Flight bookings – Domestic and International,
2.1.3.2 Accommodation bookings – Domestic and International (Minimum 3 to 5 star)
2.1.3.3 Car Rental and shuttle services
2.1.3.4 Negotiations on behalf of Nkangala TVET College for corporate travel managements and group discounts in respect of airlines, hotels, car rentals, tours etc.
2.1.3.5 Visa and Foreign exchange arrangements where applicable
2.1.3.6 Assisting with the arrangements in securing international driver's licenses
2.1.3.7 Arranging parking at airports
2.1.3.8 Arranging and obtaining travel insurance
2.1.3.9 Venue bookings
2.1.3.10 Value added services
2.1.3.11 Monthly reporting on travel management activities and transactions
2.1.3.12 Invoice credit note administration in accordance with Nkangala TVET College requirement

2.1.4 Upon completion of work, the deliverables to be provided as part of service will comprise a detailed report which will include the following:

- Executive summary
- Travel Volume & Utilization
- Itinerary & Traveller Movement
- Financial & Expenses Breakdown
- Policy Compliance & Exceptions
- Supplier & Negotiated Rate Performance
- After-Hours & Emergency Support Log
- Recommendations & Cost-Saving Opportunities

2.1.5 In case of poor performance of any portion of the work as stipulated in the contract, Nkangala TVET College reserves the right to award any aspect of that task (assignment) to a third party, whether obtained by additional tender or not, at any time.

2.1.6 Nkangala TVET College also reserves the right to call for assistance or advice from any third party at any time.

2.1.7 Should Nkangala TVET College and the recommended bidder not reach an agreement on scope and cost of the project to be undertaken, Nkangala TVET College reserves the right to award to any of the tendering parties, without re-issuing a tender.

2.2 COMPETENCIES OF THE SUCCESSFUL BIDDER

a. Proven Travel Management Services specialists. Provide examples of Travel Management capability and experience and more specifically the number and size of Travel Services in a public sector and areas of expertise.

b. A detailed CV of the firm is required. It should specifically indicate the capabilities and details of staff (numbers and qualifications) available to perform various services.

c. Nkangala TVET College is not responsible for costs relating to further training of personnel of the successful bidder.

d. Nkangala TVET College reserves the right to award to single or more than one firm.

e. The tenderers should present their pricing and payment terms/schedule as part of their response to the tender and should include a detailed pricing for the services they recommend in their response.

3. PROPOSAL EVALUATION

Nkangala TVET College is committed to encourage black economic empowerment through providing opportunities to historically disadvantaged individuals. In order to claim BBBEE preference point, a valid BEE certificate needs to be submitted.

3.1 EVALUATION PROCESS

Bids submitted will be adjudicated by Nkangala TVET College using 80/20 functionality scoring system that awards points in line with the guidelines of the Supply Chain Management covering the following items.

Stage 1: Functionality stage

Bidders that score less than **75 percent** for functionality/technical will be considered as non-responsive bidder and will be disqualified.

CRITERIA	WEIGHT
Provide a Relevant Experience on Travel Management Services Projects successfully executed in Public Sector, Proof required (e.g. Reference Letters/appointment letter/ SLA's) **NB: They must be on the Institution/Company letterhead and have contact details not older than 5 years and reference/appointments/SLA letters will be verified** 5 Reference Letter/Appointment Letters/SLA=50 4 Reference Letter/Appointment Letters/SLA=40 3 Reference Letter/Appointment Letters/SLA=30 2 Reference Letter/Appointment Letters/SLA=20 1 Reference Letter/Appointment Letters/SLA=10 0 Reference Letter/Appointment Letters/SLA=0	**50**
Kindly attach CV's with certified copies of qualifications not older than six (6) months for Personnel in your Company 1. **Head of Operations** must have a Diploma/Degree in Tourism Management with a minimum of 5 years' experience in Travel Management Industry - Attached a CV and Certified Copies not older than six months = 5 points 2. **Accounts Manager** must have a Diploma/Degree in Finance/Equivalent qualification with a minimum of 5 years' experience in Travel Management Industry - Attached a CV and Certified Copies not older than six months = 5 points 3. **Operations Manager** must have a Diploma/Degree in Finance/Equivalent qualification with a minimum of 5 years' experience in Travel Management Industry – Attached a CV and Certified Copies not older than six months = 5 points 4. **Admin Clerk** must have a Diploma/Degree in Office Management qualification with a minimum of 3 years' experience in Travel Management Industry – Attached a CV and Certified Copies not older than six months = 5 points	**20**

Provide a three (3) years Audited Annual Financial Statements (AFS) from 2023 to 2025 1Year = 5 Points 2Years =10 Points 3Years=15 Points	**15**
Please Provide the proof of address in the name of the company or Directors or Lease agreement **Nkangala Region (MP) = 15** **Mpumalanga Province = 10** **Outside Mpumalanga = 5**	**15**
Total	**100**

FORMULA:

<u>Allocated points</u> X 100 = PERCENTAGE
Total weight

Stage 2: Price and BBBEE Preference Points

The **80/20** principle will be applied in terms of the Preferential Procurement Policy Framework act.

Price	80 points
Preference (BBBEE)	20 points
Total	**100 points**

4. NOTICE TO BIDDERS

Very Important Notice on Disqualification

A bid not complying with the peremptory stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected. "Acceptable bid" means any bid which, in all respects, complies with conditions of bid and specifications as set out in the bid documents.

A Bid will be disqualified:

1. In bid where Consortia and Joint Venture are involved, each party must submit a separate Tax Clearance Certificate.
2. If any pages have been removed from the bid document, and have therefore not been submitted, or copy of the original bid document has been submitted.

3. In the event of a failure to complete and sign schedule of quantities as required, i.e. only lump sums provided.
4. In the event of there being scratching out, writing over or painting out of rates or information, affecting the evaluation of the bid, without initiating next to the amended rates or information.
5. In the event of the use of correction fluid (e.g. tippex), any erasable ink, or any erasable writing instrument (e.g. pencil).
6. If the bid has not been properly signed by a person having authority to do so.
7. If the particulars required in respect of the bid have not been completed, except if only the Broad-Based Black Economic Empowerment Certificate as provided for in Regulation 10 of the Preferential Procurement Regulations 2011, is not submitted, the bid will not be disqualified but no preference points will be provided.
8. If the bidder attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
9. If the bidder has been submitted either in the wrong bid box or after relevant closing date and time.
10. If any bidder who during the last five years has failed to perform satisfactory work on a previous contract with any organ of state after written notice was given to that bidder that performance was unsatisfactory.
11. If the bidder does not have minimum requirement as indicated on **1.3.5.**
12. If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities of 2004 as a person prohibited from doing business with the public sector.

ANNEXURE A. RFP COSTING MODEL

1 **PLEASE FILL IN THE RFP COSTING MODEL IN A SEPARATE SPREADSHEET THAT IS PROVIDED (compulsory)**

NB: It is mandatory to indicate your total RFP price as requested in a separate sheet; this price must be the same as per breakdown bid price you submit in your pricing schedule provided.

2 **Please indicate your total bid price as total estimated amount for five years (5) inclusive of VAT: R..... (compulsory)**

NB: It is mandatory to indicate your total RFP price as requested above; this price must be the same as per breakdown bid price you submit in your pricing schedule PROVIDED SEPARATE

3 **Total prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

NB: Price for second, third, fourth and fifth financial year will be adjusted applied CPI plus 1%

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central Office
Cnr Northey & Haig Street
PO Box 2282
WITBANK
1035

Nkangala TVET COLLEGE

NKTVET/2026/11/02 TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF FIVE YEARS

ANNEXURE A : PRICING SCHEDULE

Item	Service Category	Transactional Fee (Year 1)	Transactional Fee (Year 2)	Transactional Fee (Year 3)	Transactional Fee (Year 4)	Transactional Fee (Year 5)	Total Transactional Fee for 60 months
		SA Rand (All-inclusive, Incl. VAT)	SA Rand (All-inclusive, Incl. VAT)	SA Rand (All-inclusive, Incl. VAT)	SA Rand (All-inclusive, Incl. VAT)	SA Rand (All-inclusive, Incl. VAT)	SA Rand (All-inclusive, Incl. VAT)
1	Reservation of domestic air ticket	R	R	R	R	R	R
2	Reservation of regional air ticket	R	R	R	R	R	R
3	Reservation of international air ticket	R	R	R	R	R	R
4	Reservation of hotel in Central Reservation System	R	R	R	R	R	R
5	Reservation of guest house, bed and breakfast	R	R	R	R	R	R
6	Reservation of car rental	R	R	R	R	R	R
7	Reservation of shuttle service	R	R	R	R	R	R
8	Conference booking	R	R	R	R	R	R
9	Airport parking	R	R	R	R	R	R
10	Voyager Tickets	R	R	R	R	R	R
11	Delivery of travel documents - during office hours	R	R	R	R	R	R
12	Delivery of travel documents - after hours	R	R	R	R	R	R

13	Cancellation of domestic air tickets	R	R	R	R	R	R
14	Cancellation of domestic car rental bookings	R	R	R	R	R	R
15	Cancellation of domestic shuttle service	R	R	R	R	R	R
16	Cancellation of domestic conference bookings	R	R	R	R	R	R
17	Cancellation of domestic hotel / guesthouse booking	R	R	R	R	R	R
18	Cancellation of regional air tickets	R	R	R	R	R	R
19	Cancellation of regional car rental booking	R	R	R	R	R	R
20	Cancellation of regional shuttle service booking	R	R	R	R	R	R
21	Cancellation of regional conference bookings	R	R	R	R	R	R
22	Cancellation of regional hotel / guesthouse booking	R	R	R	R	R	R
23	Cancellation of international air ticket	R	R	R	R	R	R
24	Cancellation of international car rental booking	R	R	R	R	R	R
25	Cancellation of international shuttle service	R	R	R	R	R	R
26	Cancellation of international conference booking	R	R	R	R	R	R
27	Cancellation of international hotel / guesthouse booking	R	R	R	R	R	R
28	Group bookings	R	R	R	R	R	R
29	Student accommodation	R	R	R	R	R	R
30	Dining/Events excluding bead	R	R	R	R	R	R
31	Interest rates	R	R	R	R	R	R

32	Visa	R	R	R	R	R	R
33	**Value Added Services**						
33.1	Monthly reports	R	R	R	R	R	R
33.2	Adhoc Reports	R	R	R	R	R	R
33.3	Account Management	R	R	R	R	R	R
33.4	After hours service (hotels/guesthouse/air tickets (domestic and international)	R	R	R	R	R	R
Total (All-inclusive, Incl. VAT)		**R**	**R**	**R**	**R**	**R**	**R**

ANNUXURE B: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NKANGALA TVET COLLEGE					
BID NUMBER:	NKTVET/2026/11/02	CLOSING DATE:	24/11/2026	CLOSING TIME:	11:00
DESCRIPTION	TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
NKANGALA TVET COLLEGE					
06 CNR HAIG AND NORTHEY STREET					
EMALAHLENI - WITBANK 1035					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	MASHABELA MM	CONTACT PERSON	MTEZA ME
TELEPHONE NUMBER	013 690 1885	TELEPHONE NUMBER	013 690 1885
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	mashabela.m@ntc.edu.za	E-MAIL ADDRESS	mteza@ntc.edu.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS 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.

ANNEXURE C: PREFERENCE POINT CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	**100**

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

(a) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"Functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"Prices"** includes all applicable taxes less all unconditional discounts;

(h) **"Proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on Black Economic Empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

PMing = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

The specific goals allocated points in terms of this tender.	**Number of points allocated (90/10 system)**	**Number of points allocated (80/20 system)**
B-BBEE Status level of Contributor	5	10
1	5	10
2	4	9
3	3	8
4	2	7
5	1	6
6	1	4
7	1	2
8	1	1
Non-Compliant Contributor	0	0
SPECIFIC GOALS	5	10
Youth	5	10
People living with Disabilities	5	10
Women	4	7
Historically Disadvantaged persons	3	6

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = ... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%
ii) The name of the sub-contractor.....
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	**EME** √	**QSE** √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm: .....

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Company
(Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES 1. ..... 2.	..... SIGNATURE(S) OF BIDDERS(S) DATE: ..... ADDRESS ....

ANNEXURE D: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

   - the bidder is employed by the state; and/or

   - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder[2]):

.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

[1]"State" means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

[2]" Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7	Are you or any person connected with the bidder presently employed by the state?	**YES / NO**
2.7.1	If so, furnish the following particulars:	
	Name of person / director / trustee / shareholder/ member:	
	……..……	
	Name of state institution at which you or the person connected to the bidder is employed:	
	……..	
	Position occupied in the state institution:	
	……..	
	Any other particulars:	
	……	
	……	
2.7.2	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative Work outside employment in the public sector?	**YES / NO**
2.7.2.1	If yes, did you attach proof of such authority to the bid document?	**YES / NO**
	(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.	

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED
(NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE E: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Supply Chain Management System.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution's Supply Chain Management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? **(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	**Date**
.....	.....
Position	**Name of Bidder**

ANNEXURE F: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). [2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

In response to the invitation for the bid made by:

_____

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) Has been requested to submit a bid in response to this bid invitation;
    (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) Prices;
    (b) Geographical area where product or service will be rendered (market allocation)
    (c) Methods, factors or formulas used to calculate prices;
    (d) The intention or decision to submit or not to submit, a bid;
    (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder