REQUEST FOR PROPOSAL (RFP)

RFQ REFERENCE NUMBER	**10-11-2026**	
PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES	**APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE TRAINING FOR PARTICIPANTS OF THE C-BRTA MICRO, SMALL AND MEDIUM ENTERPTRISES (MSME) INCUBATION PROGRAMME PURPOSE**	
BRIEFING SESSION DETAILS	**Compulsory** (please tick or cross the applicable session)	
	Non-compulsory (please tick or cross the applicable session)	**X**
	Date:12 November 2026 **Time:11: 00-11:30** **Venue/ platform: Teams Meeting** **https://teams.microsoft.com/meet/3867570892809617?p=tez59gwJpF39JAuGDO** **Meeting ID: 386 757 089 280 961 7** **Passcode: 7Gc2vf3F**	
RFQ CLOSING ETAILS	**Date: 18 November 2026** **Time: 11h00 a.m.** **RFQ must be submitted at Email: quotation2@cbrta.co.za**	
RFQ VALIDITY PERIOD	60 Working days (Commencing from the official closing date)	
ENQUIRIES	Morwamoche.sekhukhune@cbrta.co.za	

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

CROSS-BORDER ROAD TRANSPORT AGENCY

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CROSS-BOARDER ROAD TRANSPORT AGENCY					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE SUBMITTED VIA THE OFFICIAL EMAIL ADDRESS ON THE COVER PAGE					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

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

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

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.

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane,
Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

CROSS·BORDER
ROAD TRANSPORT AGENCY

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Signature of bidder:	
Capacity Under Which This Bid Is Signed: (Proof of authority must be submitted e.g. company resolution)	
Date:	

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

1. Introduction to C-BRTA

1.1. The Cross-Border Road Transport Agency (C-BRTA) is PFMA Schedule 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transportation. The Act gives the C-BRTA mandate to licence commercial cross border road transport operators by issuing permits to operate. The provision of cross-border transport services in South Africa is subject to the provisions of the Cross-Border Road Transport Act. In terms of the Act, any person or organisation wishing to provide cross-border transport services must apply to the Cross-Border Road Transport Agency's Regulatory Committee for a Permit to conduct cross-border business.

1.2. The Cross-Border Road Transport Agency's (C-BRTA) thus exists, amongst others, to improve the flow of passengers and freight road transport in the region, introduce regulated competition in cross-border road transport, reduce operational constraints for the cross-border road transport industry, provide oversight and monitoring functions, and to improve the unimpeded transport flow by road of freight and passengers.

2. General rules and instructions

2.1. Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, C-BRTA and its Client.

2.2. Bidders must be registered on the Central Supplier Database (CSD) to be able to conduct business with C-BRTA.

2.3. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform C-BRTA within three (3) days after the publication of the RFQ.

2.4. Bidders will be given seven (7) days to correct their non-tax compliance and three (3) days to fully disclose any information on the Standard Bidding Documents, failure such bidders will be disqualified.

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

2.5. This RFQ is subject to Government Procurement: General Contract Conditions – July 2011, Special Contract Conditions and any other contract conditions to be finalised during contracting.

3. Instructions for submitting bids

3.1. Bidders should submit their bid responses strictly to the email address on the covering page. Bid responses received outside this email address will NOT be considered.

3.2. Bid responses will NOT be considered if submitted after the closing date and time.

4. RFQ Returnable

4.1. Bidders shall submit response in accordance with the response format below. Failure to do so shall result in the rejection of the bidder's RFQ response.

4.2. **Schedule Index:**

Schedule 1: Completed and signed SBD 1
Schedule 2: Central Supplier Database (CSD) Registration Report
Schedule 3: Bidder's Tax Compliance System PIN
Schedule 4: Sworn Affidavit or valid B-BBBEE Certificate
Schedule 5: Completed and signed SBD 4 – Bidder's Disclosure
Schedule 6: Bidder's Disclosure Annexure A
Schedule 7: Completed and signed SBD 6.1 – Preference Points Claim
Schedule 8: Price quotation on a company letterhead

4.3. Evaluation Criteria for this RFQ

The RFQ will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022. The following three (3) steps will be followed to evaluate this RFQ:

a). Mandatory Compliance
b). Price & Specific Goals and
c). Administrative Compliance).

4.3.1. Mandatory compliance

Documents that must be submitted	**Non-submission of any of the mandatory items against shall result to immediate disqualification.**
Compliance	The bidder must comply to the requirements of the

Documents that must be submitted	Non-submission of any of the mandatory items against shall result to immediate disqualification.
	specification/ terms of reference
Pricing Schedule	Submit full details of the pricing proposal

4.3.2. Price and Specific goals (80/20)

Criteria
$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$

The following formula will be used to calculate the points for price

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

The detailed specific goals requirements of this RFQ are contained in the Standard Bidding Document (SBD 6.1).

4.3.3. Specific Goals

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

Note to tenderers: Bidders must indicate how they claim points for each preference point system. **Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership.**

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	

B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	**Total point claimed**	**D= A + B + C**		

4.3.4. Administrative Compliance

Documents that must be submitted		
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	**NO**
Tax Status	Submit proof of Central Supplier Database report.	**NO**
Bidders Disclosure Form – SBD4	Complete and sign the supplied pro forma document	**NO**
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Specific goals	**NO**

5. Terms of Reference/ specifications

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE TRAINING FOR PARTICIPANTS OF THE C-BRTA MICRO, SMALL AND MEDIUM ENTERPTRISES (MSME) INCUBATION PROGRAMME PURPOSE

PURPOSE

The purpose of these Terms of Reference (ToR) is to appoint a suitably qualified and experienced service provider to deliver training and capacity-building initiatives to participants (incubatees) of the Agency's Micro, Small and Medium Enterprises (MSME) Incubation Programme. The training courses requested are Cost Efficiency for regional operations and Contract Negotiation for corporate and government clients.

BACKGROUND

The Cross-Border Road Transport Agency (C-BRTA or the Agency) has established the MSME Incubation Programme to support the transformation, growth, and sustainability of emerging operators in the cross-border road transport industry. The programme seeks to increase the participation of new entrants, domestic freight operators, women-owned enterprises, youth-owned enterprises, and historically disadvantaged individuals in the cross-border freight sector. A key component of the programme is providing mentorship from experienced industry professionals to build business capacity, improve competitiveness, and support market access.

Through this incubation framework, participants will receive tailored interventions that respond directly to their unique needs. These include access to resources, mentorship, training and capacity building, and ongoing monitoring and evaluation. By equipping programme participants with the tools to strengthen governance, financial management, and operational capacity, the Agency ensures that they are not only able to enter the market but also to sustain and organically grow within it.

OBJECTIVES

The overall objective is to appoint a competent and accredited training service provider to design and deliver structured training programmes for the incubatees. The two training programmes are:

i) Contract Negotiation for Government and Corporate Clients
ii) Cost Efficiency for Regional Operations.

1.1. The specific objectives for **Contract Negotiation for Government and Corporate Clients** training are to:

- Improve contract analysis and risk identification
- Strengthen understanding of government & corporate procurement processes
- Build capacity to negotiate pricing and payment terms
- Support business growth through strategic contracting
- Increase legal and commercial awareness

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

1.2. The specific objectives for **Cost Efficiency for Regional Operations** training are to:

- Understand the cost implications of regional expansion
- Develop cost efficient expansion strategies
- Ensure compliance with regional regulatory requirements
- Improve understanding of regional trade frameworks such as the African Continental Free Trade Area (AfCFTA) and SADC trade protocols
- Understand cross-border trade costs and the cost of doing business
- Increase access to regional business networks

2. EXPECTED OUTCOMES

2.1. Upon completion of the **Cost Efficiency training for regional operations** the incubatees are expected to:

- Identify and evaluate viable regional markets for their services.
- Develop a practical market entry strategy for selected SADC and African markets.
- Understand and comply with regional trade regulations, customs requirements, and product standards.

2.2. Upon completion of the **Contract Negotiation for Corporate & Government** Clients the participants are expected to:

- Confidently engage in negotiations with corporate buyers and government procurement officials.
- Understand and interpret key terms and conditions contained in commercial contracts.
- Negotiate favourable pricing, payment terms, delivery schedules, and contract conditions.
- Identify and mitigate contractual, financial, and operational risks before signing agreements.

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

3. SCOPE OF WORK

3.1. Training Delivery

The appointed service provider will deliver training to **seventeen (17)** incubatees within the Thabo category that is defined below through virtual, hybrid, or in-person sessions in accordance with an agreed schedule. The participants to be trained are categorised as follows:

- **Category: Domestic Operators Expanding into Cross-Border (Thabo)** - These are operators currently active in domestic freight who are preparing to transition into cross-border operations. The rationale behind this category making up over 50% of the cohort is that their probability of succeeding is higher as they are already operating and have resources.

Training details:

Training	Participants Profile	Scope of Work	Deliverables	Timeframe
Training 1: Contract Negotiation for Government and Corporate Clients	**Seventeen (17)** domestic freight operators looking to expand to cross-border operations with varied logistics experience, including asset-owning and non-asset-based businesses.	Training in procurement, tender preparation, pricing, negotiation, contract management and compliance.	Tender templates, negotiation tools, contract guides, sample bids and training report.	**First week of December 2026**
Training 2: Cost Efficiency for Regional Operations		Training on transport costing, trip analysis, break-even points, margins and regional pricing.	Training programme, slides, handouts and training report.	**First week of December 2026**

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane, Mr. S Mogotsi (Shareholder Representative), Mr. L Mboyi (CEO), Adv. B Mkhonza (Company Secretary)

350 Witch-Hazel Avenue, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria South Africa
PO Box 560 Menlyn 0063 Pretoria South Africa
Tel.: +27 12 471 2000
web.: www.cbrta.co.za

4. COMPETENCY AND EXPERTISE REQUIREMENTS

The service provider must have at least 10 years of experience in training and development. Knowledge of the cross-border transport sector is a requirement.

5. TIME FRAMES

The selected service provider will complete all the listed training needs for the cohort by first week of December 2026.

6. REPORTING REQUIREMENTS

The service provider will report to the **Manager: Industry Development**. The service provider shall attend progress review meetings and submit reports according to an agreed reporting schedule.

7. EVALUATION CRITERIA

7.1. The proposal will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022.

Documents that must be submitted	**Non-submission of any of the items against which a YES is denoted shall result to immediate disqualification**	
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	**NO**
Tax Status	Submit proof of Central Supplier Database report. **NB:** The bidder will be given **Seven (7) days** to correct tax non-compliance prior award; failure will result to a disqualification.	**NO**
Bidders Disclosure Form – SBD4	Complete and sign the supplied pro formadocument	**NO**
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Specific goals	**NO**
Pricing Schedule	Submit full details of the pricing proposal, with costs broken down per annum	**YES**
Briefing session	A non-compulsory briefing session will be held as follows: Date:12 November 2026 Time:11:00-11:30am	**NO**

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result to immediate disqualification	
	Platform: Microsoft Teams Link:	

7.2. The evaluation criteria consist of four phases as follows:

(a) Administrative Compliance Evaluation – Phase 1

(b) Functionality Evaluation – Phase 2

(c) Price and Specific Goals Evaluation – Phase 3

7.2.1. PHASE 1: ADMINISTRATIVE COMPLIANCE

7.2.2. PHASE 2: FUNCTIONALITY CRITERIA

Criteria

a. Bidders Experience (30 points)

Bidders must provide signed reference letters demonstrating relevant experience within the past ten (10) years in providing transport-related training, business management, fleet management and costing training

The information required should include the following details:

- Client Name
- Project scope
- Duration of project (indicate start and end date)
- On clients' letterhead
- Client contact details and
- Must be signed

More than 10 projects	6-10 projects	1-5 projects	0 projects
30 points	25 points	20 points	0

b. Proposed Training approach, Methodology and Implementation Plan (40 points)

Bidders are required to provide a detailed training programme, proposal and implementation plan demonstrating how facilitators will outline the training across the programme categories. The proposal must include the following:

- Understanding of the C-BRTA Incubation Programme training objectives (10 points).
- Proposed training methodology, including action plans, and assessment mechanisms (10 points).
- Time frames and reporting schedule (10 points).
- Outlined Evaluation mechanism (10 points).

c. Experience and Qualifications of Key Personnel (20 points)

- Facilitator experience and track record:

CVs of the proposed facilitators must be attached to demonstrate relevant qualifications and years of practical experience in facilitating training programmes in either enterprise development, transport and logistics operations, financial/business management support or related.

More than 5 years	1-5 years	0 years
10 points	5 points	0points

- Facilitator academic and professional qualifications (10 points)

No Academic qualifications	0 points
Relevant + degree + related postgraduate qualification	10 points
Relevant Diploma	5 points

d. Recognition, Accreditation, Registration or Professional Affiliation (10 points)

Proposals must include proof of relevant accreditation, registration, professional affiliation. Proof may relate either the service provider OR the proposed facilitator and must be current and valid where applicable. **(5 points)**

No accreditation	0 points
Proof for service provider recognition, accreditation, registration or professional affiliation	10 points

PRICING SCHEDULE – FIRM PRICES

Name of bidder:	**RFQ No:**
Closing Time: 11:00	**Closing date:**

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF RFQ.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (VAT EXCL.)	Total PRICE (VAT EXCL.)
1.		1		
Value Added Tax (VAT) at 15%				
Total RFQ Price (VAT Inclusive				

CROSS·BORDER
ROAD TRANSPORT AGENCY

BIDDER'S DISCLOSURE

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[1] 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.

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:

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[2] 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.

3.6.1 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

[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.

3.6.2 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

Non-Executive Directors: Mr. R Howard (Chairperson), Adv. A Chowan, Ms. Z Kabini, Dr. D Mathibedi, Ms. Y Pamla-Dhludhlu, Adv. K Mahlangu, Mr. M Moswane,

CROSS·BORDER
ROAD TRANSPORT AGENCY

350 Witch-Hazel Avenue,
Eco Point Office Park,
Block A, Eco Park,
Centurion, Pretoria
South Africa

PO Box 560
Menlyn
0063
Pretoria
South Africa

Tel.: +27 12 471 2000

web.: www.cbrta.co.za

Annexure A – bidders Disclosure form as per section 2.3 of SBD 4

Bidders are requested to declare all enterprises/ companies any of its directors/ trustees/ shareholders/members/ partners have interest in, the enterprises/companies disclosed must be equal or more than those disclosed on the Central Supplier Database (CSD) report.

CROSS·BORDER
ROAD TRANSPORT AGENCY

350 Witch-Hazel Avenue,
Eco Point Office Park,
Block A, Eco Park,
Centurion, Pretoria
South Africa

PO Box 560
Menlyn
0063
Pretoria
South Africa

Tel.: +27 12 471 2000

web.: www.cbrta.co.za

Name of Director	Name of the enterprise/ company	Supplier No. (MAAA….)	Registration No	Director status [Active/Resigned]

CROSS·BORDER ROAD TRANSPORT AGENCY

350 Witch-Hazel Avenue, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria South Africa
PO Box 560 Menlyn 0063 Pretoria South Africa
Tel.: +27 12 471 2000
web.: www.cbrta.co.za

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 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 The maximum points for this tender are allocated as follows:

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

1.5 Points for specific goals for this tender will be allocated on the basis B-BBEE Status Level as shown in Table 1 below.

1.6 In order to claim points for specific goals, bidders must submit B-BBBEE Certificate and/or sworn affidavit, as the case may be.

1.7 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.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

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 **or** **90/10**

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

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 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 tenderers: The tenderer must indicate how they claim points for each preference point system. **Thus, tenderers are required to indicate number of points in line with their B-BBBEE Status Level and Ownership**

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	**Total point claimed**	**D= A + B + C**		

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

5.1 If a submission is made by a consortium or Joint Venture, the points claimed for ownership must be detailed separately on an attachment showing the following:

- The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by C-BRTA
- The percentage ownership by race category of each JV member or consortium member in each of the specific goals relevant to this bid.
- The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for the race category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm…….

6.2. Company registration number: ……...

6.3. 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]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....