in the footprints ...
NELSON MANDELA MUSEUM
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26 November 2026

REQUEST FOR QUOTE RFQ 37 OF 2026 PROVISION OF CATERING SERVICES FOR THE NELSON MUSEUM 13TH ANNIVERSARY OF THE PASSING ON OF NELSON MANDELA: QUNU YOUTH AND HERITAGE CENTRE, QUNU LOCATION, EASTERN CAPE.

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers registered on the Central Supplier Database (CSD) to provide catering services for the Nelson Mandela Museum African Heritage Liberation Indaba, scheduled to take place at the Qunu Youth and Heritage Centre, Qunu Location, Mthatha, **on 05 December 2026**. Service providers are required to submit quotations based on the detailed specifications contained in this Request for Quotation (RFQ).

NO	SPECIFICATIONS FOR THE GUEST TEA / BRIEFING SESSION	QUALITY REQUIREMENT
1	**Breakfast for 150 VIPS.** **Menu:** Assorted finger sandwiches (chicken mayo, cheese and tomato, Freshly baked scones with jam and cream Freshly baked muffins with butter and cheese Freshly baked assorted queen cakes Mini sausage rolls Mini chicken kebabs	**150 Persons**

	Beverages Menu: Assorted instant coffee or equivalent quality Assorted teas, including green tea Sliced lemon Brown sugar, white sugar, honey and canderels Hot and cold milk Fruit juice drink (diluted) in a dispenser jug Banana Apples	 **300** **300**
2	**Catering Lunch for 150 guests** **Menu:** • Hard-body chicken • Beef Stew • Roasted Potatoes • Rice • Samp with beans • Veggies (Spinach & Butternut) • Greek Salad • Beetroot Salad • Assorted 100% Fruit juices • Assorted Mineral Drinks	**Portions must be enough for 150 people** **75** **75**
	Serving Stations The appointed Service Provider shall supply, deliver, set up, and remove all equipment required for the serving stations at Qunu Youth and Heritage Centre on 05 December 2026. The	

	Service Provider shall provide the following: • Ten (3) trestle tables for the serving stations. • Eight (03) black tablecloths in clean and good condition for the serving stations. • All serving equipment, including chafing dishes (bain-maries), serving utensils, and display equipment required for • Adequate waste bins and refuse bags to maintain a clean serving area throughout the event. • Complete setup of the serving stations before guests arrive and removal of all equipment after the event.	

Specification	**QUALITY REQUIREMENT**
1. The Service Provider shall provide all crockery, cutlery, serving utensils, gold underplates, Collins glasses, cups and saucers, napkins, toothpicks, serving dishes, and table linen required for the event.	All items must be clean, undamaged, of high quality, and sufficient for the number of guests.
2. The Service Provider shall prepare, decorate, and arrange all serving stations and buffet tables before the arrival of guests.	Presentation shall be professional, clean, neat, and event-ready.

3. The Service Provider shall provide sufficient bain-maries, chafing dishes, hot trays, beverage dispensers, and serving equipment to maintain the correct serving temperatures throughout the event.	Equipment must be clean, fully operational, and suitable for commercial catering.
4. All meals shall be freshly prepared, transported in insulated food-grade containers, and delivered to the venue within the agreed timeframe. Food shall be served at the appropriate temperature.	Meals must be of high quality, fresh, hygienically prepared, and sufficient for all guests.
5. The Service Provider shall provide an adequate number of trained waiters and supervisors to serve guests, replenish food and beverages, maintain hygienic standards, clear tables, and keep the serving areas clean throughout the event.	Service must be professional, efficient, courteous, and comply with applicable health and safety requirements.
6. The Service Provider shall remove all catering equipment, waste, and refuse from the venue immediately after the event and leave the catering and serving areas clean.	The venue will be left clean and free of all catering-related waste.

Service Times

Activity	Date	Serving Time	Venue
High Tea/ briefing session	05 December 2026	08:00	Qunu Youth and Heritage Centre

NB: All food shall be prepared on the day of the event and delivered to the venue at least one (1) hour and thirty (30) minutes before the scheduled serving time. The

Service Provider shall ensure that all hot meals are maintained at safe serving temperatures using appropriate catering equipment until service commences. Cold items shall be kept appropriately chilled in accordance with applicable food safety standards.

The Service Provider shall comply with all applicable food safety, occupational health and safety, and environmental health legislation. The Museum reserves the right to inspect the quality, quantity, presentation, and temperature of the food before service and may reject any food or service that does not comply with the specifications contained in this RFQ.

HEALTH, SAFETY AND HYGIENE REQUIREMENTS

The appointed Service Provider shall comply with all applicable health, safety, environmental health, and food hygiene legislation, regulations, and municipal by-laws governing the preparation, transportation, storage, and serving of food.

The Service Provider shall:

- **Prepare, transport, store, and serve all food in accordance with recognised food safety and hygiene standards.**
- **Ensure that all food handlers maintain a high standard of personal hygiene and wear clean, appropriate protective clothing while on duty.**
- **Provide all catering equipment, including crockery, cutlery, serving utensils, tablecloths, napkins, glassware, chafing dishes, and other equipment necessary for the successful delivery of the catering services.**
- **Ensure that hot meals are maintained at safe serving temperatures and cold items are kept appropriately chilled until served.**
- **Maintain clean and hygienic food preparation, serving, and dining areas throughout the event.**

- ❖ **Remove all catering equipment, food waste, and refuse from the venue immediately after the event and leave the venue in a clean and satisfactory condition.**
- ❖ **Be responsible for the health and safety of its employees, equipment, and operations throughout the duration of the event.**

NB: Failure to comply with the above health, safety, and hygiene requirements may result in the rejection of the catering services and/or termination of the appointment in accordance with the conditions of the RFQ.

APPLICABLE PREFERENCE POINT SCORING SYSTEM

The evaluation of bids will be conducted in terms of the Nelson Mandela Museum Supply Chain Management Policy and the Preferential Procurement Regulations.

For all procurement transactions with an estimated value **above R2,000 up to R50,000,000 (VAT inclusive),** bids will be evaluated on the 80/20 Preference Point System, whereby:

- 80 points will be allocated for Price; and
- 20 points will be allocated for Specific Goals.

Specific goals shall be evaluated as follows:

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	**5**	OR Tambo suppliers	5	
		Eastern Cape Supplier	4	

		Within South Africa	3	CIPC Registration Certificate (CK) or Proof of residence
		Non-South African	0	
Women-owned supplier	**4**	Black African Women	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Black African Women	2	
Youth Owned Supplier	**4**	Youth Owned (< 35-year-old persons)	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Youth Ownership (> 35-year-old persons)	2	
People living with disabilities	**3**	People living with disabilities	3	CSD Report
Small, Micro, Medium & Enterprises	**4**	SMME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SMME – Black-owned	3	
		SMME – Other	2	

ESSENTIAL SUPPORTING DOCUMENTS FOR SPECIFIC GOALS

Bidders intending to claim preference points for Specific Goals in terms of the 80/20 Preference Point System must submit the relevant supporting documents together with their quotation on or before the closing date and time of this RFQ.

Failure to submit the required supporting documentation by the closing date and time will not result in disqualification. However, the bidder will score zero (0) points for the applicable Specific Goal(s).

The following supporting documents, where applicable, must be submitted:

Category	Supporting Document(s)
Local Supplier	CIPC Registration Certificate (CK) indicating the registered business address and/or Proof of Business Address or Proof of Residence
Women-owned Supplier	CIPC Registration Certificate (CK) and CSD Report indicating ownership
Youth-owned Supplier	CIPC Registration Certificate (CK) and CSD Report indicating the age of owners/directors
People Living with Disabilities	CSD Report and/or other acceptable proof confirming ownership by persons living with disabilities
SMME	Valid BBBEE Sworn Affidavit or BBBEE Status Level Verification Certificate, together with the CSD Report
Category	Supporting Document(s)
Local Supplier	CIPC Registration Certificate (CK) indicating the registered business address and/or Proof of Business Address or Proof of Residence

RETURNABLE DOCUMENTS

All service providers must submit the compulsory returnable documents with their quotation by the stipulated closing date and time of this Request for Quotation (RFQ).

Failure to submit any of the compulsory returnable documents by the closing date and time will render the quotation non-responsive and will result in disqualification from further evaluation.

It is the sole responsibility of each respondent to ensure that all required returnable documents are fully completed, signed where applicable, and submitted with the quotation before the closing date and time.

Only quotations that are accompanied by all compulsory returnable documents will be considered for evaluation.

Notes:

Preference points will be allocated only where sufficient documentary evidence has been submitted to substantiate the claim.

The Nelson Mandela Museum reserves the right to verify all information and supporting documentation submitted by bidders.

False declarations or fraudulent supporting documents may result in disqualification, cancellation of any award, and further action in accordance with applicable legislation and the Museum's SCM Policy.

No additional or outstanding supporting documents for Specific Goals will be accepted after the RFQ closing date and time.

COMPULSORY RETURNABLE DOCUMENTS

The following documents must be submitted together with the quotation at the closing date and time. Failure to submit any of the compulsory returnable documents will render the quotation non-responsive and will result in disqualification.

No.	Compulsory Returnable Document	Mandatory
1.	Duly completed and signed SBD 1 – Invitation to Bid	✓
2.	SBD 2 – Tax Compliance Requirements	✓
3.	Duly completed and signed SBD 3.3 – Pricing Schedule	✓
4.	Duly completed and signed SBD 4 – Declaration of Interest	✓
5.	Duly completed and signed SBD 6.1 – Preference Points Claim Form	✓
6.	Duly completed and signed SBD 7.2 – Contract Form (Rendering of Services)	✓
7.	Duly signed General Conditions of Contract (GCC)	✓
8.	Duly completed and signed SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	✓
9.	Duly completed and signed SBD 9 – Certificate of Independent Bid Determination	✓

10.	Proof of registration on the Central Supplier Database (CSD)	✓
11.	Minimum of three (3) reference letters on the client's official letterhead, signed by the client, confirming the successful provision of catering services	✓
12.	Purchase Orders, Appointment Letters or Signed Contracts corresponding to the three reference letters, demonstrating previous experience in catering services	✓

Important Notes

Reference letters **must relate specifically to catering services**. Reference letters for other types of services will not be considered.

The accompanying Purchase Orders, Appointment Letters or Contracts must **correspond with the submitted reference letters** and clearly demonstrate that the bidder has successfully rendered catering services.

The Nelson Mandela Museum reserves the right to verify all references, supporting documentation, and information submitted. Failure to provide authentic information may result in disqualification.

Only quotations that comply with all the compulsory returnable document requirements will proceed to the evaluation stage.

SUBMISSION OF QUOTATIONS

All quotations, together with the completed compulsory returnable documents and supporting documentation, must be submitted electronically to: supplychain@nelsonmandelamuseum.org.za

The subject line of the email must clearly indicate the RFQ number and description.

Quotations must be received on or before the stipulated closing date and time.

Late quotations will not be accepted or considered.

Faxed, hand-delivered, courier-delivered, or postal submissions will not be accepted.

The Nelson Mandela Museum accepts electronic submissions only.

Closing date: 03 December 2026

Closing Time: 12:00 (South African Standard Time - SAST.)

ENQUIRIES

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

Bid Administration & SERVICE PROVIDER SPECIFICATIONS
Ms. Akhona Mashologu
Tel: 047 501 9504
Email: akhona@nelsonmandelamuseum.org.za
Supply Chain Specialist
Technical Enquiries:
Ms. N. Matikinca
Tel: 047 501 9512
Email: zodwa@nelsonmandelamuseum.org.za

NB: GENERAL CONDITIONS

1. The Nelson Mandela Museum (NMM) reserves the right to amend, modify, withdraw, suspend, or cancel this Request for Quotation (RFQ), in whole or in part, at any time before the award of the contract, without prior notice and without incurring any liability to compensate or reimburse any bidder for any costs incurred in the preparation or submission of a quotation.
2. The Nelson Mandela Museum is not obliged to accept the lowest-priced quotation or any quotation received. The award will be made to the bidder whose quotation is considered the most responsive and offers the best value

for money, considering price, specific goals, functionality (where applicable), and compliance with the requirements of this RFQ.

3. Quotations received after the stipulated closing date and time will be regarded as late submissions, will not be accepted, and will not be considered for evaluation.
4. Delivery, transportation, packaging, loading, off-loading, insurance, and all other associated costs must be included in the quoted price. No additional charges will be accepted after the award.
5. The submitted quotation shall remain valid for a period of thirty (30) calendar days from the RFQ closing date.
6. Prices quoted must be firm and fixed for the duration of the quotation validity period and shall be quoted in South African Rand (ZAR), inclusive of all applicable taxes, where applicable.
7. The Nelson Mandela Museum reserves the right to verify any information submitted by bidders and to disqualify any bidder who provides false, misleading, or fraudulent information or documentation.
8. The successful bidder will be required to comply with all applicable legislation, the General Conditions of Contract (GCC), and the terms and conditions contained in this RFQ.

Signed by:Mandisi Msongelwa CA(SA)
Signed at:2026-11-26 13:43:46 +02:00
Reason:Witnessing Mandisi Msongelwa C



Mr Mandisi Msongelwa CA(SA)
Acting Chief Executive Officer

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)					

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

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
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 THE BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: .....BID NO.: .....

CLOSING TIME CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

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

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

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

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
_____	R_____	_____
_____	R_____	_____
_____	R_____	_____
_____	R_____	_____
_____	R_____	_____

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

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
_____	.....	.....	R.....
_____	.....	.....	R.....
_____	.....	.....	R.....
_____	.....	.....	R.....

TOTAL: R.....

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

Bid No.: .....

Name of Bidder: .....

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
_____	.....	.....	R.....
_____	.....	.....	R.....
_____	.....	.....	R.....
_____	.....	.....	R.....

TOTAL: R.....

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

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

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

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

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*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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.

3.5 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

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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.

contract.

3.6 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.

3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

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

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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**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

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

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

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

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**

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

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 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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;

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: .....

.....

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Proof of tax compliance status;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
   - Bidder's Disclosure form;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

DECLARATION OF TENDER'S SUPPLY CHAIN MANAGEMENT PRACTISES(SBD8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

2 It serves as a declaration to be used by state entities 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 rejected if that bidder, or any of its directors have:

a. abused the state entity's supply chain management system or committed any improper conduct in relation to such system;

b. been convicted for fraud or corruption during the past five years;

c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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 of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	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)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM 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

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION(SBD9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This State 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 National Treasury Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the organ of the state or has committed any improper conduct in relation to such system; and

c. cancels a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the 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.

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of State Entity)

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 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 affillated 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.

[3] **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.**

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