

# REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE MARINE LIVING RESOURCES FUND

REQUEST FOR QUOTATIONS: RFQ000899

CLOSING DATE: 13 AUGUST 2024

CLOSING TIME: 00:00

## DESCRIPTION:

Request to appoint a service provider (SP) to provide the Fisheries Management branch of the Department of Forestry, Fisheries and the Environment (DFFE) /MLRF to render armed response to electronic intruder detection alarm systems at twelve Proclaimed Fishing Harbours and the Paarden Eiland Office for a period of 12 months.

**NB: Suppliers should be registered on the CSD**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

## RFQ DOCUMENTS MAY BE EMAILED TO:

[nfono@dfpe.gov.za](mailto:nfono@dfpe.gov.za)

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

ALL RFQ'S MUST BE SUBMITTED ON THE OFFICIAL FORMS

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER	.....
POSTAL ADDRESS	.....
STREET ADDRESS	.....
TELEPHONE NUMBER	CODE.....NUMBER.....
CELLPHONE NUMBER	.....
FACSIMILE NUMBER	CODE .....NUMBER.....
E-MAIL ADDRESS	.....
VAT REGISTRATION NUMBER	.....
HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)	YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....  
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);  
OR.....  
A REGISTERED AUDITOR .....  
[TICK APPLICABLE BOX]

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?  
NO

YES or

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

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**ANY ENQUIRIES REGARDING THIS RFQ PROCEDURE MAY BE DIRECTED TO:**

Contact person: Nomlibo Fono-Ncedo  
Tel: (066) 471 1235  
Email address: [nfono@dfpe.gov.za](mailto:nfono@dfpe.gov.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Contact person: Nomlibo Fono-Ncedo  
Tel:  
Email address: [nfono@dfpe.gov.za](mailto:nfono@dfpe.gov.za)

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	RFQ NO.: <b>RFQ 000899</b>
CLOSING TIME 00:00	CLOSING DATE: <b>13 AUGUST 2024</b>

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

ITEM NO 01	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Request to appoint a service provider (SP) to provide the Fisheries Management branch of the Department of Forestry, Fisheries and the Environment (DFFE) /MLRF to render armed response to electronic intruder detection alarm systems at twelve Proclaimed Fishing Harbours and the Paarden Eiland Office for a period of 12 months.

**NB: Suppliers should be registered on the CSD**

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

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.....

Bid No.: .....

Name of Bidder: .....

TOTAL: R.....

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

- 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. ....  
 .....  
 .....  
 .....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

DEPARTMENT OF FORESTRY, FISHERIES & THE ENVIRONMENT

ATTENTION Mrs. Nomlibo Fono-Ncedo

Tel: 066 471 1235

Or for technical information –

ATTENTION:

TEL:





## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

# MARINE LIVING RESOURCES FUND

## REQUEST FOR PRICE QUOTATIONS

The Marine Living Resources Fund (MLRF), Schedule 3A entity, is an entity within the Department of Forestry, Fisheries and the Environment, hereby request your quotation on the goods/service/works listed hereunder.

<b>RFQ Number</b>	<b>PFHM-329-003-2024-25</b> RFQ000899
<b>Description</b>	REQUEST TO APPOINT A SERVICE PROVIDER (SP) TO RENDER ARMED RESPONSE TO ELECTRONIC INTRUDER DETECTION ALARM SYSTEMS AT TWELVE PROCLAIMED FISHING HARBOURS AND THE PAARDEN EILAND OFFICE IN THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT FOR A PERIOD OF (12) MONTHS.
<b>Detailed Specification/scope of work and functionality</b>	<b>Attached as Annexure A</b>
<b>Local Production &amp; Content Requirements</b>  (To be completed by SCM)	
<b>Construction Industry Development Board (CIDB)</b>  <b>Minimum Category and level</b>  (To be completed by SCM)	
<b>Briefing Session</b>	N/A
<b>RFQ Publication date</b>	30/07/2024

Initials: MR

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Responses MUST be submitted to	Nfomondffe.gov.za
RFQ Closing Details	13/08/2024
Delivery Address	For the attention of: XXX Foretrust building, Martin Hammerschlag Way, Foreshore, Cape Town, 8001
Quotation Validity Period	30 Days from the Closing Date
Mandatory Requirement/Pre-Qualification Criteria	Not Applicable
Evaluation Criteria	See Annexure A.
<b>NO HAND DELIVERED RFQ RESPONSES WILL BE ACCEPTED PROSPECTIVE BIDDERS MUST BE REGISTERED ON NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING BIDS AND THEIR TAX MATTERS MUST BE IN ORDER</b>	

## **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

### **1. Terms and conditions of Request for Quotation (RFQ)**

- 1.1 This document may contain confidential information that is the property of the Marine Living Resources Fund [MLRF].
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from MLRF.
- 1.3 All copyright and intellectual property herein vests with MLRF.
- 1.4 Late and incomplete submissions will not be considered. Submissions received after closing time and date will be classified as LATE and WILL NOT be considered.
- 1.5 No services must be rendered, or goods delivered before an official MLRF Purchase Order form has been issued by a duly authorised official from the MLRF and received by the bidder. Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved, and a Purchase Order is supplied to you.
- 1.6 Please note that if you receive the Purchase Order, delivery of goods or rendering of services must be done within 14 calendar days or upon agreed time frames. Failing to deliver upon agreed times will result in your Purchase Order being cancelled.
- 1.7 This RFQ will be evaluated in terms of the 80/20 preference point system if is equal to or below R50 million.
- 1.8 Bidders are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za) if you are not registered on the CSD.
- 1.9 All questions regarding this RFQ must be forwarded to [@dfpe.gov.za](mailto:info@dfpe.gov.za) within 24 hours after the RFQ has been issued.
- 1.10 Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform MLRF within two (2) days before the RFQ closing date.
- 1.11 Where quotations/proposals submitted are equal to or below R50 million, bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in preference points being forfeited.



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- 1.12 As per section 4(1) of the Preferential Procurement Regulations of 2022, the maximum 20 points may be awarded based on specific goals. The 20 points will be allocated as follows:

<b>SPECIFIC GOAL</b>	<b>POINTS TO BE ALLOCATED</b>
51% black owned	8 points
50% women	4 points
Youth	4 points
Disability	4 points
<b>TOTAL POINTS</b>	<b>20 points</b>

- 1.13 Bidders are required to duly complete, sign and submit the new SBD 4 together with their quotations/proposals. Failure to do so may result in your quotation/proposal **not** being accepted.
- 1.14 For designated sectors for local production and content, SBD 6.2 and Annexures C, D & E must be duly completed, signed and SBD 6.2 together with Annex E must be submitted with your quotation/proposal.
- 1.15 All quotations/proposals submitted must be inclusive of Value Added Tax (VAT) if you are VAT registered and must be quoted in South African Rands (ZAR) and price must be firm.
- 1.16 The full costs must be disclosed as there will be no variances that will be entertained, and no price adjustment will be entertained after the Purchase Order has been issued.
- 1.17 These terms and conditions supersede any terms and conditions that may be issued by the service provider/supplier on their quotations or any other document similar to that.
- 1.18 Full and updated CSD report must be submitted with the quotation and MLRF will only contract with supplier's/service providers that their tax matters are in order.
- 1.19 The MLRF pays within 30 (thirty) days after receipt of a valid tax invoice and after approval of relevant invoice and reports and does not make upfront payments or deposits.
- 1.20 It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing date and time of the RFQ.

## **2. PROTECTION OF PERSONAL INFORMATION**

In responding to this RFQ, MLRF acknowledges that it may obtain and have access to personal data of the respondents. MLRF agrees that it shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, MLRF will not otherwise modify, amend, or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly,

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MLRF requires Respondents to process any process any personal information disclosed by MLRF in the bidding process in the same manner.

**MLRF RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THIS QUOTATION/PROPOSAL**

**Approvals of RFQ**

End User	Requester	Jacqueline Maarmari	Rank	SAC	Cost Centre Manager	Moses Ramakulukusha	Rank	Director
	Signature		Date	11/7/2024	Signature		Date	11/07/2024
It is hereby certified that all the information supplied in this form is correct, that the requirement may be procured and that funds are available.								
SCM Only								
Official verifier (buyer)	Name	NFOND	Signature		Date	30.07.2024		
Approver as per Delegations	Name	NMATIWANE	Signature		Date	20240718		





**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**1.**

THE MARINE LIVING RESOURCES FUND, A SCHEDULE 3A PUBLIC ENTITY ESTABLISHED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT NO 1 of 1999) AND THE DEPARTMENT OF FORESTRY, FISHERIES AND ENVIRONMENT ("DFFE") (IN ITS COMMITMENT TO THE PRINCIPLES ENSHRINED IN THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996) ADHERES TO THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 5 OF 2000 ("PPPF") AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

## **TERMS OF REFERENCE**

TO APPOINT A SERVICE PROVIDER (SP) TO RENDER ARMED RESPONSE TO ELECTRONIC INTRUDER DETECTION ALARM SYSTEMS AT TWELVE PROCLAIMED FISHING HARBOURS AND THE PAARDEN EILAND OFFICE IN THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT FOR A PERIOD OF (12) MONTHS.

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## 1. PURPOSE

- 1.1 The Department of Forestry, Fisheries and the Environment ("DFFE") / MLRF requires the Service Provider to render a 24-hour armed response to electronic intruder detection alarm systems at twelve Proclaimed Fishing Harbours and the Paarden Eiland Office in the Department of Forestry, Fisheries and the Environment for a period of (12) Months. The service provider will be required to have a response time of less than ten (10) minutes, seven (7) days a week including weekends and public holidays for a period of 12 months.
- 1.2 The Proclaimed Fishing Harbours and the office include the following: Lamberts Bay Harbour, Laaiplek Harbour, St Helena Harbour, Saldanha Harbour, Hout Bay Harbour, Kalk Bay Harbour, Gordon's Bay Harbour, Hermanus Harbour, Gansbay Harbour, Arniston Harbour, Struisbay Harbour and Still Bay Harbour.

## 2. SPECIFICATIONS

- 3.1.1 The DFFE is committed to ensure a high-performance working environment and quality of work life within a conducive environment by providing security services to secure the offices and buildings. It is crucial for DFFE to ensure that its tangible and intangible assets are secured in accordance with the Access Control to the Public Premises and Vehicle Act, 53 of 1985, Minimum Physical Security Standards (MPSS) which are applicable in the Public Service.
- 3.1.2 The scope work includes installation of intruder detection alarm systems, maintenance thereof and provision of an armed response in Proclaimed Fishing Harbours and the Paarden Eiland office to secure the tangible and intangible assets of DFFE.
- 3.1.3 Provision of a 24 hour (24) hour armed response service at identified Harbours and office, seven (7) days per week including weekends and public holidays .
- 3.1.4 Rendering a security service with duties as authorised officers in terms of the Control of Access to Public Premises and Vehicle Act, 53 of 1985.
- 3.1.5 Respond to intruder alarm system to Protect Assets, Resources and Prevent crime from occurring on premises
- 3.1.6 Recording of incidents or events in an Occurrence Register, Electronically and Report such incident or events to DFFE personnel responsible for Security Management.
- 3.1.7 Enforcing of the DFFE Security Policy
- 3.1.8 Ensure compliance with the Department of Labour Bargaining Council Rates
- 3.1.9 The appointed service provider will adhere to the provisions related to salaries wages and remuneration as envisaged in the provided in the bargaining counsel and the requirements as stipulated in the Labour Relations Act for a 1 x 12 hour shift as per the requirements per district or location in the table below and are as follows:

## Reaction

- i. To dispatch qualified Reaction Officers to the DFFE's premises (12 Proclaimed Fishing Harbours and Paarden Eiland office) in response to an emergency call from the client, or upon receipt by the service provider of a radio transmitter signal and/or a client telephonic request to prevent or minimise the risk of loss to property, injury to persons due to fire, theft, burglary or vandalism or any other contributing factor. The expected reaction time for alarms must be a maximum of 10 minutes (Dispatch time of response officer until time of arrival on site).
- ii. 24-hour telephone product support (Free) i.e. SMS facility to report the alarm

## Records

- i. The Service Provider shall maintain accurate records relating to each intruder alarm system and provide records on request by the Departments

3.1.10 NB: registration with South African Intruder Detection Services Association (SAIDSA) and a valid certified copy of The Independent Communication Authority of South Africa (ICASA) is a required for provision of this service and including compliance with all relevant legislation applicable to the security environment. Registration with PSIRA is a pre-requisite. It is expected that the successful service provider should have at least 5 years' experience and undertaken a similar project in the last five years. A local footprint with a control room of at least 10/15 km from the various sites.

3.1.11 All service providers and technicians will be subjected to screening. The service provider shall be responsible for sourcing all alarm system parts/components/fixtures necessary in the repair and maintenance of the equipment. All the equipment's or materials used should carry the warranty or guarantee as per manufacture prescription. Replacement of equipment due to malfunctioning. The service provider shall inform the DFFE Proclaimed Fishing Harbours Management Directorate of any non-repairable equipment. Replacement equipment that would be required for critical system components.

Area	Level of Security	Working hours	Security requirements	Armed / Unarmed
Lamberts Bay Harbour Two (2) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed
St Helena Bay Harbour Three (3) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed
Saldanha Bay Harbour Four (4) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed
Laaiplek, Vredendal Two (2) buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed
Gordon's Bay Harbour Three (3) office building	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed
Hermanus Harbor One (1) office building		Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed
Gansbay Harbour Four (4) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes.	Armed



Area	Level of Security	Working hours	Security requirements	Armed / Unarmed
Hout Bay Harbour Three (3) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes	Armed
Kalk Bay Harbour Two (3) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes Installation	Armed
Arniston Harbour Two (2) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes	Armed
Stilbay One (1) office building	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes	Armed
Struisbay One (1) office building	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes	Armed
Paarden Eiland, Three (3) office buildings	Grade C	Installation of intruder alarm and the provision of a 24 Hour armed response and monitoring.	Patrol vehicle response within 10 minutes	Armed



### 3. EVALUATION METHOD

#### 3.1. PHASE 1: Mandatory requirements

3.1.1. The following table must be completed by the bidder by answering YES OR NO and attach proof.

3.1.2. Only bidders who achieve a "Yes" for all mandatory requirements and required proof has been submitted will proceed for evaluation to phase 3.

REQUIREMENT	REQUIRED PROOF TO BE SUBMITTED WITH BID	COMPLY: YES OR NO
The bidder should demonstrate knowledge and experience on the rendering a 24-hour armed response to electronic intruder detection alarm systems.	Reference letters demonstrating the knowledge and experience from previous clients	
The bidder should be able to submit a list of the electronic intruder detection alarm systems equipment that will be deployed.	A list of electronic intruder detection alarm system equipment's	
Registration with a professional body for security.	Proof of registration	
The bidder must indicate the names of each harbour/office that they are bidding for.	Names of harbour(s)	
Offices of the Service Provider must be within a 50km radius of each individual harbour/office.	Proof of address.	

#### 3.2. PHASE 2: Preferential Points (80/20 system)

3.2.1. An evaluation of Price and Specific Goals Preference points on the suppliers, that successful qualified to this stage of evaluation.

3.2.2. **Calculation of points for price** - The Preferential Procurement Policy Framework Act (PPPFA) prescribes that the lowest acceptable bid will score 80 points (for tenders under R50m) or 90 points (for tenders above R50m) for price. Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered for evaluation on price and specific goals preference points.

3.2.3. The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quote. However, it must be extended that the lowest acceptable quote will be used to

determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: “If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable proposal will be used to determine the applicable preference point system”. Therefore, either 80 or 90 points, depending on the rand value of the proposal, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for Specific Goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.

### Calculating of points for Specific Goals

- 3.2.4. Points will be awarded to a supplier for specific goals. Bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in Specific Goals preference points being forfeited.
- 3.2.5. The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quotation. However, it must be extended that the lowest acceptable supplier will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: “If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable supplier will be used to determine the applicable preference point system”. Therefore, either 80 or 90 points, depending on the rand value of the quotation, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for specific goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.
- 3.2.6. Points will be awarded to a supplier for specific goals in accordance with the table below:

<b>B.</b>	<b>PRICE</b>	<b>80</b>
<b>C.</b>	<b>Specific Goal</b>	<b>Number of points (20)</b>
	51% black ownership	8
	50% women ownership	4
	Youth ownership	4
	Disability	4
	Non-compliant contributor	0

- 3.2.7. The SCM unit of the DFFE / MLRF will allocate preferential points (Specific Goals) to each company for its contribution towards empowerment of the black designated groups as prescribed in the Preferential Procurement Regulations of 2022, women, people with disabilities, youth as well as local economic development.
- 3.2.8. A supplier will not be disqualified from the quotation process if the suppliers does not submit supporting documents substantiating the specific goals preference points claimed or is a non-compliant contributor. Such some suppliers will score 0 for Specific Goals.
- 3.2.9. Suppliers will be subject to SCM conditions of the Department – MLRF and the Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000) (PPPFA).
- 3.2.10. The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price (as explained above, depending on whether the bid prices is more or less than R50million). Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as a criterion, only bid proposals that meets functionality requirements will be considered to be evaluated on price and Specific Goals.
- 3.2.11. The contract will be awarded to the supplier scoring the highest points subject to section 2(1) (f) of the PPPFA, 2000.

#### **4. SUBMISSION REQUIREMENTS**

- 4.1 Suppliers should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
- 4.1.1 The SP must draft a table of content which will indicate where each document is located in the proposal.
- 4.1.2 The proposal shall consist of two parts, namely the technical bid and the pricing bid (master and copies).
- 4.1.3 Add documents that are required to be submitted with the bids. These documents include those included in phase one (1) and two (2) of evaluation criteria.
- 4.1.4 Standard bidding documents (SBD1, 2, 3.1/3.3, 4, 6.1) completed and signed.
- A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.
  - In case of bids where Consortia / Joint Ventures / Sub-contractors are involved; such must be clearly indicated, and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MAAA supplier Number together with the bid.

- Certified copies of identity documents of directors and shareholders of the company.
- Entity registration Certificate (CK1).
- Letter of Authority to sign documents on behalf of the company.

## **5. SPECIAL CONDITIONS OF CONTRACT**

- 5.1 On appointment, the performance measures for the delivery of the agreed services will be closely monitored by Department / MLRF.
- 5.2 The Department / MLRF will not be held responsible for any costs incurred by the SPs in the preparation, presentation and submission of the proposal.
- 5.3 All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract, the special conditions of contract will prevail.

## **6. PAYMENT TERMS**

- 6.1 The DFFE / MLRF undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.
- 6.2 Payment by the DFFE / MLRF shall be made by means of an electronic transfer into the SP's bank account.
- 6.3 Payment requirements
- The successful Service Provider shall render services to the DFFE / MLRF in accordance with the Project Plan and Project Scope.
  - The amounts are inclusive of VAT and all disbursements shall be paid in South African Rands.

## **7. ENQUIRIES**

- 7.1 Should you require any further information in this regard, please do not hesitate to email:

<b>Name</b>	<b>Email address</b>

## 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<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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



institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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:

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

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.)**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system) (To be completed by the organ of state)</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
51% Black ownership	N/A	8	N/A	
50% Women ownership	N/A	4	N/A	
Youth ownership	N/A	4	N/A	
Disability	N/A	4	N/A	
Non-compliant contributor	N/A	0	N/A	

#### **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:** .....

.....

.....

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