

# REQUEST FOR QUOTATION

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

**REQUEST FOR QUOTATIONS: RFQ000954**

**CLOSING DATE: 08 NOVEMBER 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 Install and monitor an intruder alarm system with armed response and remote monitoring of the current CCTV Camera system for 24 months at the Marine research Aquarium, Sea Point.

**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@dffe.gov.za](mailto:nfono@dffe.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? YES or  
NO  
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....  
DATE .....  
CAPACITY UNDER WHICH THIS BID IS SIGNED .....  
TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

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.: RFQ 000954
CLOSING TIME 00:00	CLOSING DATE: 08 NOVEMBER 2024

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 Install and monitor an intruder alarm system with armed response and remote monitoring of the current CCTV Camera system for 24 months at the Marine research Aquarium, Sea Point.

**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
 

	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.....

Bid No.: .....

Name of Bidder: .....

..... R.....

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. N 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>AITD 349 014 OF 2024/25</b>
<b>Description</b>	REQUEST TO APPOINT A SERVICE PROVIDER (SP) TO INSTALL AND MONITOR AN INTRUDER ALARM SYSTEM WITH ARMED RESPONSE AND REMOTE MONITORING OF THE CURRENT CCTV CAMERA SYSTEM FOR 24 MONTHS AT THE MARINE RESEARCH AQUARIUM, SEA POINT.
<b>Detailed Specification/scope of work and functionality</b>	<b>Attached as Annexure A</b>
<b>Local Production &amp; Content Requirements</b> <i>(To be completed by SCM)</i>	
<b>Construction Industry Development Board (CIDB)</b> <b>Minimum Category and level</b> <i>(To be completed by SCM)</i>	
<b>Briefing Session</b>	Compulsory 31/10/2024
<b>RFQ Publication date</b>	25/11/2024
<b>Responses MUST be submitted to</b>	Nfonb@dffe.gov.za

Initials:

**CONFIDENTIAL**

<b>RFQ Closing Details</b>	08/11/2024
<b>Delivery Address</b>	For the attention of: XXX Marine Research Aquarium. Address: Next to Beach, 4 Beach Rd, Sea Point, Cape Town.
<b>Quotation Validity Period</b>	30 Days from the Closing Date
<b>Mandatory Requirement/Pre-Qualification Criteria</b>	Not Applicable
<b>Evaluation Criteria</b>	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)**

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**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 [@dffe.gov.za](mailto:@dffe.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	LC SPSSMMV	Rank	SMRA	Cost Centre Manager	AK BERNARD	Rank	DIRECTOR
	Signature		Date	13/08/2024	Signature		Date	19/08/2024
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.								
<b>SCM Only</b>								
Official verifier (buyer)	Name	N. Fowu	Signature		Date	25/10/2024		
Approver as per Delegations	Name	NMATIWANE	Signature	NMat	Date	20241008		





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 SERVICE PROVIDER (SP) TO PROVIDE THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) / MARINE LIVING RESOURCES FUND (MLRF) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO INSTALL AND MONITOR AN INTRUDER ALARM SYSTEM WITH ARM RESPONSE AND REMOTE MONITORING OF THE CURRENT CCTV CAMERA SYSTEM FOR 24 MONTHS AT THE MARINE RESEARCH AQUARIUM, SEA POINT.

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## 1. PURPOSE

The Department of Forestry, Fisheries and the Environment ("DFFE") / MLRF requires Service Provider (SP) to appoint a service provider to install and monitor an intruder alarm system linked with armed response and remote monitoring of the current CCTV camera system for 24 months at the Marine Research Aquarium, Sea Point.

## 2. SPECIFICATIONS

- 2.1. **Intruder Beams and Alarm System:** Installing intruder beams at the vulnerable area on the northern side of the property on each side of the standby generator, west end of the courtyard and east end courtyard. The system should be linked with an advanced alarm system, such as motion sensors and magnetic door sensors on all external doors, including fire escapes. The alarm system should be monitored when activated after hours, at weekends and on public holidays.
- 2.2. **Off-site Monitoring of CCTV:** Install a WiFi router linked to the existing CCTV system by integrating off-site monitoring capabilities. The service provider security personnel must remotely monitor live camera feeds and respond swiftly to suspicious activities or security breaches during non-operational hours. Additionally, CCTV cameras are required to be installed on the northern side of the building.
- 2.3. **Armed Response Guarding:** Response time (vehicle at the Marine Research Aquarium, Sea Point) to alarm activations should not exceed 15 minutes. Two site visits during day shifts and at least three

visits after hours. Visibility during unlocking and locking of the Marine Research Aquarium. Ensuring all entry ways around the building remain vacant and unoccupied at night during drive pasts.

2.4. **Remote Panic Buttons for Staff:** Staff are to be issued with remote panic buttons, as well as strategically installed panic buttons.

2.5. **Fire Control Panel:** Link the existing fire alarm system with the security alarm system to be monitored remotely.

## 2.6. **EXPECTED DELIVERABLES / OUTCOMES**

2.6.1. The service provider must adhere to the following:

2.6.1.1. Service Providers must be PSIRA registered as well as the staff that will be doing the installation.

2.6.1.2. South African Intruder Detection Services Association By-Law No. 3 Requirements for an Armed Reaction Service Amended June 2023.

2.6.1.3. South African Intruder Detection Services Association By-Law no 9 Requirements for the Installation of a Video Surveillance System Revised 2017.

2.6.1.4. South African Intruder Detection Services Association By-Law no. 5 Standard Installation Specification for Intruder Alarm Systems for Residential, Commercial, Retail and Industrial Installations.

## 2.7. **PERIOD / DURATION OF PROJECT / ASSIGNMENT**

2.7.1. The service is requested for a two (2) year period, with the option of extending the contract for twelve months, if required.

2.7.2. Should the service no longer be required, the service may be terminated after a 72-hour notice period.

2.7.3. The project must be completed within two (2) months after both parties sign the SLA and issue an official order by DFFE.

### **Detailed description:**

To address this critical need, we seek to appoint a professional service provider for the installation and monitoring of an intruder alarm system, which includes a connection to an armed response unit and the remote monitoring of our existing CCTV camera system outside of working hours. This initiative aims to enhance the security infrastructure, providing comprehensive protection against potential threats and ensuring the continued safety of our staff, visitors, and aquatic life housed at the facility.

### 3. EVALUATION METHOD

#### 3.1. Preferential Points (80/20 system)

- 3.1.1. An evaluation of Price and Specific Goals Preference points on the suppliers, that successful qualified to this stage of evaluation.
- 3.1.2. **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.
- 3.1.3. 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

- 3.1.4. 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.
- 3.1.5. 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.

3.1.6. 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

3.1.7. 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.

3.1.8. 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.

3.1.9. 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).

3.1.10. 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.

3.1.11. 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>





## **forestry, fisheries & the environment**

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

THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

### **TERMS OF REFERENCE**

TO APPOINT A SERVICE PROVIDER (SP) TO PROVIDE THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) / MARINE LIVING RESOURCES FUND (MLRF) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO INSTALL AND MONITOR AN INTRUDER ALARM SYSTEM WITH ARM RESPONSE AND REMOTE MONITORING OF THE CURRENT CCTV CAMERA SYSTEM FOR 24 MONTHS AT THE MARINE RESEARCH AQUARIUM, SEA POINT.



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\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"

## 1. PURPOSE

- 1.1. To appoint a service provider to install and monitor an intruder alarm system linked with armed response and remote monitoring of the current CCTV camera system for 24 months at the Marine Research Aquarium, Sea Point.

## 2. INTRODUCTION AND BACKGROUND

The Marine Research Aquarium is a research facility dedicated to aquaculture study and study of aquatic animals for both socio- economic development and conservation of marine life. As a vital centre for research, education, and public engagement, ensuring the security of the premises and its staff is of utmost importance. Currently, there is no security contract in place to safeguard the facility, its valuable assets, and the staff.

## 3. OBJECTIVES

- 3.1. To address this critical need, we seek to appoint a professional service provider for the installation and monitoring of an intruder alarm system, which includes a connection to an armed response unit and the remote monitoring of our existing CCTV camera system outside of working hours. This initiative aims to enhance the security infrastructure, providing comprehensive protection against potential threats and ensuring the continued safety of our staff, visitors, and aquatic life housed at the facility.

## 4. SCOPE AND EXTENT OF WORK

- 4.1 **Intruder Beams and Alarm System:** Installing intruder beams at the vulnerable area on the northern side of the property on each side of the standby generator, west end of the courtyard and east end courtyard. The system should be linked with an advanced alarm system, such as motion sensors and magnetic door sensors on all external doors, including fire escapes. . The alarm system should be monitored when activated after hours, at weekends and on public holidays.
- 4.2 **Off-site Monitoring of CCTV:** Install a WiFi router linked to the existing CCTV system by integrating off-site monitoring capabilities. The service provider security personnel must remotely monitor live camera feeds and respond swiftly to suspicious activities or security breaches during non-operational hours. Additionally, CCTV cameras are required to be installed on the northern side of the building.
- 4.3 **Armed Response Guarding:** Response time (vehicle at the Marine Research Aquarium, Sea Point) to alarm activations should not exceed 15 minutes. Two site visits during day shifts and at least three visits after hours. Visibility during unlocking and locking of the Marine Research Aquarium. Ensuring all entry ways around the building remain vacant and unoccupied at night during drive pasts.
- 4.4 **Remote Panic Buttons for Staff:** Staff are to be issued with remote panic buttons, as well as strategically installed panic buttons.
- 4.5 **Fire Control Panel:** Link the existing fire alarm system with the security alarm system to be monitored remotely.

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"



ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
8	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

\*DFFE reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be evaluated further

\*\*DFFE reserves the right to request such information during the evaluation process of the proposal and the information must be presented within the DFFE stipulated timelines. Failure to do so may lead to disqualification.

### 9.3. PHASE 2: MANDATORY REQUIREMENTS (Only if applicable)

9.3.1. The following mandatory requirements will apply, and tenderers must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, the bidder's responses will be evaluated based on the documents submitted under mandatory requirements

9.3.2. Tenderers who fail to comply with the mandatory requirements will be disqualified and will not be evaluated further on functionality criteria.

Item No.	MANDATORY REQUIREMENTS (Indicate the requirement)
1	PSIRA Registered
2	SAIDSA membership

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"



GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Technical Capability/ expertise and track record of a project manager to be assigned to the project in xxx	Experience of expert in xxx	Indicator	
	10 or more years' experience	5	
	7 and less than 10 years' experience	4	
	5 and less than 7 years' experience	3	
	3 and less than 5 years' experience	2	
	2 and less than 3 years' experience	1	
	1 year and less experience or no experience	0	
The service provider experience, track record and knowledge in xxx	Bidder(s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects. Bidder(s) should submit full details of reliable contactable duly signed positive references letters on company letter head where successfully completed projects were done in xxx.		
	Company experience in successfully managing projects to xxx.	Indicator	20
	5 successfully completed projects with 5 duly signed positive reference letters or more	5	
	4 successfully completed projects with 4 duly signed positive reference letters	4	
	3 successfully completed projects with 3 duly signed positive reference letters	3	
	2 successfully completed projects with 2 duly signed positive reference letters	2	
	1 successfully completed project with 1 duly signed positive reference letter	1	
	No successfully completed project	0	

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9.5.2. A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

9.5.3. Bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.

9.5.4. The DFFE reserves the right to negotiate prices that are not deemed market related and not to award the tender to the bidder with the lowest price.

9.5.5. Preference point system applicable for this bid is: **Select Preference Points**

9.5.6. A total of **Select Preference Points** points will be allocated for either of the specific goals:

**NB: delete what is not applicable**

SPECIFIC GOALS	90/10	80/20
>50% ownership by Black people, Or	10	20
>50% ownership by Women, Or	10	20
>50% ownership by people with Disability	10	20

9.5.7. For bidders to claim preference points, the following must be adhered to:

- Submit a complete and signed SBD 6.1,
- Submit a Medical Certificate/ completed Departmental Disability Claim Form signed by a medical practitioner with a practice number.(where applicable)
- Submit full CSD report

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

## 10. BID SUBMISSION REQUIREMENTS

10.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal:

10.1.1. The bidder must draft a table of contents which will indicate where each document is in the proposal.

"Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"





- 10.1.2. The proposal shall consist of one (01) master original document and must clearly indicate the prices on SBD 3.3 and Annexure A (where applicable) for detailed price schedule.
- 10.1.3. The information in the CV of the proposed Project Manager should include relevant experience in the chosen area of expertise.
- 10.1.4. Project reference specifying the role played by the service provider in the listed projects or assignments.
- 10.1.5. A detailed project plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.
- 10.1.6. Standard bidding documents (SBD1, 3.3, 4 and 6.1).
- 10.1.7. Copy of Central Supplier Database (CSD) report or tax pin certificate from SARS.
- 10.1.8. Letter of Authority to sign documents on behalf of the company.

## **11. LEGISLATIVE FRAMEWORK OF THE BID**

### **11.1. Tax Legislation:**

- 11.1.1. Bidder must at all times attempt to be compliant when submitting proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 11.1.2. A person may also choose to register voluntary for VAT if the value of taxable supplies made or to be made is less than R1 million but has, under certain circumstances, exceeded R50 000 in the past period of 12 months.
- 11.1.3. A bidder / person must register for VAT where in terms of a written contractual obligation, the value of taxable supplies to be made in a 12 month period will exceed R1 million
- 11.1.4. It is compulsory for a person to register for VAT if the value of taxable supplies made or to be made, is in excess of R1million in any consecutive 12 month period.
- 11.1.5. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid. Proof of VAT registration must be furnished to the Department.
- 11.1.6. SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided and the Department will check bidders' tax compliance status.
- 11.1.7. 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

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Certificate or copy of Tax Compliance Status Pin or CSD/ MA supplier Number together with the bid.

11.1.8. Failure to submit a valid Tax Clearance Certificate/ Tax Compliance Status Pin/ copy of CSD/ MA supplier Number the bidder may be disqualified .

11.1.9. A foreign recommended bidder with neither South African tax obligation nor history of doing business in South Africa must complete Standard Bidding Document (SBD 1) and the information must be submitted to SARS on the following email [governmentinstitute@sars.gov.za](mailto:governmentinstitute@sars.gov.za) to issue a confirmation of the tax obligation letter in terms of paragraph 3.6 of the instruction note no 9 of 2017/18.

## 11.2. Procurement Legislation

11.2.1. Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.

11.2.2. Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.

11.2.3. If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. All members in the joint venture must meet the requirement of the proposal.

## 11.3. Privacy & Protection of Personal Information Act 4 of 2013

11.3.1. Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

11.3.2. DFFE's role as the responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective services providers and third parties.

11.3.3. DFFE will process personal information only with the knowledge and authorisation of the bidder/respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exception contained in the POPIA.

11.3.4. DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.

11.3.5. In responding to this bid, DFFE acknowledges that it will obtain and have access to personal information of the bidder/respondent. DFFE agrees that it shall only process the information disclosed by the bidder/respondent in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.

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## 12. SPECIAL CONDITIONS OF CONTRACT

- 12.1. On appointment, the performance measures for the delivery of the project will be closely monitored by the DFFE.
- 12.2. The service provider/s will submit soft copy weekly progress report for the first months from start of the project then submit monthly progress reports to the Programme Manager, within four (04) days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
- 12.3. The Programme Manager shall do the ongoing management of the Service Level Agreement.
- 12.4. Appointed service provider may be subjected to security vetting and screening.
- 12.5. The appointed Service Provider may be subjected to security vetting and screening.
- 12.6. The service provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 12.7. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least one (1) month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.
- 12.8. 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.
- 12.9. The service provider shall notify the DFFE in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the service provider from any liability or obligation under the contract.
- 12.10. The service provider will submit monthly progress reports as per the agreed to workplan, to the Programme Manager, within 3 days after the set date.
- 12.11. The proposals should be submitted with all required information containing technical information.
- 12.12. A trust, consortium or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g. two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points) ,
- 12.13. DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed

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**12.14. For bidders to claim preference points, the following must be adhered to;**

12.14.1. Submit a complete and signed SBD 6.1,

12.14.2. Submit a Medical Certificate/ completed Departmental Disability Claim Form signed by a medical practitioner with a practice number.(where applicable)

12.14.3. Submit CSD report

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

**12.15. If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and give the Bidder an opportunity to make representations within 14 (fourteen) days as to why:-**

12.14.1 the Tender may not be disqualified, or,

12.14.2 if the Tender has already been awarded to the Bidder, the contract or order should not be terminated in whole or in part.

**12.16. After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract in whole or in part and if applicable, claim damages from the Bidder.**

**12.17. Poor or non-performance by the bidder will result in cancellation of contract / orders.**

**12.18. Please take note that DFFE is not bound to select any of the firms' submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.**

**12.19. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.**

**12.20. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS**

12.19.1. In case a tenderer is intending to sub-contract portion of work, such tenderer must submit a sub-contracting agreement clearly indicating the percentage to be sub-contract against the prospective contract amount.

12.19.2. A tenderer sub-contracting will be allocated points for specific goals on condition that the main contractor has more than 50% (fifty percent) of ownership on specific goals: Black people, Women, or people with disabilities.

12.19.3. In case a tenderer is intending to sub-contract portion of work, such tenderer awarded a contract shall only enter into sub-contracting arrangements with the approval of the DFFE.

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"



**forestry, fisheries  
& the environment**

Department  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

12.19.4. Where the main contractor intends to replace the sub-contractor, prior approval must be granted by the DFFE.

12.19.5. 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/ MA supplier Number together with the bid.

### 13. PAYMENT TERMS

13.1. DFFE undertakes to pay out in full or as per deliverables within thirty (30) 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.

### 14. TECHNICAL ENQUIRIES

14.1. Should you require any further information in this regard, please do not hesitate to send written enquiries to the following contacts:

Name	: LLOYD SASSMAN	Name	:
Office Telephone No.:	066 471 1355	Office Telephone No.:	
E-Mail	: LSassman@dffe.gov.za	E-Mail	

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## 15. ANNEXURE A- PRICING SCHEDULE

## 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:

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

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:

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

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:** .....

.....

.....

.....

