



**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES**

<b>RFQ REFERENCE NUMBER:</b>	<b>ATNS/RFQ270224/CORE STRATEGY SKILL TRAINING /2023/2024</b>
<b>ISSUE DATE:</b>	<b>18 March 2024</b>
<b>CLOSING DATE:</b>	<b>28 March 2024</b>
<b>CLOSING TIME:</b>	<b>14h00, CAT</b>
<b>COMPULSORY BRIEFING SESSION:</b>	<b>N/A</b>
<b>QUOTATION VALIDITY PERIOD:</b>	<b>60 Days</b>
<b>DESCRIPTION:</b>	<b>THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF ACCREDITED TRAINING SERVICE PROVIDER TO DESIGN, DEVELOP, AND DELIVER THE FOLLOWING PROGRAMME/COURSE: STRATEGY DEVELOPMENT SCENARIO PLANNING, THEORY OF CHANGE AND STRATEGIC PROJECT MANAGEMENT</b>



<p><b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b></p>	<p><b>Procurement Officer: Charles Sekgobela</b></p> <p><b>Email address: RFQs@atns.co.za</b></p> <p><b>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails.</b></p> <p><b>NB: All responses must be submitted on the above dedicated mailbox. No and delivery submissions will be considered.</b></p>
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<p><b>REQUIRED RETURNABLE DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>• <b>Central Supplier Database (CSD) Report</b></li> <li>• <b>Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)</b></li> <li>• <b>General conditions of contracts (GCCs) -Initialled and signed.</b></li> <li>• <b>ATNS Completed pricing schedule</b></li> </ul>

<p><b>REQUIRED ADMINISTRATIVE DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>• Valid Tax Pin Status</li> <li>• Valid B-BBEE Certificate or Sworn Affidavit – Certified</li> <li>• Banking Details with a Bank Stamp</li> <li>• Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule)</li> <li>• CIPC registration Documents</li> </ul>
<p><b>MANDATORY DOCUMENTS:</b> <i><b>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</b></i></p>	<ul style="list-style-type: none"> <li>• CHE Accreditation only</li> <li>• The qualification should have a SAQA ID</li> <li>• The service training provider should be accredited by the Council of Higher Education</li> </ul>
<p><b><u>PLEASE NOTE:</u></b></p> <p><b>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</b></p>	
<p><b>PROCUREMENT OFFICER:</b></p>	<p><b>Charles Sekgobela</b></p>
<p><b>TELEPHONE:</b></p>	<p><b>011 607 1282</b></p>
<p><b>E-MAIL:</b></p>	<p><b><u><a href="mailto:RFQs@atns.co.za">RFQs@atns.co.za</a></u></b></p>



The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS' Procurement Policies and Procedures.

**BIDDING STRUCTURE**

<b>Indicate the type of Bidding/Tendering Structure by marking with an 'X'</b>	
<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	



<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Number(s)</b>	
<b>E-mail Address</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
<b>Company Name</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	

**ANNEXURE A: SCOPE OF WORK**



## 1. PURPOSE OF THE REQUEST FOR QUOTATIONS

1.1 ATNS invites experienced and qualified suppliers to submit quotations for accredited training service provider to design, develop, and deliver the following programme/course: strategy development scenario planning, theory of change and strategic project management.

1.2 The purpose of this RFQ is to contract with a suitably qualified supplier with specific product knowledge and the requisite capacity to execute this project within the desired quality, scope, timeframe and cost-effectiveness for ATNS.

## 2. EXTENT OF WORK

### 2.1 SCOPE OF WORK

**THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR SUPPLY & DELIVER OF ACCREDITED TRAINING SERVICE PROVIDER TO DESIGN, DEVELOP, AND DELIVER THE FOLLOWING PROGRAMME/COURSE: STRATEGY DEVELOPMENT SCENARIO PLANNING, THEORY OF CHANGE AND STRATEGIC PROJECT MANAGEMENT**

The estimated duration based on the content we want covered is as follows:

- Strategy Development 3 days
- Theory of Change 3 days
- Strategic Project Management 3 days
- Number of people to be trained: 25.

ATNS requires the services of accredited training service providers to design, develop, and deliver the following Programmes/Courses:

- Strategy Development
- Theory of Change
- Strategic Project Management



## Strategy Development

- Conceptualise the nature and importance of strategy and strategic planning
- Critically analyse and evaluate the ATNS environment and identify global and local opportunities and threats, taking into account the organisation's internal capabilities and resources and the context in which the organisation operates.
- Evaluate the strategic alternatives available to ATNS and advise Executives and the Board on alternatives (scenario planning).
- Evaluate the impact of ATNS strategic choices and advise the Executive and the Board on appropriate structures and controls that will be required for implementation of the selected strategy.

## Theory of Change

ATNS requires accredited Service Providers to design, develop, and implement a Theory of Change Course at **NQF Level 9** to equip its leaders with the skills to apply the Theory of Change as a tool for the development of Strategic Plans and Annual Performance Plans. The course must also provide the leaders with key concepts and guidance on how to apply the Theory of Change logical framework to stimulate thinking through the application of these concepts in the ATNS environment. At the end of the course, the leaders must be able to:

- Contextualise planning management processes in Strategic Planning.
- Conduct a situational analysis with Strategic Management tools and evaluation instruments to identify priorities and formulate key actions applicable to Strategic Planning.
- Apply the Theory of Change process to build value chains and understand what change the execution of the strategy will bring to the organisation
- Plan for the implementation of the ATNS Corporate Strategy through the application of a Logical Framework.



## Strategic Project Management

ATNS requires accredited Service Providers to design, develop, and implement a Strategic Project Management course to equip its leaders with the skills to implement corporate strategy through a strategic project management vehicle that comprises portfolios, programmes and projects with EPPMO and PMO as implementation structures. At the end of the course, the leaders must be able to:

- Have a deep understanding of the ATNS strategic environment (external and internal) as it impacts strategy implementation.
- Contextualise the ATNS EPPMO and PMO within the strategic context of the organisation, and alignment of Portfolios, Programmes and Projects.
- Formulate strategic-level project schedules and plans within the framework for time, cost, quality and strategic trade-offs.
- Recommend leadership approaches to effectively manage projects through people by addressing challenges related to team and organisational dynamics, interpersonal conflict and communication, and performance-related coaching of project team members.
- Utilise the dynamic change management framework to lead projects as change.

### 1. Documentation and Control

Documentation to be generated as part of the contract shall be the responsibility of the contractor.

Inspections will be carried out by the ATNS representative in order to ensure that the works is carried out to satisfaction and in line with the Work Specification and the method statement provided by the Tenderer and accepted by ATNS.

#### a. **SAFETY (IF SUPPLIER IS GOING TO WORK AT THE AIRPORT)**

On appointment the successful tenderer must submit a SHE file complying with the latest amendment of the Occupational Health and Safety Act and Regulations. The contractor will only be issued with a site access certificate once his SHE file has been approved and accepted by ATNS. It is therefore of utmost importance that the SHE files gets approved before any





delivery to site is considered, to prevent unnecessary delays and standing time at the Airport entrance gate.

Minimum site SHE files requirements (also refer to OHS Act and Regulations):

- Site specific risk assessment
- Site specific method statement
- Waste Management Plan
- Valid medical certificate of fitness for all employees on site, issued by an occupational health practitioner.
- Environmental Method Statement
- Proof of Competency for the duly appointed competent staff on site.
- Records of the health and safety induction training pertaining to the site
- ID copies for employees on site
- The PPE register for the site essential PPE, i.e., life jackets, safety harness, etc., issued to employees on site.
- Letter of good standing with the Department of Labour in terms of the Compensation fund
- Any other certificates relevant to the site and activities to be carried out.

The successful tenderer will be responsible for the site to be in a safe and tidy condition throughout the refurbishment period. Site inspection will be done from time to time and if not in a tidy and safe condition, it must be restored immediately to the satisfaction of ATNS representative. The ATNS representative may order the contractor to stop all work, until such time as, in his opinion, this condition has been observed.

**b. ACCOMMODATION**

No accommodation camp can be set up at the sites; the Contractor must make his/her own arrangements for staff accommodation, should that be required.

**ANNEXURE B: PRICING SCHEDULE.**





**NAME OF THE COMPANY**.....

**DESIGNATION**.....

**SIGNATURE**.....

**CSD NUMBER**.....

**PREFERENTIAL PROCUREMENT REFORM:**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African BBBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.



**THE EVALUATION OF THE RFQ:**

<b>STAGE 1</b>	<b>ADMINISTRATIVE REQUIREMENTS</b>
<b>STAGE 2</b>	<b>MANDATORY REQUIREMENTS</b>
<b>STAGE 3</b>	<b>PRICE AND ATNS SPECIFIC GOALS</b>

**The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

**STAGE 1: ADMINISTRATIVE REQUIREMENTS**

The bidder must comply with **ALL** of the bid administrative requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative requirements, or if ATNS is unable to verify whether the administrative requirements are met, then ATNS reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

**STAGE 2: MANDATORY REQUIREMENTS**

**FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED**

<b>Mandato Criteria</b>	<b>Proof Required</b>
Mandato Criteria	Proof Required
The service training provider should be accredited by the Council of Higher Education	CHE Accreditation Certificates
The qualification should have a SAQA ID	proof of accreditation qualification

**Evaluation Criteria**

CRITERIA GUIDELINES FOR THE APPLICATION OF WEIGHTING	EVALUATION CRITERIA	WEIGHTING
<p><b>1. Capacity and Experience:</b></p> <p><b>1.1 Verification of References</b></p> <p><b>Three (3)</b> Contactable references of client bodies for whom the tenderer has completed projects of this nature and similar value in the past five years. The references shall include the following:</p> <ul style="list-style-type: none"> <li>• Description of the training</li> <li>• Year completed.</li> <li>• Client name and contact details.</li> </ul>	<p>If complete references as per guidelines and evidence are provided for <b>Three (3)</b> relevant projects: <b>(20%)</b></p> <hr/> <p>If complete references as per guidelines and evidence are provided for <b>less than (3) but more than one</b> relevant project: <b>(10%)</b></p> <hr/> <p>If complete references and evidence are provided for <b>None</b> relevant projects: <b>(0%)</b></p>	<p><b>10%</b></p>
<p><b>1.2 Proposed Project Team</b></p> <p>The tenderer shall provide the CVs of the Trainers that will conduct the training. For each team member, the following information items shall be provided:</p> <ul style="list-style-type: none"> <li>• Detailed Curriculum Vitae of key personnel <b>(20%)</b></li> <li>• <b>Points will be awarded as follows:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Detailed Curriculum Vitae of key personnel <b>(20%)</b>:</li> <li>• <b>Points will be awarded as follows:</b></li> <li>• 10 Years Experience in Strategy Development</li> <li>• Theory of Change</li> <li>• Strategic Project Management</li> </ul>	<p><b>20%</b></p>

CRITERIA GUIDELINES FOR THE APPLICATION OF WEIGHTING	EVALUATION CRITERIA	WEIGHTING
<p>2. 10 Years Experience in Strategy Development, Theory of Change, Strategic Project Management</p> <ul style="list-style-type: none"> <li>• <b>(20%)</b></li> </ul> <p>3. 5 Years experience in Strategy Development, Theory of Change, Strategic Project Management</p> <ul style="list-style-type: none"> <li>• <b>(10%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>(20%)</b></li> <li>• 5 Years experience in Strategy Development</li> <li>• Theory of Change</li> <li>• Strategic Project Management</li> <li>• <b>(10%)</b></li> </ul>	
<p>1. <b>Scope for the</b> Strategy Development, Theory of Change, Strategic Project Management</p> <p><b>1.1 Scope of Work</b></p> <p>The tenderer shall describe their understanding of the project requirements and the scope of work. The tenderer shall further provide and describe a methodology of construction that will meet both the project requirements and the Scope of work. The Construction Method Statement shall therefore include and address the following:</p>	<p>Training Delivery Method <b>(50%)</b></p>	<p><b>50%</b></p>

CRITERIA GUIDELINES FOR THE APPLICATION OF WEIGHTING	EVALUATION CRITERIA	WEIGHTING
2. Scope of Work <b>(20%)</b> 3. Design of Training <b>(20%)</b> 4. Delivery of Training <b>(50%)</b> 5. Assessments <b>(10%)</b>		
<b>6. Training Material</b>  The bidder shall provide Training Material and Links to additional reading material or visuals that will be used.	<ul style="list-style-type: none"> <li>• Training Material provided: <b>(20%)</b>.</li> <li>• If no training material is provided <b>(0%)</b></li> </ul>	<b>20%</b>
<b>Total</b>		<b>100%</b>
<b>Threshold</b>		<b>80%</b>

**STAGE 3: PRICE AND ATNS SPECIFIC GOALS:**

**Evaluation for Price and ATNS specific goals**



Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20-point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

<b>PRICE</b>	<b>80</b>
<b>ATNS SPECIFIC GOALS</b>	<b>20</b>

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

### **CONTRACT TERMS**

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

All designs and documentation submitted by the tenderer will be treated as confidential.





**ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.**

**SBD 1**

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ATNS SOC LTD</b>						
BID NUMBER:	ATNS/RFQ270224/CORE STRATEGY SKILL TRAINING /2023/2024		CLOSING DATE:	18-03-2024	CLOSING TIME:	14:00 PM
DESCRIPTION	THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF ACCREDITED TRAINING SERVICE PROVIDER TO DESIGN, DEVELOP, AND DELIVER THE FOLLOWING PROGRAMME/COURSE: STRATEGY DEVELOPMENT SCENARIO PLANNING, THEORY OF CHANGE AND STRATEGIG PROJECT MANAGEMENT					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>						
RFQ can be sent by email to: <a href="mailto:charlesS@atns.co.za">charlesS@atns.co.za</a> or Hand Delivered at ATNS head Office:						
Eastgate Office Park, South Boulevard						
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Charles Sekgobela		CONTACT PERSON			
TELEPHONE NUMBER	011 607 1282		TELEPHONE NUMBER			
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER			
E-MAIL ADDRESS	charlesS@atns.ozza		E-MAIL ADDRESS			
<b>SUPPLIER INFORMATION</b>						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			



CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No : YES, ANSWER QUESTIONNAIRE [ELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		NO <input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		NO <input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		NO <input type="checkbox"/> YES <input type="checkbox"/>	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		NO <input type="checkbox"/> YES <input type="checkbox"/>	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>			

**SBD 1**

**PART B**



**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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



SIGNATURE OF BIDDER: .....

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

(Proof of authority must be submitted e.g., company resolution)

DATE: .....

SBD 4

### DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

.....



2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

...

2.6 VAT Registration Number:

.....

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

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder **YES / NO** presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....



Name of state institution at which you or the person connected to the bidder is employed :

.....  
Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain **YES / NO** the appropriate authority to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO** document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

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

2.8.1 If so, furnish particulars:

.....



.....  
.....

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

2.9.1 If so, furnish particulars.

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

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

2. 10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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



**3 Full details of directors / trustees / members / shareholders.**

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

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
 PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

May 2011





## SBD 6.1

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

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

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

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#### 1. GENERAL CONDITIONS

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

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

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

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:

	<b>POINTS</b>
<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).





**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	



30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	
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**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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....



## 1 PROTECTION OF PERSONAL INFORMATION

- 1.1 The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do



so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information.

- 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –
  - 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and
  - 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
  - 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
- 1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause.
- 1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.





- 1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.

## **2. POPIA CONSENT**

- 2.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

- 2.1.1 The information is voluntarily supplied, without undue influence from any party; and  
2.1.2 The information is necessary for the purposes of the engagement with ATNS.

## **3. The tenderer acknowledges that he /she is aware of his/her right to:**

- 3.1.1 Access the information at any reasonable time for the purposes of rectification thereof.  
3.1.2 Object to the processing of the information.  
3.1.3 Lodge a complaint with the Information Regulator