



REQUEST FOR QUOTATION (RFQ)

DESCRIPTION

PROVISION OF GROUNDWORKS MAINTENANCE SERVICES AT LTA HEAD OFFICE FOR A PERIOD OF 36 MONTHS

RFQ NO: LTAQ005-26/27

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **08 JULY 2026 @ 12H00 AT THE LTA'S QUOTATION BOX, AT ERF 92/688, PORTION 2, N1 MAIN ROAD, SOUTHERN GATEWAY EXT 4, POLOKWANE.**

**EMAILED SUBMISSIONS WILL NOT BE ACCEPTED.
NO PAYMENT IS REQUIRED FOR THIS BID. BEWARE OF SCAMS.**

The following conditions will apply:

- 1) Price offer to be valid for 80 days from the closing date of the bid.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) The bid will be evaluated in terms of the administrative compliance, functionality and the 80/20 preference point system as prescribed in the Preferential Procurement Regulations (2022) and for this purpose the enclosed forms SBD 3.1, SBD 4, & SBD 6.1, must be scrutinized, completed and submitted together with your bid.
- 4) The successful bidder will be the one scoring the highest points in terms of the Preferential Procurement Regulations (2022).

<p>ISSUED BY:</p> <p>THE CHIEF EXECUTIVE OFFICER LIMPOPO TOURISM AGENCY P.O. BOX 2814 POLOKWANE 0700</p> <p>Tel: (015) 293 3600</p>	<p>CONTACT PERSON (SPECIFICATION)</p> <p>MR. CHRIS RAMOSHABA</p> <p>E-mail: chris@golimpopo.com</p> <p>Contact No.: (015) 293 3600</p>	<p>CONTACT PERSON (BIDDING PROCESS)</p> <p>MS. SEWELA NYAKA</p> <p>E-mail: sewelan@golimpopo.com</p> <p>Contact No.: (015) 293 3600</p>
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Name of Bidder: _____

BID AMOUNT: R _____



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR GROUNDWORKS MAINTENANCE SERVICES FOR LIMPOPO TOURISM AGENCY HEAD OFFICE FOR A PERIOD OF 36 MONTHS

SPECIFICATIONS:

1. PURPOSE

The purpose of this request is to appoint the service provider for groundwork maintenance related services on a need basis for the period of 36 months a Limpopo Tourism Agency Head Office in Polokwane. Limpopo Tourism Agency reserves the right to appoint more than one service provider.

2. SCOPE OF WORK - SPECIFICATIONS

The successful Bidder will provide the following groundwork maintenance services on request:

- Grass cutting (27 000 m²)
- Tree trimming
- Tree planting
- Tree removal
- Flower trimming
- Flower planting
- Flower removal
- Treatment of the pavement with weed-killer chemical (herbicide) (7000 m²)
- Picking up/clearing wastepaper/ tree leaves on the pavement and around the yard
- Weed control in the garden with weed-killer and (Hand removal of weeds)
- Landscaping, including digging of trenches, removal and placing back stones as well as cleaning or laying of weed shield (6200 m²)
- Re-demarcation of parking bays (repainting the lines)

SPECIAL CONDITIONS

1. Limpopo Tourism Agency will enter into a Service Level Agreement with the awarded bidder for a period of 36 months
2. Limpopo Tourism Agency may negotiate prices with recommendable bidders.
3. Limpopo Tourism Agency may award the bid to the second recommendable bidder should the awarded bidder fail to provide the service.
4. Payment will be made after the service has been successfully rendered.
5. LTA reserves the right to not award the bid



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES
SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A
SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

I/We

(Full name of bidder) the undersigned in my capacity as
_____ Of the firm

_____ CSD
NO. MAAA _____, hereby offer to Limpopo Tourism
Agency to render the services as described, in accordance with the specifications and
conditions of contract to the entire satisfaction of the Limpopo Tourism Agency and
subject to the conditions of tender, for the amounts indicated hereunder:

ITEM	DESCRIPTION	RATE (INCL. VAT)	*Average M ²	TOTAL PRICE (INCL. VAT)
1	Grass Cutting per square metre		27000 M ²	
2	Treatment of pavement per square metre		7000 M ²	
3	Tree trimming per tree		N/A	
4	Tree planting per tree		N/A	
5	Tree removal per tree		N/A	
6	Flower trimming per flower		N/A	
7	Flower planting per flower		N/A	
8	Flower removal per flower		N/A	
9	Picking up/clearing wastepaper/ tree leaves on the pavement and around the yard per hour		N/A	
10	Weed control in the garden per square meter		6200 M ²	
11	Landscaping per square metre		7000 M ²	
	Total			
	Mark-up on Material Costs			
		TOTAL (Vat Incl.):		

Company Name: _____

Contact Number: _____

Signature of Bidder: _____ Date: _____



EVALUATION CRITERIA

CRITERIA - MANDATORY REQUIREMENTS

1. MINIMUM REQUIREMENTS

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation/requirements listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please mark with an “X” to indicate compliance with the requirements		
		YES	NO	Comment
a)	Registration on Central Supplier Database (CSD)			
b)	Copy of a Letter of Good Standing from the Department of Employment and Labour in respect of Compensation for Injuries and Disease Act (COIDA)			

2. EVALUATION METHODOLOGY

In accordance with the Preferential Procurement Regulations, 2022, the bid evaluation process shall be carried out in three Phases namely:

- Phase 1: Administrative Compliance
- Phase 2: Evaluation on Functionality
- Phase 3: Evaluation in terms of Price and Preference Point Systems in accordance with the Preferential Procurement Regulations 2022.

PHASE 1: ADMINISTRATIVE COMPLIANCE (Submission of compulsory documents.

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

If any of the following Bid Forms are not completed and signed or handed in with your proposal on closing date and time, your proposal will be immediately disqualified.

- SBD 3.1 (Pricing Schedule) Make sure it is completed.
- SBD 4 (Bidder's Disclosure) Make sure it is signed. **(Failure to disclose any other companies involved in (SECTION 2.3.1) will result in disqualification). Bidders may attach a list of companies involved in if the space is too small.**
- SBD 6.1 (Preference claim form) Make sure it is completed and signed. (Bidders will not be disqualified if it is not completed but will not claim preference points.)
- Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

PLEASE NOTE:

- a) the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- b) the bidder has not:
 - i) abused the Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect.
- c) All corrections and scratching are initialled.
- d) Completion of the bid document using pencil not allowed, **BID DOCUMENT TO BE COMPLETED IN BLACK INK.**
- e) Scratching is done by putting a straight line through the corrected items.
- f) **THE USE OF CORRECTION FLUID WILL AUTOMATICALLY INVALIDATE YOUR BID.**

- g) Alterations to the bid document or **submission of a copy of the original bid document will invalidate the bid.**

PHASE 2: EVALUATION ON FUNCTIONALITY

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and specific goals.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA			
COMPONENTS		Points Awarded	
A	PREVIOUS EXPERIENCE		30
	Years in business (Having experience in the service of ground’s maintenance work) <ul style="list-style-type: none"> • 05 Years and more • 04 years • 03 years • 02 years • 01 year Please attach a copy of company profile and purchase order or letter of appointments	30 20 15 10 05	
B	LETTERS OF REFERENCE		20
	Letters of reference as proof for previous work completed <ul style="list-style-type: none"> • 5 or more reference letters • 3 reference letters • Less than 3 reference letters • No reference letters. Attach copies of reference letters	20 15 10 00	
C	LOCALITY		20

	<ul style="list-style-type: none"> • Company located in Limpopo Province • Company located outside Limpopo Province <p>Attach proof of residence (Municipal bill / Permission to Occupy (PTO)/ Proof of residence from Tribal Authority)</p>	<p>40</p> <p>10</p>	
D	OWNERSHIP BY PERSONS WITH DISABILITIES		15
	<ul style="list-style-type: none"> • Company is partly or fully owned by persons with disability • Company is not owned by persons with disability <p>(Attach a Medical Certificate from a Medical Doctor or Hospital confirming the disability)</p>	<p>15</p> <p>00</p>	
E	<ul style="list-style-type: none"> • OWNERSHIP BY MILITARY VETERANS 		15
	<ul style="list-style-type: none"> • Company is partly or fully owned by military veteran(s) • Company is not owned by military veteran(s) <p>Attach Proof of Registration on the National Military Veterans Database from the Department of Military Veterans)</p> <ul style="list-style-type: none"> • 	<p>15</p> <p>00</p>	

Bidders who fail to achieve the minimum qualifying score of **60%** on functionality will be disqualified for further evaluation of price and special goals.

PHASE 3: EVALUATION IN TERMS OF PRICE AND PREFERENCE POINT SYSTEMS

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations, 2022.

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

When calculating prices:

- a) Unconditional discounts will be taken into account for evaluation purposes; and
- b) Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.

The formulae to be utilized in calculating points scored for price is as follows:

80/20 preference point system formula will be used to calculate the points for price of quotations/tenders with the rand value equal to or below R50 million

$$P_s = 80 - 1 \left(\frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of tender consideration

P_{min} = Rand value of lowest acceptable tender

A maximum of **20 points** will be awarded in accordance with the table below, for quotations from R0 to R50 000 000:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women	4
4	Persons with Disability	4
5	Military Veterans	4

- a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.
- b. A specific goal will be allocated according to the percentage of ownership in the company (e.g., if black people own 50% of the company, the points for the specific goal will be 2, i.e. $50/100 \times 4 = 2$).

- c. Only the tender with the highest number of points scored may selected.
- d. CSD report will be used to as a means of verification of the specific goals.
- e. **A valid medical certificate is required to claim points for persons with disability.**
- f. Confirmation of registration on the National Military Veterans Database of the Department of Military Veterans is required in order to claim points for military veterans.
- g. Limpopo Tourism Agency reserves the right not to award the bid.

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2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications,

prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this

tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black People	/	4	/	
Youth	/	4	/	
Women	/	4	/	
Persons with Disability	/	4	/	
Military Veterans	/	4	/	
	/		/	

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:

