

SECTION 1: SBD1 FORM

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NRA 2026/0684	CLOSING DATE:	10 AUGUST 2026	CLOSING TIME:	12:00 PM
DESCRIPTION	DIGITAL MEDIA SERVICES INCLUDING SOCIAL MEDIA MANAGEMENT, WEBSITE AND INTRANET FOR A PERIOD OF 3 YEARS FOR SANRAL				
VALIDITY PERIOD	90 working days including the first day and including the last day.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SANRAL: SANRAL Central Operations Centre (COC), 36 Assegai Wood Road, Rooihuiskraal, Centurion.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Procurement Office		CONTACT PERSON	Procurement Office	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	NO CHANGE REQUIRED	
E-MAIL ADDRESS	ProcurementHO9@sanral.co.za		E-MAIL ADDRESS	ProcurementHO9@sanral.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

SECTION 2: NOTICE TO BIDDERS

1. INSTRUCTIONS TO BIDDERS

1.1 Submission of bid

The RFT submissions will close at **14h00** on Friday, **10th August 2026** and all RFT documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFT reference number and sealed in an envelope when placing in the tender box and addressed to:

SANRAL: SANRAL Central Operations Centre (COC)
36 Assegai Wood Road
Rooihuiskraal
Centurion
Tender Box location: Reception Area

GPS Coordinates: 25°55'1.23"S 28° 9'4.75"E

- 1.1.1** Bidders **must submit one original plus one hard copy and electronic copy (memory stick)**. Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFT envelope must also contain the Bidder's details on the back of the envelope.
- 1.1.2** No bid may be withdrawn after it has been submitted to SANRAL unless the Bidder so requests in writing and such request is received by SANRAL before the scheduled closing date. All bids received by SANRAL on or before the scheduled closing date and time shall be valid and binding for a period of 90 (ninety) calendar days calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.
- 1.1.3** No telegraphic, e-mailed or faxed bids will be accepted.
- 1.1.5** Properly motivated alternatives may be submitted but will only be considered **if a compliant offer has been submitted**. The alternative shall be approached and priced to the same detail as required by this RFT.
- 1.1.6** Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by SANRAL. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which SANRAL may rely upon in the selection of a preferred Bidder.
- 1.1.7** Bidders must ensure that their bids contain all documents as specified in this RFT.

1.2 Clarification

If a Bidder considers that any of the RFT documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL **by e-mail only** using the contact information stated in the SBD 1 Form.

Enquiries will close at 16h00 on Friday, 24 July 2026. SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFT documents shall modify the issued RFT.

1.3 Formal Briefing

A compulsory briefing session will be conducted Virtually on the 20 JULY 2026, at 14H00 for a period of ± 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/341942758386265?p=rJNxxZdlrrBb6WrGty>

Meeting ID: 341 942 758 386 265

Passcode: cT9JS7hD

Late arrivals (15 Minutes late) will not be allowed to participate in the meeting, and their submissions shall be declared non-responsive. A tenderer's representative cannot represent more than one tenderer at the tender briefing meeting.

1.4 Conflicts of Interest

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to SANRAL. Bidders should contact SANRAL for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to disclose any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

1.5 Participation in More than One Bid

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

1.6 Collusion with others

Bidders may not negatively engage or collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFT. Such action will lead to disqualification with no further evaluation of their bid.

1.7 Communication

Specific queries relating to this RFT before the closing date of the RFT should be submitted to the contact person stated in the SBD 1 Form 5 days before tender closing date. In the interest of fairness and transparency SANRAL's response to such a query will then be made available to other bidders.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of SANRAL in respect of this RFT between the closing date and the date of the award of the business.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Respondents may also, at any time after the closing date of the RFT, communicate with the name of delegated individual on any matter relating to its RFT response:

All unsuccessful bidders have a right to request SANRAL to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

1.8 Joint Ventures or Consortiums

Respondents who would wish to respond to this RFT as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFT submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by SANRAL through this RFT process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to SANRAL.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

1.9 Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

1.10 Disclaimers

Respondents are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of a Quotation in response to it. Please note that SANRAL reserves the right to:

- modify the RFT's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFT's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFT;
- split the award of the order/s between more than one Supplier/Service Provider should it at SANRAL's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to SANRAL to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.
- ***If there are any queries during the Bid process and any other period after the Bid closure, Bidders are advised to forward the queries to the email address indicated in SBD1 form. If no responses are received, Bidders are requested to send the follow up email to scmcomplaints@SANRAL.co.za.***

1.11 Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

1.12 Johannesburg Stock Exchange Debt Listing Requirements

SANRAL may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

1.13 National Treasury's Central Supplier Database

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SANRAL is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

1.14 Tax Compliance

Respondents must be compliant when submitting a Tender to SANRAL 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).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

SANRAL urges its clients, suppliers and the general public to report any fraud or corruption to

TIP-OFFS ANONYMOUS:

0800 204 558

SECTION 3

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. BACKGROUND

The South African National Roads Agency SOC Limited, generally known as SANRAL, is an independent, statutory company registered in terms of the Companies Act. The South African government, represented by the Minister of Transport, is the shareholder representative of government.

SANRAL operates in terms of its founding legislation, The South African National Roads Agency Limited and National Roads Act (Act No. 7,1998).

SANRAL has a distinct mandate – to finance, improve, manage and maintain the national road network (the “economic arteries” of South Africa). SANRAL introduced and consolidated the concept of Public Private Partnerships that culminated in the internationally acclaimed Maputo Development Corridor.

SANRAL is committed to carry out its mandate by protecting and preserving the environment through context-sensitive solutions.

SANRAL will continue to support the development of South Africa’s human capital through tertiary institutions and cooperative governance.

SANRAL has two primary sources of income. Non-toll roads are funded from allocations made by the National Treasury. Toll roads are funded from borrowings on the capital and money markets – bonds issued on the Bond Exchange of South Africa (BESA) in the name of the South African National Roads Agency Limited, or through the concessioning of roads to private sector consortia.

Digital and social media marketing provides a two-way communication channel to build brand awareness and acts as the bridge between an organisation's goals and stakeholders.

SANRAL actively participates in communities across South Africa. SANRAL has a Head Office in Val-de-Grace, Pretoria and 9 provincial offices across the country.

2. EXECUTIVE OVERVIEW

SANRAL seeks to appoint a Service Provider for the provision of Digital Media Services Including Social Media Management, Website and Intranet for SANRAL at Head Office in Val-de-Grace, Pretoria and all its 9 provincial offices across the country. It is a requirement of this project that the successful tenderer sub-contract a minimum of 30% (thirty percent) of the work/services by the end of the contract to Targeted Enterprises.

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3. SCOPE OF REQUIREMENTS

The broad scope of work includes strategic planning, budgeting, digital and social media creative production executed through various digital and social media platforms.

The successful agency should gain an in-depth understanding of SANRAL, the brand, corporate identity and the audiences that need to be taken into account.

4. Scope of Requirement section

Sub-contracting

1. Objectives of sub-contracting Targeted Enterprises

1.1 Amongst others, the key objectives of Government are to extend economic opportunities and build entrepreneurial capacity in rural and underdeveloped areas and townships by:

- a) optimising the utilisation of local resources in the Project Area;
- b) developing these local resources in the execution of the project; and
- c) maximising the amount of funds retained within the Project Area.

1.2 To give effect to these objectives the Service Provider shall, over the full duration of the contract:

- a) subcontract Targeted Enterprises as stated in the General Conditions of Contract Clause 19.2, The Supplier shall sub-contract a minimum 30 % to Targeted Enterprises as stipulated in the Scope of Works; and
- b) give preference to Targeted Enterprises which are from rural and underdeveloped areas and townships within the Project Area(s).

2. Monitoring sub-contractor performance and payments

- To ensure that the sub-contractor programme achieves its goals, the Services Provider is required to involve its sub-contractors in status and other critical meetings meant to enhance delivery of services to SANRAL.
- To minimise disputes and ensure transparency, SANRAL requires the Service Provider to table a report on a monthly basis of it's spend on sub-contracting work. During the ranking of such a report, the attendance of the sub-contractor(s) is encouraged.
- The Service Provider is expected to periodically assess the performance of its sub-contractors, ensuring that the right metrics are being monitored and reports compiled. SANRAL may from time to time ask for such reports.

9 3. PURPOSE OF THE REQUEST FOR TENDER:

3.1 SANRAL is interested in securing the service provider to:

- Develop a social media and digital marketing and communication strategy.
- Provide support and content (all formats) for social and digital media platforms.
- Evaluate SANRAL's social and digital media strategy for update and/or develop a new innovative one for SANRAL's approval.
- Provide a dedicated team for each of the following: non-toll and toll social and digital management.
- Provide a dedicated senior strategist for the account.
- Manage all current and new social media platforms/accounts.
- Develop a plan for SANRAL to participate on other existing social media platforms as and when new platforms are introduced into the market.

- Develop all content which must include virtual and augmented reality, graphics and animation for all platforms in line with the corporate identity guidelines.
- Develop the process, run and collect data through competitions, polls and forms both internally and externally.
- Must upload multiple files / data in various formats (compressed) (i.e. Microsoft office suite, PDF, and commonly used media formats) onto the various social and digital media platforms.
- Attend all nominated SANRAL events nationally and internationally as needed.
- Respond upon SANRAL's approval to all digital and social media inboxes, comments, direct messages and queries when the response is available within two hours, 24 hours a day/7 days a week for the duration of the contract.
- Alignment of marketing strategies, campaigns and implementation plans with other SANRAL service providers.
- Attend weekly status and interagency meetings timeously. Meetings must be attended by senior members of the team.
- The successful bidder may be expected to implement an integrated communications campaign outside of South Africa.
- The successful bidder will be responsible for SANRAL's social intranet content, design, content strategy, user experience, analytics, layout, look & feel, prototyping - the process of turning static design screens into an interactive, clickable simulation of an intranet, website or mobile app, layout mapping, wireframing, usability testing, and improving navigation. SANRAL's Information and Communications Technology business unit will be responsible for information security, hosting, databases and all technical aspects of the intranet.
- The successful bidder will be responsible for SANRAL's website(s) content, design, content strategy, user experience, analytics, layout, look & feel, prototyping - the process of turning static design screens into an interactive, clickable simulation of an intranet, website or mobile app, layout mapping, wireframing, usability testing, search engine optimization and improving navigation. SANRAL's Information and Communications Technology business unit will be responsible for information security, hosting, databases and all technical aspects of the website(s).

4. DIGITAL MEDIA SERVICES

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- 4.1 Develop and implement an effective digital media strategy including social media management.
- 4.2 Drive traffic to all SANRAL websites and participating sites, and other social media platforms like SANRAL blog; X page, Instagram page, Facebook page, LinkedIn page and YouTube channel including external content directed to the SANRAL websites or relevant social media platforms.
- 4.3 Initiate and manage other digital and social media platforms on a project basis.
- 4.4 Engage on social networks like Facebook, YouTube, Instagram, LinkedIn and X, concentrating on key target audiences within two hours when the information is available, 24 hours a day/7 days a week with approved responses from SANRAL. The successful bidder will be assigned permissions to SANRAL's digital and social media platforms.
- 4.5 Actively manage the social media platforms on behalf of SANRAL, which involves attending events/activities across the country and internationally as needed. Additionally, provide event digital support such as Wi-Fi, live streaming, table talkers and event recording.

- 4.6 Based on the proposed strategy, identify key online outlets and develop an online advertising programme for paid advertising opportunities in conjunction with the relevant appointed SANRAL service providers. Distribute targeted messages to stakeholders
 - 4.7 Develop broad key messages in conjunction with other SANRAL appointed service providers based on the outcomes of the communication strategy that will be developed.
 - 4.8 Collaborate with other SANRAL appointed service providers to secure advertising space.
 - 4.9 Monitor performance of these online advertising activities and recommend changes throughout the duration of the online advertising program.
 - 4.10 Collaborate with other SANRAL appointed service providers to give direction on the design of the online advertising specifications for approval by SANRAL in relation to a campaign and/or project.
 - 4.11 Design and develop content for social media pages for YouTube, Instagram, Facebook, X, websites and other social media platforms. The parties acknowledge and agree that use (by SANRAL, Agency or a third party) of the social media pages will be governed by the terms of use and privacy policies of the applicable third-party social media platforms.
 - 4.12 Design and develop content for social media pages for YouTube, Instagram, Facebook, X, websites and other social media platforms in line with SANRAL's social media policy.
 - 4.13 Develop real-time banners for the broadcasting of key alerts, messages and relevant information posted by SANRAL and its partners.
 - 4.14 Monitor activities on digital platforms and on all social media platforms and provide weekly analysis reports on trends as well monthly reports including budgets.
 - 4.15 Adjust implementation plans accordingly to the results from the trend analysis to improve SANRAL's impressions, engagement, subscribers, follower growth, views, reach, target audiences and impact where necessary.
 - 4.16 Create digitalised communication products for both internal and external communications purposes.
 - 4.17 Develop reports on community sentiments around posts and make recommendations to respond.
 - 4.18 Provide weekly quantitative reports including insights and recommendations.
 - 4.19 Continuous engagement with online communities on all digital and social media platforms in collaboration with the other successful SANRAL marketing and communication service providers.
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- 4.20 SANRAL might require the appointed service provider to live cover digital and social media outside South African borders.

5. OTHER TENDER SPECIFICATIONS AND REQUIREMENTS

- 5.1 Programme administration
- 5.2 Participate in daily update calls with the SANRAL team and attend a weekly status meeting at least once a week.
- 5.3 Prepare a weekly status report for weekly meetings.
- 5.4 Prepare a monthly report of accomplishments and expenditures due by the third week of the following month.
- 5.5 Participate in a weekly or monthly strategy meeting with the SANRAL team to assess accomplishments and financial status and to adjust plans for the coming month.
- 5.6 Attend SANRAL-related meetings (e.g. project specific meetings.)

- 5.7 Take all reasonable precautions to guard against any loss to SANRAL through the failure of suppliers to execute their commitments properly.
- 5.8 No work of whatsoever nature shall be actioned without obtaining prior approval of SANRAL.
- 5.9 The successful providers must participate in weekly inter-agency meetings.
- 5.10 Required to keep staff turnover to a minimum of 6 months in employment, especially those staff who will be handling the SANRAL account.

6. ACCOUNT MANAGEMENT AND WORKFLOW

- 6.1 Issue status reports as and when needed for all projects includes but not limited to project number, description, status, next steps, timelines and due dates.
- 6.2 Screen and quality check work before presentation to SANRAL.
- 6.3 Submit work timeously for approval by SANRAL.
- 6.4 Prepare and submit cost estimates timeously prior to work being carried out.
- 6.5 Must follow SANRAL's SCM rules for third party services subject to clause F.
- 6.6 Prepare, consult and submit campaign timing plans.
- 6.7 Prepare, consult and submit a yearly calendar of activities together with media buying.
- 6.8 Obtain sign-off from authorised Client representative.
- 6.9 Issue invoices and statements timeously as directed by SANRAL.
- 6.10 Manage and resolve financial queries with third parties.
- 6.11 Manage third party suppliers.
- 6.12 Develop, collaborate and project manage all advertising projects/campaigns.
- 6.13 Oversee the application of and adherence to Corporate Identity.
- 6.14 Provide a hard drive to SANRAL of all work done for SANRAL. This information is to be provided twice a year for the duration of the contract.
- 6.15 Issue financial reports highlighting projects completed and/or invoiced, media expenditures and other costs and committed budgets.
- 6.16 Ensure that status reports are timeously updated and distributed prior to the weekly meetings.
- 6.17 Ensure that all reports are timeously updated monthly.
- 6.18 Ensure that all cost estimates are submitted with a job card number issued by relevant SANRAL personnel.
- 6.19 The following financial accounting is required:
- Forecast yearly and update monthly expenditure
 - Maintain a cost estimate and invoice register
 - Monthly billing must be on time
 - Monthly reconciliations and statements
 - Maintain a job card register

- Monthly reporting on budget spent to date and remainder separated from rate per hour worked and any third-party procurement.
- Accurately manage and track spend any production, providing accurate and timely monthly invoices.
- Prepare and submit cost estimates timeously with relevant job card number.

6.20 Senior Finance personnel must attend monthly finance meeting at SANRAL.

6.21 Reimbursement of traveling expenses:

- The Service Provider must obtain approval before any accommodation and travel from the Employer. The initial delivery of the devices shall not be reimbursed and must be taken into account in the rates.
- Any Travelling and Accommodation Approved by the Employer to any other location will be compensated.

6.22 The Service Provider shall not, during the currency of this Agreement, or after the termination of the Agreement, be entitled whether for its own benefit or that of others, to make use or avail itself, of or derive profit from any information or knowledge specifically related to the business or affairs of SANRAL, which it shall or may have acquired by reason of its position in or association with the business of SANRAL.

7. The SANRAL Digital and Social Media Accounts

7.1 Reputational Protection

During the term of the contract and after its termination, the successful bidder agrees that it shall not, directly or indirectly, publish, disseminate, or make any derogatory, defamatory, or negative statements, whether oral or written, about the SANRAL, its brand, its services, or its personnel on any social media platforms, websites, blogs, or public forums

7.2 Restriction on Account Usage and Conduct

The successful bidder acknowledges that access to SANRAL's digital and social media pages is granted solely for the provision of the agreed-upon digital marketing services. The bidder shall not post, share, or otherwise disseminate any content that is offensive, illegal or misleading. The bidder shall not change passwords, page handles, profile pictures, bios, or settings without the express prior written consent of SANRAL.

7.3 Account Ownership & Handover

All social media profiles, advertising accounts and follower data shall remain the sole and exclusive property of SANRAL. The successful bidder shall only be granted role-based access. Under no circumstances shall the bidder claim ownership of or transfer account ownership to bidder-owned digital assets. Upon termination or expiration of the contract, the bidder shall remove all associated users and relinquish administrative access within two business days. The bidder agrees to surrender all page roles and return full control to SANRAL.

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7.4 Strict Confidentiality

The successful bidder acknowledges that, in the course of providing services, it will be granted access to non-public information, intellectual property, stakeholder lists, and sensitive campaign data. The bidder agrees to hold all such Confidential Information in strict confidence and shall not disclose or use it for any purpose outside the scope of the contract.

The bidder shall only use the provided page access to post agreed-upon, SANRAL approved content. The bidder is expressly prohibited from making unauthorized posts, altering the SANRAL's brand identity, using the profiles for personal promotion, or intentionally tarnishing the reputation and goodwill of the SANRAL's corporate pages.

7.5 Breach

In the event of a breach, SANRAL reserves the right to terminate the contract immediately for cause, pursue legal action for damages to the SANRAL's brand goodwill, and seek injunctive relief to compel the bidder to remove any offending material.

**SECTION 4
CRITERIA AND RETURNABLE DOCUMENTS**

4.1 STEP ONE: Test for Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	
• Bid received before closing date and Time	
• Bidder has completed SECTION 1: SBD1 Form	
• Bidder has submitted a Priced Offer	
• Bidder has attended Compulsory Briefing Session	

The test for administrative responsiveness [Step One] must be passed for a Respondent's Tender to progress to Step Two

4.2 STEP TWO: Minimum Threshold 70 points for Technical Criteria

The test for the Technical and Functional threshold will include the following:

Note: All bidders achieving less than the set threshold of 70 points will be declared non-responsive.

4.2 STEP TWO: EVALUATION OF TECHNICAL PROPOSAL: Bidder must submit list of clients/companies relevant/similar to this tender scope of work which have been successfully completed within the last 7 years.

1. CAPABILITY: Experience and capacity		The Score (for SANRAL)
<p>Organisational experience and capabilities</p> <p>Provide a list of clients/companies (public or private sector) that the bidder has worked for in the form of a spreadsheet. The number of clients/companies where digital and social media services were carried out on Facebook, X, Instagram, LinkedIn and YouTube within the last seven years in a combined campaign.</p> <p>The campaigns for each client/company must have been executed in the last 7 years. Attach social media campaign reports.</p>	<p>No client/company social media campaigns or up to 3 submitted is = 0</p> <p>Four (4) client/company social media campaigns submitted is = 5</p> <p>Eight (8) client/company social media campaigns submitted is = 8</p> <p>Ten (10) client/company social media campaigns submitted is = 10</p>	
<p>Testimonials</p> <p>Provide signed and contactable testimonials (with the work and the letter not older than 7 years) from companies or clients where similar services were provided. Each testimonial must be on a client (i.e. company) letterhead indicating the digital and social media activities carried out.</p>	<p>No testimonials or up to 3 submitted is = 0</p> <p>Four (4) testimonials submitted is = 5</p> <p>Eight (8) testimonials submitted is = 8</p> <p>Ten (10) testimonials submitted is = 10</p>	

<p align="center">Qualifications and competence of other key staff: Provide certified qualifications copies of the staff that will manage the account as per the work listed below. Please submit relevant certified qualifications (not older than 3 months) for each person who will fulfil the following roles.</p> <p align="center">Please ensure that the digital and social media qualifications are detailed.</p>		
<p>Qualifications of the senior strategist (relevant digital strategy communications or marketing qualifications)</p>	<p>No relevant qualification or up to NQF Level 5 is = 0 Relevant qualification NQF Level 6 is = 2 Relevant qualification NQF Level 7 is = 3 Relevant qualification NQF Level 8 or higher = 5</p>	
<p>Qualifications of the senior account director (client services) for the toll and non-toll account (relevant administration/business, marketing or communications qualifications)</p>	<p>No relevant qualification or up to NQF Level 5 is = 0 Relevant qualification NQF Level 6 is = 2 Relevant qualification NQF Level 7 is = 3 Relevant qualification NQF Level 8 or higher = 5</p>	
<p>Qualifications of the senior creative director of the non-toll and toll account (relevant fine arts, graphic design or arts qualifications)</p>	<p>No relevant qualification or up to NQF Level 5 is = 0 Relevant qualification NQF Level 6 is = 2 Relevant qualification NQF Level 7 is = 3 Relevant qualification NQF Level 8 or higher = 5</p>	

<p>Qualifications of the senior social media manager (relevant digital communications or marketing qualifications)</p>	<p>No relevant qualification or up to NQF Level 5 is = 0 Relevant qualification NQF Level 6 is = 2 Relevant qualification NQF Level 7 is = 3 Relevant qualification NQF Level 8 or higher = 5</p>	
<p>1. Bidder must submit a list of digital and social media campaigns relevant/similar to this tender scope of work which have been successfully completed within the last 7 years. 2. Supporting reference letters to be provided on a client letterhead with contactable client details including the campaign value and key personnel (Name and job title) who worked on the contract for the specific/stated campaigns. Note one reference letter listing all key personnel (Name and job title) is acceptable.</p>		
<p>Senior strategist (1. Bidder must submit a list of digital and social media campaigns relevant/similar to this tender scope of work which have been successfully completed within the last 7 years. 2. Supporting reference letters to be provided on a client letterhead with contactable client details including the campaign value and key personnel (Name and job title) who worked on the contract for the specific/stated campaigns.)</p>	<p>Senior Strategist Relevant Campaign Experience Maximum of 3 projects will be evaluated (i) If campaign has a value of R0 but not exceeding R499 999 (inclusive of VAT) [= 0 points] (ii) If campaign has a value of R500 000 but not exceeding R649 999 (Inclusive of VAT) [= 2 points] (iii) If campaign has a value of R650 000 but not exceeding R899 999 (Inclusive of VAT) [= 3 points] (iv) If campaign has a value of R900 000 and more (Inclusive of VAT) [= 5 points]</p>	
<p>Senior account director (client services) (1. Bidder must submit a list of digital and social media campaigns relevant/similar to this tender scope of work which have been successfully completed within the last 7 years. 2. Supporting reference letters to be provided on a client letterhead with contactable client details including the campaign value and key personnel (Name and job title) who worked on the contract for the specific/stated campaigns.)</p>	<p>Senior Account Director (Client Services) Relevant Campaign Experience Maximum of 3 projects will be evaluated (i) If campaign has a value of R0 but not exceeding R499 999 (inclusive of VAT) [= 0 points] (ii) If campaign has a value of R500 000 but not exceeding R649 999 (Inclusive of VAT) [= 2 points] (iii) If campaign has a value of R650 000 but not exceeding R899 999 (Inclusive of VAT) [= 3 points] (iv) If campaign has a value of R900 000 and more (Inclusive of VAT) [= 5 points]</p>	

<p>Senior creative director (1. Bidder must submit a list of digital and social media campaigns relevant/similar to this tender scope of work which have been successfully completed within the last 7 years. 2. Supporting reference letters to be provided on a client letterhead with contactable client details including the campaign value and key personnel (Name and job title) who worked on the contract for the specific/stated campaigns.)</p>	<p>Senior Creative Director Relevant Campaign Experience</p> <p>Maximum of 3 projects will be evaluated</p> <p>(i) If campaign has a value of R0 but not exceeding R499 999 (inclusive of VAT) [= 0 points]</p> <p>(ii) If campaign has a value of R500 000 but not exceeding R649 999 (Inclusive of VAT) [= 2 points]</p> <p>(iii) If campaign has a value of R650 000 but not exceeding R899 999 (Inclusive of VAT) [= 3 points]</p> <p>(iv) If campaign has a value of R900 000 and more (Inclusive of VAT) [= 5 points]</p>	
<p>Senior social media manager (1. Bidder must submit a list of digital and social media campaigns relevant/similar to this tender scope of work which have been successfully completed within the last 7 years. 2. Supporting reference letters to be provided on a client letterhead with contactable client details including the campaign value and key personnel (Name and job title) who worked on the contract for the specific/stated campaigns.)</p>	<p>Senior Social Media Manager Relevant Campaign Experience</p> <p>Maximum of 3 projects will be evaluated</p> <p>(i) If campaign has a value of R0 but not exceeding R499 999 (inclusive of VAT) [= 0 points]</p> <p>(ii) If campaign has a value of R500 000 but not exceeding R649 999 (Inclusive of VAT) [= 2 points]</p> <p>(iii) If campaign has a value of R650 000 but not exceeding R899 999 (Inclusive of VAT) [= 3 points]</p> <p>(iv) If campaign has a value of R900 000 and more (Inclusive of VAT) [= 5 points]</p>	
<p>Clients/companies intranet design, content strategy, analytics, and prototyping experience in the last 7 years</p>		
<p>Bidder must submit a portfolio of evidence of intranet design, content strategy, analytics and prototyping experience that was completed in the last 7 years.</p> <p>Attach the following as proof:</p> <ul style="list-style-type: none"> Intranet design mockups that the bidder has completed in the form of high quality screenshots. 	<p>No intranet portfolio submitted or up to 2 = 0</p> <p>Three (3) intranet portfolios submitted is = 5</p> <p>Five (5) intranet portfolios submitted is = 10</p> <p>Ten (10) intranet portfolios submitted is = 15</p> <p>Fifteen (15) intranet portfolios submitted is = 20</p>	

Clients/Companies website design, content strategy, analytics, prototyping, look and feel experience in the last 7 years		
Bidder must submit a portfolio of evidence of website design, content strategy, analytics, user experience, prototyping, look and feel experience that was completed in the last 7 years. Attach the following as proof: <ul style="list-style-type: none"> • Links to websites that the bidder has designed. 	No website portfolio submitted or up to 2 = 0	
	Three (3) website portfolios submitted is = 5	
	Five (5) website portfolios submitted is = 10	
	Ten (10) website portfolios submitted is = 15	
	Fifteen (15) website portfolios submitted is = 20	
Total		100

The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Respondent's Tender to progress to Step THREE for final evaluation

4.3 STEP THREE: Evaluation and Final Weighted Scoring

a) **Price and Specific Goal**

SANRAL will utilise one of following formulas in its evaluation of Price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

Specific goals	Criteria	10 points		20 points	
		Point allocation	Maximum points	Point allocation	Maximum points
B-BBEE Level	Level 1	10.00	10.00	20.00	20.00
	Level 2	9.00		18.00	
	Level 3	6.00		14.00	
	Level 4	5.00		12.00	
	Level 5	4.00		8.00	
	Level 6	3.00		6.00	
	Level 7	2.00		4.00	
	Level 8	1.00		2.00	
	Non-compliant contributor	0.00		0.00	

- b) **Specific Goals** [Weighted score 80/20 or 90/10 points]
- Specific goals preference points claim form
 - Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

4.4 STEP FOUR: Post Tender Negotiations (if applicable)

- Respondents are to note that SANRAL may not award a contract if the price offered is not market-related. In this regard, SANRAL reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should SANRAL conduct post tender negotiations, Respondents will be requested to provide their best and final offers to SANRAL based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

4.5 STEP FIVE: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

Respondents are to note that, on award of business, SANRAL is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016. **[This is not applicable if RFT was not advertised on National Treasury e-Tender Publication Portal]**

Respondents declaring a commercial relationship with a DPIIP or FPPO are to note that SANRAL is required to annually publish on its website a list of all business contracts entered into with DPIIP or FPPO. This list will include successful Respondents, if applicable.

SECTION 5
QUOTATION FORM

PRICING SCHEDULE

PRICING RULES:

1. GENERAL
 - a) Where no price or where a R0-00 price is entered against any and/or all payment items under the three categories of staff, SANRAL shall regard such service as either being included elsewhere under other payment item/s or provided free of charge. The entering of R0-00 shall not absolve the service provider from performing its obligation under the payment item/s
 - b) If the service provider does not wish to price under any column, please insert R0-00. Do not leave any column, row and/or any combination thereof open.
 - c) Do not qualify or write words in the pricing schedule. Any qualification and/or amendments must be incorporated into the form provided.
 - d) Do not give an alternative pricing unless the postulated pricing schedule (this schedule under Appendix F) is filled in.
 - e) Prices and totals must be equal to the product of the service providers tendered hourly rates and quantities.
 - f) Quantities are estimates only and are used for purposes of evaluation only and does not reflect any guaranteed of work. The service provider will not be entitled to claim any quantities provided in this schedule neither will the tenderer have any claim against SANRAL for any reduction of the quantities or costs.
 - g) SANRAL makes allowance for production costs to execute work commissioned.

2. DISCOUNTS:
 - a) Any discounts which is provided unconditionally will be considered for evaluation purposes.
 - b) Discounts provided on condition will not be considered.
 - c) Discounts must be indicated separately to the price tendered under a separate heading itemised **DISCOUNTS**.

3. RETAINERS:
 - a) No retainers will be allowed nor paid out, only cost for actual work done will be paid.

4. MARK UPS:
 - a) Mark ups will only be allowed for the production of all outsourced production and any related third-party costs. However, it must be tendered in the pricing schedule.
 - b) Mark ups must not exceed what the industry prescribes.

5. PRICING:
 - Please use the table below to show the structure of the tendered fees.
 - Write the rate per hour per staff designation.

PART A – Pricing Schedule: PROFESSIONAL FEES

- Calculate the cost per designated level of staff hours and write the figures in the relevant fields provided.
- The total tendered amount will be calculated as follows:
- Add up all three levels of staff hours individually.
- Thereafter, add these sub-totals of these three staff levels as the price tendered as per the Professional fees pricing schedule for 2026/27.
- Price tendered as per the Professional fees pricing schedule plus estimated CPI increase on previous calculations, representing pricing for the following year (also known as year 2 or financial year 2027/2028)
- The Price tendered as per the pricing schedule for year 2 above, plus estimated CPI increase representing pricing for year 3 (also known as financial year 2028/2029).
- Add the three-year pricing and write down the sub-total.
- Calculate VAT for the sub-total calculated.
- Add the sub-total and VAT to come to a Total amount. Write the total in figures and words as directed in the fields provided.

PART B – Pricing Schedule: PRODUCTION AND MARK-UP

- The estimated production cost is presented.
- Write the mark-up percentage to be charged for third-party costs for the duration of the contract.

PART C: Pricing Schedule

- Once PART A - Pricing per staff is completed, use this information to populate the table under PART C.
- Write in the amount for the three years excl. VAT for the Professional Fee in PART C – Pricing schedule, in the field provided.
- Write in the VAT calculated in PART A.
- Write in the Total for professional fee as calculated in PART A.
- Finally, add up each column and write in the amount in the row Grand total to get the figures for Total tendered price excl. VAT, VAT and Total Pr

RATE PER HOUR:

1. Please indicate the rate per hour for the following designated staff that will be working on the account for which the costs are reflected in the services table below.

Designation of staff	Rate per hour 2026/27
Senior	
Middle	
Junior	

PART A- PRICING SCHEDULE

No	SERVICE REQUIRED	Frequency	Quantity	Unit of measure	Senior	% of work split	Middle	% of work split	Junior	% of work split
F	SCOPE OF WORKS									
F.1	Purpose of request									
F.1.1	Develop digital marketing strategy.	Per brief	900	hours						
F.1.2	Provide support and content including design for all platforms	Ongoing	1800	hours						

F.1.3	Evaluate social Media strategy and/or update	Ongoing	180	hours						
F.1.6	Manage all and new social media platforms	Ongoing	3153	hours						
F.1.9	Run and collect data	Ongoing	360	hours						
F.1.11	Attend events nationally	As and when required	460	hours						
F-1. 16	Administer Intranet content, design, content strategy, user experience, analytics, layout, look & feel, prototyping - the process of turning static design screens into an interactive, clickable simulation of an intranet, website or mobile app, layout mapping, wireframing, usability testing, and improving navigation.	Ongoing	300	hours						
F-1. 17	Administer website(s) content, design, content strategy, user experience, analytics, layout, look & feel, prototyping - the process of turning static design screens into an interactive, clickable simulation of an intranet, website or	As and when required	600	hours						

	mobile app, layout mapping, wireframing, usability testing, search engine optimization and improving navigation.									
F.2	DIGITAL MEDIA SERVICES									
F.2.1	Digital media strategy including social media management	Ongoing	600	hours						
F.2.2	Drive traffic to website and social media platforms	Ongoing	600	hours						
F.2.3	Initiate and Manage social media projects	Ongoing	600	hours						
F.2.4	Engagement on social media platforms Concentrating on key audiences	Ongoing	5256 hours	hours						
F.2.5	Actively manage digital media platforms on behalf of SANRAL	Ongoing	5256	hours						
F.2.6	Based on strategy, identify key online outlets for paid media	Ongoing	900	hours						
F.2.7	Develop broad key messages and content will need to be developed in conjunction with other SANRAL service providers	Ongoing	900	hours						

F.2.8	Collaborate with other service providers to secure ad space	Asper scope	240	hours						
F.2.9	Monitor online advertising performance and recommend changes	Asper scope	240	hours						
F.2.10	Collaborate with other service providers on design in relation to online campaigns	Ongoing	240	hours						
F.2.12	Develop real-time banners for key alerts posted by SANRAL and its partners	Asper scope	240	hours						
F.2.14	Monitor activities on digital platforms and provide analysis	Ongoing	480	hours						
F.2.15	Adjust implementation plans accordingly to the results	Ongoing	600	hours						
F.10	OTHER TENDER SPECIFICATIONS AND REQUIREMENTS									
F.10.1	PROGRAMME ADMINISTRATION									
F.10.1	Daily update calls	Ongoing	480	hours						
F.10.2	Weekly status report	Monday and Thursday	300	hours						

F.10.3	Prepare a monthly report	Monthly	600	hours						
F.10.4	Monthly strategic meetings	Ongoing	300	hours						
F.10.5	Attend SANRAL- related meetings	Ongoing	120	hours						
F.10.6	Attend SANRAL inter-agency meetings	As and when needed	120	hours						
F.11	ACCOUNT MANAGEMENT AND WORK FLOW									
F.11.1	Issues tatus reports for all projects that include but are not limited to project number, description, current status, next steps, timeline and due date	Weekly/ project based	300	hours						
F.11.2	Screenwork before presentation to Client (on brief and strategy)	Per brief	180	hours						
F.11.4	Prepare and submit campaign timing plans	Per brief	40	hours						
F.11.9	Issue invoices and statements	Monthly	180	hours						
F.11.10	Manage and resolve financial queries	Ongoing	120	hours						

F11.11	Manage third party suppliers	Per brief	180	hours						
F.11.12	Provide hard drive of all work done for SANRAL twice a year for the Duration of contract	Ongoing	50	hours						
F.11.13	Issue financial reports	Quarterly	180	hours						
F.11.14	Financial accounting as stated in RFT	Ongoing	180	hours						
F.11.15	Finance personnel to attend monthly meetings	Monthly	60	hours						
					R		R		R	

	TOTAL (SENIOR + MIDDLE + JUNIOR) 2026/27	R
	TOTAL FOR (SENIOR + MIDDLE + JUNIOR) 2027/28 PLUS CPI _____%	R
	TOTAL FOR (SENIOR + MIDDLE + JUNIOR) 2028/29 PLUS CPI _____%	R
	PROFESSIONAL FEES FOR THREE YEARS	R
	VAT	R

	TOTAL PROFESSIONAL FEES FOR THREE YEARS + VAT	R
	FINAL PROFESSIONAL FEES FOR THREE YEARS IN WORDS	

NOTE: Fees for each year will increase by the appropriate CPI on the anniversary of the contract awarded.

NOTE: The quantities listed above are estimates for evaluation purposes and for the duration of the contract.

NOTE: Also, the production cost is merely an estimate for bidding purposes and SANRAL reserves the right not to utilise the full amount of production cost for the duration of the contract.

PART B-PRICING SCHEDULE: PRODUCTION AND MARKUP

MARK UPS:

MARK UP FOR RELATED THIRD-PARTY COSTS FOR DIGITAL MEDIA SERVICES INCLUDING SOCIAL MEDIA MANAGEMENT, WEBSITE AND INTRANET	%
DESCRIPTION	AMOUNT
PRODUCTION COST FOR DIGITAL MEDIA SERVICES INCLUDING SOCIAL MEDIA MANAGEMENT, WEBSITE AND INTRANET COST AND DISBURSEMENTS PER ANNUM FOR 3 YEARS	R124,476,139
MARK-UP% ON THIRD PART COSTS FOR 3 YEARS	_____ %

NOTE: Also, the production cost is merely an estimate for bidding purposes and SANRAL reserves the right not to utilise the full amount of production cost for the duration of the contract.

PART C: FINAL PRICING SCHEDULE

CATEGORIES	TOTAL TENDERED PRICE EXCL. VAT	VAT	TOTAL PRICE
TOTAL FOR PART A- PROFESSIONAL FEES PRICING SCHEDULE FOR THREE YEARS			R
TOTAL FOR PART B- PRODUCTION FOR THREE YEARS	R108,240,120.27	R16,236,018.13	R124,476,139.00
GRAND TOTAL	R	R	R

TRAVEL AND ACCOMMODATION

Disbursement related to Travel and Accommodation are subject to National Treasury's cost containment measures Instruction note no.04 of 2017/2018.

Respondents are to note that SANRAL will round off final pricing scores to the nearest 2 (two) decimal places.

Notes to Pricing:

- 4.5.1 All Prices must be quoted in South African Rand, inclusive of VAT
- 4.5.2 Any disbursement not specifically priced for will not be considered/accepted by SANRAL.
- 4.5.3 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

SECTION 6**RETURNABLE DOCUMENTS****List of Returnable Documents**

The tenderer must complete the following returnable documents:

FORM	LIST OF RETURNABLE DOCUMENTS	STATUS
INVITATION TO BID	SBD 1 FORM	
FORM A2:	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
FORM A3:	CERTIFICATE OF AUTHORITY FOR JOINT VENTURES (WHERE APPLICABLE)	
FORM A4:	DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL	
FORM A5:	DECLARATION FORM - MANAGEMENT OF DOMESTIC PROMINENT INFLUENTIAL PERSONS, FOREIGN PROMINENT PUBLIC OFFICIALS AND FOREIGN INFLUENTIAL NATIONALS	
FORM A6	CERTIFICATE OF FRONTING PRACTICES	
FORM A7	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE	
FORM A8:	DECLARATION OF TENDERER'S LITIGATION HISTORY	
FORM A9:	CERTIFICATE OF TAX COMPLIANCE STATUS	
FORM A10:	SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER	
FORM A11 (SBD4):	BIDDER'S DISCLOSURE	
FORM A12 (SBD6.1):	PREFERENCING SCHEDULE - TENDERER'S B-BBEE VERIFICATION	
FORM A13:	POPIA	
FORM A14:	CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION	
FORM A15:	DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
FORM A16:	REGISTRATION WITH CIDB	Not Applicable
FORM A17:	CERTIFICATE OF SINGLE TENDER SUBMISSION	
FORM A18:	SPECIFIC GOALS POINTS CLAIM FORM	
FORM A19 (SBD6.2):	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS	Not Applicable
FORM A20:	LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)	Not Applicable
FORM B1:	SCHEDULE OF WORK EXPERIENCE	
FORM B2.1 – 2.4:	KEY PERSONNEL EXPERIENCE	
FORM B3:	SUBCONTRACTING	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFT. Should the Respondent be awarded the contract [**the Agreement**] and fail to present SANRAL with such renewals as and when they become due, SANRAL shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which SANRAL may have for damages against the Respondent.

Signed:.....Date:.....
Name:.....Position.....
Tenderer:.....

FORM A2: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to tenderer:

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners. Submit a copy of the resolution on printed and bound hard copy and flash drive.
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
 - authority for signatory,
 - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.
4. In the event that authorisation is for more than one project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on.....

Mr/Ms _____ whose signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no. **SANRAL NRA 2024/1297- THE PERIODIC MAINTENANCE (RESURFACING) ON NATIONAL ROUTE N12 SECTION 5 FROM THREE SISTERS (km 0.08) TO VICTORIA WEST (km 60.80)**

.....
.....
and any contract which may arise therefrom on behalf of (enter name of tenderer in block capitals)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES:
	SIGNATURE	SIGNATURE

.....
NAME (print)

.....
NAME (print)

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A3: JOINT VENTURE AGREEMENT

Bidder Name	Contact Detail (Name, Cellphone, Email)	Share % in the JV
Lead Bidder:		
Total		100

Tenderer:

In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement Lead Bidder shall have Majority share certificate.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A4: DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL

Notes to tenderer:

- 1. The signatory for the tenderer (as per Form A2) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.
- 2. In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.

I, the undersigned, declare that:

(i) the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

.....

.....

.....

.....

(ii) the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

(iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at on the day of 20.....

.....
SIGNATURE

The deponent having:

- 1. Acknowledged that he/she knows and understands the contents hereof;
- 2. Confirmed that he/she has not objection to the taking of the prescribed oath;
- 3. That he/she considered the prescribed oath as binding upon his/her conscience; and
- 4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

.....
COMMISSIONER OF OATHS

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A5: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public**Officials (FPPO)**

Notes to Tenderer:

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: www.nra.co.za)
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
 - i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
 - ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
 - i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
 - ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
 - iii. "DD" means Due Diligence.
 - iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
 - v. "DPIP" means a Domestic Prominent Influential Person.
 - vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
 - vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
 - viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
 - ix. "FPPO" means a Foreign Prominent Public Official.
 - x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
 - xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.
 - xii. "Senior Management" means the Executive Committee or its individual members.
9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

Prominent Influential Persons (PIP’s) Reporting Form

IDENTIFICATION PARTICULARS				
Primary Particulars	First Name	Surname	Middle Name	ID/Passport Number
Country Details	Country of Origin		Citizenship	Current Country of Residence
CURRENT STATUS AND BACKGROUND				
Current Occupation	Occupational Title		Status	
			Active	Non-active
Is the potential/business partner (mark with an “X” whichever is applicable):				
a DPIP	a FPPO	a FIN	Family member or Close Associate of a DPIP/FPPO/FIN?	
KNOWN BUSINESS INTERESTS				
No	Name of Entity	Role in Entity	Status	
1			Active	Non-active
2				
3				
4				
5				

MEDIA REPORTS / OTHER SOURCES OF INFORMATION
(Please reference all known negative or damaging media reports associated with the DPIIP/FPPO/FIN)

Reporting Person/s:

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

DECLARATION / UNDERTAKING BY THE TENDERER

I, the undersigned,
 declare that:

- i. the information furnished on this declaration form is true and correct.
- ii. I accept that, any action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM A6: CERTIFICATE OF FRONTING PRACTICES

Fronting Practices

Window-dressing: This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation.

Benefit Diversion: This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

Opportunistic Intermediaries: This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

Responsibility to Report Fronting

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

Fronting Indicators

<ul style="list-style-type: none"> • The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;
<ul style="list-style-type: none"> • The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;
<ul style="list-style-type: none"> • The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;
<ul style="list-style-type: none"> • There is no significant indication of active participation by black people identified as top management at strategic decision making level;
<ul style="list-style-type: none"> • An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;
<ul style="list-style-type: none"> • An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;
<ul style="list-style-type: none"> • An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence;
<ul style="list-style-type: none"> • The enterprise displays evidence of circumvention or attempted circumvention;
<ul style="list-style-type: none"> • An enterprise buys goods or services at a significantly different rate than the market from a

related person or shareholder;
<ul style="list-style-type: none"> An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and
<ul style="list-style-type: none"> An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.

DECLARATION

I, the undersigned,

in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A7: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

The tenderer shall provide a copy supplier registration from the National Treasury Central Supplier Database (www.treasury.gov.za). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture a printed copy supplier registration from must be provided for each member of the Joint Venture.

Name of Service Provider:

Central Supplier Database Supplier Number:

Supplier Commodity:

Delivery Location:

Signed:..... Date:.....
Name:..... Position.....
Tenderer:.....

FORM A8: DECLARATION OF TENDERER'S LITIGATION HISTORY

Note to tenderer:

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A9: CERTIFICATES OF TAX COMPLIANCE

The Tenderer shall complete the declaration below.

I, (name)
the undersigned in my capacity as (position)
on behalf of (name of company)
herewith grant consent that SARS may disclose to the South African National Roads Agency SOC
Limited (SANRAL) our tax compliance status.

For this purpose our unique security personal identification number (PIN) is

In the event of a joint venture each member shall comply with the above requirements.

Signed:..... Date:.....

Name:.....Position.....

Tenderer:.....

FORM A10: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER

PAGE	DESCRIPTION

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A11: BIDDER’S DISCLOSURE SBD4

Notes to tenderer:

- i. Definitions:
 - a) “State” means:
 - 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);
 - any Municipality of Municipal Entity;
 - Provincial Legislature;
 - National Assembly or the National Council of Provinces; or
 - Parliament.
 - b) “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.
- ii. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.
- iii. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated and tenderer will be ultimately restricted from doing business with the State.

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

- a. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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

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

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

2.2.1 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

If so, furnish particulars:

.....

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 consortium² 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 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.

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

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 BE FALSE.

Signed:.....Date:.....
Name:.....Position.....
Tenderer:

FORM A12:TENDERER’S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)

Notes to Tenderer:

1. A tenderers’ scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
 - The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 May 2019.
 - i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A14; and
 - ii) The certificate shall:
 - Be valid at the closing date;
 - Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
 - Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
 - Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data 4.15); and
 - iii) A valid BBBEE Certificates shall contain:
 - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
 - Value-Added Tax number, where applicable.
 - The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
 - B-BBEE status with corresponding procurement recognition level.
 - The relevant Codes used to issue the B-BBEE verification certificate.
 - Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
 - Financial period which was used to issue the B-BBEE Verification Certificate
 - iv) A valid Sworn Affidavit must contain the following:
 - Name/s of deponent as they appear in the identity document and the identity number.
 - Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
 - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
 - Percentage black ownership, black female ownership and whether they fall within a designated group.
 - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
 - Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise’s registration documents, which was used to determine the total revenue.
 - B-BBEE status level. An enterprise can only have one status level.
 - Date deponent signed and date of Commissioner of Oath must be the same.
 - Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.
 - v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.
Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:.....Date:.....
Name:.....Position.....
Tenderer:.....

FORM 13: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. SANRAL will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFT, the Responsible party is “SANRAL” and the Data subject is the “Respondent”. SANRAL will process personal information only with the knowledge and authorisation of the 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 exceptions contained in the POPIA.
4. SANRAL reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFT and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANRAL.
5. In responding to this bid, SANRAL acknowledges that it will obtain and have access to personal information of the Respondent. SANRAL agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. SANRAL further agrees that in submitting any information or documentation requested in this RFT, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by SANRAL and/or its authorised appointed third parties.
7. Furthermore, SANRAL will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, SANRAL requires the Respondent to process any personal information disclosed by SANRAL in the bidding process in the same manner.
8. SANRAL shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFT (physically, through a computer or any other form of electronic communication).
9. SANRAL shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes

or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

- 10. The Respondent may, in writing, request SANRAL to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that SANRAL correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in SANRAL’s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 11. In submitting any information or documentation requested in this RFT, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFT and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES		NO	
-----	--	----	--

- 12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject’s personal information included in its submission and thereby indemnifying SANRAL against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
- 13. The Respondent declares that the personal information submitted for the purpose of this RFT is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent’s authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by SANRAL, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM A14: CERTIFICATE OF PERMISSION TO CONDUCT DUE DILIGENCE INVESTIGATION

Notes to tenderer

1. The tenderer shall complete the declaration below.
2. In the event of a Joint Venture (JV), each member of the JV shall comply with the above requirements.

I, _____ (name), the undersigned in my capacity as _____ (position), on behalf of _____ (name of company), herewith grant consent that SANRAL or any of their appointed Service Providers may conduct a due diligence investigation on _____ (name of company) to evaluate our ability to perform the contract as stipulated in the Standard Conditions of Tender, Clause C.3.13(b).

In addition, any information in this regard requested by SANRAL or any of their appointed Service Providers, shall be submitted within the timelines of the request.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A15: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Notes to tenderer:

1. **This declaration:**
 - a. **must form part of all tenders submitted.**
 - b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State's procurement of the supply chain management system.**
3. **The tender of any tenderer may be disregarded if that tenderer or any of its directors have –**
 - a. **abused and/or misused the State's procurement and/or supply chain management system;**
 - b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
 - c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
 - d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

4.1	Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied. The Database of Restricted Suppliers now resides on the National Treasury website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If Yes, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If Yes, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the tenderer and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If Yes, furnish particulars:		

CERTIFICATION

I, the undersigned,

certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signed:..... Date:.....

Name:..... Position.....

Tenderer:.....

FORM A16: REGISTRATION WITH CIDB

The tenderer shall provide a pdf copy of the Active Contractor’s Listing off the CIDB website www.cidb.org.za. Tenderers whose CIDB registration expires within 21 days after close of tender shall attach proof of their application for re-registration (refer to tender data clause C.2.1.1). In the case of a Joint Venture, a pdf copy of the Active Contractor’s Listing must be provided for each member of the Joint Venture.

Complete the following details of his registration with the Construction Industry Development Board.

Name of Contractor:

Contractor Grading Designation:

CIDB Contractor Registration Number:

Registration expiry date:

In the case of a Joint Venture, Lead Bidder must hold not less than 51% share in the JV.

	CIDB Grading	JV Shareholding %
Lead Bidder:		

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A17: CERTIFICATE OF SINGLE TENDER SUBMISSION

Notes to tenderer:

- 1. This certificate serves as a declaration by the tenderer that a single tender was submitted.
- 2. In the case of a Joint Venture (JV), a separate certificate is to be completed and submitted by each JV member.

DECLARATION

I, the undersigned, in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

- 1. I have read and understand the notes to, and the contents of, this certificate.
- 2. I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner participate in more than 1 (one) tender.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM 18: SPECIFIC GOALS POINTS CLAIM FORM

This form contains general information and serves as a claim for preference points for specific goals Contribution. SANRAL will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - 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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable. Despite the stipulated preference point system, SANRAL shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- 1.3 Preference points for this bid shall be awarded for:
 - (a) Price;
 - (b) B-BBEE Status Level of Contribution.
 - (c) Any other specific goal determined in SANRAL.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and Specific Goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of specific goals together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic

Empowerment Act;

- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or Tenders;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"** means:
 - 1) B-BBEE status level certificate issued by an unauthorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small Enterprise in terms of a Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (l) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by SANRAL to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

3.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn-Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)

	[Sworn- affidavits must substantially comply with the format that can be obtained on the DTI’s website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME³	Sworn-Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

- 3.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 3.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 3.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 3.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder’s responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

4. BID DECLARATION

4.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

5.1 B-BBEE Status Level of Contribution: . =(maximum of 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with any of the enterprises below:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		

Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

- Y Partnership/Joint Venture / Consortium
 - Y One person business/sole propriety
 - Y Close corporation
 - Y Company
 - Y (Pty) Limited
- [TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

7.6 COMPANY CLASSIFICATION

- Y Manufacturer
 - Y Supplier
 - Y Professional service provider
 - Y Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraphs 4.1 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 4.1 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have-
 - (a) disqualify the person from the bidding 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, SANRAL reserves the right to penalise the bidder up to 10 percent of the value of the contract;
- (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
- (f) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:.....

ADDRESS

.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM A19 (SBD6.2): DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (INCORPORATING SBD6.2)

BID NUMBER: This will be a condition of contract.

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.2. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.3. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where:

- x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6 A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule – Form A3.6) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold

2. Does any portion of the services, works or goods offered have any imported content?

YES		NO		<i>Tick applicable box</i>
------------	--	-----------	--	----------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on .

The relevant rates of exchange information is accessible on <https://www.resbank.co.za>.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. BID NUMBER: NRA2024/1297 THE PERIODIC MAINTENANCE SURFACING) ON NATIONAL ROUTE N12 SECTION 5 FROM THREE SISTERS (KM 0.08) TO ORIA WEST (KM 60.80)

ISSUED BY: South African National Roads Agency SOC Limited

N.B.:

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned (full names),
do hereby declare, in my capacity as
of (name of bidder entity)
the following:

- (a) the facts contained herein are within my own personal knowledge;
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) the local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentage for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declarations D and E.

- d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data

that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority/Institution restricting the tenderer from tendering.

SIGNATURE:

DATE:

WITNESS No. 1:

WITNESS No. 2:

FORM 20: LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE (ANNEXURE C)

BID NUMBER:

Note to tenderer:
This will be a condition of contract.

C1	Tender No.:										
C2	Tender Description:										
C3	Designated Product(s):										
C4	Tender Authority:										
C5	Tendering Entity Name:										
C6	Tender Exchange Rate:	Pula	P	EU	€	GBP	£	OTHER (specify)			

Note: VAT to be excluded from all calculations

Calculation of Local Content								Tender Summary			
Tender Item No's	List of Items	Tender Price Each (Excl. VAT)	Exempted Imported Value	Tender Value Net of Exempted Imported Content	Imported Value	Local Value	Local Content % (Per Item)	Tender Qty	Total Tender Value	Total Exempted Imported Content	Total Imported Content
❖		(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
					(C20) Total Imported Value			Total Tender Value	R		
							(C21) Total Exempted Imported Content			R	
							(C22) Total Tender value net of exempt imported content			R	
							(C23) Total Imported Content			R	
							(C24) Total Local Content			R	
							(C25) Average Local Content % of tender			%	

Signature of tenderer from Annexure B: (SANS 1286.2017)

Date:

BID NUMBER:

ANNEXURE D: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C

(D1)	Tender No.:										
(D2)	Tender Description:										
(D3)	Designated Product(s):										
(D4)	Tender Authority:										
(D5)	Tendering Entity Name:										
(D6)	Tender Exchange Rate:	Pula	P	EU	€	GBP	£				

Note: VAT to be excluded from all calculations

A. Exempted imported content				Calculation of imported content						Summary		
Tender item No's	Description of imported content	Local Supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	of	All locally incurred landing costs & duties	Total landed cost excl. VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)	
											(D19) Total exempt imported value	R0
												This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer				Calculation of imported content						Summary		
Tender item No's	Description of imported content	Local Supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Tender Qty	Exempted imported value	
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)	
											(D45) Total imported value by 3rd party	R0

BID NUMBER:

C. Imported by a 3rd party and supplied to the Tenderer				Calculation of imported content						Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl. VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party											R 0

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					R 0

Signature of tenderer from Annexure B:
(SATS 1286.2011) _____

Date: _____

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with Annex C - C 23

BID NUMBER:

ANNEXURE E: IMPORTED CONTENT DECLARATION - SUPPORTING SCHEDULE TO ANNEXURE C

(E1)	Tender No.:		Note: VAT to be excluded from all calculation
(E2)	Tender Description:		
(E3)	Designated Product(s):		
(E4)	Tender Authority:		
(E5)	Tendering Entity Name:		

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
		(E6)	(E7)
	(E9) Total local products (Goods, Services and Works)		R 0
(E10)	Manpower costs	(Tenderer's manpower cost)	R 0
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R 0
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	R 0
	(E13) Total local content		R 0
This total must correspond with Annex C - C24			

**Signature of tenderer from Annexure B:
(SATS 1286:2011)**

Date:

NOT APPLICABLE

FORM B2.1: KEY PERSONNEL EXPERIENCE

Bidder shall submit list of projects relevant/similar to this tender scope of work.

Senior Strategist						
Name						
Professional Registration						
Professional Registration Number						
Highest Qualification						
NQF Level						
Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

FORM B2.2: KEY PERSONNEL EXPERIENCE

Senior Account Director (Client Services)						
Name						
Professional Registration						
Professional Registration Number						
Highest Qualification						
NQF Level						
Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM B2.3: KEY PERSONNEL EXPERIENCE

Senior Creative Director						
Name						
Professional Registration						
Professional Registration Number						
Highest Qualification						
NQF Level						
Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM B2.4: KEY PERSONNEL EXPERIENCE

Senior Social Media Manager						
Name						
Professional Registration						
Professional Registration Number						
Highest Qualification						
NQF Level						
Client Name	Client Contact Person	Client contact details: Email & Phone number	Project NAME	Project Description	Project VALUE (Incl. VAT)	Start date – End Date

Signed:.....Date:.....
 Name:.....Position.....
 Tenderer:.....

FORM B3: SUB-CONTRACTING DECLARATION

CONTRACT SANRAL: PROVISION OF DIGITAL MEDIA SERVICES INCLUDING SOCIAL MEDIA MANAGEMENT, WEBSITE AND INTRANET FOR A PERIOD OF 3 YEARS

SCM Reference number: NRA 2026/0684

RFT: 66100/1007/2026/07

TOTAL SUB-CONTRACTING PERCENTAGE	_____ %
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- I CERTIFY THAT THE INFORMATION FURNISHED 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.

Signed:.....Date:.....
Name:.....Position.....
Tenderer:.....