

**PROVISION OF AIRFIELD GROUND LIGHTING (AGL) SYSTEMS MAINTENANCE,
REPAIRS AND INSTALLATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE
TENDER**

GAAL/104/2026/2027

**PROVISION OF AIRFIELD GROUND LIGHTING (AGL)
SYSTEMS MAINTENANCE, REPAIRS AND INSTALLATION
FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

A COMPULSORY BRIEFING SESSION TO BE HELD ON

3 AUGUST 2026 AT 10H00

POLOKWANE INTERNATIONAL AIRPORT AEROSPACE

CLOSING DATE AND TIME OF TENDER

21 AUGUST 2026 AT 11H00

TENDER VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

PROVISION OF AIRFIELD GROUND LIGHTING (AGL) SYSTEMS MAINTENANCE, REPAIRS AND INSTALLATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. PURPOSE

- 1.1. Request for appointment of a suitably qualified, reputable, and experienced service provider for the provision of electrical works for the Aerodrome Ground Lighting (AGL) systems at Polokwane International Airport, this will enable continuous maintenance, repairs and servicing of AGL systems

2. Background

- 2.1. Polokwane International Airport has an existing Airfield Ground Lighting (AGL) systems and infrastructure which requires continuous maintenance and repairs to ensure compliance with the ICAO standards and SACAA regulations.

3. SCOPE OF WORK

Required AGL electrical engineering works not limited to:

- Repairs or replace and/or maintenance of the runway edge, Precision Approach Path Indicator (PAPI), runway end, threshold lights.
- Replace or repair and/ or maintenance of taxiway edge lights and airfield signages.
- Replace or repair and/ or maintenance of stop bars and wig wags and wing bar lights.
- Repair or replace and/ or maintenance of lead on and off lights and approach lights.
- Repairs or replace and/or maintenance of the CCR, SCADA, Mimic panel and the UPS
- Repair or replace and/ or maintenance of flood lights and windsocks
- Repair or replace and/ or maintenance of obstruction lights on the airside including the structures and systems.

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- Repair or replace and/ or maintenance of AGL electrical circuits.
- Provide AGL spares/ material as and when required
- Conduct photometric testing as and when required
- Assist with the purchasing of the photometric testing machine
- Calibration of PAPI as and when required.
- Installation of clicking system and other related systems and repair and maintenance

Bidders must meet the minimum qualification requirements indicated below. Failure to do so will result in disqualification.

Supervisor	Yes/No
▪ Recognised Electrical Trade Test ▪ National Diploma NQF Level 6 (Electrical Heavy/Light Current) and ▪ AGL Level 2 Certificate	
Electrician	Yes/No
▪ Recognised Electrical Trade Test ▪ Certified ORHVS ▪ AGL Level 2 Certificate	
Labourer	Yes/No
▪ N2 Electrical Certificate ▪ AGL level 1 Certificate	

Note: The same skill, knowledge, and qualifications must be maintained throughout the duration of the contract.

The successful bidder must comply with but not limited to

- ICAO Annexure 14 and GAAL Aerodrome Manual documents.
- ICAO Doc 9137 part 6, 8 and 9

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- ICAO 9157 part 4,5 and 6
- SACAA CARs and CATs
- OHS ACT 85 of 1993

Health and Safety Management Plan

- The bidder shall comply with the guidelines as prescribed within the OHS Act (Act 85 of 1993).
- The bidder shall prepare a Safety Management Plan for the implementation of the project covering all envisaged risks related to the electrical works.
- The successful bidder to develop and submit an OHS safety file

Access permit

- The successful bidder will be required to apply for access permit into restricted areas, the following certificates are required for access permit:
 - a) AVOP (Airside Vehicle Operator's Permit): A permit required by personnel authorized to operate motorized vehicles on the airside of an airport, including aprons, taxiways, and runways. It ensures that drivers are competent to drive in these high-risk areas.
 - b) PARTAC (Practical Airport Radio Telephony and Airside Competency): A five-day training course designed to teach aviation personnel—specifically firefighters and ground vehicle operators—how to use correct aviation phraseology and communicate effectively with Air Traffic Control (ATC) while operating in the manoeuvring area.
 - c) AIT (Airside Induction Training): A course that provides mandatory safety training for all staff working in airside areas, covering hazards, health and safety, and compliance with airport regulations.
 - d) Security awareness certificate
 - e) The bidder shall use the suitable and roadworthy off-road (e.g 4X2 or 4X4 bakkie) vehicle when conducting maintenance, repairs and installations.

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Documentation control

- When maintenance is performed, records sheet must be completed and signed off by both the Electrician and GAAL representative.
- Monthly progress reports should be submitted timeously by no later than the 2nd week post the completion of the works.
- Reference must be made on all completed preventative maintenance and job cards.
- These record sheets must be stored for the duration of the contract and should be available for inspection at any time.
- All record sheets, job cards, history reports etc. will remain the property of GAAL and should be available on request. At the end of the contract period, a complete set of documentation must be handed over to GAAL.
- The contractor shall further provide copies of the record sheets to GAAL by the fifth (5) day of every month at the latest. No invoices will be paid out if record sheets are not provided.

Monthly Reports

- When invoicing, the contractor shall ensure that all required reports for the corresponding service or repair are attached to their invoices. This will include information on (system availability average per week, Maintenance work including percentage of scheduled maintenance work completed, Maintenance plan for the next quarter).
- Assets register up to date including equipment data.
- Report of outstanding maintenance issues.
- Findings from the previous service.
- Recommended improvement opportunities.

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Failure Reports

After every incident or failure which warrants a call-out, the contractor shall provide GAAL with a comprehensive equipment failure report. The report should at a minimum describe the incident, the root cause resulting with failure, the intervention undertaken to return the airfield lights, apron lights and associated control infrastructure to service, and all future actions that need to be undertaken to return the unit to a healthy state.

4. Pricing Schedule

The bidder should submit and provide a complete price structure/ break-down per line as per the guidelines below

Description	Year 1	Year 2	Year 3	Total
Rate per hour (during normal working hours) for:				
▪ Supervisor	R	R	R	R
▪ Electrician and	R	R	R	R
▪ Labourer.	R	R	R	R
Rate per hour (after normal working hours and Saturday) for:				
▪ Supervisor,	R	R	R	R
▪ Electrician and	R	R	R	R
▪ Labourer.	R	R	R	R
Rate per hour (Sunday and public holidays) for:				
Supervisor,	R	R	R	R

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Electrician and Labourer	R	R	R	R
Standby allowance per month after hours, public holidays and weekends for:				
Electrician and Labourer	R	R	R	R
Travelling fee per kilometer (if applicable)	R	R	R	R
Accommodation per night (if applicable)	R	R	R	R
Any other costs, if applicable (please specify)	R	R	R	R
Sub Total				R
VAT (15%) – if applicable				R
Bid offer (consolidated rates)				R
Percentage markup to be added to material used (quotation must be submitted for approval by GAAL)				%
Percentage markup to be added for hire or use of specialized equipment (quotation must be submitted for approval by GAAL)				%

All personnel must be South African citizen and changes in personnel must be reported to the Aviation Security Manager and Project Manager beforehand.

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5. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, technical functionality and preference point system

Administrative (mandatory) Criteria (Gate 0)	Technical and Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Bidder(s) must submit all documents as outlined in paragraph 5.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 75 points out of 100 points to proceed to Gate 2 (Price and Specific goals).	Bidder(s) will be evaluated on price (weighted price) as per scope of work and specific goals claimed points as stipulated on SBD 6.1 (paragraph 4.2).

5.1. Gate 0: Administrative (mandatory) requirements

5.1.1. Bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

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Table 1: Documents that must be submitted for administrative/mandatory requirements.

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Pricing Schedule – SBD 3.2	YES	Complete and sign the supplied pro forma document.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months.
It is estimated that tenderers must have CIDB contractor grading designation of 3EP or higher.	YES	Bidder must submit proof of registration Construction Industry Development Board of CIDB Grade 3EP or higher
Bidder must be registered - Compensation for Occupational Injuries and Diseases Act (COIDA)	YES	The bidder must provide Letter of Good standing with workman's compensation commissioner COIDA – Electrical.

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Registration with Department of Labour (DoL) as the electrical contractor	YES	The bidder must provide valid proof of registration with the DOL as the electrical contractor – minimum of Installation Electrician.
Qualification of Key Personnel as indicated in section 3 above – scope of work	YES	The bidders must provide proof of valid qualifications for all key personnel as indicated in section 3 above.
Attended a Compulsory Briefing Session	YES	Bidder must ensure that they sign the attended register which will be made available during the briefing session.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report)	YES	Supplier must be registered as a service provider on the Central Supplier Database (CSD).
Pricing Schedule	YES	Bid offer /pricing schedule must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

5.2. Gate 1: Functionality Evaluation Criteria

5.2.1. All bidders are required to respond to the functionality evaluation criteria. Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per the table below:

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5.2.2. Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 75 points to proceed to Gate 2 for Price and Specific goals evaluations; and

5.2.3. As part of due diligence, the entity may conduct a site visit at the bidder's place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered

CRITERIA	POINTS	SCORING CRITERIA
Experience of the bidder in Airfield Ground Lighting (AGL) repairs and/or maintenance and new installations (attached contactable reference letters from the clients, clearly stipulating the start and end date) format of date dd/mm/yyyy.	25	Below 1 year = 0 point 1 – 3 years = 10 points >3 – 5 years = 15 points Above 5 years = 25 points
Number of projects completed in Airfield Ground Lighting (AGL) electrical works (attached contactable reference letters from the previous clients)	25	No project = 0 point 1 – 3 project(s) = 10 points 4 – 5 projects = 15 points 6 and more projects = 25 points
Supervisor Experience Experience of the Supervisor for AGL maintenance, repairs and new installations (attach CV with contactable references)	15	Below 1 year = 0 point 1 – 3 years = 5 points >3 – 5 years = 10 points Above 5 years = 15 points
Electrician Experience	15	Below 1 year = 0 point 1 – 3 years = 5 points



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Experience of the Electrician for AGL maintenance, repairs and new installations (attach CV with contactable references)		>3 - 5 years = 10 points Above 5 years = 15 points
Labourer Experience Experience of the Labourer for AGL maintenance, repairs and new installations (attach CV with contactable references)	10	Below 1 year = 0 point 1 —3 years = 5 points Above 3 years = 10 points
Financial Viability – Bidder must submit a stamped /or signed letter from recognized financial institution confirming ability to execute project.	10	Below 1 million = 0 points 1 to 3 million = 5 points Above 3 million = 10 points
TOTAL	100	
Minimum threshold (failure to meet this threshold your bid will not be evaluated further)	75	

5.3. Gate 2: Preference Point System

5.3.1. **Preference Points System** where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

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6. SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

6.1. Terms and conditions:

6.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to charge the proposal. Such permission will only be granted in exceptional circumstances.

6.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the airport.

6.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

6.1.4 The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

6.1.5 Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

6.1.6 Neither the airport, nor any of its respective officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And

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nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

6.1.7 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

6.1.8 A proposal submitted by a partnership must be accompanied by a written partnership agreement.

6.1.9 A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;
- f) Any other information necessary to permit full appraisal of its functioning.

6.1.10 The costs of preparing proposals and of negotiating the contract will not be reimbursed.

6.1.11 The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

6.1.13 The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

6.1.14 Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the

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deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person. Copies of questions and answers will be published on the entity's website, without revealing the identity of the source of the questions.

6.1.15 Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may results in rejection of the bid concerned.

6.1.16 Bid submission requirements must be completed in sections and appendices provided in the bid document.

7. Bid Submission

All bids and supporting documents must be placed or couriered in the bid box located at Polokwane International Airport, Admin Block on or before the stipulated closing date and time as indicated in the SBD1.

Bids will only be considered if received by the entity on or before the closing date and time. Bidders are required to submit their bids and supporting documents in clearly marked envelopes as follows.

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 5.1 - Gate 0: Administrative requirements (Table 1))</i>	Exhibit 3: Pricing Schedule/Bid offer

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Exhibit 2:

Functionality Responses and Bidder
Compliance Checklist for Technical Evaluation

Supporting documents for technical responses.

*(Refer to Section 5.2 - Gate 1: Functionality
Evaluation Criteria)*

Exhibit 4:

Electronic submission (USB/Memory
card/External hard drive) – clearly
marked.

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**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/104/2026/2027		CLOSING DATE:	21 AUGUST 2026	
			CLOSING TIME:	11H00	
DESCRIPTION	PROVISION OF AIRFIELD GROUND LIGHTING (AGL) SYSTEM, MAINTENANCE, REPAIRS AND INSTALLATION AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JULIUS RAMATJIE		CONTACT PERSON	CHRISTIAN MTSHWENI	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1054	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroupp@gaal.co.za		E-MAIL ADDRESS	christian.mtshweni@gaal.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	TAX COMPLIANCE		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

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STATUS	SYSTEM PIN:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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.

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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:

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SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: GAAL/104/2026/2027
CLOSING TIME 11:00	CLOSING DATE: 21 AUGUST 2026

OFFER TO BE VALID FOR **150** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	R-----
	-----	R-----	R-----
	-----	R-----	R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	-----days
-----	R-----	-----days
-----	R-----	-----days
-----	R-----	-----days

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5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....

TOTAL: R.....

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

Bid No.:

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....

TOTAL: R.....

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6. Period required for commencement with project after acceptance of bid
.....
7. Estimated man-days for completion of project
.....
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

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BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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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**

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

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- 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.

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

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SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	10	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	5	
Total	20	

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DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) Recommend that the tenderer or contractor, its shareholders and

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directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
DATE:
ADDRESS:
.....
.....
.....