

Didacta Building
211 Nana Sita Street
Pretoria

Private Bag 1758
Pretoria
0001

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ/NRF-SAASTA 117/2026/2027 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The NRF-SAASTA wishes to appoint a valid SACPCMP registered suitable service provider as the project manager for the renovation of the Auditorium and VC Wood Hall in the Didacta building.
RFQ ISSUED DATE	25 September 2026
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE	13 October 2026
CLOSING TIME	11:00 AM
EXPECTED DATE SERVICES IS REQUIRED	October/November 2026
MANDATORY REQUIREMENTS <i>NB: Bidders who do not submit all the required mandatory documents will be considered non-responsive and will not proceed to the next stage of the evaluation.</i>	Please refer to annexure D of this document page 11
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Date: Friday 02 October 2026 Time: 10:00 Venue: SAASTA, 211 Nana Sita Street, Pretoria CBD
DELIVERY ADDRESS OF GOODS/SERVICES	SAASTA, 211 Nana Sita Street, Pretoria CBD
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to quotes2@saasta.nrf.ac.za . Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquires can be directed at this e-mail address S.suke@saasta.nrf.ac.za , you may contact Silence Suke on 012 392 9380

Important Notes to this RFQ:

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, (quotes2@saasta.nrf.ac.za)
- If the quotation is late, it shall not be accepted for consideration.
- The NRF-SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatory Requirements);
- Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)
- Supplier must provide an Original certified SANAS accredited BBBEE Certificate or Sworn Affidavit in order to claim for specific goals;

Prohibition of Gifts & Hospitality:

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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Annex A : **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

SERVICE PROVIDER/SUPPLIER:
REGISTRATION NUMBER:
CSD REGISTRATION NUMBER:
ADDRESS:
CONTACT PERSON:
TEL:

1. NRF-SAASTA's standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF-SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request For Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the Government Procurement: General Conditions of contract, July 2010. You can log on www.saasta.ac.za/procurement/openbids to access this document.**

*¹ Which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

*² It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations from R2 000.00 up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

Signature: _____

Date: _____

Capacity: _____

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT

The South African Agency for Science and Technology Advancement is a business unit of the National Research Foundation (NRF) tasked with coordinating public awareness, appreciation and engagement in science, technology and innovation (STI) across South Africa to foster a scientifically literate nation.

2. BACKGROUND OF THE PROJECT

The NRF-SAASTA wishes to appoint a valid SACPCMP registered suitable service provider as the project manager for the renovation of the Auditorium and VC Wood Hall in the Didacta building.

The Didacta building currently accommodates an auditorium that requires comprehensive renovation and modernisation. The auditorium's interior finishes, furniture, lighting, audio-visual equipment, and associated systems have become obsolete and are no longer aligned with the current operational requirements of the organisation. Some of the existing infrastructure and equipment are also in poor condition, resulting in limitations in the effective use of the facility for meetings, conferences, presentations, training sessions, workshops, and other official events.

The proposed renovation should therefore provide for the refurbishment and modernisation of the auditorium, including, but not limited to, the replacement or upgrading of outdated interior finishes, flooring, seating, lighting, electrical infrastructure, audio-visual systems, acoustic treatment, presentation facilities, and other associated services. The renovated auditorium should provide a professional, functional, safe, and technologically suitable environment that supports the organisation's current and future operational needs.

In addition, there is an existing facility located within the basement section of the building that has been identified as suitable for renovation and conversion into a multipurpose facility. The current condition and configuration of the basement area limit its effective utilisation. Renovating the space would enable the organisation to maximise the use of its existing building infrastructure and provide an adaptable facility that can accommodate various activities, including training, workshops, meetings, staff engagements, exhibitions, project activities, and other organisational events.

The basement multipurpose facility should be designed with flexibility in mind, allowing the space to be configured according to different operational requirements. Consideration should be given to appropriate flooring, lighting, electrical and data points, ventilation, furniture arrangements, audio-visual requirements, storage, finishes, safety, and general functionality.

Both the auditorium and the basement multipurpose facility must be designed and renovated in accordance with all applicable legislation, building regulations, occupational health and safety requirements, municipal requirements, relevant South African standards, and applicable accessibility and disability prescripts. Attention should be given to ensuring that persons with disabilities can access, enter, move through, and utilise the facilities safely and independently.

The accessibility requirements should, where applicable, include suitable access routes, ramps, door widths, circulation spaces, accessible seating arrangements, appropriate sanitary facilities, signage, lighting, and other provisions necessary to accommodate persons with mobility, visual, hearing, or other disabilities.

The proposed renovations are therefore intended not only to improve the physical appearance and condition of the facilities, but also to enhance their functionality, accessibility, safety, operational efficiency, and longevity. The project should result in modern, professional, flexible, and fit-for-purpose facilities that can effectively support the organisation's activities while making optimal use of the available building space.

3. DETAILED SPECIFICATION

The following services are needed from the successful bidder:

BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
The scope below is a minimum requirement as indicated by the client and the bidder must indicate these items in their detailed pricing schedule. 1. Description of the Services The NRF requires a qualified project manager to perform full project manager (PM) duties for the renovation of the 1. Auditorium and 2. VC Wood in the Didacta building inclusive of contract management, bills of quantities and being part of the procurement committees on advisory basis. 2. Project description The project is for the Auditorium and VC Wood in the Didacta 3. Extent of the Services The specific project management services required on this project and referred to above, entail the following: 3.1 Full services • Establishment of an effective liaison with potential contractors • Assessment of the site and data collection (which includes market analysis), system sizing, cost estimation, report for business case purposes • Develop technical specifications • Preparation of bills of quantities for all work ("all work" shall include inter alia electrical, mechanical and any other engineering work); • Administration and management of the contract; • Submission of monthly status and cost reports covering all aspects of the work in the prescribed formats "Contract Status Report". • Certification of the works done. 3.2 Use of reasonable skill and care It will be expected of the service provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document. Although the service provider's documents may be scrutinised by the NRF, this shall in no way relieve the service provider of their professional responsibility for the proper and prompt execution of their duties. The NRF shall also be entitled to have any document or calculations verified by others. In the event of mal performance, default or negligence, the NRF shall have the right to claim compensation or damages and set off such against any amount payable. During assessment of any existing facilities, which may have a direct bearing on the Project, the service provider shall determine deficiencies with such facilities in terms of the Occupational Health and Safety Act, 1993 (act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify those during the project execution phase.	Each	2

BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
The NRF's representative shall be notified by the service provider and their personnel of any transgression of inter alia the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and environmental legislation during the service provides operation pertaining to the contract regardless of who may be involved. 3.3 Co-operation with other service providers It will be required of the service provider to co-operate with the following if applicable: Professional Service Providers • Architects and Quantity surveyor • Structural & Civil Engineers • Electrical & Mechanical Engineers • OHSa agents 4. Brief 4.1 Target dates and times The project manager will be expected throughout to give preference to the execution of the work involved in this commission. The work of all project stakeholders will be co-ordinated by the project manager. During the construction phase of the project, the project manager will obtain a construction programme from the main contractor, to continuously monitor progress and to take whichever steps necessary. This will be done in collaboration with the rest of the professional team. 4.2 Reporting requirements Notwithstanding any other requirements as listed elsewhere, the project manager shall submit a monthly report indicating progress of the project. 4.3 Final disposal of documents Upon approval and finalisation of the final invoice or payment certificate of the project, it is a requirement that the service provider deliver to the nominated representative of the NRF all invoice or payment certificates relating to this service.		

NB: PRICING

Basis of remuneration, method of tendering and estimated fees are:

- Professional fees for services will be paid on a basic fee calculated on the value for fee purposes.
- As the cost of works decreases or increases the percentage fee should be adjusted up or down, generally in accordance with the guideline in paragraph 4.3.4 in the Government Gazette Nr.37102 of December 2013.
- Disbursements in respect of all travelling and related expenses (including all travelling costs, time charges and subsistence allowances related thereto) will not be paid for. Bidders must make provision for and include all such when calculating the basic fee.

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- The site must be visited as often as the work requires for the execution of all duties on the Project. The project manager must be available at 24 hours' notice to visit the site if so required. All costs for traveling must be included in total fees.
- All invoices or payment certificates are to be signed by the principal of the service provider and submitted in original format, failing which the invoices or payment certificates will be returned. Copies, facsimiles, electronic and other versions of invoices or payment certificates will not be considered for payment. Payments to the service provider will be made electronically according to the banking details furnished by the service provider. Any change in such banking details must be communicated to the NRF's representative timeously. Invoices or payment certificates, correct in all respects, will be deemed submitted when received by the NRF and settled when electronically processed by the NRF. The NRF reserves the right to dispute the whole invoices or payment certificates, any item or part of an item at any time and will deal with such case in terms of the General Conditions of Contract.
- Invoices or payment certificates for services rendered may be submitted on the successful completion of each stage of work. Payment of invoices or payment certificates rendered will be subject to the checking thereof by the representative of the NRF. The NRF reserves the right to amend the amount claimed in order to conform to the rates stipulated in this contract and make payment on the basis of the balance of the account in accordance with the General Conditions of Contract.
- Should the documents for procurement of construction contracts contain any errors made by the quantity surveyor, the total value of such errors will be deducted from the final invoice on this project.
- The cost of all site Personnel, rendering standard services, will be deemed to be included in the applicable fees as stated above.

Activity Schedule

The bidder must make provision for all activities necessary for the execution of the service as set out in the scope of services.

Annex D : EVALUATION CRITERIA

Stage 1: Mandatory requirements.

The evaluation criteria will be based on the following requirements:

NB: Any bidder failing to meet “YES” in the criterion listed below will be disqualified.

No.	DESCRIPTION	TECHNICAL EVALUATION CRITERIA	BID
1.	Bidder to submit Two (2) written references and or completion certificate with contact details for those customers for whom the service provider has completed work within the last sixty months that meet the minimum threshold of “Meets requirements.” Meet the minimum threshold of “Meets requirements” means that the Two (2) written references: i. has contact details of the referee, ii. must be signed and dated by the referee, iii. not older than sixty months, iv. must talk to work similar or related to building construction services/renovations and v. Indicate that the work performed by the bidder was satisfactory.	☐ YES ☐ No	
2.	Bidder must submit proof of registration with South African Council for Project and Construction Management Professions (SACPCMP) as a project manager.	☐ YES ☐ No	
3.	Bidder must submit proof of professional indemnity insurance of not less than 2 million rand or letter of intent	☐ YES ☐ No	
4.	Bidder must submit a portfolio of relevant work (minimum of 2 projects) to be submitted	☐ YES ☐ No	

Stage 2: Price and NRF-SAASTA specific goals as per the below NRF Generic Scorecard for Bids ≤ R1 million:

SPECIFIC GOALS AS PER BID INVITATION		
CATEGORY	Sub-Category	Allocated Points
B-BBEE Level - Maximum 8 Points	Level 1 to Level 3	8
	Level 4 to Level 6	6
	Level 7 to Level 8	2
Ownership - Maximum 8 Points	Supplier that is at least 51% Black-owned.	3
	Supplier that is at least 51% Black female-owned.	3
	Supplier that is at least 51% Black youth-owned.	1
	Supplier that is at least 51% owned by People with Disabilities.	1
Company Size - Maximum 4 Points	EME	4
	QSE	
TOTAL POINTS ALLOCATED		20

NB: Proof or documentation that may be considered to claim points for specific goal related to this scorecard may include, amongst others;

- **Valid B-BBEE certificate.** A bidder must submit proof of its B-BBEE status level of contributor in the form of a valid B-BBEE certificate as issued by SANAS accredited agency;
- **Valid sworn affidavit.** A certified sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise.
- **Ownership Certificate** issued by the Companies and Intellectual Property Commission (CIPC).

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

Annex E : COST BREAK DOWN

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

NB: Price calculation Guide to be aligned to the quotation

No	Description	Unit of Measure	Quantity	Unit Price	Total VAT inclusive
1.	Project management for Auditorium	Each	1		
2.	VC Wood management for VC Wood Hall	Each	1		
Total VAT inclusive					

Annex F : **STANDARD BIDDING DOCUMENTS**

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NRF/SAASTA)				
BID NUMBER:	as per the attached RFQ form	CLOSING DATE:	as per the attached RFQ form	CLOSING TIME: 11:00
DESCRIPTION	Supply of goods/services as per the attached RFQ			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).				

BID RESPONSE DOCUMENTS MAY BE Emailed to quotes2@saasta.nrf.ac.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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes
		☐ No			☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		☐	A REGISTERED AUDITOR		
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY				CONTACT PERSON	
CONTACT PERSON				TELEPHONE NUMBER	
TELEPHONE NUMBER				FACSIMILE NUMBER	
FACSIMILE NUMBER				E-MAIL ADDRESS	
E-MAIL ADDRESS					

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 ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.								
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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.

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

2.3.1 If so, furnish particulars:

.....

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

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

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

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

3 GENERAL DECLARATION

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

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

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

I CERTIFY THAT THE ABOVE IS CORRECT.

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

.....

Signature

.....

Date

.....

Designation

.....

Name of bidder

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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
NRF SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Specific goals for the tender and points claimed are indicated per the table below. Price and NRF-SAASTA specific goals as per the below NRF Generic Scorecard for Bids ≤ R1 million is applicable. The proof or documentation that may be considered to claim points for specific goal related to this scorecard may include, amongst others.

SPECIFIC GOALS AS PER BID INVITATION		
CATEGORY	Sub-Category	Allocated Points
B-BBEE Level - Maximum 8 Points	Level 1 to Level 3	8
	Level 4 to Level 6	6
	Level 7 to Level 8	2
Ownership - Maximum 8 Points	Supplier that is at least 51% Black-owned.	3
	Supplier that is at least 51% Black female-owned.	3
	Supplier that is at least 51% Black youth-owned.	1
	Supplier that is at least 51% owned by People with Disabilities.	1
Company Size - Maximum 4 Points	EME	4
	QSE	
TOTAL POINTS ALLOCATED		20

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

- ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	