

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE TENDER

GAAL/102/2026/2027

PROVISION OF GARDENING SERVICES AND GENERAL MAINTENANCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS

**A COMPULSORY BRIEFING SESSION TO BE HELD ON
5 OCTOBER 2026 AT 10H00
POLOKWANE INTERNATIONAL AIRPORT CONFERENCE HALL**

CLOSING DATE AND TIME OF TENDER

16 OCTOBER 2026 AT 11H00

TENDER VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

**THE PROVISION OF GARDENING SERVICE AND GENERAL MAINTENANCE AT
POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS,
AS AND WHEN REQUIRED.**

REQUEST FOR THE SERVICE PROVIDER FOR THE PROVISION OF GARDENING SERVICE AND GENERAL MAINTENANCE AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS, AS AND WHEN REQUIRED.

1. PURPOSE

The purpose of this specification is to outline the requirements for the appointment of a service provider to undertake grounds and landscaped areas on airside and landside are maintained at Polokwane International Airport. The work is essential for maintaining a professional and safe environment, meeting compliance and image requirement of airport operations.

2. BACKGROUND

Polokwane International Airport is committed to ensuring the highest standards of safety and quality in its operations. The airport's operations require compliance with stringent safety and regulatory standards, including the maintenance of grounds and landscaping on airside and landside to protect airport infrastructure and many others. Regular ground and landscape maintenance at ground facilities and inside & outside perimeter, runways and taxiways are critical to maintaining the airport's safety and operational efficiency.

3. INTRODUCTION

This specification outlines the requirements for a 3-year contract undertake grounds and landscape areas on airside and landside are maintained at Polokwane International Airport. The contractor will be responsible for providing

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high services that meet the airport's safety and regulatory requirements. The successful contractor will be expected to work closely with airport staff to ensure minimal disruption to airport operations and maintain the highest standards of safety and quality. The successful contractor will be required to undergo the necessary airport compliance trainings including refresher trainings and obtain permits at their own costs.

4. SCOPE OF WORK

Specification requirements, not limited to:

LANDSIDE LOCATIONS		
Description	Area	Frequency
Grass cutting	From N1 road junction, through Flight area, Aviation school, Bus parking, skip bins area to the Airport entrance	Daily
Treating of weeds by applying a weed killer where necessary on paved surface.	All paved surface area at all the airport yards / properties	As and when required
Grass cutting	From entrance gate, through maintenance workshop to exist gate	

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	From old terminal, through supply chain, tower, saps, new terminal, T49, conference hall, delta gate to exit gate	Monthly
	From pay point to delta gate.	
Prune weeds and plant new lawn (equivalent to Kikuyu grass) over an old lawn: - Analyze the soil - Prune the existing grass / shrubs - Fertilize the soil Maintain new planted lawn	Old terminal back & front and Supply chain building	Monthly
	T49 building	
	From pay point to delta gate.	
	From pay point through conference hall to T49 building.	
	Tower and boarder police building	
	Boarder police building next to chiller plant	
Landscaping (Refurbishment)	N1 Junction (both direction)	As and when required

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	After bridge from N1 Junction (both direction)	
	Entrance canopy next military main gate	
	Curved road after entrance canopy before stationary aircraft	
	After admin block	
	Public or Bus parking area	
	Welcome board before main entrance	
	Airport exit gate	
	Boader police area	
	Terminal building (smoking area)	
	T49 building	
Trimming trees and flowers	All landside area	Monthly

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Remove all litter gathering within the scrubs, trees and flowers	All landside area and all landside stormwater drainages	Daily
Grass cutting	Perimeter wall $\pm$ 17 km long and 3m wide	Monthly
Tree cutting	Perimeter wall $\pm$ 17 km long and 3m wide both inside and outside	Quarterly

AIRSIDE LOCATIONS		
Tree and grass cutting	Around all hangars and simulator	Monthly
	VOR	
	ILS	
	Sub station	
	Rapid refill and windsocks x 4	
	PAPIs x16	
	Wing bars	
	Runways 05/23 and 01/19	

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	Taxiways: Alpha, Bravo, Charlie, Delta and Echo	
	Approach lights inside and outside	
	Fire station and weather service	
Treating ant hills on the edge of the landing stripes	All airside areas	As and when required
Hiring of special equipment Allowance for ad hoc (including the operator)	All airside and landside areas	As and when required

5. PERSONNEL AND EQUIPMENT

5.1 Garden designer for airport landscaping

5.2 Site supervisor

5.3 All maintenance employee must have a basic communication skill in line with ability to understand the nature of work and instructions.

5.4 (a) The bidder must provide twelve (12) staff members, and two (2) supervisors. All personnel must be South African citizen and changes in personnel must be reported to the Aviation Security Manager and Project Manager beforehand.

(b) The team will also assist the airport with any general work as and when required.

(c) The General workers should be able to operate all the related tools and equipment.

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(d) Request is for x12 General workers and x2 Supervisors

5.4 The bidder will ensure that there is always a supervisors on site and required gardening technicians to complete the entire site as per requirement. The staff compliment must be maintained throughout the contract duration and cover all day-to-day gardening requirements to ensure the facility is well maintained.

5.5 The service provider will be required to be on site five (5) days a week from Monday to Friday for the provision of all services for the entire duration of the contract. A weekly log of hours worked will be recorded and submitted to Operation division who will oversees and monitor the provision of the service.

5.6 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.

5.7 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

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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

The bidder shall use the suitable and roadworthy off-road (e.g 4X2 or 4X4 bakkie) vehicle when conducting maintenance, repairs and installations

5.8 All staff must be equipped with the following minimum personal protective equipment: **Safety boots, Reflective jackets, Hardhat, Safety goggles, Hearing plugs, Dust masks, Hand gloves and etc.**

5.9 The service provider must provide the following equipment but not limited to:

Description	QTY	Minimum required specification
Heavy Duty Industrial Brush Cutters	12	Engine: Single cylinder Fuel: petrol Power output: 7000 rpm, 1.2kW
Industrial Lawn Mowers (non-motorised)	1	Engine: 8.2 kW Gearbox: 2 speed Fuel: petrol Cutting height: 10-90 mm Mass: 160 kg
Industrial Lawn Mowers (motorised)	1	Engine: Single cylinder Fuel: petrol Cutting height: 30-90 mm

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Industrial Blower	3	Type: Blower back pack Engine: Single cylinder Fuel: Petrol Air speed: 150 kpm
Industrial Chainsaw	2	Engine: 1.8 kW Fuel type: petrol Weight: 6.1 kg
Road sweeper	1	Output power: 15hp Gears: 5 fwd & 2 rev Brush width: 105mm Brush diameter: 580mm Weight: 145 kg open type 1050 mm (petrol)
Weed killer	As and when require	Kills weeds and grass down to the roots. Do not use on lawns or other wanted plants
Herbicide	As and when require	For trees
Hiring of special equipment	As and when require	TLB, Grader, Mobile sweeper Blower, Cherry picker etc. not limited to

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Vehicle Communication Radio	1	Can cover the radius of 10 – 15 km
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5.9 The bidder will be expected to provide all equipment required for the rendering of the service including those to be used for ad-hoc services (an inventory list will be agreed upon for all equipment). It will be the bidder's responsibility to ensure that all equipment is available, maintained and accountable for a periodic basis.

5.10 Storage will be made available at 42 Sqm/ m2 for free for the duration of the contract.

6. PRICING SCHEDULE

SCHEDULE A

Description	RATE
Training courses	Prov sum R 100, 000.00
Airside Vehicle Operator Permit (AVOP)	
Security Awareness	
Practical Airport Radio Telephony and Airside Competency Course	
Airside Induction	
2.Vehicle and Personnel Compliance	
Vehicle prefix	
Beacon lights	
Vehicle permit	
Personnel permit	
Total (INCL VAT)	R 100, 000.00

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SCHEDULE B

Description	Unit	Cost for year 1 (Excl. VAT) X 12 months	Cost for year 2 (Excl. VAT) X 12 months	Cost for year 3 (Excl. VAT) X 12 months
Monthly Garden Services				
General worker rate per month	12	R	R	R
Supervisor rate per month	2	R	R	R
Weed Killer 20 liter	1	R	R	R
Herbicide 5kg	1	R	R	R
Equipment, Tools and Consumable – monthly		R	R	R
Escalation Costs (If applicable)		R	R	R
Other costs (specify)		R	R	R
Mark-up on supply of required materials	%	%	%	%
Total costs		R	R	R
Total costs (Exl. VAT) For 3 years		R	R	R

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VAT (15%)		R	R	R
Total costs (Incl. VAT) For 3 years		R	R	R
Consolidated Bid Offer for three years (incl. VAT)		R		

6.1 All cost must be included.

6.2 Any escalation in cost for the three (3) years period must be clearly stated within the pricing schedule with the submission of the bid.

6.3 Payment shall be made monthly upon receipt of invoice from the service provider. **NB:** No ad-hoc invoices will be paid without prior approval.

6.4 The general personnel will be required to assist with general work of the airport as and when necessary.

6.5 Attendance register must be submitted to confirm attendance of each personnel member before the invoice is submitted to SCM.

7. EVALUATION CRITERIA

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

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Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Suppliers must submit all documents as outlined in paragraph 7.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Supplier(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Supplier(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).

7.1 Gate 0: Administrative (mandatory) requirements

Supplier (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.

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.

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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 Grade 2 (SH) Landscaping, Irrigation and Horticulture or higher.	YES	Bidder must submit proof of registration with Construction Industry Development Board of CIDB Grade 2 SH or higher
Compensation for Occupational Injuries and Diseases Act	YES	Bidder must submit valid letter of good standing related to the nature of work issued by the Department of Labour (COIDA) – Landscaping.
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) or MAAA.... on SBD1	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).
Pricing Schedule / Bid offer	YES	Pricing structure must be completed in full for all service quotation. Where bidder has omitted to

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		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.
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7.2 Gate 1: Functionality Evaluation Criteria

All suppliers are required to respond to the functionality evaluation criteria. A brief description of the scoring system is given below. A tabulated score sheet which will be used in the evaluation is as shown below.

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CRITERIA	POINTS	SCORING CRITERIA
Experience of the company in gardening services and landscaping (Attach contactable and signed/stamped reference letters/completion letterhead, clearly stipulating start and end date).	20	No experience = 0 point 1 - 3 years = 10 points >3 – 5 year(s) = 15 points More than 5 years = 20 points
Number of completed projects in gardening services and landscaping (Attach contactable and signed/stamped reference letters/completion certificate on client's letterhead, clearly stipulating start and end date).	20	No project = 0 point 1 – 3 project(s) = 10 points 4 – 5 project(s) = 15 points 6 and more projects = 20 points

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Bidder must submit the Horticulture or Garden Design qualification / Certificate	20	No qualification/ certificate = 0 point Qualification / certificate= 20 points
Number of years of experience of team leader/supervisor in similar project (attach CV and certified copies of qualifications minimum Grade 12)	15	No experience = 0 point 1 – 3 year(s) = 5 points >3 – 5 years = 10 points More than 5 years = 15 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 2 million = 5 points Above 2 million = 10 points
Established operation offices in RSA (Attach proof of address as indicated and appears on SBD 1 and CSD for example Municipal bill / Lease Agreement / Chief Leader not older than three (3) months.	15	No proof of address = 0 point Outside Limpopo Province = 5 points Limpopo Province = 10 points Capricorn District = 15 points
TOTAL	100	
Minimum threshold (failure to meet this threshold your bid will not be evaluated further)	70	

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The maximum points that can be scored on functionality equals 100. Bidder scoring less than 70 points will be disqualified.

7.3 Gate 2: Preference Point System,

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

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100

8. BID SUBMISSION

All bids and supporting documents must be placed or couriered in the bid located at Polokwane International Airport, Admin Block 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 a clearly marked envelopes as follows: -

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
Exhibit 1: Administrative and mandatory documents	Exhibit 3: Pricing Schedule/Bid offer

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(Refer to Section 7.1 - Gate 0: Administrative requirements (Table 1))	
Exhibit 2: Functionality Responses and Bidder Compliance Checklist for Technical Evaluation Supporting documents for technical responses. (Refer to Section 7.2 - Gate 1: Functionality Evaluation Criteria)	Exhibit 4: Electronic submission (USB/Memory card/External hard drive) – clearly marked.

9. SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

9.1. Terms and conditions:

- 9.1.1. 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.
- 9.1.2. 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.
- 9.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

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9.1.4. 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.

9.1.5. 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.

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

9.1.7. 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.

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

9.1.9. A proposal submitted by a joint venture /or consortium of two or more parties must be accompanied by a signed agreement and/or memorandum of understanding between the parties to such joint venture or consortium indicating:

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

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

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

9.1.12. 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.

9.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person.

9.1.14. 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 result in rejection of the bid concerned.

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

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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/102/2026/2027	CLOSING DATE:	16 OCTOBER 2026
		CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF GARDENING SERVICES AND GENERAL MAINTENANCE 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			

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SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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

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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:

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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number: GAAL/102/2026/2027
Closing Time 11:00	Closing date: 16 OCTOBER 2026

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:		
-	At:		
-	Brand and model		
-	Country of origin		

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- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

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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

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.

Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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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:

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			

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preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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

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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

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