



**KWAZULU-NATAL PROVINCE**  
AGRICULTURE AND RURAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

**INVITATION OF QUOTATION FROM R1 - R1 MILLION**

THIS FORM SHOULD BE COMPLETED IN FULL AND SHOULD BE ACCOMPANY **A VALID BBBEE CERTIFICATE/SWORN AFFIDAVIT /CSD REPORT**

QUOTATION NUMBER: <b>R/S/2324/294</b>	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: <b>08/09/2023</b>	CLOSING TIME:11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: <b>GARDEN SERVICES</b>  <b>See attached spec.</b>	COMPANY NAME:  TEL NO: FAX NO:  CONTACT PERSON:  <b>CSD REG NUMBER MAAA.....</b>
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R .....
OFFICIAL COMPANY STAMP / COMPANY NAME	..... SIGNATURE OF BIDDER  ..... DATE
Quotation to be returned to: Nokuphiwa Khoza <b>Department of Agriculture &amp; Rural Dev BID BOX</b> <b>4 Pin Oak Avenue</b> <b>Hilton 3245</b> Tel. No: 033 343 8359	
<b>NB: ALL DOCUMENTS PERTAINING TO THIS QUOTATION, MUST BE COMPLETED IN FULL, SIGNED AND RETURNED WITH ALL SUPPORTING DOCUMENTS.</b>	

**FOR ENQUIRY ONLY****ANNEXURE A**

**END-USER NAME** : M PARHALAD / ZC KHAMBULE  
**CELLPHONE NUMBER** : 076 412 7444 / 076 941 0596  
**E-MAIL ADDRESS** : [Melissa.parhalad@kzndard.gov.za](mailto:Melissa.parhalad@kzndard.gov.za)  
: [cadice.khambule@kzndard.gov.za](mailto:cadice.khambule@kzndard.gov.za)  
**PROPOSED DELIVERY DATE** : **21<sup>st</sup> August 2023**  
**DELIVERY ADDRESS** : Msunduzi Training Centre - Ndwedwe  
**LOCAL MUNICIPALITY** : Ndwedwe Local Municipality  
**DISTRICT** : iLembe District

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM  (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE <i>(For duration of eight 8 Months)</i>	
			R	C	R	C
1.	Mowing and weeding of formal lawns (cutting of grass	2.5 ha				
2.	Weeding of paved and concrete areas	2.5 ha				
3.	Weeding and Pruning of shrub beds, spraying of pests and diseases	2.5 ha				
4.	Annual composting of existing plant beds	2.5 ha				
5.	Gathering of litter	2.5 ha				
6.	Spraying of hard surfaces <i>(Once a month)</i>	2.5 ha				
7.	Sweeping of hard surfaces	2.5 ha				
8.	Garden refuse removal	2.5 ha				
9.	Cutting of trees <i>(Once in Three (3) months)</i>	2.5 ha				
<b>* LABOUR (IF APPLICABLE)</b>						
<b>*DELIVERY (IF APPLICABLE)</b>						
<b>TOTAL</b>						
<b>VAT</b>	<b>*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS</b>		<b>15%</b>			
<b>TOTAL PRICE</b>						
<b>CIDB Grading (IF APPLICABLE):</b>						

**COMPANY NAME** : \_\_\_\_\_  
**CSD NUMBER** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**CONTACT PERSON** : \_\_\_\_\_  
**CONTACT NUMBER** : \_\_\_\_\_

**\*VAT Registration No. (Supplier)** .....

**PRICES ARE VALID FOR**      **DAYS**      **Mark one Box (X)**

<b>30</b>	<b>60</b>	<b>90</b>	<b>120</b>
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**SIGNATURE**.....

**DATE**.....



## TERMS OF REFERENCE

### **APPOINTMENT OF SERVICE PROVIDER FOR GARDEN MAINTENANCE SERVICES AT MSUNDUZI TRAINING CENTRE – NDWEDWE FOR THE PERIOD OF EIGHT (08) MONTHS – ILEMBE DISTRICT**

#### **1. INTRODUCTION / BACKGROUND**

- 1.1. The department would like for the landscaped public areas of Msunduzi Training Centre to be kept to a high standard.

#### **2. SCOPE OF SERVICES**

- 2.1. For this reason, the department seeks to appoint an experienced Gardening Maintenance service provider to render a holistic, comprehensive, and professional service at Msunduzi Training Centre - Ndwedwe
- 2.2. The successful service provider will have to do the following at **2.5 ha** per activities:
  - 2.2.1. Mowing and weeding of formal lawns (cutting of grass)
  - 2.2.2. Weeding of paved and concrete areas
  - 2.2.3. Weeding and pruning of shrub beds, spraying of pests and diseases
  - 2.2.4. Annual composting of existing plant beds
  - 2.2.5. Gathering of litter
  - 2.2.6. Spraying of hard surfaces (*Once a month*)
  - 2.2.7. Sweeping of hard surfaces
  - 2.2.8. Garden refuse removal
  - 2.2.9. Cutting of trees (*Once in Three (3) months*)
- 2.3. The successful service provider will be expected to execute this service as follows:
  - 2.3.1. Enormous cleanout at the beginning of the contract.
  - 2.3.2. Monthly execution of scope of service as listed in 2.2 (***three (3) times per week***).
- 2.4. The work involves removal of all litter, caring/maintenance of the existing lawns, flowerbeds, hedges, plants, flowerpots, removal of organic matter (leaves, unwanted grass, and branches of fallen trees), weeding along affected sidewalks, composting and fertilizing of lawns when required.
- 2.5. The lawns shall be regularly mowed. Before mowing, large weeds must be manually removed to keep the lawn clear of weeds.

- 2.6. All existing plant beds shall be weeded; pruning shall be done as and when necessary, depending on the season and as per directions.
- 2.7. Plants, shrubs, trees etc. will be regularly inspected for pests and disease.
- 2.8. The contractor will arrange for periodical cleaning of the pond at the Municipal Head Office buildings as directed.

### 3. REQUIREMENTS

- 3.1. The successful contractor will be expected to maintain all areas and specified verges within the areas indicated.
- 3.2. All paths, sidewalks and curbs are to be kept free of grass and weeds.
- 3.3. All flower beds are to be kept neat, trimmed, and weeded daily.
- 3.4. All loose papers, leaves, garden refuse and rubbish must be picked up and removed to the transfer station daily.
- 3.5. Prior arrangement to be made with the Project Manager to cut the grass in the parking area at the Msunduzi Training Centre.
- 3.6. The contractor will be responsible for checking of plants on a *Bi-weekly basis*, for the presence of pests and diseases and shall report any such presence to the Project Manager

### 4. GENERAL

- 4.1. The contract period will commence on the date of signing of the Service Level Agreement (SLA)
- 4.2. There will be **No Site Briefing**, however the service provider is welcome to view the premises by arranging with the following officials (**Ms Ziyanda Khambule – 076 941 0596 or Ms Melissa Parhlad - 067 412 7444**)
- 4.3. The quotation is to remain valid for a period of 60 days from the closing date.
- 4.4. The successful service provider will be required to submit a Letter of Good Standing in terms of **COIDA**; or his/her latest assessment and proof of payment thereof; or proof of registration with the Compensation Commissioner (only in cases of a new registration), prior to commencement of work.
- 4.5. The service provider must take all necessary precautions to ensure that he/she complies in all respects with the "**Occupational Health and Safety Act (Act 85, as amended)**" and the **Environmental Legislation**.
- 4.6. Two service providers will be identified for award, to ensure that, should the first service provider fail to perform according to the tender conditions, the second service provider will be used to render the service. The first service provider will be held responsible for the cost difference. department will not be obligated to place orders with the second service provider, when performance of the first service providers is of an acceptable standard.

## SPECIAL TERMS AND CONDITIONS

### APPOINTMENT OF SERVICE PROVIDER FOR GARDEN MAINTENANCE SERVICES AT MSUNDUZI TRAINING CENTRE – NDWEDWE FOR THE PERIOD OF EIGHT (08) MONTHS – ILEMBE DISTRICT

#### INTRODUCTION

- (a) Service provider must ensure that they are fully aware of all the Terms and Conditions contained in this quotation document.
- (b) Only service provider that fully meet the prequalification shall be considered.

#### 1. ACCEPTANCE OF QUOTATION

- 1.1. The Department of Agriculture and Rural Development is under no obligation to accept any quotation.

#### 2. AMENDMENT OF CONTRACT

- 2.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to the Department of Agriculture and Rural Development approval.

#### 3. AWARD

- 3.1. The award will be to one (1) service provider.

#### 4. BASIS AND QUANTITIES

- 4.1. Quantities are reflected **Annexure A** of this quotation document

#### 5. CERTIFICATE OF COMPLIANCE

- 5.1. Where applicable, it is mandatory for service providers to provide the applicable compliance Certificate/s as stipulated in Annexure A (E.g. SABS Approved)

#### 6. CHANGE OF ADDRESS

- 6.1. Service providers must advise the Department of Agriculture and Rural Development Supply Chain Management, Contract Administration should their ownership or address (*domicilium citandi et executandi*) details change from the time of Quotation doing to the expiry of the contract.

## **7. COMPETENCY OF THE SERVICE PROVIDER**

- 7.1. It shall be vital for the appointed service provider to have sufficient financial resources and capacity to finance and execute as per terms and conditions of the contract.

## **8. COUNTER OFFERS**

- 8.1. Counteroffers shall be considered. However, the request must be made with the representative of the department (District Director).

## **9. SERVICE PERFORMED**

- 9.1. Service performed must be made in accordance with the instructions appearing on the specification document issued by the department.

## **10. ENTERING OF DEPARTMENTAL OFFICES**

- 10.1. No representative from a service provider shall be permitted to enter Departmental premises, buildings, or containers where stores are kept unless he/ she is accompanied by the responsible official in charge of stores.

## **11. EQUAL QUOTATIONS**

- 11.1. If two or more service provider, Quotation equally, the award shall be decided by the drawing of lots.

## **12. INVOICING**

- 12.1. The submitted invoice by the service provider must be Tax Invoices indicating service performed, the amount of tax charged and the total invoice amount.
- 12.2. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) The name and address of the recipient;
- (c) A description of the goods or services supplied;

## **13. IRREGULARITIES**

- 13.1. Service providers are encouraged to advise the Department of Agriculture and Rural Development timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **14. JOINT VENTURES**

- 14.1. Should this Quotation be submitted by a joint venture, the joint venture agreement must accompany the Quotation document before the closing date and time of Quotation. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 14.2. Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance Certificate together with the Quotation before the closing date and time of Quotation.
- 14.3. The joint venture or consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the joint venture or consortium, nomination of an authorised person to represent the joint venture or consortium in all matters relating to this Quotation and the details of the bank account for payments to be affected.
- 14.4. The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

## **15. LATE QUOTATIONS**

- 15.1. Quotations are late if they are received at the address indicated in the Quotation documents after the closing date and time.
- 15.2. A late Quotation shall not be considered and, where practical, shall be returned unopened to the Service provider, accompanied by an explanation.

## **16. NOTIFICATION OF AWARD OF QUOTATION**

- 16.1. The successful service provider shall be notified by appointment letter or purchase Order.

## **17. PAYMENT FOR SUPPLIES AND SERVICES**

- 17.1. A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.
- 17.2. Any query concerning the non-payment of accounts must be directed to the Department. The following protocol shall apply if accounts are queried:
  - (i) Contact must be made with the officer-in-charge of the District Office;
  - (ii) If there is no response from the District Office, the Director: Finance must be contacted;
- 17.3. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements shall affect payment.

## **18. PERIOD OF CONTRACT**

- 18.1. The contract is for the period of eight (08) months.



## **19. QUALITY CONTROL/ TESTING OF PRODUCTS**

- 19.1. The Department reserves the right to verify if the service performed, non-compliant with the specification, the department reserves the right to request the service provider to perform according to the specification.
- 19.2. If it is discovered that the items supplied is not in accordance with the specification, the following shall occur:
- (i) Request the service provider to perform according to the specification at no additional Cost.
  - (ii) Possible cancellation of (part of) the contract with the service provider;
  - (iii) Reporting such negligence by the contractor to the provincial and national treasury for listing on the restricted suppliers' database.

## **20. SPECIAL CONDITIONS OF CONTRACT**

- 20.1. The Quotation is issued in accordance with the provisions of the Public Finance Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions shall prevail.

## **21. SUPPLIERS DATABASE REGISTRATION**

- 21.1. A service provider submitting an offer must be registered on the Central Suppliers Database at National Treasury. A service provider who has submitted an offer and is not registered on the Central Suppliers Database shall not be considered at the time of award. No pending registrations shall be considered.
- 21.2. A Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the Quotation.

**NB: IF A SERVICE PROVIDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIERS DATABASE, THE SERVICE PROVIDER SHALL BE DISQUALIFIED.**

## **22. TAX AND DUTIES**

- 22.1. If applicable, during quotation stage, prices offered and paid must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable at the current rate).

## **23. TAX COMPLIANCE PIN**

- 23.1. The service provider must submit a valid Tax Compliance Pin with the Quotation. Service providers should note that their tax compliance status shall be verified through the Central Supplier Database and SARS.
- 23.2. Where a Tax Compliance Pin is not submitted with the Quotation, the Department shall use the Central Supplier Database to verify the tax matters of the service provider.

## **24. UNSATISFACTORY PERFORMANCE**

- 24.1. Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- (i) The Departmental official shall warn the contractor in writing that action shall be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning, the official shall:
    - (a) Take action in terms of its delegated powers; and
    - (b) Make a recommendation to the Accounting Officer for cancellation of the contract concerned.
  - (ii) When correspondence is addressed to the contractor, reference shall be made to the contract number/item number/s and an explanation of the complaint.

## **25. VALIDITY PERIOD OF QUOTATION AND EXTENSION THEREOF**

- 25.1. The validity (quotation) period for the Quotation shall be 60 days from close of Quotation. However, circumstances may arise whereby the Department may request service providers to extend the validity (binding) period. Should this occur, the Department shall request service providers to extend the validity (binding) period under the same terms and conditions as originally offered for by service providers. This request shall be done before the expiry of the original validity (binding) period.

## **26. VALUE ADDED TAX (VAT)**

- 26.1. Quotation prices must be inclusive of 15% VAT.
- 26.2. Service providers who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of

1 March 2010) has been exceeded in the past 12-month period. Service providers who meet the above requirement must register as VAT vendors, if successful, within one month of award of the Quotation.

- 26.3. For the purposes of calculating preference points, VAT shall not be considered during quotation process.

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>			
BID NUMBER: <b>R/S/2324/294</b>	CLOSING DATE: <b>08/09/2023</b>	CLOSING TIME: <b>11:00</b>	
DESCRIPTION	<b>GARDEN SERVICES</b>		
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
<b>DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT</b>			
<b>4 PIN OAK,</b>			
<b>HILTON</b>			
<b>3245</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Nokuphiwa Khoza</b>	CONTACT PERSON	<b>MELISSA</b>
TELEPHONE NUMBER	<b>033 343 8359</b>	TELEPHONE NUMBER	<b>076 412 7444</b>
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>
E-MAIL ADDRESS	<b>Nokuphiwa.Ngubo@kzndard.gov.za</b>	E-MAIL ADDRESS	
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>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.</b>			

**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, 2017, 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: .....

## BIDDER'S DISCLOSURE

### 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 interest<sup>1</sup> 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

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:  
.....  
.....

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<sup>1</sup> 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.

**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;
- 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 consortium<sup>2</sup> 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.

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 bid

<sup>2</sup> 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.

## 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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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



Cedara Road, Pietermaritzburg, 3200

ZN Department of Agriculture & Rural Development, Private Bag X9059, Pietermaritzburg, 3200

Tel: 033 355 9588 / 9369

**Procurements from R1 up to R 30 000.00, the Department will allocate (80/20) points as follows:**

80 points for price

10 points for black owned entities

10 points for entities located in a District where goods/services are required.

If the entity is 100% owned by black people, this must be supported by a BBBEE certificate or affidavit or share register or CSD report.

<b>Historically Disadvantaged Individuals</b>	<b>Black Owned</b>	<b>Districts</b>	<b>Total Points</b>
<b>An EME or QSE which is at least 100% owned by black people</b>			
Enterprises located in a specific District for work to be done or services to be rendered in that District ( <b>Proof of residence to be attached</b> )	<b>10</b>	<b>10</b>	<b>20</b>



## KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

**Procurements from R30 000 – R1M the Department will allocate the points as follows**

Historically Disadvantaged Individuals	Black Owned	Points
<b>0</b> An EME or QSE which is at least 100% owned by black people		
51% Black people who are women	10	10
51% Black people who are youth	10	8
51% Black people with disabilities ( <b>Proof to be attached</b> )	10	7
51% Black people living in rural or underdeveloped areas or townships	10	6
51% Black people who are military veterans ( <b>Proof to be attached</b> )	10	6
A cooperative owned by 51% black people	10	5

If the entity is 100% owned by black people, this must be supported by a BBBEE Certificate or Affidavit or Share Register or CSD report.

Should the service provider qualify for more than one (1) specific goal points as per the above table, the Department will allocate the points to the goal with highest score.

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)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points )
100% Black owned entities	10	
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)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points )
Enterprises located in a specific District (Proof of residence to be attached)	10	
51% Black people who are women	10	
51% Black people who are youth	8	
51% Black people with disabilities (Proof to be attached)	7	
51% Black people living in rural or underdeveloped areas or townships	6	
51% Black people who are military veterans (Proof to be attached)	6	
A cooperative owned by 51% black people	5	

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
	.....
2	.....