



## KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

### INVITATION OF QUOTATION FROM R1 - R1 MILLION

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANY **A VALID BBBEE CERTIFICATE/SWORN AFFIDAVIT /CSD REPORT/PROOF OF RESIDENCE**

QUOTATION NUMBER: <b>R/S/2526/211</b>	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: <b>19 JANUARY 2026</b>	CLOSING TIME: <b>11H00</b>
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED:  <b>ICT STRATEGY REVIEW AND SYSTEMS AUDIT WITHIN THE DEPARTMENT</b>	COMPANY NAME:  TEL NO: FAX NO:  CONTACT PERSON:  <b>CSD REG NUMBER</b> <b>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 .....
COMPANY OFFICIAL STAMP (COMPULSORY)	..... SIGNATURE OF BIDDER  ..... DATE
<b>QUOTATION TO BE RETURNED TO:</b>  <b>THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ,01 CEDARA ROAD, SCM BID BOX</b>  <b>FOR ATTENTION TO : M. SITHOLE</b> <b>TEL NUMBER : 033 355 9699</b>	
<b>NB: DOCUMENT MUST BE COMPLETED IN FULL ,THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.</b>	

**FOR ENQUIRY ONLY**

**END-USER NAME** : Zanele Ngcobo/Nhlanhla Xhakaza  
**CELLPHONE NUMBER** : 072 038 5479/082 576 4444  
**E-MAIL ADDRESS** : Zanele.ngcobo@kzndard.gov.za  
**PROPOSED DELIVERY DATE** : 19 May 2025  
**DELIVERY ADDRESS** : 01 Cedara Road  
**LOCAL MUNICIPALITY** : Umngeni  
**DISTRICT** : Umgungundlovu

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
	THE APPOINTED SERVICE PROVIDER WILL REVIEW ICT STRATEGY REVIEW AND SYSTEMS AUDIT WITH THE DEAPRTMENT AS PER THE TOR'S FOR A PERIOD NOT EXCEEDING 3 MONTHS.  TO REVIEW THE FOLLOWING SYSTEMS: <ul style="list-style-type: none"> <li>• NETWORK INFRASTRUCTURE</li> <li>• NETWORK SECURITY</li> <li>• NETWORK PERFORMANCE</li> <li>• NETWORK MANAGEMENT</li> <li>• DISASTER RECOVERY AND REDUNDANCY</li> </ul>	3 MONTHS				
* LABOUR (IF APPLICABLE)						
*DELIVERY (IF APPLICABLE)						
TOTAL						
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT						
TOTAL PRICE						
<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)**  
 SIGNATURE..... DATE.....

30	60	90	120
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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE</b> (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	<b>R/S/2526/211</b>	CLOSING DATE:	<b>19 JANUARY 2026</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>ICT STRATEGY REVIEW AND SYSTEMS AUDIT WITHIN THE DEPARTMENT</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b> (STREET ADDRESS)					
<b>THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ,01 CEDARA ROAD, SCM BID BOX</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>M. SITHOLE</b>		CONTACT PERSON	<b>Zanele Ngcobo / Nhlanhla Xhakaza</b>	
TELEPHONE NUMBER	<b>033 355 9699</b>		TELEPHONE NUMBER	<b>072 038 5479 / 082576 4444</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>Mandla.Sithole@kzndard.gov.za</b>		E-MAIL ADDRESS	<b>Zanele.ngcobo@kzndard.gov.za</b>	
<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:	<b>MAAA</b>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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.

.....	.....
<b>Signature</b>	<b>Date</b>
.....	.....
<b>Position</b>	<b>Name of bidder</b>

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<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.

## 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**

*(delete whichever is not applicable for this tender).*

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

b) **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
SPECIFIC GOALS	20
<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:

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

Where

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

### 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:

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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.

**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 <b>(Proof of residence to be attached)</b>	10	
51% Black people who are women	10	
51% Black people who are youth	8	
51% Black people with disabilities <b>(Proof to be attached)</b>	7	
51% Black people living in rural or underdeveloped areas or townships	6	
51% Black people who are military veterans <b>(Proof to be attached)</b>	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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

The following preferential goals will contribute to the advancement of designated groups.

Procurement above R1 to R1M (80/20) the Department will allocate the Specific goal points as follows:

An EME or QSE entity which is 100% Black owned will be awarded 10 points and

An EME or QSE entity which is:

51% black people who are youth.

51% black people who are women.

51% black people with disabilities.

51% black people living in rural or underdeveloped areas or townships.

51% black people who are military veterans.

A cooperative owned by 51% black people

Procurement from R1 – R29 999 the Department will allocate points on entities that are owned by black people which will be 10 of 20 (80/20) and the promotion of enterprises located in a specific district for work to be done or services to be rendered in that district will be 10 of 20 (80/20).

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	

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.

Procurement from R30 000 – R1M the Department will allocate the points on entities that are owned by black people which will be 10 of 20(80/20) and 5 of 10 (90/10).

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.

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 )
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	

Should the service provider qualify for more than one (1) HDP points, the Department will award the highest score. HDP points indicated herein above are not fixed therefore subject to change as and when necessary.

## SECTION G

SBD 7.2

### 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:
  - (i) 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;
  - (ii) General Conditions of Contract; and
  - (iii) 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 .....

#### WITNESSES

1 .....

2 .....

DATE: .....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I ..... in my capacity as ..... accept your bid under reference number ..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

--

WITNESSES

1 .....

2 .....

DATE: .....

## CONTRACT FORM - SALE OF GOODS/WORKS

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

### PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of 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);
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - 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) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(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 undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1. ....

2. ....

DATE: .....



## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_ % black owned;
  - The enterprise is \_\_\_\_\_ % black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of the dti Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp



## **KWAZULU-NATAL DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT 2025-2030 ICT STRATEGY & SYSTEMS AUDIT**

### **TERMS OF REFERENCE**

#### **1. INTRODUCTION**

- 1.1. The KZN Department of Agriculture and Rural Development is currently seeking a service provider to assist conduct a review of the ICT Strategy and audit of ICT systems in line with the Corporate Governance of ICT requirements.
- 1.2. The Department does not have sufficient internal capacity to conduct this exercise due to high number of vacancies. It has therefore resolved to seek the services of an external service provider to undertake ICT Strategy Review and ICT Systems Audit.

#### **2. BACKGROUND**

- 2.1. The KwaZulu-Natal Department of Agriculture and Rural Development (KZN DARD) provides a range of agricultural support services to farmers towards sustainable development and management of agricultural resources. These include, agriculture development, advisory and extension services, infrastructure and land care support, veterinary services, research and technology development services, and rural development and coordination.
- 2.2. The ICT control environment is a foundational business support area for the Department as it is also subject to annual audits by the Office of the Auditor-General (AG) and Internal Audit at Provincial Treasury with the intention to assess the efficacy of the the control environment of hosting systems that process business and financial information and data, and whether government has derived value from the investments in information technology (IT).
- 2.3. As the department seeks to navigate digital transformation, it is incumbent that its strategy be reviewed to align with the modern demands of the digital technologies and how these can be managed to improve business support to the Department. Systems are subject to constant attacks by external forces with

malicious and fraudulent intent. It is therefore incumbent the Department to ensure there is regular audit of its systems, their cyberattack and hacking vulnerabilities and return on investment.

- 2.4. To comply with the Public Services rules and regulations, the Department seeks to undertake an ICT Strategy Review and audit of ICT systems, infrastructure, and solutions. In terms of the Corporate Governance of ICT the Department is supposed to review its strategy.
- 2.5. The existing ICT Strategy is outdated and there is a need to source the services of an experienced service provider to develop the departmental ICT Strategy based on the Government Wide Enterprise Architecture (GWEA) which was last approved in April 2022.
- 2.6. The development of the ICT Strategy 2025-2030 should also incorporate systems audit to ensure the Department has documented all its existing systems, a cursory assessment of their effectiveness and value-for-money. The Department seeks to conduct an Audit of its Data Network and Digital Infrastructure.
- 2.7. The Data Network and Digital Infrastructure is essential in ensuring that the KZN Department of Agriculture and Rural Development provides sound, responsive, and transformed corporate governance and service delivery to support the organisational and business strategy.
- 2.8. There is insufficient skills and capacity within the ICT Directorate regarding the project of this nature as it requires a various of specialised skills to deliver the project within a specific short period of time. The service provider should have sound experience in Government Wide Enterprise Architecture (GWEA) and ICT governance standards to undertake comprehensive needs analysis, engaging stakeholders, and developing a roadmap for ICT modernization that aligns with provincial objectives.

### **3. PROJECT SCOPE**

- 3.1. The purpose of this project is to solicit the services of a service provider to undertake the ICT Strategy Development and Audit of ICT systems.

#### **3.1.1. ICT Strategy Development**

- 3.1.1.1. The assignment must include ideas on how the department can effectively manage the following strategic priority areas:

- (a) Information & Knowledge Management & Security;
- (b) Process Automation;

- (c) Systems Integration;
- (d) Artificial intelligence and Smart Technologies; and
- (e) Digitisation of the Department operations.

3.1.1.2. The service provider must focus on the eight (8) focus areas when reviewing and developing the new Strategy:

- (a) Architecture Vision Phase
- (b) Business Architecture
- (c) Data Architecture
- (d) Application Architecture
- (e) Technology Architecture
- (f) Opportunities and Solutions
- (g) Implementation and Migration Plan
- (h) Implementation on Governance

### **3.1.2. Infrastructure Audit**

- (a) The purpose of the Data Network and Digital Infrastructure Audit is to assess the current state of the KwaZulu-Natal Department of Agriculture and Rural Development (KZN DARD) data network and digital infrastructure, identify potential security vulnerabilities, evaluate the overall network performance, and provide recommendations for improving network security, reliability, and efficiency.
- (b) The audit aims to ensure that the KZN DARD aligns with current best practices and meets corporate governance standards and service delivery business strategic goals.
- (c) The rapid evolution of digital technologies enhances efficiency of government operations, but they can also pose security threats.
- (d) Due care, maintenance, and long-term planning are necessary to improve system security and data protection. Hence, the importance of this Data Network and Digital Infrastructure Audit.

#### **3.1.2.1. Network Infrastructure:**

- (a) Assessment of the network topology, including LAN, WAN, and wireless components.

- (b) Examination of network hardware such as routers, switches, firewalls, and access points.
- (c) Identification of network segments, VLANs, and subnet configurations.

**3.1.2.2. Network Security:**

- (a) Evaluation of firewall configurations and rule sets.
- (b) Analysis of intrusion detection/prevention systems (IDS/IPS).
- (c) Review of network access controls, authentication mechanisms, and encryption protocols.
- (d) Assessment of security policies and procedures related to network access and data protection.

**3.1.2.3. Network Performance:**

- (a) Measurement of network bandwidth and latency.
- (b) Assessment of network congestion and bottlenecks.
- (c) Analysis of network traffic patterns and utilization.
- (d) Examination of Quality of Service (QoS) configurations.

**3.1.2.4. Network Management:**

- (a) Review of network monitoring and management tools.
- (b) Assessment of network documentation, including network diagrams and inventory.
- (c) Evaluation of change management processes related to network configurations.

**3.1.2.5. Disaster Recovery and Redundancy:**

- (a) Analysis of network backup and recovery procedures.
- (b) Examination of failover mechanisms and redundancy configurations.
- (c) Assessment of business continuity plans related to network disruptions.

## **4. PROJECT DELIVERABLES**

Upon completion of the exercise, the following deliverables will be provided:

- 4.1. A complete 2025-2030 ICT Strategy for the Department.
- 4.2. ICT systems audit report detailing findings, security vulnerabilities, and recommendations for the Department; and
- 4.3. Summary presentation to communicate the ICT Strategy and system audit results to the KZN DARD management.

## **5. PROJECT TIMELINE**

**5.1** The Data Network and Digital Infrastructure Audit of the KZN Department of Agriculture and Rural Development is expected to be completed within three (3) months at most, including planning, assessment, analysis, and reporting phases.

### **5.2 Project Requirements for Service Provider**

The successful service provider should meet the following criteria:

- (a) Key Resources should possess a tertiary qualification (NQF Level 6 in ICT with Infrastructure related module(s)) and professional certificates will be added advantage.
- (b) Demonstrable professional experience – with at least 3 traceable references or purchase orders of similar work from clients in the past five years.

## **6. Confidentiality.**

**6.1** All information and data obtained during the audit will be treated as confidential and will not be disclosed to any unauthorised parties. All information will remain property of the KwaZulu-Natal Department of Agriculture and Rural Development.

## **SPECIAL TERMS AND CONDITIONS**

### **KWAZULU-NATAL DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT 2025-2030 ICT STRATEGY & SYSTEMS AUDIT**

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

#### **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. COUNTER OFFERS**

- 7.1. Counter offers shall be considered. However, the request must be made with the representative of the department (Director ICT).

## **8. SERVICE PERFORMED**

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

## **9. ENTERING OF DEPARTMENTAL OFFICES**

- 9.1. No representative from a company 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.

## **10. EQUAL QUOTATIONS**

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

## **11. INVOICING**

- 11.1. The submitted invoice by the service provider must be Tax Invoices indicating service performed, the amount of tax charged and the total invoice amount.
- 11.2. 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;

## **12. IRREGULARITIES**

- 12.1. 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.

## **13. JOINT VENTURES**

- 13.1. 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.

- 13.2. 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.
- 13.3. 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 effected.
- 13.4. The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

#### **14. LATE QUOTATIONS**

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

#### **15. NOTIFICATION OF AWARD OF QUOTATION**

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

#### **16. PRICING**

- 16.1. All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes. **ANNEXURE A**

#### **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 period is a three (03) months contract.

## **19. PRICE ADJUSTMENTS**

19.1. This contract is not subjected to price adjustment.

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

20.1. 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.

20.2. 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 contractor;
- (iii) Reporting such negligence by the contractor to the provincial and national treasury for listing on the restricted suppliers' database.

## **21. SERVICE LEVEL AGREEMENT**

21.1. Upon award the DARD and the successful bidder will conclude an agreement in line with applicable form of contract (Draft Supplier Agreement) regulating the specific terms and conditions applicable to the services being procured by the DARD.

21.2. The DARD reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the DARD or pose a risk to the organisation.

## **22. SPECIAL CONDITIONS OF CONTRACT**

22.1. 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.

## **23. SUPPLIERS DATABASE REGISTRATION**

- 23.1. 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.
- 23.2. 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.**

## **24. TAX AND DUTIES**

- 24.1. 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).

## **25. TAX COMPLIANCE PIN**

- 25.1. 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.
- 25.2. 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.

## **26. UNSATISFACTORY PERFORMANCE**

- 26.1. 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.

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

- 27.1. 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.

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

- 28.1. Quotation prices must be inclusive of 15% VAT.
- 28.2. 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.
- 28.3. For the purposes of calculating preference points, VAT shall not be considered during quotation process.