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

INVITATION OF QUOTATION FROM R1 - R1 MILLION

THIS FORM MUST BE COMPLETED IN DETAIL AND MUST BE ACCOMPANIED BY **A VALID BBBEE CERTIFICATE/SWORN AFFIDAVIT /CSD REPORT**

QUOTATION NUMBER: **R/S/2627/1722**	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: **06/10/2026**	**CLOSING TIME: 11H00**
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: **PROVISION OF PEST CONTROL SERVICES FOR ALLERTON LABORATORY FOR A PERIOD OF 12 MONTHS.** **(See attached spec)**	COMPANY NAME:_____ TEL NO:_____ FAX NO:_____ CONTACT PERSON:_____ CSD REG NUMBER MAAA.....
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH 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/NAME	..... SIGNATURE OF BIDDER ..... DATE

Quotation to be returned to: Ntuthuko Hlengwa

Department of Agriculture & Rural Development:

Ntuthuko.Hlengwa@kzndard.gov.za

Tel. No: 033 343 8367

NB: DOCUMENT MUST BE COMPLETED IN FULL
THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.

ANNEXURE A

FOR ENQUIRY ONLY

END-USER NAME : Roberta Moodley/ Sinothando Dlamini
TELEPHONE NUMBER : 033 347 6205/ 6213
E-MAIL ADDRESS : roberta.moodley@kzndard.gov.za / sinothando.dlamini@kzndard.gov.za

PROPOSED DELIVERY DATE : 15 October 2026
DELIVERY ADDRESS : 458 Townbush Road, Cascades, Pietermaritzburg, 3201
LOCAL MUNICIPALITY : Msunduzi
DISTRICT : Umgungundlovu DC 22

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
Fumigation & rodent control services at Allerton Laboratory as per the attached specifications. **Period: 12 Months** **The service provider must be registered with the South African Pest Control Association (SAPCA)**						
1. Supply, deliver, install & maintain Rodent Control. **Also check and remove Tapped rats/ mice on a Monthly basis for 12 months.**						
	Bait Stations Farm Section Building, Rooster & Chicken houses	34				
	Rabies Lab & Main Lab	25				
2. Provision of Fumigation services in Allerton laboratory on a Monthly basis for 12 months. .						
	Old Wing = 1 861.704 m2					
	Staircase = 210 m2					
	Entry Floor space = 2 071.704 m2					
	Rabies Lab = 105m2					
	Farm Section Building = 1 885m2					
	Chicken House = R288 m2					
	Dairy House =288m2					
				*** LABOUR (IF APPLICABLE)**		
				***DELIVERY (IF APPLICABLE)**		
				TOTAL		

*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT		
TOTAL PRICE		
CIDB Grading (IF APPLICABLE)		

COMPANY NAME : _____

CSD NUMBER : _____

ADDRESS : _____

CONTACT PERSON : _____

CONTACT NUMBER : _____

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

PRICES ARE VALID FOR DAY

Mark one Box (X)

30	60	90	120

SIGNATURE..... DATE.....

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

TERMS OF REFERENCE
REQUEST FOR QUOTATION FOR FUMIGATION AND PEST CONTROL AT ALLERTON

1. BACKGROUND

1.1. The Department of Agriculture and Rural Development is a key department within the economic cluster in stimulating growth and job creation, and it remains a kernel in the baseline sustainable economic sectors as well as rural economy, with specific interventions and support to reduce and eliminate poverty through subsistence farming.

1.2. The department in its efforts to ensure the safety of staff and clients, as well as compliance to the Occupational Health and Safety Regulations; seeks to appoint a service provider experienced in the provision of fumigation and pest control services for a period of three years. The nature of pests includes but not limited to cockroaches, ants, rats, mice, termites, snakes, monitor lizards, bees, bats, fleas and ticks.

1.3. The Service Provider needs to meet the following requirements: South African Pest Control Association registration (SAPCA) and at least NQF2 Accredited Pest Control qualification.

2. SCOPE OF SERVICES

The scope of work is for eradication and control of all pests and vermin (rats, mice, cockroaches, ants, lice, insects' larvae, spiders, etc.

2.1. **Description of Services**

a) Fumigation of the stipulated locations, including but not limited to Old Wing, Staircase, Entry Floor space, Rabies Lab, Farm Section Building, Chicken House and Dairy House, The contractor shall use effective fumigants.

b) Fumigation around the whole compound, all sewer lines, and manholes and along the hedge or fence to ensure rats, snakes, spiders or other common pests are kept away.

c) The contractor shall destroy any nests found within the perimeter of the buildings, take out and destroy queen ants or bees, impregnate holes and tunnels with approved insecticides and back-fill with hard materials well rammed and consolidated.

d) Set strategy and constantly monitor different sites of the department for prior findings of sources of termites, rodents, etc with a focus on proactive preventive control than entertaining outbreaks of pests.
e) Clear and present in advance possible breeding of insects.
f) Use pesticide products appropriate approved standards; environmentally friendly and safe to human beings
g) Use tested and approved chemicals by the concerned authority
h) Submit periodical report of services rendered as per work schedule and location which shall be a requirement for payment.

3. SERVICE PROCEDURE

3.1. No servicing is to be carried out before the contractor has made prior arrangements for a service date with the officer in charge.

3.2. Such service date arrangement shall be made at least seven (7) days prior to the actual proposed service date.

3.3. On arrival at the department on the date of service, the contractor will be required to report to the office of the Responsibility Manager to sign into the contracts register before any servicing takes place. On completion of the service procedure, the contractor will once again be required to report to the officer in charge to sign out of the contractor register.

3.4. When the contract arrives on site to carry out servicing, they must be in possession of service report sheets, which schedule of activities to be conducted. Upon completion of each service, the service report must be signed by the service technician and officer in charge to verify that the service has been carried out to the satisfaction of the office.

3.5. Failure to comply with the instructions pertaining to the service schedule could result in payment for service being withheld.

4. GENERAL SERVICING PROCEDURE

4.1. Only competent and trained persons are to handle insecticides / pesticides

4.2. Every room or enclosure in the wards or departments are to be treated with baits, insecticides and pesticides as per SABS codes of practice.

4.3. All equipment used should abide by the Occupational Health and Safety Act 85 of 1993

4.4. Provision must also be made for the application of a chemical gel in strategic areas of each room or building after chemical spray.

4.5. All storage rooms, basement areas and registry offices are to be spray treated and rodent bait treated.

4.6. All free standing out-buildings shall be spray treated.

4.7. All sewerage and storm water manholes are to be opened and spray treated at each service.

NOTE: THE CONTRACTOR IS TO BE IN POSSESSION OF HIS OWN TOOLS AND EQUIPMENT TO OPEN SEWERAGE AND STORM WATER MANHOLES

4.8. The surrounds of every open type waste water gulley shall be spray treated at each service.

4.9. The outside walls of every building structure where the walls reach ground level throughout the complex must be spray treated at each service.

4.10. The edges of all concrete walkways within enclosed passages shall be spray treated at each service.

5. OCCUPATIONAL HEALTH AND SAFETY

5.1. All work shall comply with all applicable national regulation and health requirements, and Occupational Health and Safety Act 85 of 1993. The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

6. USE OF PESTICIDES

6.1. The Service Provider shall be responsible for application of pesticides according to the label.

6.2. All pesticides used by the Service Provider must be registered with the Department of Agriculture as stipulated by Act No. 36 of 1947.

6.3. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable local laws and regulations.

6.4. Their pest control officers are certified and registered with the Department of Agriculture.

7. APPROVED PRODUCTS

7.1. The Service Provider shall not apply any pesticide product that has not been included in the Pest Control Plan

8. CHEMICAL USAGE

PRASA specifically requires the usage of the following chemicals.

Chemical Name	Active ingredient	Reg No.	Dilution rate	Pests treated
Maxtor	Bifenthrin	L8793	100ml/5l	Flies, fleas CR's, mosquitoes.
Maxforce Gel	Hydramethylnon	L4911	N/A	Cockroaches
K-Othrine EC 15	Deltamethrin	L5411	CR's 50ml/5l Fleas 100ml/5l	Flies, fleas, CR's, mosquitoes, bedbugs, bedbugs, ants
PCO Flushing Agent	Pyrethrin	L4970	N/A	Cockroach nest identification

NOTE: Should a bidder offer any alternative product to the above specified products, a full description (product data sheet), and the reason for recommending the alternative product as well as the environmental impact of the product is to be supplied as an Annexure to the original bid.

9. RODENT CONTROL

Trapping

9.1. As a rule, rodent control in the yard shall be accomplished with trapping devices only.

9.2. All such devices shall be concealed out of the general view and in protected arears so as not to be affected by routine cleaning and other operations.

9.3. Trapping devices shall be checked on a Bi-Weekly basis.

SPECIAL TERMS AND CONDITIONS
REQUEST FOR QUOTATION FOR FUMIGATION AND PEST CONTROL AT ALLERTON
INTRODUCTION

(a) Service provider must ensure that they are fully aware of all the Terms and Conditions contained in this quotation document.

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. Especially the Agriculture, specifically **Act 36 of 1947 related to Pest Control**.

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 supplier to have sufficient financial resources and capacity to finance and execute as per terms and conditions of the contract. The service provider must be registered with the South African Pest Control Association (SAPCA) and provide certification thereof.

8. COUNTER OFFERS

8.1. Counter offers 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 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.

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 effected.
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. PRICING

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

18. PAYMENT FOR SUPPLIES AND SERVICES

18.1. A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.
18.2. 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;
18.3. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements shall affect payment.

19. PERIOD OF CONTRACT

19.1. The contract period is a Twelve (12) month contract.

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. SPECIAL CONDITIONS OF CONTRACT

21.1. 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.

22. SUPPLIERS DATABASE REGISTRATION

22.1. 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.

22.2. 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.

23. TAX AND DUTIES

23.1. 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).

24. TAX COMPLIANCE PIN

24.1. 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.

24.2. 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.

25. UNSATISFACTORY PERFORMANCE

25.1. 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.

26. VALIDITY PERIOD OF QUOTATION AND EXTENSION THEREOF

26.1. 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.

27. VALUE ADDED TAX (VAT)

27.1. Quotation prices must be inclusive of 15% VAT.

27.2. 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.

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

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

SBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF DEPARTMENT/ PUBLIC ENTITY)*					
BID NUMBER:	**R/S/2627/1722**	CLOSING DATE: **06/10/2026**		CLOSING TIME:	**11H00**
DESCRIPTION	See Attached Spec				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**NTUTHUKO HLENGWA**	CONTACT PERSON	**R. MOODLEY**
TELEPHONE NUMBER	**033 343 8367**	TELEPHONE NUMBER	**033 347 6205**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**Ntuthuko.Hlengwa@kzndard.gov.za**	E-MAIL ADDRESS	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE 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?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

---

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.3.1 If so, furnish particulars:

.....
.....
.....

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

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

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

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

3 GENERAL DECLARATION

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

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

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

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

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

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

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

.....	.....
Signature	Date
.....	.....
Designation	Name of bidder

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

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

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

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

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

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

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.

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 i.e. Utility Bill, Municipal Councillor's letter applicable for procurement from R1 – R30 000)	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.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER 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 supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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);
   - Technical Specification(s);
   - 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 goods and/or works 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. .....

Cedara Road, Pietermaritzburg, 3200
Department of Agriculture & Rural Development, Private Bag X9059, Pietermaritzburg, 3200
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.

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

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

Historically Disadvantaged Individuals	Black Owned	Points
0An 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 (Proof to be attached)	10	7
51% Black people living in rural or underdeveloped areas or townships	10	6
51% Black people who are military veterans (Proof to be attached)	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.

PUBLISHING REQUEST FORM

REQUESTOR'S DETAILS

Requestor's Name	Ntuthuko Hlengwa
Department	Department of Agriculture and Rural Development
Telephone Number	033 343 8367
Mobile Number	N/A
E-Mail Address	Ntuthuko.Hlengwa@kzndard.gov.za
Date Submitted	29/09/2026

PUBLISHING DETAILS

Please indicate the priority of the information to be published.

[X] High [ ] Medium [ ] Low

[ ] Please indicate what is required and where on the website the information should be published.

INTERNET (www) QUOTATIONS

Quotation No:	Description:	Closing Date:	Category:
R/S/2627/1725	Supply, deliver and offload of English and Isizulu books for anti-rabies promotions.	02/10/2026	Quotation advert
R/S/2627/619	Supply, deliver and offload of Agrochemicals.	02/10/2026	Quotation advert

INTRANET (home)

home.kzndard.gov.za

APPROVED BY	Mr N. Mbatha
DESIGNATION	Assistant Director: Acquisition Management – South Service Centre
CONTACT NUMBER	033 343 8314
SIGNATURE	
DATE	29/09/2026