



**The Managing Director**

**Dear Sir / Madam**

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS TO DO A SURVEY AND PRODUCE AN APPROVED SUBDIVISION FARM WITH APPROXIMATELY OF +/- 67 HACTARES OVER PORTION 3 OF THE FARM VRISCHGERWAAGD NO 179 HU FOR LABOUR TENANTS: SITUATED IN THE ABAQULUSI LOCAL MUNICIPALITY IN KWAZULU NATAL PROVINCE.**

1. Only service providers / companies invited by the Department will be considered for this project.
2. BID NO: SS-KZN 5/2/1 (6724) 3V
3. Closing Date: **13 October 2023 at 11H00.**
4. The attached documents consist of [ ] pages.
5. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 4, Pricing Schedule, SBD 6.1, Terms of reference as well as any other conditions accompanying this request are applicable.
6. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
7. Submit the central supplier database summary report and the Tax compliance status pin or (valid tax clearance certificate). **Quotation must also be done in the company letterhead.**
8. Use of correctional fluid is strictly prohibited on the document.
9. Please contact **Ms B Mbuyazi** on 034 983 2122 for any technical queries related to the project.
10. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Emailed copies will be accepted.
11. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before commencement of project.
12. Please ensure that your bid reaches this office before closing time.
13. When submitting your bid, the following information must appear on the sealed envelope: Name and address of the bidder, Bid number, Closing date
14. This envelope can be placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg  
OR If posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Agriculture, Land and Rural Development, Private Bag X9132, Pietermaritzburg, 3200

Kind regards

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC  
FOR DIRECTOR –GENERAL: AGRICULTURE LAND REFORM & RURAL  
DEVELOPMENT**

**DATE:** 05/10/2023



# agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

## OFFICE OF THE SURVEYOR-GENERAL: KWAZULU-NATAL

P. O. Box 396, PIETERMARITZBURG, 3200;  
300 Pietermaritz Street, PIETERMARITZBURG, 3201  
Tel: (033) 355 2900; Fax: (033) 3420553; E-mail: Nondwe.Monyake@dalrrd.gov.za

### ***The Project Manager Technical***

Department of Rural Development and Land Reform  
188 Hoosen Haffeejee Street  
PIETERMARITZBURG  
3201

Our Ref.: V179

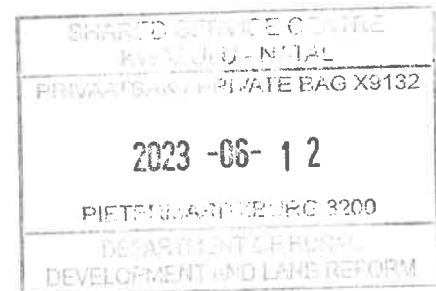
Date: 10<sup>th</sup> May 2023

Attention: Mr. G Shabane

## **STATE SURVEY No. 2211 - TERMS OF REFERENCE SURVEY FOR SUBDIVISION OF**

**THE REMAINDER OF PORTION 3 OF THE FARM VRISCHGEWAAGD NO.179  
249.7989 Hectares in extent  
situated in the Abaqulusi Local Municipality,  
Zululand District Municipality, Registration Division HU,  
Province of KwaZulu-Natal.**

**(Departmental Reference: 19/4/1/3/1-9/7/C/4)**



1. An inter-departmental request, for the drafting of the Terms of Reference for the appointment of a Professional Land Surveyor to attend to the survey for the above-mentioned subdivision, has been received.
2. This office has prepared the necessary terms of reference and relevant annexures thereto. This is contained in the PDF file "SS 2211".
3. Kindly invite bids from service providers. Please indicate if you wish to have a list of providers who lend themselves for nomination because of previous involvement and / or proximity to the site.
4. **Please note that the Service Provider must be registered with the South African Geomatics Council as a Geomatics Professional Land Surveyor (GPrLS).**
5. A complete copy of the terms of reference as enclosed under file "SS 2211" is to be sent to each of the service providers invited.
6. Invitations distributed by fax/ email should be returned at least six (6) days later. Invitations that are posted should be given an additional six (6) days.
7. Once bids have been received, this office may assist you, if required, in the assessment thereof before you appoint the successful service provider.

### **KOLOSA MATOMANE**

For: SURVEYOR-GENERAL: KZN

Tel: (033)355 2907

email: [Kolosa.Matomane@dalrrd.gov.za](mailto:Kolosa.Matomane@dalrrd.gov.za)

Encl.: Terms of Reference together with annexures.



**OFFICE OF THE SURVEYOR-GENERAL: KWAZULU-NATAL**

P. O. Box 396, PIETERMARITZBURG, 3200;

300 Pietermaritz Street, PIETERMARITZBURG, 3201

Tel: (033) 355 2900; Fax: (033) 3420553; E-mail: Nondwe.Monyake@dalrrd.gov.za

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**STATE SURVEY No. 2211 - TERMS OF REFERENCE**

**SURVEY FOR SUBDIVISION OF:**

**THE REMAINDER OF PORTION 3 OF THE FARM VRISCHGEWAAGD NO.179  
249.7990 Hectares in extent  
situated in the Abaqulusi Local Municipality,  
Zululand District Municipality, Registration Division HU,  
Province of KwaZulu-Natal.**

(Departmental Reference: 19/4/1/3/1-9/7/C/4)

**1. BACKGROUND**

The subject property is situated approximately 37 kilometers South-East of the town Vryheid. It can be accessed by a provincial road P220 off the R34, (see attached plan Annexure B : Lat 27°52'29.04"S; Long 31°01'57.76"E).

The land is currently registered in the name of the National Government of South Africa, vide diagram SV481F46, vide Transfer T1479/1921 (Current deed T8474/2022).

There are two families residing on the property, being the Mncube family and Zulu family. The families use the farm mainly for grazing and crop cultivation. Previously, these families lived on the farm Leeuwnek No. 51. When the landowner bought the farms he asked the families to move from where they were to the farm Vrischgewaagd 179.

It was later discovered that the labour tenants had lodged a claim with the Department of Rural Development and Land Reform in terms of a section 16 application of the (Labour Tenants) Act 3 of 1996 to acquire a portion of the farm as stipulated in the provisions of the Act. The department acquired the property through Pro-Active Land Acquisition Strategy (PLAS).

A total extent of +/-67 Hectares, over the Remainder of Portion 3 of the farm Vrischgewaagd No.179 HU has been allocated to the labour tenants as settlement for their labour tenancy claim.

This will ensure the rights of the labour tenants and their tenure are secured.

The planning funds for survey and subdivision are approved by the Chief Director: PSSC-KZN.

**2. OBJECTIVE**

To conduct a survey and subdivision of the Remainder of Portion 3 of the farm Vrischgewaagd No.179 measuring 249.7990 Hectares in extent, and to frame the relevant diagram. (See Annexure B).

The new subdivision portion is to be designated **PORTION 10 (of 3) of the farm Vrischgewaagd No.179**, registration division HU.

This designation have been reserved by the Surveyor- General's office.

### 3. LEGISLATION INVOLVED

#### Act 70 of 1970

- This subdivision is exempt from the provisions of the Subdivision of Agricultural Land Act 70 of 1970 as it involves the subdivision of State-owned land (see Section 2(a)(i)). Please add "Act 70 of 1970 Section 2(a)(i)" to your diagram, below the SG approval block.

#### Act 126 of 1993

- The acquisition of the land is in terms of the Provision of Land and Assistance Act No.126 of 1993. Please add the reference to this Act to your diagram.

#### Act 16 of 2013

- You are required to obtain consent in terms of the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and the relevant Municipal By-Laws as published in terms of SPLUMA.

### 4. SCOPE OF WORK

- (a) In close consultation and by prior arrangement and agreement with the below mentioned representatives, the appointed land surveyor will survey the above-mentioned land portions in accordance with the provisions of the Land Survey Act No. 8 of 1997 and the Regulations promulgated thereunder. The diagrams for the proposed subdivisions and subsequent consolidation are to be prepared and submitted to the Surveyor General for approval.

The proposed subdivisions are roughly shown. They will follow the right bank/ edge of the road, and should follow the illustrations as per attached site plan Annexure B. The quoted areas are approximate and subject to final survey. The quoted designation has been reserved by my office for this survey.

New boundaries that are intended to follow any existing fences or features (edge of road reserve) should be beacons and surveyed accordingly.

- (b) The land surveyor will point out the final beacons of the consolidation to the below mentioned representatives and submit a beacon certificate, signed by such representatives, together with the survey records submitted to the Surveyor-General's office.
- (c) In the event of the land surveyor noting any serious anomaly or being able to make suggestions concerning the simplification on any of the procedures, he/she must communicate with the surveyor-General's office (Mr. Thamsanqa Phakathi) for further instructions.
- (d) The land surveyor should consult Property Management – KZN PSSC (Mr. GS Shabane) for a detailed layout plan.

### 5. DELIVERABLES

- (a) Certified copy of the subdivision diagram, approved by the Surveyor-General, for registration purposes.
- (b) A beacon certificate(s) signed by the relevant officials/representatives as listed below.



## 6. TIME PLAN

- (a) You are required to report on progress relating to the relevant consent applications, within 4 weeks of date of confirmation of appointment. Further progress reports will be required every 8 weeks thereafter
- (b) In the event of a query or rejection by the Surveyor General the documents are to be re-lodged with the Surveyor General within a period of 2 weeks of such query or rejection.
- (c) This office will expedite the examination of these records. To assist with identification please add 'STATE SURVEY 2211' clearly on your SG submission envelope.
- (d) The deliverables referred to in 5 above are to be forwarded, as soon as they are available, to the DALRRD for the attention of Mr. GS Shabane (see 9 below for details).

## 7. SUBMISSION OF ACCOUNT

The relevant account which must be in accordance with the accepted tender should be sent together with the deliverables mentioned in 5 above to the DALRRD, Pietermaritzburg District Office for attention Mr. GS Shabane (033 355 4409 / 079 888 0862).

## 8. ANNEXURES

The under-mentioned annexures are provided:

- (a) A locality plan (Annexure A)
- (a) An inset to locality (Annexure B)
- (b) Diagram: SV481F46

The appointed land surveyor will be responsible for obtaining the necessary survey data from the Surveyor-General's office.

## 9. REPRESENTATIVES

DALRRD: Mr. GS Shabane  
Tel. 033 355 4409  
Cell 079 888 0862  
Fax 0863501612  
188 Hoosen Haffajee Street  
Pietermaritzburg, 3200  
Email: [gcinokwakhe.shabane@dalrrd.gov.za](mailto:gcinokwakhe.shabane@dalrrd.gov.za)

BENEFICIARIES: Mncube family and Zulu family

## 10. CONTACT PERSONS

Technical and survey related matters: Survey-General's Office:

Mr. Thamsanqa Phakathi  
Tel. 033 355 2908



Tender matters: DALRRD – Shared Service Centre:

Ms. N Magula  
Tel. 033 264 9534  
Fax 033 342 3904

Email: [nomapha.magula@dalrrd.gov.za](mailto:nomapha.magula@dalrrd.gov.za)

## 11. ACCEPTANCE OF BIDS

The DRD&LR reserves the right not to accept the lowest or any bid submitted. It should be noted that the lowest price is not the only criterion for the acceptance of bids. The following criteria will also be used in the consideration of your bid. Please note that a TOTAL of more than 50 % (out of a possible 250 points) is the minimum requirement.

Years of experience as a Professional Land Surveyor (100 POINTS):

YEARS	SCORE	Weight	TOTAL
1 – 3	2	20	40
3 – 5	3	20	60
5 – 7	4	20	80
7 or more	5	20	100

Previous experience and completion of similar projects (100 POINTS):

No. of PROJECTS	SCORE	Weight	TOTAL
2	1	20	20
3	2	20	40
4	3	20	60
5	4	20	80
More than 5	5	20	100

Proximity to area of survey (50 POINTS):

Distance from site	SCORE	Weight	TOTAL
300 km	1	10	10
250 km	2	10	20
200 km	3	10	30
150 km	4	10	40
100 km and less	5	10	50

## 12. VALUED ADDED TAX (VAT) AND SURVEYOR GENERAL'S FEES

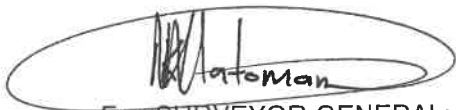
- (a) The ruling VAT rate is applicable to registered vendors.
- (b) No SG examination fees are payable. However, if the records are returned by the Surveyor-General then the laid down administration fees will be payable by the Land Surveyor upon re-submission.

**13. REFERENCE NUMBERS**

Please quote "STATE SURVEY No. 2211 - SG File V179" in all future correspondence and communications with the Surveyor-General's Office.

On the subdivision diagram the following legislative references are to be added below the SG approval block;

Act 70 of 1970 Section 2(a)(i)
Act 126 of 1993 Section 10(1)(a) and Section 10(2)
Act 16 of 2013 (By-Laws) Ref:
STATE SURVEY No. 2211



For: SURVEYOR-GENERAL: KZN  
Tel: (033)355 2900



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT</b>					
BID NUMBER:	SS-KZN 5/2/1 (6724) 3V	CLOSING DATE: 13 October 2023	CLOSING TIME:	11h00am	
DESCRIPTION	REQUEST FOR QUOTATION FROM SERVICE PROVIDERS TO DO A SURVEY AND PRODUCE AN APPROVED SUBDIVISION FARM WITH APPROXIMATELY OF +/- 67 HACTARES OVER PORTION 3 OF THE FARM VRISCHGERWAAGD NO 179 HU FOR LABOUR TENANTS: SITUATED IN THE ABAQULUSI LOCAL MUNICIPALITY IN KWAZULU NATAL PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
CONTACT PERSON	Ms K.Mfeka		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		CONTACT PERSON
TELEPHONE NUMBER	033 264 9576				Ms B Mbuyazi
FACSIMILE NUMBER					TELEPHONE NUMBER
E-MAIL ADDRESS	KholekaM@dalrrd.gov.za				034 983 2122
<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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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:

.....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: <b>SS-KZN 5/2/1 (6724) 3V</b>
CLOSING TIME <b>11:00 on 13 October 2023</b>	

OFFER TO BE VALID FOR **30** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY			
		INCLUSIVE	OF	VAT	AT 15%

**REQUEST FOR QUOTATION FROM SERVICE PROVIDERS TO DO A SURVEY AND PRODUCE AN APPROVED SUBDIVISION FARM WITH APPROXIMATELY OF +/- 67 HACTARES OVER PORTION 3 OF THE FARM VRISCHGERWAAGD NO 179 HU FOR LABOUR TENANTS: SITUATED IN THE ABAQULUSI LOCAL MUNICIPALITY IN KWAZULU NATAL PROVINCE**

Service providers are required to submit their full cost breakdown for this project on their company letterhead

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT at 15% for the project

TOTAL PRICE R.....

**Price summary**

- |   |        |
|---|--------|
| 2.1 Review of the District Rural Development Plans            | R..... |
| 2.2 GIS mapping as specified in the terms of reference        | R..... |
| 2.3 Contingency amount, to be presented as a separate invoice | R..... |

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

Name of Bidder: .....

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after Acceptance of bid .....  
.....
- 7. Estimated man-days for completion of project .....  
.....
- 8. Are the rates quoted firm for the full period of contract? .....  
.....
- 9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index. ....  
.....
- 10. Adherence to Time Frame as per terms of reference (yes/no) .....  
.....
- 11 Availability to attend meetings as indicated in the terms of reference (The costs thereof to be included in total bid price) .....  
.....

Any enquiries regarding bidding procedures may be directed to the –

**Department of Agriculture, Land reform and Rural Development  
Provincial Shared Service Centre  
Acquisition Section**

Ms. T Mkhabela / Ms. K Mfeka  
Tel. no: 033 264 9576

**Or for technical information**  
Mr B Mbuyazi  
Tel. no: 034 983 2122

## 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

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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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 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

<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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

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

**PRICE QUOTATION PROCESS (UP TO R 1 MILLION)**

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. 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 tender 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;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
- Before 27 April 1994; or
  - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

## 2. GENERAL CONDITIONS

2.1 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

### 2.2 To be completed by the organ of state

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

2.3 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.

### 2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 2.5 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.
- 2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.
- 2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.
- 2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.
- 2.9 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.



2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
  - **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
  - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
  - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:
  - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

**2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.**

### **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### **3.1. POINTS AWARDED FOR PRICE**

##### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 points is allocated for price on the following basis:

## 80/20

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 the table in paragraph 2.12 above 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.
- 4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.
- 4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.
- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

**5. SUB-CONTRACTING**

5.1 Will any portion of the contract be sub-contracted?  
(*Tick applicable box*)

YES		NO	
-----	--	----	--

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted: .....%
- ii) The name of the sub-contractor: .....
- iii) Points claimed for HDI by the sub-contractor: .....

**6. DECLARATION WITH REGARD TO COMPANY/FIRM**

6.1. Name of company/firm: .....

6.2. Company registration number: .....

6.3. 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]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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