REQUEST FOR QUOTATION (RFQ)

RFQ NO: 100/2026/IA/ETHICS/RFQ

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE AN ANTI-FRAUD AND ETHICS TOLL FREE HOTLINE FOR A PERIOD OF 36 MONTHS

DESCRIPTION:	Appointment of a professional service provider to provide an Anti-Fraud and Ethics Toll free Hotline for a period of 36 months
DURATION:	36 Months
PROPOSED BID PROCESS:	RFQ
DIVISION UNIT:	Internal Audit
ISSUE DATE:	22 September 2026
CLARIFICATIONS DEADLINE:	29 September 2026 @ 13:00 p.m.
CLOSING DATE:	2 October 2026 @ 11:00 a.m.
RFQ VALIDITY PERIOD	30 Days (from RFQ closing date)
SUBMISSION OF PROPOSALS:	tenders07@tcta.co.za
ENQUIRIES	tenders07@tcta.co.za

BACKGROUND

To promote an environment where whistle-blowers are encouraged to report protected disclosures and other allegations or incidents in line with the Protected Disclosures Act ("PDA"), the TCTA Whistle-blower Policy and related procedures, TCTA requires an independent Anti-Fraud and Ethics Toll-Free Hotline. The appointment of an independent service provider supports TCTA's commitment to ethical conduct, independent reporting, confidentiality and the protection of whistle-blowers.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

Scope of work and measurable specifications

1.1 Core hotline and case-management service

- Provide and manage a unique toll-free Anti-Fraud and Ethics Hotline, available 24 hours a day, 7 days a week and 365 days a year.
- Provide callers with the option of anonymity and separate reporting categories for fraud or corruption matters and ethics matters.
- Provide operator-assisted reporting in all eleven official South African languages.
- Transcribe each report accurately, allocate a unique reference number and classify it as fraud/corruption or ethics.
- Provide a secure Case Management System (CMS) with password-protected access for designated TCTA officials to view case status, reports and agreed CMS functionality.
- Maintain operational independence from TCTA management and disclose any actual or perceived conflict of interest that could compromise the service.

1.2 Reporting and escalation

- Transmit allegation reports to the Chief Internal Auditor, Chief Risk Officer, Chief Executive Officer and Audit and Risk Committee Chairperson, where applicable under TCTA escalation protocols.
- Provide separate detailed and summary monthly reports for fraud/corruption matters and ethics matters by the fifth working day of each month.
- Provide monthly reports in both PDF and Excel formats using predefined fields agreed with TCTA.
- Notify TCTA in writing within 24 hours of becoming aware of an actual or suspected data breach, security incident, unauthorised access, loss, disclosure or compromise of TCTA information.

1.3 Reporting channels and accessibility

- Provide two separate secure email addresses, one for fraud/corruption matters and one for ethics matters, with the naming convention agreed before implementation.
- Provide a hyperlink to a TCTA-branded Anti-Fraud and Ethics Hotline page from the TCTA intranet and website.
- Support Microsoft Edge and Google Chrome, or equivalent secure and widely supported browsers approved by TCTA.

1.4 Awareness, survey, training and communications

- Provide ten A3 and ten A4 laminated colour awareness posters. Renew content annually or when required.
- Issue a web-based or automated fraud and ethics survey to TCTA employees and service providers before 31 March 2027 and annually thereafter.
- Provide four two-hour training and awareness sessions per contract year, totalling twelve sessions over the contract period.
- Base training content on survey outcomes, TCTA improvement areas and relevant developments and trends.

- Compile one electronic newsletter per quarter on fraud risk management, anti-fraud and ethics management topics, for posting on the TCTA website and distribution to staff.

1.5 Information security, privacy, continuity and retention

- Protect whistle-blower reports in line with applicable POPIA and Protected Disclosures Act requirements and TCTA-approved security controls.
- Protect the anonymity and identity of callers and prevent unauthorised disclosure of whistle-blower information.
- Maintain documented disaster recovery and business continuity arrangements for the contracted service and submit evidence of a DR/BCP test completed within the preceding 24 months.
- Sign a data-processing agreement before processing TCTA information.
- At contract end or on written request, return or securely destroy TCTA data and provide written confirmation or a certificate of destruction, where applicable.
- Maintain records in accordance with the legally and contractually required retention period. Bidder to identify the applicable retention basis and submit its documented retention procedure. Requirement not verified - source document required.

COMPANY EXPERIENCE REQUIRED

Bidders must demonstrate experience in providing and managing an Anti-Fraud and Ethics Hotline, rather than a general call-centre service, in the public or private sector. Experience must relate to qualifying projects completed within the past five years or currently being delivered.

Evidence rule: Bidders may submit either (a) a fully completed and signed Form A, or (b) signed client reference letters. A bidder is not required to submit both forms of evidence for the same project. TCTA may verify any evidence submitted as part of due diligence before award.

Form A must capture, at minimum: client organisation, project description and scope, contract start date, completion date or current status, contract/reference number where available, and contactable client representative. Reference letters must be on client letterhead, signed, and contain sufficient information to verify scope and delivery period.

PERSONNEL EXPERIENCE REQUIRED

The bidder must submit detailed CVs of the following Core Team Members:

Role	Minimum relevant experience	Evidence
Team Leader	3 years in Fraud Risk Management, Forensic Investigation or Ethics Management.	Comprehensive CV identifying employer/client, role, period and work experience in respect of Fraud Risk Management, Forensic Investigation or Ethics Management.
Senior Manager / Manager	5 years in Fraud Risk Management, Forensic Investigation or Ethics Management.	Comprehensive CV identifying employer/client, role, period and work experience in respect of Fraud Risk Management, Forensic Investigation or Ethics Management.

Key Accounts Manager	5 years in combined Anti-Fraud and Ethics Hotline call-centre management.	Comprehensive CV identifying employer/client, role, period and hotline-management responsibilities.

NB: FOR EVALUATION PURPOSES, TCTA ONLY REQUIRES THREE (3) CVS OF KEY RESOURCES NAMELY: TEAM LEADER, SENIOR MANAGER/MANAGER AND KEY ACCOUNTS MANAGER. THEREFORE, BIDDERS ARE REQUIRED TO SUBMIT ONLY THREE (3) CVS AND CLEARLY INDICATE THE DESIGNATIONS OF THE PROPOSED RESOURCES AS STIPULATED ABOVE.

DELIVERABLES

The Service provider shall meet the following requirements and provide services in this nature:

2.1 Provide a platform for the Anti-Fraud Hotline with a Case Management System (CMS) that is able to provide independent access to the designated TCTA official(s), using a password protected login access, to independently view relevant reports on the status of logged or reported cases. The TCTA designated official(s) should also be granted access to any other functionalities aligned to the service offering, as and when required.

2.2 Contact Channels

2.2.1 Provide two (2) separate secure e-mail addresses which will safeguard the identity of the whistle-blower for fraud and ethics matters, i.e. TCTAFraud@behonest.co.za PLUS TCTAEthics@behonest.co.za.

2.2.2 Case Management System (CMS) that ensures that whistle-blower's reports remain protected, in line with the Protection of Personal Information Act ("PoPIA") and Protected Disclosures Act ("PDA") requirements, and The Service Provider can grant access to the TCTA designated official(s) using a password protected log in access.

2.2.3 A link to the TCTA branded Anti-Fraud Hotline, from the TCTA Intranet and Internet site, for access by staff and external stakeholders.

2.2.4 The Browser with a compatibility that support Microsoft Edge or equivalent.

2.2.5 Generate separate detailed monthly reports and summary reports for the "Fraud" and "Ethics" related matters. Reports should be user friendly and easily accessible to provide relevant information timeously.

2.2.6 The TCTA Ethics and Fraud Hotline will be available for Whistleblowers and callers, and will attend to disclosures reported via the following channels:

i. Toll free telephone number;
ii. SMS;
iii. Freepost;
iv. Email address;
v. Online reporting on www.behonest.co.za;
vi. Live chat.

2.3 The Anti-Fraud Hotline will include the following:

2.3.1 Provide callers with an option of anonymity and an option for "Fraud or corruption related" cases and "Ethics related" cases in English.

2.3.2 All calls to the toll-free telephone number should be handled by a call operator, who will transcribe the information provided onto a report and allocate a unique reference number.

2.3.3 The call operator should distinguish between "Fraud" and "Ethics" related allegations.

2.3.4 The information transcribed on to the report will distinguish between fraud and ethics allegations and be transmitted to the Chief Internal Auditor (CIA), Chief Risk Officer, Chief Executive Officer and the ARC Chairman.

2.3.5 Provide promotional awareness material to be displayed around the building: Ten (10) A3 Size laminated colour Posters and ten (10) A4 Size laminated colour Posters. The content of the Posters should be renewed annually or as and when required.

2.3.6 A web-based or automated annual Fraud and Ethics survey, sent to TCTA employees and service providers, before 31 March 2027 and annually thereafter.

2.3.7 Provide training and awareness on Fraud Risk Management to all relevant stakeholders quarterly, based on among others, the survey outcome; areas requiring improvement for TCTA; and new developments and trends in Fraud Risk Management and Ethics Management.

2.3.8 Compile an informative and educational Quarterly Electronic Newsletter, on Anti-Fraud and Corruption and Ethics Management topics, to be posted on the TCTA website and e-mailed to all TCTA staff.

2.3.9 The service provider shall perform the duties it is required to render in terms of this Agreement with reasonable skill, care and diligence and in accordance with the standards of care normally expected from the service providers performing a service of a similar nature.

2.3.10 The service provider shall professionally and efficiently deliver services in line with timelines that will be continuously agreed during the life of this contract.

2.4 Operating Hours

2.4.1 The TCTA Ethics and Fraud Hotline will operate and be available twenty-four (24)-hours a day, seven (7) days a week, three hundred and sixty-five (365) days a year.

2.5 Incident reports

2.5.1 The service provider shall ensure that TCTA shall receive incident reports within two (2) days of the reported incident.

2.5.2 High-risk allegations shall require a 24-hour escalation to TCTA.

2.5.3 An incident shall be deemed to be all information received through contact channels.

2.5.4 The service provider shall compile and present to TCTA incident reports monthly on a PDF document.

2.6 Languages

2.6.1 The TCTA Ethics and Fraud Hotline will accommodate all eleven (11) official South African languages during office and after hours.

2.7 Technical requirements

2.7.1 All information is stored on hardened servers with encrypted databases located within the boundaries of South Africa and is in compliance with the Protection of Personal Information Act, 4 of 2013 and the King IV Code.

2.7.2 The security on all voice loggings shall be guaranteed.

2.7.3 The Service Provider shall ensure the storage and recording of all calls, in line with the National Archives Act, and for at least three (3) years, or for the duration of the investigation or legal proceedings on matters reported via the Hotline.

2.7.4 The Service Provider shall ensure that the anonymity and identity of callers is protected.

2.7.5 No line identification or IP address information is captured or stored on the Anti-Fraud & Corruption Hotline Solution Software.

2.7.6 No recordings or transcripts of the recordings will be made available to TCTA or any other third party, unless ordered to do so by a court of law.

2.7.7 The physical address of the TCTA Ethics and Fraud Hotline is undisclosed, and access is restricted by biometric access.

2.7.8 All computer hardware and software access is protected by multiple layers of access control and/or network authentication, and no unauthorised users to have direct access to the hardware and data storage.

2.7.9 The Service Provider has a thorough and robust Disaster Recovery and Continuity Plan in place, made effective through constant revision, testing, and improvements. This guarantees TCTA continuity of operations, in the event that The Service Provider has experienced an Emergency or Disaster.

RETURNABLES	
MANDATORY	**NON-MANDATORY**
The bidder must submit a fully completed Pricing Schedule as incorporated in the RFQ document.	SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed.
	A valid BBBEE Certificate issued by a Verification Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Consolidated BBBEE for Joint Venture tenderers issued by Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE **(Refer to Annexure E and F). Bidders must complete one of the Sworn Affidavit applicable to their company (EME/QSE).** **No points will be awarded if the bidders' Sworn Affidavit does not comply with the minimum requirements for Valid Sworn Affidavits outlined in ANNEXURE A**.
	CSD Registration Report

BIDDERS WHO FAIL TO SUBMIT ANY MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED FOR FURTHER EVALUATION.

FUNCTIONAL CRITERIA

#	Criterion	Weight (80%)	Technical Evaluation Score
1	**COMPANY EXPERIENCE:** The bidder must submit a fully completed and signed Form A OR signed reference letters on client letterheads demonstrating at least three (3) qualifying anti-fraud and ethics hotline projects fully completed within the past five years. **Bidders may submit either (a) a fully completed and signed Form A, or (b) signed client reference letters. A bidder is not required to submit both forms of evidence for the same project. TCTA may verify any evidence submitted as part of due diligence before award.**	35	Less than three (3) references for anti-fraud and ethics hotline within the past 5 years **= 0 Points** Three (3) references for anti-fraud and ethics hotline services provided within the past five (5) years **= 15 Points** Four (4) references for anti-fraud and ethics hotline services provided within the past five (5) years **= 20 Points**

			Five (5) references for anti-fraud and ethics hotline within the past 5 years **= 30 Points** Six (6) or more references for anti-fraud and ethics hotline within the past 5 years **= 35 Points**
2	**<u>CORE TEAM COMPOSITION:</u>** a) **Team Leader:** Must have a minimum of three (3) years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management. **NB: Bidders must submit a comprehensive CV identifying employer/client, role, period and relevant work to score points.**	15	Less than three (3) years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management **= 0 Points** Three (3) years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management **= 10 Points** Four (4) or more years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management **= 15 Points**
	b) **Senior Manager/Manager:** Must have a minimum of five (5) years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management. **NB: Bidders must submit a comprehensive CV identifying employer/client, role, period and relevant work to score points.**	15	Less than five (5) years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management **= 0 Points** Five (5) years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management **= 10 Points** Six (6) or more years' working experience in Fraud Risk Management OR Forensic Investigation OR Ethics Management **= 15 Points**
	c) **Key Accounts Manager**: Must have a minimum of five (5) years' working experience combined in Anti-Fraud and Ethics Hotline call-centre management.	15	Less than Five (5) years' working experience combined in Anti-Fraud and Ethics Hotline call-centre management **= 0 Points**

	NB: Comprehensive CV identifying employer/client, role, period and hotline-management responsibilities to score points.		Five (5) years' working experience combined in Anti-Fraud and Ethics Hotline call-centre management **= 10 Points** Six (6) or more years' working experience combined in Anti-Fraud and Ethics Hotline call-centre management **= 15 Points**
	Total	**80**	
BIDDERS MUST OBTAIN A MINIMUM OF 50 POINTS OUT OF 80 POINTS TO QUALIFY FOR EVALUATION ON PRICE AND SPECIFIC GOALS. BIDDERS THAT SCORE LESS THAN 50 POINTS FOR FUNCTIONALITY WILL BE DISQUALIFIED AT THIS STAGE.			

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE A. Where a B-BBEE Certificate is issued by a withdrawn verification agency, no points will be awarded as the B-BBEE Certificate will be deemed invalid.

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80

Specific Goals = 20

Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid.

ANNEXURES

A	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
B	SBD 1 – INVITATION TO BID
C	SBD 4 – BIDDERS DISCLOSURE
D	SBD 6.1 – IN TERMS OF PPR 2022
E	SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
F	SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

PRICING SCHEDULE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE AN ANTI-FRAUD AND ETHICS TOLL FREE HOTLINE FOR A PERIOD OF 36 MONTHS						
No	**Description of services**	**Quantity / basis**	**Year 1 (VAT excl.)**	**Year 2 (VAT excl.)**	**Year 3 (VAT excl.)**	**Total (Excluding VAT)**
1.	Mobilisation, setup, TCTA branding, configuration and implementation	Once	R	R	R	R
2.	24/7/365 toll-free operator-assisted Anti-Fraud and Ethics Hotline, including eleven official languages	Annual	R	R	R	R
3.	Secure CMS, user access, case administration, two secure email addresses and web hyperlink	Annual	R	R	R	R
4.	Monthly detailed and summary fraud and ethics reports in PDF and Excel	12 per year	R	R	R	R
5.	Ten A3 and ten A4 laminated colour posters, including annual content renewal	Annual	R	R	R	R
6.	Web-based fraud and ethics survey for employees and service providers	Annual	R	R	R	R
7.	Two-hour training and awareness sessions	4 per year	R	R	R	R
8.	Quarterly electronic newsletters	4 per year	R	R	R	R
9.	Information security, privacy, retention, DR/BCP and data-exit obligations	Annual	R	R	R	R
10.	Other scope item expressly identified by bidder, if any	As stated	R	R	R	R
	SUB-TOTAL					**R**
	VAT@15%					**R**
	TOTAL CONTRACT COST INCLUDING VAT FOR YEAR 1, 2 & 3					**R**

PRICING INSTRUCTIONS

- Year 1, Year 2 and Year 3 prices must be completed and reconcile to the subtotal, VAT and total contract price and must include an escalation for year 2 and year 3.

- Prices must be stated excluding and including VAT.
- Prices must be firm and unconditional and include all disbursements.
- If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.

FORM A: TEMPLATE FOR BIDDERS EXPERIENCE

Instruction To bidders

a) Bidders are to list at least three (3) of their client references below within the past 5 years. No points will be allocated for less than 3 references

b) The form must be completed in full and signed; no points will be allocated for an incomplete or a partially completed form. Refer to the example below for a fully completed form.

Item	Client Name	Project description pertaining the provision of anti-fraud and ethics hotline within the past five (5) years.	Appointment date (dd/mm/yy)	Contact person	Contact number	Email address
E.g	ABC (Pty) Ltd	Provision of anti-fraud and ethics hotline	1 June 2025	John Cole	012 111 111	john@abc.com
1						
2						
3						
4						
5						
6						

*By signing below, the bidder confirms that the information above is true and correct.

_____

Name and Surname:
Date:

ANNEXURE A: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;

2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

7. B-BBEE Status level. An enterprise can only have one status level;

8. Nature of business;

9. VAT Number;

10. Date deponent signed and date of Commissioner of Oath must be the same;

11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

12. Correct Sector Codes Affidavit to be used.

ANNEXURE B **SBD 1**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**100/2026/IA/ETHICS/RFQ**	CLOSING DATE:	**2 OCTOBER 2026**	CLOSING TIME:	**11: 00 A.M.**
DESCRIPTION	**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE AN ANTI-FRAUD AND ETHICS TOLL FREE HOTLINE FOR A PERIOD OF 36 MONTHS**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
tenders07@tcta.co.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**RECEIVING OFFICER**	CONTACT PERSON	**RECEIVING OFFICER**
TELEPHONE NUMBER	**N/A**	TELEPHONE NUMBER	**N/A**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	tenders07@tcta.co.za	E-MAIL ADDRESS	tenders07@tcta.co.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR** CENTRAL SUPPLIER DATABASE No:	MAAA

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**2.** ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

PART B

TERMS AND CONDITIONS FOR BIDDING

3. 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).**

4. 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

ANNEXURE D **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

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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);

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

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender 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**

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

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**

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

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.*)**

CRITERIA OF SPECIFIC GOALS	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	

3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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: ……
……
……

ANNEXURE E

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

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 (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a)unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and underdeveloped areas; (e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9
(1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:

    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas % = _____%
    - Black Military Veterans % =_____%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. 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.

5. 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_____
Date_____

ANNEXURE F

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

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 (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a)unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and underdeveloped areas; (e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9
(1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas % = _____%
    - Black Military Veterans % =_____%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

6. 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 level)	
At Least 51% black owned	**Level Two** (125% B-BBEE procurement recognition level)	

4. 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.
5. 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
Date: