REQUEST FOR QUOTATION (RFQ)

RFQ NO: 101/2026/HR&OD/WELLNESS/RFQ

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY WELLNESS DAY MATERIALS FOR A PERIOD OF TWO MONTHS

DESCRIPTION:	Appointment of a service provider to supply wellness day materials for a period of two (2) months
DURATION:	Two (2) Months
PROPOSED BID PROCESS:	RFQ
DIVISION UNIT:	HR & OD
ISSUE DATE:	28 September 2026
CLARIFICATIONS DEADLINE:	1 October 2026 @ 16:00 p.m.
CLOSING DATE:	5 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
Delivery Address	TCTA offices at Byls Bridge Office Park, Building 9, Corner Olievenhoutbosch & Jean Avenue, Doringkloof, Centurion

BACKGROUND

The Trans-Caledon Tunnel Authority (TCTA) is a state-owned entity responsible for financing and implementing bulk raw water infrastructure in South Africa. Employee well-being is foundational to supporting TCTA's business success. The organisation is hosting an in-person wellness day on 13 November 2026. Planned wellness activities include preparing support packages for a children's home, distributing wellness care packages to promote staff physical health and capturing the day with a photo banner. These activities require materials and goods, including 230 wellness care packages, 2100 stickers, 1 banner, 5 wellness prizes and 41 charity home gifts, to be delivered to the TCTA offices in Centurion. The items must be delivered to TCTA's offices by 05 November 2026.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

DETAILED SPECIFICATIONS

A - MINI FITNESS STEPPER

Quantity: 230 units

Specification	Requirement
Product	Good-quality mini fitness stepper suitable for regular home use and general wellness exercise.
User capacity	Minimum 120 kg user capacity.
Construction	Sturdy, durable construction suitable for regular use.
Pedals	Two stable foot pedals with a secure, non-slip surface.
Base	Stable, sturdy base with non-slip feet/pads or equivalent anti-slip design to minimise movement during use.
Resistance	Suitable hydraulic, pneumatic or equivalent resistance system providing a smooth, controlled stepping action.
LCD display	LCD/electronic display showing at least steps/repetitions and exercise time.
Safety	Stable during normal use, with no sharp edges, loose components or visible defects.
Condition	New and unused.
Warranty	Minimum 12-month warranty
Product information	Supplier to provide brand, model, photograph/specification sheet and maximum user capacity.

B - FREESTANDING PHOTO BACKDROP

Quantity: 1

Specification	Requirement
Purpose	Professional photo backdrop for an employee wellness event, suitable for individual and group photographs.
Backdrop size	Minimum 3.0 m wide × 2.0 m high.
Material	Lightweight PVC/vinyl, polyester fabric or equivalent suitable for indoor event use.
Printing	Full-colour, high-resolution digital print with clear, sharp graphics and consistent colour reproduction.
Finish	Matte or low-glare finish to minimise reflections and glare in photographs.
Frame/support	Freestanding and self-supporting, with a sturdy frame and stable base. It must not require attachment to a wall, table or other structure.
Stability	Base and frame must provide adequate stability to remain upright during normal indoor event use.
Frame quality	Durable frame suitable for repeated assembly, use and dismantling without compromising stability.
Assembly	Easy to assemble and dismantle. Supplier to provide all components required for installation.
Artwork	Artwork will be supplied by the TCTA. Supplier must provide a digital proof for approval before printing.

Print quality	No visible pixelation, streaking, colour distortion, creasing or printing defects.
Condition	New and free from damage, tears, marks or manufacturing/printing defects.

C - CHILDREN'S SPORTS SHOES / TRAINERS

Quantity: 41

Specification	**Requirement**
Purpose	Suitable for everyday wear, walking, play and recreational physical activity.
Quality	Good-quality, durable shoes suitable for regular use.
Upper	Breathable and durable material with secure stitching and construction.
Sole	Cushioned, flexible sole with good grip and suitable traction for indoor and outdoor surfaces.
Foot support	Secure heel and foot support with a padded collar and tongue.
Fit	Comfortable fit with adequate toe space.
Fastening	Secure fastening system, such as laces, Velcro or equivalent.
Weight	Lightweight and suitable for children.
Condition	New, unused and free from manufacturing defects.
Sizes	Refer to **Annexure G**

D - CHILDREN'S T-SHIRTS
Quantity: 41

Specification	**Requirement**
Fabric	Cotton-based fabric suitable for children's active use.
Fabric weight	Minimum 150 GSM.
Colour	Navy blue, with consistent colour throughout.
Quality	Durable fabric and construction suitable for regular wear and washing.
Stitching	Neat, secure stitching with reinforced seams and no loose threads.
Neck	Ribbed crew neck designed to retain its shape after washing.
Fit	Comfortable children's fit allowing freedom of movement.
Colour fastness	Fabric must be colourfast and resistant to excessive fading during normal washing.
Shrinkage	Fabric must have controlled shrinkage under normal washing conditions.
Sizes	Refer to **Annexure G**
Condition	New and free from manufacturing defects.
Sample	Supplier to provide a product sample or photograph/specification.

E - 5X WELLNESS PRIZES

- **E1 - 1x White Large-Size Unisex Cotton Waffle Bathrobe**
- **E2 - 5x Laminated gift bags to place contents into with gift-bag tissue paper.**
- **E3 - 5x Massage Guns**

Massage Gun Specification	**Requirement**

Type	Portable rechargeable percussion massage gun suitable for general muscle relaxation and recovery.
Speed settings	Minimum 3 adjustable speed/intensity levels.
Massage heads	Minimum 4 interchangeable massage heads suitable for different muscle areas.
Intensity	Adjustable percussion intensity suitable for light to moderate massage.
Battery	Rechargeable battery with a minimum of 2 hours of operating time per charge.
Controls	Simple electronic controls with clear power/speed indication.
Noise	Suitable for use in a home without excessive operating noise.
Design	Lightweight, ergonomic handheld design with a comfortable grip.
Charging	USB or supplied charging cable/adapter.
Safety	Automatic overload protection or equivalent safety feature.
Warranty	Minimum 12-month warranty against manufacturing defects.
Condition	New and unused.

F – ROUND SELF-ADHESIVE STICKERS:

Quantity 6 Rolls

1. 700 small self-adhesive round black stickers L9mm x W9mm
2. 700 small self-adhesive round blue stickers L9mm x W9mm
3. 700 small self-adhesive round green stickers L9mm x W9mm
4. 700 small self-adhesive round orange stickers L9mm x W9mm
5. 700 small self-adhesive round yellow stickers L9mm x W9mm
6. 700 small self-adhesive round white stickers L9mm x W9mm

G - WELLNESS CARDS
Quantity 230

Size	A6: 105 × 148 mm
Artwork	TCTA logo printed on the front side in colour
Message	Message on the back side of the card, no more than 60 words. (Wording will be confirmed)

H - CARRY BAG
Quantity 230

Specification	**Minimum Requirement**
Type	Reusable carry bag suitable for transporting the packaged mini fitness stepper.
Material	Durable non-woven polypropylene or equivalent lightweight, reusable material.
Size	Minimum internal dimensions of approximately 50 cm (L) × 40 cm (W) × 20 cm (D), or sufficient to accommodate the packaged stepper.
Handles	Two reinforced carry handles suitable for carrying the packaged stepper.

Colour	Navy blue, white or teal.
Branding	TCTA branding/artwork to be provided by TCTA, if required.
Quality	Suitable for repeated handling and carrying of the packaged stepper without tearing or handle failure.
Condition	New and free from defects.

COMPANY EXPERIENCE REQUIRED

The bidder must submit a minimum of **two (2) signed reference letters** on their clients' letterheads with contactable details pertaining the **provision of supply and delivery of general goods and services**. **Alternatively, bidders may fully complete and sign Form A**, providing details of at least two (2) projects successfully undertaken for the supply and delivery of general goods and services.

PERSONNEL EXPERIENCE REQUIRED

Bidders must manage all personnel assigned to the project.

DELIVERABLES

The selected service provider must be able to provide the following:

A - 230 Fitness Steppers
B - 1x Photo Backdrop
C - 41x Children's Running Shoes
D - 41x Children's T-Shirts
E - 5x Wellness Prizes
F - 6 rolls of small round stickers
G - 230 Wellness Cards
H - 230 Carry Bags

Delivery Address: Service provider to deliver the goods to TCTA offices at Byls Bridge Office Park, Building 9, Corner Olievenhoutbosch & Jean Avenue, Doringkloof, Centurion.

Delivery Date: TCTA's offices by 05 November 2026.

RETURNABLES

MANDATORY	NON-MANDATORY
The bidder must submit a minimum of two (2) signed reference letters on their clients' letterheads with contactable details pertaining the provision of supply and delivery of general goods and services. Alternatively, bidders may fully complete and sign Form A, providing details of at least two (2) projects successfully undertaken for the supply and delivery of general goods and services.	SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed.
The bidder must submit a fully completed Pricing Schedule as incorporated in the RFQ document.	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.	

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
G	SIZE BREAKDOWN - CHILDREN'S RUNNING SHOES AND T-SHIRTS

PRICING SCHEDULE

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY WELLNESS DAY MATERIALS FOR A PERIOD OF TWO MONTHS

Description	Quantity	Unit Price	Amount
A – Fitness Stepper	230	R	R
B – Photo Backdrop	1	R	R
C - 41x Children's Running Shoes	41	R	R
D - 41x Children's T-Shirts	41	R	R
E1 - Cotton Waffle Bathrobe	1	R	R
E2 - Laminated gift bags	5	R	R
E3 - Massage Guns	5	R	R
E - Small Round Sticker Rolls	6	R	R
F – Wellness Gift Cards	230	R	R
G – Carry Bags	230	R	R
Delivery Cost at TCTA's Office		R	R
SUB-TOTAL EXCLUDING VAT			**R**
VAT@15%			**R**
TOTAL BID PRICE INCLUSIVE OF VAT			**R**

PRICING INSTRUCTIONS

- 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.
- Price must be reflected Excluding and Including VAT.
- All prices must include disbursements.
- Prices must be firm and unconditional.
- All pricing must include warranty.

FORM A: TEMPLATE FOR BIDDERS EXPERIENCE

Instruction To bidders

a) Bidders are to list at least two (2) of their client references below.

b) The form must be completed in full and signed; **Bidders who submit an incomplete or a partially completed form will be disqualified**. Refer to the example below for a fully completed form.

Item	Client Name	Project description pertaining the provision of supply and delivery of general goods and services	Appointment date (dd/mm/yy)	Contact person	Contact number	Email address
E.g	ABC (Pty) Ltd	Supply and delivery carry bags	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:	**101/2026/HR&OD/WELLNESS/RFQ**	CLOSING DATE:	**5 OCTOBER 2026**	CLOSING TIME:	**11: 00 A.M.**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY WELLNESS DAY MATERIALS FOR A PERIOD OF TWO 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:

ANNEXURE G – SIZE BREAKDOWN: CHILDREN'S RUNNING SHOES AND T-SHIRTS

No	Gender	Age	Clothes size	Shoes size
1.	M	6	6-7	11
2.	M	10	7-8	12
3.	M	14	14-15	5
4.	F	11	8-9	13
5.	F	13	12-13	1
6.	F	10	9-10	2
7.	F	7	4-5	8
8.	M	5	5-6	7
9.	F	6	4-5	9
10.	F	8	6-7	12
11.	F	2	2-3	4 infant
12.	F	17	17-18	5
13.	M	10	8-9	2
14.	M	10	8-9	1
15.	F	11		
16.	M	9	8-9	2
17.	F	15	15-16	5
18.	F	12	11-12	2
19.	F	7	5-6	9
20.	F	2	1-2	3 infant
21.	F	15	13-14	3
22.	M	8	6-7	11
23.	M	15	15-16	5
24.	M	12	12-13	4
25.	M	5	6/7	11
26.	F	3	3-4	4
27.	F	3	3-4	4

28.	F	12	12-13	4
29.	F	12	12-13	5
30.	F	13	8-9	12
31.	M	11	10-11	2
32.	M	4	4-5	7
33.	M	12	11-12	2
34.	M	7	7-8	12
35.	F	7	8-9	12
36.	M	7	5-6	7
37.	M	3	3-4	6
38.	M	4	3-4	6
39.	M	3 months	3-6 months	2 infant
40.	F	9	8-9	1
41	M	7 months	6 – 12 months	3 infant