



*in the footsteps ...*

NELSON MANDELA MUSEUM

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**02<sup>nd</sup> September 2026**

**RFQ 19 OF 2026**

**REQUEST FOR QUOTATION (RFQ) SUPPLY AND DELIVERY OF ONE (1)  
LAPTOP FOR THE NELSON MANDELA MUSEUM**

**1.BACKGROUND**

The Nelson Mandela Museum (NMM) is a not-for-profit institution established by the government of South Africa as an agency of the National Department of Sport, Arts and Culture. It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. At the same time, it is a resource for promoting economic development through tourism in an impoverished region of the country. The museum primarily houses collections of gifts to the nation from Nelson Mandela, intended to share his legacy.

The mandate of the Nelson Mandela Museum is to preserve and promote the legacy of Nelson Mandela, and one of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's two main facilities, the Qunu Youth and Heritage Centre and the Bhunga Building in Mthatha CBD. The Bhunga Building doubles as the administrative office of the museum. The Museum has been authorised by the Department of Sport, Arts, and Culture to administer the Ingquza Hill Museum in Flagstaff and the O.R. Tambo Garden of Remembrance in Bizana.

## 2. PURPOSE OF THE RFQ

The purpose of this RFQ is to procure one (1) new laptop for official use by the Nelson Mandela Museum.

The procurement is for the supply and delivery of a complete, new and unused laptop that meets or exceeds the minimum technical requirements contained in this RFQ.

## 3. SCOPE OF SUPPLY

The successful supplier shall supply and deliver:

One (1) new laptop meeting the minimum technical specifications below.

The quoted product may be the specified make/model or an equivalent or superior product, provided that the supplier clearly demonstrates that the alternative meets or exceeds all mandatory minimum technical requirements.

The quotation must clearly identify the exact make, model and configuration being offered.

### 3.1 Minimum Technical Specifications

| No. | Description        | Minimum Required Specification                                                               |
|-----|--------------------|----------------------------------------------------------------------------------------------|
| 1   | Quantity           | 1                                                                                            |
| 2   | Make/Model         | EliteBook 8 G2i 13 or equivalent/superior                                                    |
| 3   | Processor          | Intel® Core™ Ultra 5 325 Processor, 12M Cache, up to 4.50 GHz, or equivalent/superior        |
| 4   | Screen Size        | 13.3 inches                                                                                  |
| 5   | Display            | WUXGA LCD, UWVA, anti-glare, WLED, 300 nits, approximately 62.5% sRGB or equivalent/superior |
| 6   | Display Resolution | 1920 × 1200                                                                                  |
| 7   | Camera             | 5MP + IR camera or equivalent/superior                                                       |
| 8   | Memory             | 16GB LPDDR5x 8533 MT/s or equivalent/superior                                                |
| 9   | Internal Storage   | 512GB PCIe 5 x4 NVMe TLC SSD or equivalent/superior                                          |
| 10  | Optical Drive      | Not required                                                                                 |

|    |                  |                                                                                                                         |
|----|------------------|-------------------------------------------------------------------------------------------------------------------------|
| 11 | Operating System | Windows 11 Pro 64-bit                                                                                                   |
| 12 | Graphics         | Intel® Graphics or equivalent/superior                                                                                  |
| 13 | USB Type-C       | Minimum 1 × USB Type-C, 10Gbps or equivalent/superior                                                                   |
| 14 | USB Type-A       | Minimum 1 × USB Type-A, 5Gbps, powered or equivalent/superior                                                           |
| 15 | HDMI             | Minimum HDMI 2.1 or equivalent/superior                                                                                 |
| 16 | Audio            | Headphone/microphone combo jack                                                                                         |
| 17 | Thunderbolt      | Minimum 2 × Thunderbolt 4, 40Gbps or equivalent/superior                                                                |
| 18 | Wireless         | Intel BE211 Wi-Fi 7 or equivalent/superior                                                                              |
| 19 | Warranty         | Minimum 3-year Next Business Day (NBD) Onsite Warranty with Travel, or equivalent manufacturer's warranty/service level |
| 20 | Condition        | Brand new, genuine and unused                                                                                           |

## **DELIVERY REQUIREMENTS**

The successful supplier shall supply and deliver the laptop to:

**Nelson Mandela Museum**

**Corner Nelson Mandela Drive & Owen Street**

**Bhunga Building**

**Mthatha**

**5009**

**Eastern Cape**

**South Africa**

The supplier must state the expected delivery period in its quotation.

The supplier shall be responsible for all costs associated with delivery to the above address.

**The laptop must:**

- be brand new and unused.
- be genuine and not refurbished, reconditioned or previously used.

- be supplied in original manufacturer's packaging.
- include all standard accessories supplied by the manufacturer.
- include the applicable manufacturer's warranty; and
- correspond with the make, model and configuration quoted.
- NMM reserves the right to inspect and verify the product upon delivery.

## 5. TECHNICAL COMPLIANCE SCHEDULE

The supplier must complete the following schedule and attach supporting technical documentation.

| No. | Minimum Requirement                                          | Supplier's Offered Specification | Comply / Non-Comply |
|-----|--------------------------------------------------------------|----------------------------------|---------------------|
| 1   | Processor – Intel Core Ultra 5 325 or equivalent/superior    |                                  |                     |
| 2   | 13.3-inch screen                                             |                                  |                     |
| 3   | 1920 × 1200 resolution                                       |                                  |                     |
| 4   | 16GB memory                                                  |                                  |                     |
| 5   | 512GB NVMe SSD                                               |                                  |                     |
| 6   | Windows 11 Pro 64-bit                                        |                                  |                     |
| 8   | Required USB connectivity                                    |                                  |                     |
| 9   | HDMI 2.1 or equivalent/superior                              |                                  |                     |
| 10  | Minimum required Thunderbolt connectivity                    |                                  |                     |
| 11  | Wi-Fi 7 or equivalent/superior                               |                                  |                     |
| 12  | Minimum 3-year NBD onsite warranty with travel or equivalent |                                  |                     |
| 13  | Brand new and unused                                         |                                  |                     |

**NB: Failure to comply with a mandatory minimum technical requirement may result in the quotation being regarded as non-responsive and excluded from further evaluation.**

## **6. COMPULSORY RETURNABLE DOCUMENTS**

The supplier must submit the following documents with its quotation:

- Duly completed and signed **SBD 1** – Invitation to Bid.
- 2. Duly signed and completed **SBD 3.3** – Pricing Schedule.
- Duly completed and signed **SBD 4** – Bidder's Disclosure and Declaration of Interest, using the current applicable National Treasury version.
- Duly completed and signed **SBD 6.1** – Preference Points Claim Form in terms
- Duly completed and signed **SBD 8**
- Duly completed and signed **SBD 9**
- Detailed **CSD** report
- Detailed supplier quotation, clearly stating:
  - make and model;
  - exact configuration;
  - quantity;
  - unit price excluding VAT;
  - VAT;
  - total price including VAT;
  - delivery costs, if any;
  - delivery period; and
  - warranty period and terms.
- Completed Technical Compliance Schedule contained in this RFQ.
- Manufacturer's product specification/datasheet or other reliable technical documentation sufficient to verify compliance.
- Proof of warranty/service level offered.

## **EVALUATION METHODOLOGY**

Quotations will be evaluated in accordance with the NMM's applicable SCM policy and the Preferential Procurement Regulations, 2022.

The evaluation will be conducted in the following stages:

### **Stage 1: Administrative and mandatory compliance**

The quotations will first be assessed for compliance with the mandatory requirements of this RFQ.

### **Stage 2: Technical compliance**

Only quotations that satisfy the mandatory administrative requirements will be assessed against the minimum technical specifications.

There will be no separate functionality scoring for this procurement.

Technical compliance will be assessed on a mandatory pass/fail basis because the requirement is for a clearly specified standard commercial product.

### **Stage 3: Preference points**

Responsive quotations will be evaluated using the 80/20 preference point system:

#### **Price: 80 points**

#### **Specific Goals: 20 points**

The Preferential Procurement Regulations, 2022 provide for the 80/20 system for procurement with a Rand value equal to or below R50 million, inclusive of applicable taxes.

## **SPECIFIC GOALS**

### **APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM**

(1) Points for this shall be awarded for:

- (a) Price (quote validity for **30** days); and
- (b) Specific Goals.
- (c) Where **80** points will be allocated for price and **20** points allocated for specific goals

(2) The following specific goals are applicable to all procurements of a transaction value above **R2 000** and up to **R50 000 000**

- a. The NMM will utilize the following preference criteria;
- i. Service providers within the **OR Tambo** region & **Eastern Cape**
  - ii. Historically Disadvantaged Individuals (**Women, Youth, and People living with disabilities**)
  - iii. SMMEs

| Category                          |   | Sub-categories                              | Specific goals points | Verification documents                                   |
|-----------------------------------|---|---------------------------------------------|-----------------------|----------------------------------------------------------|
| Local Supplier                    | 5 | OR Tambo supplier                           | 5                     | CIPC Registration Certificate (CK) or Proof of residence |
|                                   |   | Eastern Cape Supplier                       | 4                     |                                                          |
|                                   |   | Anywhere in South Africa                    | 3                     |                                                          |
|                                   |   | Non-South African                           | 0                     |                                                          |
| Women-owned supplier              | 4 | Black African Women                         | 4                     | CIPC Registration Certificate (CK) and CSD Report        |
|                                   |   | Non-Black African Women                     | 2                     |                                                          |
| Youth Owned Supplier              | 4 | Youth Owned (< 35-year-old persons)         | 4                     | CIPC Registration Certificate (CK) and CSD Report        |
|                                   |   | Non-Youth Ownership (> 35-year-old persons) | 2                     |                                                          |
| People living with disabilities   | 3 | People living with disabilities             | 3                     | CSD Report                                               |
| Small Micro, Medium & Enterprises | 4 | SME – Owned by people with disability       | 4                     | Sworn Affidavit (BBBEE Affidavit) CSD Report/            |

|  |  |                   |   |                                   |
|--|--|-------------------|---|-----------------------------------|
|  |  | SME – Black owned | 3 | Sworn Affidavit (BBBEE Affidavit) |
|  |  | SME – Other       | 2 |                                   |

### 10.1 Specific-goal claims

- A supplier must claim specific-goal points on the applicable SBD 6.1 and submit the supporting documentation specified in this RFQ.
- Failure to provide the required proof for a specific-goal claim will result in **zero points for that specific goal**, where the claim cannot be substantiated.
- National Treasury's implementation guidance confirms that specific goals must be clearly stated in the tender and that points must be allocated according to the goals and proof requirements stated in the procurement document.
- NMM reserves the right to verify any specific-goal claim before recommendation or award.

## 11. PRICING SCHEDULE

The supplier must complete the following pricing schedule.

| Description                                         | Qty | Unit Price Excl. VAT | VAT | Total Incl. VAT |
|-----------------------------------------------------|-----|----------------------|-----|-----------------|
| Laptop meeting the minimum technical specifications | 1   | R                    | R   | R               |
| TOTAL                                               | 1   | R                    | R   | R               |

**Supplier's quoted total:**

R \_\_\_\_\_ inclusive of VAT

**Delivery period:** \_\_\_\_\_

**Warranty:** \_\_\_\_\_

**VAT status:** \_\_\_\_\_

**Quotation validity period:** \_\_\_\_\_

The quoted price must be a firm and all-inclusive price, including delivery, packaging, standard accessories and any other costs necessary to supply the complete laptop to NMM.

#### **DELIVERY AND ACCEPTANCE**

- Upon delivery NMM will verify:
- make and model
- serial number
- configuration
- technical specifications
- operating system
- warranty
- physical condition
- accessories and
- general conformity with the quotation and purchase order.
- NMM may reject goods that do not conform to the approved specification.

#### **6. SUBMISSION OF QUOTATIONS**

Completed quotations and all supporting documentation must be submitted electronically to:

Supply Chain Management

Nelson Mandela Museum

Email: [supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)

**NO FAXED OR HAND DELIVERED QUOTATIONS SHALL BE ACCEPTED.**

**Closing Date: 11 September 2026**

**Closing Time: 12h00**

Late quotations will not be considered.

Quotations submitted after the closing date and time will be treated as late submissions and will not be evaluated, subject to applicable SCM requirements.

NMM reserves the right to verify the date and time of electronic receipt.

## **12. SPECIAL CONDITIONS OF THE CONTRACT**

The following conditions shall apply:

Only firm price quotations will be considered.

Prices must be quoted in South African Rand.

The quoted price must include all costs necessary to deliver the laptop to the Nelson Mandela Museum.

Payment will be processed within 30 days from receipt of a valid invoice and all required supporting documentation, subject to satisfactory delivery and acceptance.

Payment shall be made only after the goods have been delivered, inspected and accepted by NMM.

The supplier shall supply a new, genuine and unused laptop in accordance with the specifications in this RFQ.

The supplier shall provide the applicable manufacturer's warranty documentation.

The supplier shall be responsible for delivery to the NMM premises.

The supplier shall not substitute the quoted make/model or configuration without the prior written approval of NMM.

Any proposed deviation from the mandatory specifications must be clearly disclosed in the quotation.

A material deviation from a mandatory specification may render the quotation non-responsive.

The supplier shall not charge more than the amount approved in the official purchase order unless a variation has been properly authorised in writing in accordance with NMM's SCM requirements.

NMM will not be responsible for payment for goods supplied without a valid official purchase order.

NMM reserves the right to verify the authenticity of the product and warranty with the manufacturer or authorised distributor.

Delivery of a refurbished, used, counterfeit or materially different product may constitute non-performance and may result in appropriate contractual action.

The successful supplier shall comply with all applicable laws, regulations and NMM policies.

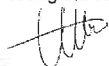
### **13.QUERIES**

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

| <b>FOR BID ADMINISTRATION &amp; SERVICE PROVIDER SPECIFICATIONS</b>                                  |
|------------------------------------------------------------------------------------------------------|
| <b>Ms A. Mashologu</b>                                                                               |
| <b>Tel: 047 501 9504</b>                                                                             |
| <b>Email: <a href="mailto:akhona@nelsonmandelamuseum.org">akhona@nelsonmandelamuseum.org</a>.</b>    |
| <b>Supply Chain Specialist</b>                                                                       |
| <b>Technical Enquiries:</b>                                                                          |
| <b>Ms L. Mhluthwa</b>                                                                                |
| <b>Tel: 047 501 9524</b>                                                                             |
| <b>Email: <a href="mailto:lutho@nelsonmandelamuseum.org.za">lutho@nelsonmandelamuseum.org.za</a></b> |
| <b>ICT Officer</b>                                                                                   |

**NB: The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.**

Signed by: SIBULELE MAKHUTHA  
Signed at: 2026-09-04 11:20:48 +02:00  
Reason: Witnessing SIBULELE MAKHUTHA PP



**Mr Mandisi Msongelwa CA (SA)**  
**Acting Chief Executive Officer**

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

|             |  |               |  |               |  |
|-------------|--|---------------|--|---------------|--|
| BID NUMBER: |  | CLOSING DATE: |  | CLOSING TIME: |  |
|-------------|--|---------------|--|---------------|--|

DESCRIPTION

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE

NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION  
NUMBER

SUPPLIER  
COMPLIANCE STATUS

TAX  
COMPLIANCE  
SYSTEM PIN:

OR

CENTRAL  
SUPPLIER  
DATABASE  
No:

MAAA

ARE YOU THE  
ACCREDITED  
REPRESENTATIVE IN  
SOUTH AFRICA FOR  
THE GOODS  
/SERVICES  
OFFERED?

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

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**

|                                       |                                                                                                                                                                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>             |                                                                                                                                                                                                                                     |
| 1.1.                                  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |
| 1.2.                                  | 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).                                                                                                                                          |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                                     |
| 2.1                                   | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                          |
| 2.2                                   | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                       |
| 2.3                                   | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE 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 THE 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.: .....

CLOSING TIME

CLOSING DATE: .....

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

| ITEM<br>NO | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|------------|-------------|----------------------------------------------------------------|
|------------|-------------|----------------------------------------------------------------|

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 all applicable taxes for the project.

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

.....

.....

.....

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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

- 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.....

..... R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Bid No.: .....

Name of Bidder: .....

- 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?  
\*YES/NO
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.  
.....  
.....  
.....

**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

## **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:

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of organ of state</b> |
|------------------|------------------------|-------------------------------|
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |

---

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

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

2.3.1 If so, furnish particulars:

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

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

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

| Supplier registration number (MAAA) | Status (active/inactive/deleted) |
|-------------------------------------|----------------------------------|
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |

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

### 3 GENERAL DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

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

.....

Signature

.....

Date

.....

Designation

.....

Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

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

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |

#### **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:** .....

.....

.....

.....

## DECLARATION OF TENDER'S SUPPLY CHAIN MANAGEMENT PRACTISES(SBD8)

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This State Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by state entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the state entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                                        | No                                        |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p> | <b>Yes</b><br><br><input type="checkbox"/> | <b>No</b><br><br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |                                           |

| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br>The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                     | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                |
| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                             | No                             |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?                                                                                                                                                                     | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                |

|       |                                                                                                                                                                     |                                 |                                |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.5   | Was any contract between the bidder any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars:                                                                                                                                         |                                 |                                |

# **CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN  
AGAINST ME. SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## CERTIFICATE OF INDEPENDENT TENDER DETERMINATION(SBD9)

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This State Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 National Treasury Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the organ of the state or has committed any improper conduct in relation to such system; and
  - c. cancels a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of State Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that.:

(Name of Bidder)

- 1 I have read and understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation.
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder