



HEAD OFFICE – SUPPLY CHAIN MANAGEMENT

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RFQ-25/26-0075

SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ARRANGE ACCOMMODATION, CATERING, VENUES AND FACILITIES FOR THE THE STRATEGIC PLAN SESSION

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:

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Ms N Dike- 060 532 3737

Private Bag X0039
Bisho

5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRICE STREET, KING WILLIAM TOWN.

Closing Date: 17th February 2026

Closing Time: 11h00



HEAD OFFICE – STRATEGIC PLANNING

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SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER TO ARRANGE VENUES & FACILITIES, CATERING AND ACCOMODATION SERVICES FOR THE DEPARTMENTAL STRATEGIC PLANNING ENGAGEMENT SESSION.

1. BACKGROUND

The Eastern Cape Department of Social Development is in a process of finalising its Departmental Planning process and to ensure alignment of 2025-2030 Strategic Plan and 2026/27 Annual Performance Plan to the Medium-Term Development Plan (MTDP), Provincial Medium-Term Development Plan (P-MTDP), Provincial 9 Integration areas, Sector Priorities, Provincial Policy Priorities, Provincial Cluster Priorities and Provincial Programme of Action.

2. SCOPE OF WORK

The service provider will arrange venues & facilities, catering and accommodation services as indicated in the table hereunder.

DEPARTMENTAL STRATEGIC PLANNING ENGAGEMENT SESSION (PREFERABLY MPEKWENI BEACH RESORT, PORT ALFRED)

ITEM	QUANTITY	REQUIRED DATES	DESCRIPTION
(1) Venues and facilities	15 Delegates	04 March 2026	<ul style="list-style-type: none"> 1 X Venue Hire School room sitting arrangement, Tables and chairs covered in full length Mints on tables twice a day 500ml bottle of still two (2 pp)
(1) Catering	15 Delegates	04 March 2026	<p><u>MORNING TEA</u></p> <ul style="list-style-type: none"> Assorted pastries, sandwiches and muffins 100% fruit juice, coffee and tea <p><u>LUNCH</u></p> <p>Main Course</p> <ul style="list-style-type: none"> Savory rice, samp and beans 3 X Meats (Mutton/ Beef Stew, Chicken and lamb roast) Fish Roasted potatoes 1 x Yellow (carrot or butternut) 1 x Green Vegetables (Broccoli and Cauliflower/ Green Beans/ Peas/ Creamed Spinach)



ITEM	QUANTITY	REQUIRED DATES	DESCRIPTION
			<p>Veggies/Salads</p> <ul style="list-style-type: none"> • Beetroot, green salad • Fish • Roasted potatoes • 1 x Yellow (carrot or butternut) • 1 x Green Vegetables (Broccoli and Cauliflower/ Green Beans/ Peas/ Creamed Spinach) <p>Drinks 1 X 330ml Soft drink per person (Including Canned Juices)</p> <p>AFTERNOON TEA</p> <ul style="list-style-type: none"> • Assorted Biscuits <p>100% Fruit Juice, coffee and tea</p>

ITEM	QUANTITY	REQUIRED DATES	DESCRIPTION
(2)Venues and facilities	90 Delegates	05-06 March 2026	<ul style="list-style-type: none"> • 1 X Venue Hire • School room sitting arrangement, • Tables and chairs covered in full length • Podium with microphone • 1 x Registration Table (entrance) • 1x Front Desk (for programme director) • 2 x Roving microphones • 1 x PA system • 1 x Data Projector • 1 x Projector Screen • 1 x Flipchart • 90 x notepads & pens (day 1 only) • 2 Break away rooms (with projectors and accommodating 30 people in each room) • 500ml bottle of still water two (2 pp) • Mints on tables twice a day
(2)CATERING	90 Delegates	05-06 March 2026	<p>MORNING TEA</p> <ul style="list-style-type: none"> • Assorted pastries, sandwiches and muffins • 100% fruit juice, coffee and tea <p>LUNCH</p> <p>Main Course</p> <ul style="list-style-type: none"> • Savory rice, samp and beans • 3 X Meats (Mutton/ Beef Stew, Chicken and lamb roast) • Fish • Roasted potatoes



			<ul style="list-style-type: none"> • 1 x Yellow (carrot or butternut) • 1 x Green Vegetables (Broccoli and Cauliflower/ Green Beans/ Peas/ Creamed Spinach) <p>Veggies/Salads</p> <ul style="list-style-type: none"> • Beetroot, green salad • Fish • Roasted potatoes • 1 x Yellow (carrot or butternut) • 1 x Green Vegetables (Broccoli and Cauliflower/ Green Beans/ Peas/ Creamed Spinach) <p>Drinks 1 X 330ml Soft drink per person (Including Canned Juices)</p> <p><u>AFTERNOON TEA</u></p> <ul style="list-style-type: none"> • Assorted Biscuits <p>100% Fruit Juice, coffee and tea</p>
Accommodation	26 Delegates	Check in 04 March 2026 and check out 06 March 2026	<ul style="list-style-type: none"> • Non Sharing rooms • Dinner , Bed and breakfast with 2 soft drinks per person

3. PRICING

- 3.1 Bidders must submit quotation which include all the costs for the completion of the service
- 3.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that Price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1, 000,000.00 (excluding VAT) in a 12-month period to register for VAT.
- 3.3 Bidders must ensure that there are no errors in the prices quoted.
- 3.4 The quotations should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance.
- 3.5 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 3.6 All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluated.



4. PAYMENT

- 4.1 The successful bidder will bill the Department after services have been completely rendered.
- 4.2 The Department pays after within thirty (30) days of submission of a properly completed invoice.

5. LOCAL ECONOMIC DEVELOPMENT

To support Local Economic Development within the Province, the department allocated points to be acquired by service providers that are based in the Eastern Cape Province, in line with the Preferential Procurement Regulations 2022.

6. SPECIAL CONDITIONS

- 6.1. The successful bidder will ensure compliance with all the applicable regulations in the performance of this service
- 6.2. Bidders must have previously completed at least two projects of this nature. (Complete Annexure B)
- 6.3. Bidders must complete declaration of interest form ECBD4.
- 6.4. The preferable venue for the session is Mpekweni Beach Resort to accommodate the number of the targeted officials..

7. PENALTIES

The Department shall, subject to the condition relating to breach in the General Conditions of Contract and the Service Level Agreement, and without prejudice to any of its rights, be entitled to impose penalties on the service provider in the event of any non-performance or under-performance.

DIRECTOR - STRATEGIC PLANNING

07/06/2026

DATE



EVALUATION

7.1. PRE-EVALUATION CRITERIA

- 7.1.1. Quotation is only valid when signed by the service provider.
- 7.1.2. Correction fluids of any kind **MUST NOT** be used. In cases where corrections are necessary; these can be made by crossing a line on the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- 7.1.3. Completed and signed ECBD4.
- 7.1.4. Fully completed and signed annexure A
- 7.1.5. Bidders must have previously completed at least two projects of this nature (complete annexure B).

7.2. Evaluation AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on price and Specific Goals

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	3
5.	▪ No franchise (black ownership)	5
6.	▪ Disability	3
7.	▪ Locality (Sara Baartman)	4
8.	▪ Youth	5
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

- 7.2.1. In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.
- 7.2.2. Locality will be confirmed as follows:
 - a) The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
 - b) If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will used as the only address to consider for awarding of locality points.





- c) A lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the initiation to bid was published.
- d) Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
- e) In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more that 30% interests in the JV,

7.2.3. In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

8. BID POLICIES, PROCEDURES AND CONDITIONS:

8.1. Quotations are valid for 60 days.

8.2. must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.

8.3. Service Providers must complete the preferential points claim forms in order to claim preference points.

8.4. The Department reserves the right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.

8.5. The Department may, if necessary, negotiate a market related price.

8.6. The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.

8.7. The Department reserves the right not to appoint a Service Provider with two or more similar contracts running concurrently within the Department.

8.8. This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

8.9. Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.





ANNEXURE A: PRICE SCHEDULE

ITEM	NO. OF PEOPLE	UNIT PRICE	TOTAL (Excluding VAT)	TOTAL (Including VAT)
(1) Venues and Facilities (04 March 2026)	15			
Service fee				
Subtotal				

ITEM	NO. OF PEOPLE	UNIT PRICE	TOTAL (Excluding VAT)	TOTAL (Including VAT)
(2) Venues and Facilities (05-06 March 2026)	90			
Service fee				
Subtotal				

ITEM	NO. OF PEOPLE	UNIT PRICE	TOTAL (Excluding VAT)	TOTAL (Including VAT)
(1) Catering (04 March 2026)	15			
Service fee				
Subtotal				

ITEM	NO. OF PEOPLE	UNIT PRICE	TOTAL (Excluding VAT)	TOTAL (Including VAT)
(2) Catering (05-06 March 2026)	90			
Service fee				
Subtotal				

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ANNEXURE B: LIST OF REFERENCES

STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Each Bidder has to submit written references in respect of services successfully performed by them for verification by Department. The information must be supplied by accurately completing the table set out below, which the Bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

Bidders must fully complete the table provided below.

For whom done	Description	Date/Year completed	Contact Person	Contact Details

Bidder's _____ **Name**
(Company): _____

CSD Number: _____

Name of representative: _____

Signature: _____

Date: _____

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**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	RFQ Number: RFQ-24/25-0075
Closing Time 11:00	Closing date:17 th February 2026

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

² Joint venture or Consortium means an association of persons for the

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ECBD4

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**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

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.

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1.7 A tenderer must submit, together with its tender, a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.

1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

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) “**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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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,

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (women ownership)	5		
Race (black ownership)	3		
Disability	3		
Locality (Sara Baartman)	5		
Youth	4		
Total	20		

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

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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:

.....

.....

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ANNEXURE TO DSD 80/20 SBD 6.1 FORM

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Indicate YES or NO

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CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in task directive/proposal
 - Preference Certificates in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

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CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR HDIs	PREF POINTS CLAIMED FOR RDP GOALS

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

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