iSIMANGALISO WETLAND PARK AUTHORITY
REQUEST FOR QUOTATION

Name: Provision of Services for Reviewing of Supply Chain Management Framework and Processes and deliver effective Capacity Building Interventions

Background Information
The Park was proclaimed a World Heritage Site by regulation published in the Government Gazette under notice number 4477 on 24 November 2000. The Park stretches across open seas, reefs, beaches, forests, savannahs, lakes, rivers and mountains to include all the natural wonders that have drawn travelers and explorers to Africa for centuries. It is approximately 332 000 hectares in size. The Indian Ocean forms the eastern boundary of the Park, which extends from the Mozambican border in the north, to Maphelane in the south and includes the uMkhuze section in the west. The Park traverses approximately one-third of the KwaZulu-Natal coastline.

Services to be Rendered
Provide Review of Supply Chain Management Framework and Process and deliver effective Capacity Building Interventions to the Employees of Isimangaliso Wetland Park

FOR DETAILS SEE ATTACHED TERMS OF REFERENCE.

Evaluation Criteria
- Functionality/Quality - Evaluation will be on functionality. The total score of functionality/Quality will be 100 and the minimum threshold to qualify for Price and BEE evaluation is 70%. Bidders scoring less than 70% on functionality will not be considered further and will be disqualified. The remaining successful bidders will be evaluated on the 80/20 preference points system

Price and BEE: RFQ’S above R 30 000-00 to a maximum of R500 000 will be evaluated based on the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHTING</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL PROPOSAL</td>
<td>Understanding of the scope of work, approach, methodology and outcomes of the project supported by a detailed and executable project plan</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Proof of accreditation with an appropriate SETA</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Bidder’s competency and capacity to deliver the project</td>
<td>10</td>
</tr>
<tr>
<td>EXPERIENCE</td>
<td>An established track record of Training including proof of referral letters</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>An established track record of Development of Policies, including proof of referral letters</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Relevant experience of Project Team and Facilitator – Curriculum Vitae</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL MAXIMUM POINTS</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
### Disqualification Criteria

A quote may be disqualified, amongst other things, if the Supplier, any of its members, directors, partners, or shareholders:

- Does not submit any of the mandatory/standard bidding documents and other documents required;
- Is not listed on the Treasury CSD register and information is not current;
- Is listed on the National Treasury restricted suppliers’ database;
- Is in the employee- of state;
- Has, in the opinion of the iSimangaliso Authority, attempted to exercise influence during the procurement process; or
- Has colluded or attempted to collude with other Suppliers during the procurement process.
- If the Service Fee bid is ambiguous or the quote is conditional.
- If the service provider has failed to perform in any previous contracts and the proof exists
- If the request for quotation and attached documents are not signed.

### Documents to be Submitted

- Certified Copy of BBBEE certificate approved by SANAS or Certified Sworn Affidavit. (note the certified copy must not be older than three months);
- Central Supplier database number and unique pin;
- Sars pin
- the Service Fee/Quotation;
- Detailed CVs of a team who will be handling iSimangaliso business
- Proof of registration with SETA
- Reference Letters
- Pro forma Service Agreement with all blank sections duly completed, each insertion and each page initialled, and the signature page properly signed and witnessed.

Failure to provide the abovementioned information may render your bid offer invalid.

### Standard Bidding Documents

Completion of the standard bidding documents stated herein below is mandatory, failure to do so may render your bid offer invalid:

- Declaration of Interest -Form SBD 4- Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.
- Declaration of past Supply Chain Management Practice -Form SBD 8- Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.
- Certificate of Independent Bid Determination-Form SBD 9 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.
- **Contract Form- Provision of Services SBD 7.2**
- Preference points claim form in terms of the preferential procurement regulations 2017- **SBD 6.1**
- Pricing Schedule (professional Services)- **SBD 3.3**
- Authority to Sign RFQ
**iSIMANGALISO WETLAND PARK AUTHORITY**

**REQUEST FOR QUOTATION**

| **Procurement Rules** | • All questions and queries must be referred in writing to: [bids@isimangaliso.com](mailto:bids@isimangaliso.com)  
• No verbal agreements re non-binding. The onus is on the Supplier to ensure that its correspondence is received by the iSimangaliso Authority.  
• The submission of a quote by a Supplier implies full knowledge and acceptance of all the terms and conditions set out in this request for quotations.  
• Suppliers are responsible for all costs, expenses and losses incurred by them in the preparation and submission of quotes.  
• Suppliers are advised that submission of a project proposal gives rise to no contractual obligations on the part of iSimangaliso.  
• The Supplier is responsible for its own due diligence investigation in connection with the Service and all matters relating to this request for quotation. Neither the iSimangaliso Authority nor any of its officers, employees, agents or advisers makes any representation or warranty, express or implied, concerning any matter affecting the Service, other than the representations and undertakings of the iSimangaliso Authority set out in the Service Agreement.  
• The Supplier will be required to provide an efficient and effective service. Therefore, the Supplier is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The Supplier must supply references or state his/her experience as a company to undertake the contract. References of experience of owners/employees of new entities must accompany the quotation document. Quotes and all related correspondence and documents must be in English.  
• Quotes and all related documents must be emailed to [bids@isimangaliso.com](mailto:bids@isimangaliso.com)  
• Payments are made within 30 days of Finance receiving the invoice. No upfront payments will be made. |

| **Closing Date and Time** | • 27 March 2020 at 12H00 |

| **Validity Period** | • 90 days after submission of quotations. |

| **Special Conditions** | One of iSimangaliso’s objectives is to promote local SMMEs and previously disadvantaged people and EMEs. For this RFQ the services requested are limited to B-BBEE level one service providers  

iSimangaliso reserves the right:  
• to enter into negotiations with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.  
• not to accept the lowest of any quotation, offer or proposal.  
• To correct any mistakes identified at any stage of the process.  
• To cancel and/or terminate the request for quotation at any stage, including after closing date and or after evaluation has been conducted.  
• to accept part of the terms of reference rather the whole services required.  
• Professional fees All proposed consultancy rates may not exceed the applicable rates based on the National Treasury, DPSA fees guidelines and/or any remuneration guidelines issued by the professional service organisation or regulatory bodies as may be relevant.  
• Bidders to ensure that travelling costs are based on SARs rate and or any iSimangaliso policy |

| **Delivery of Quotations** | • Electronic Quotations and relevant documents must be submitted to [bids@isimangaliso.com](mailto:bids@isimangaliso.com) or hand delivered to iSimangaliso Wetland Park Offices- The Dredger Harbour, St Lucia, 3936 |
iSIMANGALISO WETLAND PARK AUTHORITY  
REQUEST FOR QUOTATION  
Terms of reference

TERM OF REFERENCE

Appointment of A Service Provider to Provide Review of Supply Chain Management Framework and Process and deliver effective Capacity Building Interventions to the Employees of Isimangaliso Wetland Park. The company is in the process to develop SCM Policies and Standard Operating Procedure with an intention to adopt SCM best practices and comply with appropriate regulation and governance in executing Supply Chain Management activities.

A. BACKGROUND

The Isimangaliso Wetland Park is a Schedule 3A Public Entity that was listed as South Africa’s first World Heritage Site in December 1999 in recognition of its superlative natural beauty and unique global values.

B. KEY REQUIREMENTS AND DELIVERABLES

The appointed service provider is expected to execute and deliver on this project based on the following requirements:

- The review of current Supply Chain Management Systems, Frameworks and Processes and make recommendations on areas of improvement
- Development and implementation of Supply Chain Management policies and Standard Operating Procedures
- Develop a customisable training intervention to address the Supply Chain Management best practices
- Plan and deliver effective Supply Chain Management capacity building intervention to 12 staff members
- The capacity building intervention should be delivered to SCM Staff, Finance and Bid Committees
- Provide post training support to ensure that the candidates entrench the adoption of Supply Chain Management best practices
- Assist in the implementation and rolling of new Supply Chain Mythology and Framework aligned to PFMA
C. KEY DELIVERABLES

The following are the deliverables expected from the appointed service provider:

- Detailed training delivery plan on Supply Chain Management intervention
- Post training support methodology and its deliverables
- Comprehensive plan to review current Supply Chain Management Systems, Frameworks and Processes
- Plan to implement new Supply Chain Mythology and Framework
- Comprehensive report at project completion

D. MINIMUM REQUIREMENTS

1. Service provider should have at least three (3) years' experience in implementing the listed training intervention.

2. The service provider should be able to:
   
   2.1. Provide proof of accreditation to conduct and assess learners in credit bearing training interventions.
   
   2.2. Provide proof of contactable reference to implement non-credit bearing skills programmes and training interventions in the public and/or private sector.

3. Service Provider must attach proof of three (3) contactable references per description indicating that similar interventions were executed.

4. A valid Tax Clearance Certificate, Master Registration Number or alternatively supply the unique pin number to access the Tax compliance status

5. 2. Proof of company registration documents.

6. 3. Certified I.D. copies for directors/shareholders and share certificates, certification not older than three months
Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: ......................................................

2.2 Identity Number: ........................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder²): ......................

2.4 Company Registration Number: .................................................................

2.5 Tax Reference Number: .........................................................................................

2.6 VAT Registration Number: .....................................................................................

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member: ........................................
Name of state institution at which you or the person connected to the bidder is employed: ............................................................

Position occupied in the state institute ............................................................

Any other particulars: .....................................................................................

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

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

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

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

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

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

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

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

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

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

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

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

......................................................................................................................
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

………………………………………………………………
………………………………………………………………
………………………………………………………………

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

………………………………………………………………
………………………………………………………………
………………………………………………………………

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

4 DECLARATION

I, THE UNDERSIGNED (NAME)………………………………………………………………………………………………

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.
ANNEXURE 1: CONFLICT OF INTEREST DECLARATION

Signature .................................................................
Date .................................................................
Position .................................................................
Name of bidder .................................................................
I /We, the undersigned ________________________________ hereby declare

Please delete the statement which does not apply:

we have not committed any offence in the Park or been issued with any notices alleging a breach of any Park Rules or environmental legislation;

alternatively

we have committed the following offences and have breached the following Park Rules:

1.
2.
3.
4.

THUS DONE AND SIGNED AT _____________________ on this ____________ day of 201__ in the presence of the attesting witnesses.

WITNESSES

1. ______________________
2. ______________________

________________________________________
________________________________________
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- 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 a) The value of this bid is estimated to be under R50 000 000.0 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS

(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) “prices” includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BBEE status level of contributor” means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

\[
P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right)
\]

Where

\[
P_s = \text{Points scored for price of bid under consideration}
\]

\[
P_t = \text{Price of bid under consideration}
\]

\[
P_{min} = \text{Price of lowest acceptable bid}
\]
4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
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<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: ...........................................(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES  NO

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted............................................%

ii) The name of the sub-contractor...........................................................................

iii) The B-BBEE status level of the sub-contractor......................................................
iv) Whether the sub-contractor is an EME or QSE  
(Tick applicable box)  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at least 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. DECLARATION WITH REGARD TO COMPANY/FIRM  
8.1 Name of company/firm: .............................................................................................................  
8.2 VAT registration number: ............................................................................................................  
8.3 Company registration number: .......................................................................................................
8.4 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION
- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business: .........................

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<table>
<thead>
<tr>
<th>WITNESSES</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ………………………………</td>
<td>……………</td>
</tr>
<tr>
<td>2. ………………………………</td>
<td>……………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE(S) OF BIDDERS(S)</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>………………………………</td>
<td>……………</td>
</tr>
</tbody>
</table>
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-

   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>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? (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 <em>audi alteram partem</em> rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

The Database of Restricted Suppliers now resides on the National Treasury’s website([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

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)? The Register for Tender Defaulters can be accessed on the National Treasury’s website([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page. | Yes | No |

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 outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |

4.3.1 If so, furnish particulars:
4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

4.4.1 If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)…………………………………………………….
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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
AFFIDAVIT
Certificate of Independent Quotation Determination

I, the undersigned, in submitting the accompanying quotation:

____________________________________________________________________________________

in response to the invitation for the quotation made by:

____________________________________________________________________________________

(Name of Institution)
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:________________________________________

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying quotation 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 quotation, on behalf of the bidder;
4. Each person whose signature appears on the accompanying quotation has been authorized by the bidder to determine the
terms of, and to sign the quotation, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying quotation, 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 quotation in response to this quotation invitation;
   (b) could potentially submit a quotation in response to this quotation 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 consortium¹ 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 quotation;
(e) the submission of a quotation which does not meet the specifications and conditions of the quotation; or
(f) bidding with the intention not to win the quotation.

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 quotation invitation relates.

9. The terms of the accompanying quotation 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.

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

³ 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.
The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution’s supply chain management system;

b. committed fraud or any other improper conduct in relation to such system; or

c. failed to perform on any previous contract.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>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?</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

(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 audi alteram partem rule was applied).

2.1.1 If so, furnish particulars:

| 2.2  | 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)? | ☐ Yes ☐ No |

The Register for Tender Defaulters can be accessed on the National Treasury’s website [www.treasury.gov.za](http://www.treasury.gov.za) by clicking on its link at the bottom of the home page.

2.2.1 If so, furnish particulars:

| 2.3  | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | ☐ Yes ☐ No |

2.3.1 If so, furnish particulars:
### ANNEXURE 4: CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

<table>
<thead>
<tr>
<th>2.4</th>
<th>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>2.4.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME)……………………………………………………………… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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
PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)………………………………. in accordance with the requirements and 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 time of 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);
      - Technical Specification(s);
      - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
      - Declaration of interest;
      - Declaration of bidder’s past SCM practices;
      - Certificate of Independent Bid Determination
      - 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 goods and/or works 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      …………………………………………………

WITNESSES

1  …………………
# REQUEST FOR QUOTATION

## CONTRACT FORM: RENDERING OF SERVICES

**SBD 7.2**

| SIGNATURE | ................................. |
| NAME OF FIRM | ................................. |
| DATE | ................................. |

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.......................................................... in my capacity as.......................................................... accept your bid under reference number ..................dated....................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

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>PRICE (ALL APPLICABLE TAXES INCLUDED)</th>
<th>COMPLETION DATE</th>
<th>B-BBEE STATUS LEVEL OF CONTRIBUTION</th>
<th>MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)</th>
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</table>

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

**SIGNED AT ........................................ON ...................................................**

| NAME (PRINT) | ................................. |
| SIGNATURE | ................................. |
| OFFICIAL STAMP | ................................. |

### WITNESSES

1. .................................

2. .................................

**DATE: .................................**
SERVICE PROVIDER’S AGREEMENT

between the
iSimangaliso Wetland Park Authority
(hereinafter referred to as "iSimangaliso")
and
(hereinafter referred to as "the Service Provider")

WHEREAS iSimangaliso has entered into a contract with the Service Provider on the terms and conditions set out in this Agreement;

AND WHEREAS the Service Provider has undertaken to perform certain services/provide certain goods on behalf of iSimangaliso in terms of this Agreement;

AND WHEREAS the parties are desirous of recording in writing the terms and conditions of their Agreement;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS

Unless inconsistent with the context, the expressions set forth below shall bear the following meanings:

1.1 Expressions which denote:

1.1.1 any gender shall include the other genders;

1.1.2 a natural person shall include a juristic person and vice versa;

1.1.3 the singular shall include the plural and vice versa;

1.2 “Confidential Information” - shall mean all information and data of any nature, whether tangible, intangible, oral or in writing and in any format or medium, that is obtained or learned by, disclosed to or comes to the knowledge of a party by or from the other party during the course or arising out of this Agreement, by whatsoever means and which information is not readily available in the ordinary course of business to a third party including but not limited to all internal control systems, contractual and financial arrangements with iSimangaliso’s suppliers, customers, and marketing and is deemed to be the property of iSimangaliso;

1.3 "the Services" - shall mean the Services and/or Products to be provided and/or supplied by the Service Provider, and as set out in the Schedule

1.4 "the Service Period” – shall mean the timetable for the provision and/or supply of the Services as set out in the Schedule

1.5 "the Schedule” – shall mean the Schedule attached hereto, the content thereof being incorporated into the body of this Agreement

2. SERVICE PROVIDER UNDERTAKINGS

The Service Provider hereby undertakes to:

2.1 Provide and/or deliver the Services at the specified times to the stipulated specification;

2.2 Not make any representations on behalf of iSimangaliso;
2.3 Abide by Park rules and directives as amended from time to time;
2.4 Hold itself liable for any damage, as defined in the National Environmental Management Act, caused by the service provider, any invitees, collaborators, assistants or employees, and shall be liable for the cost of rehabilitation or restoration of such damage or for the mitigation measures required, as directed by iSimangaliso.
2.5 Obtain all necessary environmental and other permits and/or approvals in accordance with the Regulatory Provisions and shall comply with all conditions of any environmental or other permit or approval granted by any Relevant Authority and shall take all necessary action required under the Regulatory Provisions.
2.6 Hold itself liable to pay a penalty imposed by the Authority for failing to comply with the provisions of this contract. Penalties shall be calculated at 2% (two percent) of the fees payable within the month that the Service Provider failed to comply with the provision of this Agreement.
2.7 Not to poach any staff member of iSimangaliso during the term of this Agreement and for a period of two years after expiry or termination;
2.8 Shall ensure that no director, employee, or sub-contractor shall do anything to damage the name and reputation of iSimangaliso. If, in the reasonable opinion of iSimangaliso, the Service Provider, any director, employee or subcontractor provider has caused iSimangaliso harm or damaged its good name or reputation iSimangaliso shall be entitled to terminate this Agreement or require the Service Provider to remove the director, employee or subcontractor provider from any further participation arising from this Agreement;
2.9 Shall replace any person assigned to this Agreement if in its discretion iSimangaliso is dissatisfied with the performance or conduct of this person;
2.10 Shall not remove or replace any person assigned to this Contract or make any changes to the scope of work or methodology or specification of the Services without the prior written permission of iSimangaliso, which may be withheld.

3. DURATION OF AGREEMENT
3.1 The agreement shall commence on the signature date and endure for a period of ______ months plus any further period at the sole discretion of iSimangaliso, but not exceeding 12 months, unless terminated in terms of the Agreement or as follows:
3.2 The cancellation or termination of this Agreement shall be in accordance with paragraph 4 below.

4. TERMINATION OR CANCELLATION
4.1 Either party wishing to terminate this Agreement, either in whole or in part, must provide the other Party with at least 90 (ninety) calendar days' prior written notice signed by a duly authorised signatory
4.2 Subject to clause 4.1 of this agreement, iSimangaliso may terminate this agreement in the event that the Service Provider fails to comply with, or fails to remedy on-compliance, notwithstanding iSimangaliso’s notice to the Service Provider to remedy the failure, or the terms and conditions contained in clause 3.1
4.3 An aggrieved Party may only terminate this Agreement in terms of Clause 8 of this Agreement if the breach is material and is not capable of being remedied by payment or if it is capable of being remedied by payment, the other Party fails to make payment within 14 (fourteen) calendar days after the final determination of the amount.

5. PAYMENT OF SERVICES
5.1 iSimangaliso shall pay the Service Provider as per the agreed Schedule on presentation of original invoices after the Services have been provided and/or delivered to the satisfaction of iSimangaliso within 30 days of presentation of invoice. Interest will not accrue on late payments.
6. CESSION, ASSIGNMENT AND SUBCONTRACTING
6.1 The Service Provider shall not be entitled to cede, assign, subcontract or in any other manner whatsoever, transfer any of its rights or obligations under this Agreement to any third Party without the prior written consent of the iSimangaliso Authority.

7. LICENSES AND COPYRIGHT
7.1 The Service Provider shall be responsible for obtaining all the necessary approvals to use and publish any material owned or copyrighted by any third party in any form whether written, drawn, photographed or produced by any other means, for the purposes of the project as stipulated in this Agreement. The Service Provider shall ensure that all such approvals are maintained and renewed as and when appropriate and warrants that the use and publication of any material by it will not infringe the rights of any third person and accordingly indemnifies the Authority from any loss or damage, howsoever arising, in the event of any such infringement.
7.2 All work produced specifically for iSimangaliso under this Agreement remains the property of iSimangaliso and may not be released without prior written approval of iSimangaliso.

8. CONFIDENTIAL INFORMATION
8.1 Both parties undertake to keep all confidential information of either party confidential while this contract remains in force and for a period of 5 (five) years after it terminates for any reason;
8.2 Both parties shall not disclose any Confidential Information to any third party.
8.3 All documentation comprising Confidential Information shall be returned on expiry or termination of this Agreement.

9. FORCE MAJEURE
9.1 If either Party is prevented from, or delayed in performing any obligation under this Agreement, for any reason beyond the reasonable control of that Party, then that Party shall be excused from performing, or timeously performing that particular obligation for the duration of such prevention or delay.
9.2 Any Party so prevented or delayed, shall inform the other in writing of such prevention or delay, as soon as reasonably possible, after the circumstances causing such prevention or delay have risen.
9.3 The Parties shall do everything reasonably possible to prevent, avoid, or limit the duration, or effects of any such prevention or delay.
9.4 While any such prevention or delay continues, the Parties shall continue to comply with their obligations under this Agreement that are not affected by it, to the extent that they are able lawfully to do so.
9.5 If any such suspension or delay continues for more than 60 consecutive days, then notwithstanding any other provision of this Agreement to the contrary, either Party shall be entitled to terminate this Agreement by written notice to the other.

10. DISPUTE RESOLUTION
10.1 Any dispute between the Parties in regard to the interpretation of this Agreement; the effect of this Agreement; the Parties’ respective rights and obligations under this Agreement; or a breach of any matter arising out of this Agreement, shall in the first instance, be referred to the Parties’ respective representatives, who shall attempt to resolve the dispute amicably between themselves within 5 days of the dispute arising, and if the dispute is still unresolved, then, in the second instance, be referred to the CEO who shall attempt to resolve the dispute with the chief executive officer of the Service Provider who shall make himself available in St Lucia, within 10 days of the dispute arising, and if it still remains unresolved, then as a last resort, be submitted to arbitration in the manner set out in this Clause Error! Reference source not found.
10.2 The arbitration shall be held, subject to the provisions of this clause at Durban; informally; in accordance with the provisions of the Arbitration Act, 1965 (Act No. 42 of 1965), as amended; held and concluded within 21 days after it has been demanded if possible.

10.3 The arbitrator shall be, if the question in issue is primarily an accounting matter, an independent accountant agreed upon between the Parties; primarily a legal matter, a practising senior counsel of no less than 10 years' standing to be agreed between the Parties; any other matter, a suitably qualified and experienced independent person, to be agreed between the Parties.

10.4 If the Parties cannot agree upon a particular arbitrator pursuant to Clause Error! Reference source not found. above, within 7 days after the arbitration has been demanded, the nomination shall be made by the president of the Attorneys Association of KwaZulu-Natal, within 7 days of the Parties having so failed to agree.

10.5 The Parties irrevocably agree that the decision in these arbitration proceedings shall be binding on them; shall be carried into effect; and may be made an order of any court of competent jurisdiction.

10.6 Pending any attempt at amicable settlement, or any award of an arbitral panel, both Parties shall continue to perform their obligations hereunder, unless agreed otherwise in writing.

10.7 The costs of arbitration shall be paid by the unsuccessful Party, irrespective of whether the iSimangaliso Authority or the Service Provider referred the matter to arbitration.

11. BREACH

11.1 Breach of this Agreement by the Service Provider shall include the following events:

11.2 if the Service Provider being an individual (or where the Service Provider is a firm, any partner in that firm) shall at any time become bankrupt, or subject to a receiving order, administration order or interim order made against him or her, or enters any composition, or scheme of arrangement with, or for the benefit of, his or her creditors, or make, any conveyance, or assignment, for the benefit of his or her creditors, or purports to do so, or any application is made for sequestration of his or her estate, or a trust deed is granted by him or her, for the benefits of his or her creditors;

11.3 if the Service Provider being a company or close corporation passes a resolution, or the courts shall make an order that the company or close corporation be wound up (except for the purposes of amalgamation or reconstruction), or if a business rescue practitioner on behalf of a creditor appointed, or if the courts shall make an business rescue order, or if circumstances shall arise that entitle the courts or a creditor to appoint a business rescue practitioner, or which entitle the courts to make a winding-up order;

11.4 if the Service Provider does not provide the Services in accordance with the standards specified in the Schedule;

11.5 if the Service Provider breaches any other provision of this Agreement.

11.6 iSimangaliso shall grant the Service Provider a remedy period with reference to the nature of the breach, during which the Service Provider must take the appropriate action to make good the damage, or rectify the notified default or problem. In the absence of a notified remedy period, and should the Service Provider fail to remedy such breach within 30 days of receiving written notice from iSimangaliso requiring it to do so, then iSimangaliso shall be entitled, without prejudice to its other rights in law, to cancel this Agreement upon 30 days' written notice, or to claim immediate performance of all of the Service Provider's obligations, whether or not due for performance, in either event, without prejudice to iSimangaliso's right to claim damages. Any dispute about an environmental issue is resolved by the CEO.

12. PUBLIC LIABILITY INSURANCE

12.1 The Service Provider shall maintain, at its cost and expense appropriate public liability insurance.

13. LIMITATION OF LIABILITY
13.1 Should iSimangaliso incur any liability in respect of third parties and/or any claims be made against iSimangaliso by third parties as a result of any unlawful act on the part of the Service Provider in the performance of its duties in terms of this Agreement, then the Service Provider hereby indemnifies the iSimangaliso Authority against any, and all, such claims.

14. GENERAL
14.1 This document constitutes the sole record of the Agreement between the Parties.
14.2 No Party shall be bound by any representation, warranty, promise, or the like not recorded herein.
14.3 No addition to, variation, or agreed cancellation of this Agreement shall be of any force or effect unless in writing and signed by, or on behalf of the Parties.
14.4 No indulgence which either Party (“the Grantor”) may grant to the other (“the Grantee”) shall constitute a waiver of any of the rights of the Grantor, who shall not thereby be precluded from exercising any rights against the Grantee which may have arisen in the past or which might arise in the future.

15. DOMICILIUM AND NOTICES
15.1 Each Party chooses the address set out below as the address at which all notices and other communications must be delivered for the purposes of this Agreement.

The iSimangaliso Authority:
CEO
iSimangaliso Wetland Park Authority
Private Bag X05 St Lucia
3936
Telefax: (035)590-1601

The Service Provider:

15.2 Any notice or communication required or permitted to be given in terms of this Agreement shall be valid and effective only if in writing but it shall be competent to give notice by telefax.
15.3 Any notice to a Party contained in a correctly addressed envelope and sent by prepaid registered post to it at its chosen address; or delivered by hand to a responsible person during ordinary business hours at its chosen address, shall be deemed to have been received on the 14th business day after posting (unless the contrary is proved) and, in the case of fax/hand delivery on the day of delivery except outside of normal hours in which case it shall be the first business day after transmission or hand delivery.
15.4 Each Party chooses the physical address as the address in Clause 22.2 and 22.3 at which legal process must be delivered for the purposes of this Agreement.
15.5 The Parties shall be entitled at any time to change their addresses for the purposes of this Clause **Error! Reference source not found.** to any other address.
16. **COSTS**

16.1 Each Party shall bear its own costs of, and incidental to, the drawing up and preparation of this Agreement.

17. **SIGNED**

For the iSimangaliso Authority

Signature: __________________________
Full Name: _________________________
Designation: _______________________
Date: _____________________________
Witness #1: ________________________
Witness #2: ________________________

for the Service Provider:

Signature: __________________________
Full Name: _________________________
Designation: _______________________
Date: _____________________________
Witness #1: ________________________
Witness #2: ________________________
NAME OF BIDDER: ………………………………………………………………………………………………BID NO:

CLOSING TIME: 12H00

CLOSING DATE: 27 March 2020

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)</th>
</tr>
</thead>
</table>


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.  

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

4. PERSON AND POSITION  

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>PHASE</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS</th>
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</table>

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.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
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<tbody>
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</table>

** TOTAL: R…………………………………………………**

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

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.
# ANNEXURE 7: SERVICE PROVIDER’S PRICING SCHEDULE

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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<tbody>
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</table>

**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.
   - 

- If the rates quoted are not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example Consumer Price Index

I confirm that I am duly authorised to sign and certify that the price indicated on the schedule is our bid price submitted Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the Bid submitted has been checked and all prices shown are full and final, and inclusive of all taxes, levies, duties and encumbrances, and shall remain valid for a period of 90 days from date of Quotation Closure as highlighted under the validation period.

**NAME (PRINT)** .......................................................... **CAPACITY** ........................................

**SIGNATURE** ........................................................................................................

**NAME OF FIRM** .................................................. **DATE** .............................................
AUTHORITY TO SIGN A BID/QUOTATION

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on........................................ 20………. 

Mr/Mrs.................................................................................................. (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

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

(Name of Company)

IN HIS/HER CAPACITY AS:

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

SIGNED ON BEHALF OF COMPANY:

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

(PRINT NAME)

SIGNATURE OF SIGNATORY: ........................................... DATE: .............................
ANNEXURE 8: AUTHORITY TO SIGN A BID/QUOTATION

WITNESSES: 1 ..............................................

2 ......................................................

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned ................................................................. hereby confirm that I am the sole owner of the business trading as

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

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

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

SIGNATURE DATE
C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

<table>
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<tr>
<th>Full name of partner</th>
<th>Residential address</th>
<th>Signature</th>
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</table>

We, the undersigned partners in the business trading as ...........................................hereby authorise ...........................................to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/or contract on behalf of ........................................... ........................................... ...........................................

SIGNATURE           SIGNATURE           SIGNATURE

DATE                 DATE                 DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by
iSIMANGALISO WETLAND PARK AUTHORITY
REQUEST FOR QUOTATION

ANNEXURE 8: AUTHORITY TO SIGN A BID/QUOTATION

its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ........................................ 20...........

At .................................................................Mr/Ms. .................................................................,

whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

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

(Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:

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

(Print Name)

IN HIS/HER CAPACITY AS .................................................................

DATE: .....................

SIGNATURE OF SIGNATORY: .................................................................

WITNESSES: 1 .................................................................

2 .................................................................