



**NKOMAZI SEZ**  
TREASURE OF OPPORTUNITIES

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## REQUEST FOR PROPOSALS

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**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF  
FINANCIAL MANAGEMENT, GRAP AND FINANCIAL SUPPORT  
SERVICES FOR A PERIOD OF TWELVE (12) MONTHS**

**RFP 007-25/26**

NAME OF BIDDER: .....  
CSD REG NO.: .....  
TEL NUMBER : .....  
AMOUNT: ..... (Vat Incl)

Prepared for:  
Nkomazi SEZ SOC Ltd

Building 4,  
45 Samora Machel Drive,  
Mbombela Square,  
Mbombela, 1200  
Email Address: [info@nkomazisez.gov.za](mailto:info@nkomazisez.gov.za)

SCM enquiries: Mr B Khoza  
[bkhoza@nkomazisez.gov.za](mailto:bkhoza@nkomazisez.gov.za)

**CLOSING DATE: 05 NOVEMBER 2025**

**@ 12H00**

**TABLE A: MANDATORY REQUIREMENTS**

| <b>MANDATORY REQUIREMENTS</b><br><b>(Failure to meet the requirements below), the bidder will be disqualified.</b> |                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                 | Certified copy of company registration documents issued by the Companies and Intellectual Property Commission (CIPC)                                                                                          |
| 2.                                                                                                                 | In case of a Joint Venture, an original or original certified copy of the joint/partnership agreement must be attached                                                                                        |
| 3.                                                                                                                 | Fully completed pricing schedule or Proposal                                                                                                                                                                  |
| 4.                                                                                                                 | Fully completed, signed Standard bidding documents                                                                                                                                                            |
| 5.                                                                                                                 | Comprehensive CV of key personnel together with all other relevant certifications - <b>Certificates must be certified</b>                                                                                     |
| 6.                                                                                                                 | Letter of authority to sign the bidding documents                                                                                                                                                             |
| 7.                                                                                                                 | Certified copies of Directors' or Shareholders' Identity documents                                                                                                                                            |
| 8.                                                                                                                 | Proof registration on the Central Supply Database (Detailed report)                                                                                                                                           |
| 9.                                                                                                                 | Letter of approval by the Executive Authority to do business if the entity has a member(s) who is/are Government employee                                                                                     |
| 10.                                                                                                                | Valid copy or copies of municipal account/s not older than three (3) months of both the bidder and company director/s or lease agreement or proof of residence (PTO) from the relevant traditional authority. |

Each criterion will be evaluated on a scale of 0 to 5 which shall be scored as indicated in the table below:

$$\text{Criterion Points scored} = \frac{\text{score (0 to 5)}}{5} \times \text{Weight of the Criterion}$$

| Response    | Score | Minimum assessment criteria                                                                                                                                                                                                                                                                |
|-------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No response | 0     | The bidder does not include the relevant information required in the bid document.                                                                                                                                                                                                         |
| Very poor   | 1     | The bidder submits <u>relevant</u> information but is either incomplete or <u>lacks significance</u> in addressing the expected response.                                                                                                                                                  |
| Poor        | 2     | The bidder submits <u>relevant</u> information but is either incomplete or <u>somewhat lacking</u> in addressing the expected response.                                                                                                                                                    |
| Adequate    | 3     | The bidder provides <u>sufficient information</u> as expected that addresses the required response adequately.                                                                                                                                                                             |
| Very good   | 4     | The bidder provides <u>more than sufficient</u> information which demonstrates superior (more than adequate/average) experience and knowledge to address the required response.                                                                                                            |
| Excellent   | 5     | The bidder provides more than sufficient information which demonstrates superior (more than adequate/average) experience and knowledge to address the required response. In addition, the bidder provides <u>innovative solutions and/or approach</u> to address the identified problem(s) |

**A bidder who scores less than 70 points will not be evaluated further for price and Specific Goals as per the Preferential Procurement Regulation of 2022.**

| <b>TERMS OF REFERENCE</b>                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF FINANCIAL MANAGEMENT, GRAP AND FINANCIAL SUPPORT SERVICES FOR A PERIOD OF TWELVE (12) MONTHS</b> |

## **1. BACKGROUND**

The Public Finance Management Act, 1 of 1999 requires government entities to implement sound financial management practices and effective internal controls that would ensure there is proper financial governance. The objectives of these sound financial management practices and effective internal controls are to improve financial viability, audit outcomes and consequence management in public entities.

## **2. PURPOSE**

The purpose of this programme is to build capacity at the Nkomazi SEZ in order ensure the objects of the Public Finance Management Act as well as the legal mandate of the Public Service Act and the Special Economic Zone Act are achieved.

The successful service providers will have to complement the administrative capacity of the NSEZ to achieve these strategic objectives of improving NSEZ's financial viability, audit outcomes and consequence management in the Entity.

## **3. SCOPE OF THE PROGRAMME AND DELIVERABLES**

The Nkomazi SEZ requires the service provider to record all accounting transactions, prepare monthly reports and will on an ad-hoc basis request the appointed service providers to render support services relating to implementation of internal controls that would improve the financial viability, audit outcomes and consequence management.

In undertaking these assignments, the appointed service providers will be expected to study and analysis the Nkomazi SEZ prior year audit reports, annual financial statements,

budgets, audit management letters, annual reports and other documents relevant to those assignments.

The appointed service provider will be responsible for the overall coordination, quality assurance of the implementation plans, transfer of skills to the internal staff members and liaise with NSEZ Chief Financial Officer (CFO) on the assignments or tasks allocated.

**THE APPOINTED SERVICE PROVIDER WILL BE EXPECTED TO PROVIDE SUPPORT IN THE FOLLOWING FUNCTIONS:**

- (a) Assist the Nkomazi SEZ with preparation of monthly financial transactions reconciliations as and when required.
- (b) Assist the Nkomazi SEZ with the preparation of GRAP compliant Fixed Asset Register.
- (c) To provide support to Nkomazi SEZ in ensuring compliance with the PFMA and the annual financial statement by providing audit readiness guidance;
- (d) To compile Annual Financial Statements with disclosure notes on CaseWare in compliance with GRAP and PFMA requirements.
- (e) To conduct fair valuation / revaluation of properties, bulk infrastructure and biological assets;
- (f) To assist in reducing the work load to the currently stretched finance resources;
- (g) To attend to short-term reporting and financial projects in the Finance Department and to undertake any reasonable duty as requested by Management;
- (h) To provide support in Asset Management, including conducting Fixed Asset verifications; Supply Chain Management unit, especially irregular expenditure
- (i) To assist in the compilation of the audit files and other supporting schedules;
- (j) To provide the Nkomazi SEZ with support in processing and reconciliations of all monthly transactions.
- (k) Assist Nkomazi SEZ in the development of a customised accounting system and assist in training staff for the implementation of the system
- (l) Provide accounting services training to Nkomazi SEZ officials
- (m) Provide tax administration related services and advice
- (n) Assist with financial analysis, budget and modelling

- (o) Assist with the development, review of policies and standard operation procedures where required.
- (p) Prepare draft of the assessment based upon a full analysis of the AG's reports and management letters, including other diagnostic reports and information that is available.
- (q) Provide training including but not limited to GRAP, VAT, Asset Management, Revenue Management, and Supply Chain Management.
- (r) Provide any other assistance as requested by the Nkomazi SEZ CFO as and when required.
- (s) Improve financial sustainability through development and/or review of financial strategies and plans.
- (t) Strengthen systems of internal controls in terms of Supply Chain Management, Asset Management, Budgeting, Treasury and Revenue, and Expenditure Management.
- (u) Assist with conducting of investigations relating to financial irregularities and misconducts as and when required.
- (v) Provide regular progress and close-out reports for every project or assignment undertaken.

#### **4. METHODOLOGY FOR UNDERTAKING THE ASSIGNMENTS**

The work will be carried out in close collaboration with staff as Entity's stakeholders and relevant managers to ensure that the outcomes feed directly into the ongoing project programme and the NSEZ CFO will be fully involved in this exercise to enable tracking of progress.

The appointed service providers team should be led by experts who will be responsible for the overall co-ordination, develop time bound work plans of the activities and resources required for the assignments.

A documentation of preliminary remedial actions and discussions will be made and presented to the NSEZ CFO for validation and approval before review. Comments from the NSEZ CFO and staff, where necessary, will be forwarded to the service providers to be incorporated into the report before presentation of the final report to the group of stakeholders.

Any questions on the interpretation of guidelines, which the NSEZ CFO cannot resolve with the available documentation, should be immediately escalated to the service provider for a technical opinion and recommendations.

Without undermining the nature of this project and the necessary objectivity of the exercise, the service providers will consider feedback from stakeholders into the reports, as long as they have been remitted within the time limits. However, in case of persistent differences of opinion, the consultants will perform their independent analysis in the reports, and will inform separately, in a specific annex, of eventual differences of opinion expressed.

## **5. LIAISON AND REPORTING REQUIREMENTS**

The appointed service providers are expected to work closely with the NSEZ CFO and must ensure that the proposals are fully consistent with and link to the public finance accounting and reporting in terms of the PFMA and all relevant legislation, including policies and regulations.

The appointed service provider assigned certain tasks will submit inception reports showing a work plan of significant tasks to be undertaken during the contract period, acceptable to the NSEZ CFO.

In addition, the assigned service providers will be expected to submit monthly progress reports which will show achievements over the previous month, work program for the next month and problems encountered as well as progress towards achieving the goals set out.

## **6. STAKEHOLDER INVOLVEMENT AND REPORTING**

In this regard:

- (a) The NSEZ CFO will supervise the work of the service provider, provide support and guidance during project execution;

- (b) Wider stakeholder consultations shall be held in the course of the project as per an agreed time table and work plan;
- (c) A regular meeting will be held for debriefing purposes;
- (d) Information dissemination workshops may be held to discuss the proposed policy proposals, action plans or immediate remedial actions, their implications for Nkomazi SEZ if not implemented and roadmap for integration into existing policies and procedures and subsequent action plans.

## 7. FUNCTIONALITY EVALUATION AND SCORING

A bidder will be required to obtain at least 70 out of a possible of 100 points on functionality to qualify for further evaluated on price and Specific goals as per PPR 2022.

Received bids will be evaluated on responsiveness based on mandatory requirements, functionality with a minimum threshold of 70 points, and price and specific goals of contribution in accordance with the criteria stipulated on the bid or tender documents in line with the provisions of the Preferential Procurement Regulations,2022

The functional evaluation criteria are as follows (Table A1);

**TABLE A1: COMPANY EXPERIENCE (35 POINTS)**

|   | <b>TARGETED GOALS</b><br><i>Bidder must attach five certified copies of appointment letters and five certified copies of reference letters for similar or related assignments or works undertaken within the local government sphere from previous clients not older than five years.</i><br><i>Four points are allocated per appointment letter and three points per reference letter.</i> | <b>TENDERED GOAL</b> | <b>POINTS CLAIMED BY TENDERER</b> | <b>ALLOCATED POINTS</b> |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------|-------------------------|
| 1 | Bidder has attached five certified copies of appointment letters                                                                                                                                                                                                                                                                                                                            | 20                   |                                   |                         |
| 2 | Bidder has attached five certified copies of reference letters                                                                                                                                                                                                                                                                                                                              | 15                   |                                   |                         |
|   | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                | <b>35</b>            |                                   |                         |

**TABLE A2: EXPERIENCE OF KEY PERSONNEL (55 POINTS)**

|   | <b>TARGETED GOALS</b><br><i>Bidders must attach abridged cv's of its key personnel and certified copies of qualifications.</i> |                                                                                                                                                                                                                                                | <b>TENDERED GOAL</b> | <b>POINTS CLAIMED BY TENDERER</b> | <b>ALLOCATED POINTS</b> |
|---|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------|-------------------------|
|   | <b>Provide an proposed organigram of key personnel with full names to involve in the project.</b>                              |                                                                                                                                                                                                                                                | 5                    |                                   |                         |
| 1 | <b>Project Engagement Manager or Lead Consultant</b>                                                                           | Postgraduate in Accounting and CA(SA) Qualifications<br><b>Provide Full Names:</b>                                                                                                                                                             | 10                   |                                   |                         |
|   |                                                                                                                                |                                                                                                                                                                                                                                                |                      |                                   |                         |
|   |                                                                                                                                | <b>Experience:</b><br>(i) Less than five years local government finance experience = 0 point<br>(ii) 5 – 10 years local government finance experience = 2,5 points<br>(iii) More than 10 years local government finance experience = 5 points  | 5                    |                                   |                         |
|   |                                                                                                                                | Association of Certified Fraud Examiners Certification or Membership                                                                                                                                                                           | 5                    |                                   |                         |
|   |                                                                                                                                |                                                                                                                                                                                                                                                |                      |                                   |                         |
| 2 | <b>Project Manager or Senior Consultant</b>                                                                                    | B Degree in Accounting with CA(SA) or CIA Qualification<br><b>Provide Full Names:</b>                                                                                                                                                          | 5                    |                                   |                         |
|   |                                                                                                                                |                                                                                                                                                                                                                                                |                      |                                   |                         |
|   |                                                                                                                                | <b>Experience:</b><br>(i) Less than five years local government finance experience = 0 point;<br>(ii) 5 – 7 years local government finance experience = 2,5 points;<br>(iii) More than 7 years local government finance experience = 5 points. | 5                    |                                   |                         |

|   |                                                                                                                                                                                                                                                |                                                                      |           |  |  |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------|--|--|
|   |                                                                                                                                                                                                                                                | Association of Certified Fraud Examiners Certification or Membership | 5         |  |  |
| 3 | <b>Assistant Manager or Consultant –</b> B Degree in Accounting or Advanced Diploma or B-Tech Degree in Accounting (Completed Articles) with more than 5 years relevant local government finance experience.<br><br><b>Provide Full Names:</b> |                                                                      | 7,5       |  |  |
|   |                                                                                                                                                                                                                                                |                                                                      |           |  |  |
| 4 | <b>Accountant or Junior Consultant –</b> B Degree in Accounting or Advanced Diploma or B-Tech Degree with more than 3 years relevant local government finance experience.<br><br><b>Provide Full Names:</b>                                    |                                                                      | 5         |  |  |
|   |                                                                                                                                                                                                                                                |                                                                      |           |  |  |
| 5 | <b>Assistant Accountant or Assistant Junior Consultant –</b> Diploma in Accounting or equivalent with more than 2 years relevant local government finance experience.<br><br><b>Provide Full Names:</b>                                        |                                                                      | 2,5       |  |  |
|   |                                                                                                                                                                                                                                                |                                                                      |           |  |  |
|   | <b>SUB-TOTAL:</b>                                                                                                                                                                                                                              |                                                                      | <b>55</b> |  |  |
|   | <b>TOTAL</b>                                                                                                                                                                                                                                   |                                                                      | <b>55</b> |  |  |

**TABLE A3: SKILLS TRANSFER PROGRAMME (10 POINTS)**

|          | <b>TARGETED GOALS</b><br><b>Bidder must attach a clear proposal.</b>                                                                         | <b>Tendered Goal</b> | <b>Points Claimed by Bidder</b> | <b>Allocated Points</b> |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------|-------------------------|
| <b>5</b> | <b>Skills Transfer Programme</b>                                                                                                             | <b>10</b>            |                                 |                         |
| 5.1      | No submission of a proposal on how skills will be transferred to the Nkomazi SEZ staff members.                                              | <b>0</b>             |                                 |                         |
| 5.2      | Submit a proposal on how skills will be transferred to the Nkomazi SEZ staff members with no clear measurable deliverables.                  | <b>5</b>             |                                 |                         |
| 5.3      | Submit a proposal on how skills will be transferred to the Nkomazi SEZ staff members with clear measurable deliverables – Comprehensive Plan | <b>10</b>            |                                 |                         |
|          | <b>TOTAL</b>                                                                                                                                 | <b>10</b>            |                                 |                         |

**TABLE A 4: SUMMARY OF EVALUATION POINTS**

|   | <b>TARGETED GOALS</b><br><b>Bidder must attach a clear proposal.</b> | <b>Tendered Goal</b> | <b>Points Claimed by Bidder</b> | <b>Allocated Points</b> |
|---|----------------------------------------------------------------------|----------------------|---------------------------------|-------------------------|
| 1 | Company experience                                                   | <b>35</b>            |                                 |                         |
| 2 | Experience of key personnel                                          | <b>55</b>            |                                 |                         |
| 3 | Skills transfer programme                                            | <b>10</b>            |                                 |                         |
|   | <b>TOTAL</b>                                                         | <b>100</b>           |                                 |                         |

A more detailed explanation of the functionality criteria is given below:

### **Company experience or Track Record**

Tenderers must attach a list all **relevant projects** that have been successfully completed by the company or joint venture.

**Note:** Where the entity is tendering as a joint venture a score for track record will be awarded to each party to the joint venture, which will then be combined in proportion to the percentage contribution of each party to the joint venture.

### **Expertise of key personnel (Consultant)**

As the work required in terms of this tender is considered to be of a technical complexity and academic in nature, requiring considerable expertise, it is essential that suitably qualified and experienced personnel be assigned to this project. The minimum requirements specified in the criteria should be complied with and it would be highly advantageous if the key personnel can demonstrate recent experience related to specific aspects of this project. Aside from submitting a general CV for each of the key personnel, the bidder must submit a statement for each of the key personnel which highlights any fields of specialization and experience that is relevant to this particular project.

**Skills transfer programme**

The bidder should submit clear and comprehensive skills transfer proposal and programme with measurable deliverables as it is required that during the provision of the support programme, the internal Nkomazi SEZ staff members or Nkomazi SEZ interns in the various functional areas of the Budget and Treasury or Financial Services Department are capacitated.

**8. CONTRACT ARRANGEMENTS**

The contract period will not exceed Twelve (12) months from the commencement date, and the entity reserves the right to appoint for the whole or part of the bid.

## 9. PRICING SCHEDULE

The schedule below should be completed, and failure provide the information required on this schedule will render your bid to be unresponsive.

| Project Team:                                                       | Rates  | Rates  | Rates  | Total Rates |
|---------------------------------------------------------------------|--------|--------|--------|-------------|
|                                                                     | Year 1 | Year 2 | Year 3 |             |
| Project Engagement Manager or Lead Consultant – Rate Per Hour       |        |        |        |             |
| Project Manager or Senior Consultant – Rate Per Hour                |        |        |        |             |
| Assistant Project Manager or Consultant – Rate Per Hour             |        |        |        |             |
| Accountant or Junior Consultant – Rate Per Hour                     |        |        |        |             |
| Assistant Accountant or Assistant Junior Consultant – Rate Per Hour |        |        |        |             |
| Project Clerk or Admin Officer – Rate Per Hour                      |        |        |        |             |
| <b>Disbursements or Overheads:</b>                                  |        |        |        |             |
| Accommodation Cost Per Night                                        |        |        |        |             |
| Travelling (Cost per Km)                                            |        |        |        |             |
| Subsistence Allowance Per Day                                       |        |        |        |             |
| <b>Other Costs: Please specify</b><br>_____                         |        |        |        |             |
| <b>Other Costs: Please specify</b><br>_____                         |        |        |        |             |
| <b>Other Costs: Please specify</b><br>_____                         |        |        |        |             |
| <b>TOTAL RATES</b>                                                  |        |        |        |             |

The above rates should be VAT inclusive.

## **10. CONTRACT DURATION**

It is anticipated that the contract duration will be for a period of Twelve (12) months. The NSEZ, however, reserves the right to appoint for a period of at least between twelve and twenty-four months, with an option to extend based on the performance review of the successful service provider.

## **11. NEGOTIATION OF RATES AND AWARD**

The Entity reserves the right to negotiate the rates on the items specified in the pricing schedule.

## **12. CONFIDENTIALITY**

This RFP and all information in connection therewith shall be held in strict confidence by interested parties, and usage of such information shall be limited to the preparation of the RFP.

## **13. APPOINTMENT OF A PREFERRED BIDDER(S)**

Subject to the provisions of the NKOMAZI SEZ Supply Chain Management Policy, NKOMAZI SEZ reserves the right to:

- Appoint one or more bidder(s) to provide the required service
- Where applicable, negotiate the final fee with the preferred bidder(s)

## **14. BID VALIDITY PERIOD**

The bid is valid for 90 – 120 days

## 15. ENQUIRIES

Enquiries related to this RFP may be addressed via email on or before closing date and time as indicated below:

| All Supply Chain Management enquiries must be directed to:                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mr Bongani Khoza (CFO)</b><br><b>Nkomazi SEZ</b><br><b>Supply Chain Management Unit:</b><br><a href="mailto:bkhoza@Nkomazisez.gov.za">bkhoza@Nkomazisez.gov.za</a> |

## 16. CLOSING DATE AND TIME

**Time: 12h00 pm South African Time (GMT +2.00)**

**Date: 05 November 2025**

## 17. COMMUNICATION OF SUCCESSFUL AND UNSUCCESSFUL BIDDERS

The result of this bid will be advertised in the Mpumalanga Economic Growth Agency website. Unsuccessful bidders to consider their bids as unsuccessful as per the advertised results on the Website.

## 18. METHOD AND PLACE OF SUBMISSION

All the Bid documents together with the supporting documents must be submitted on a sealed envelope, marked with the Name of bidder, Bid number, Bid description, and closing date, and be deposited in the tender box as per the closing date and time per bid above.

The address is as follows:

**MEGA Head Office  
Supply Chain Management Unit  
MEGA OFFICE PARK  
02 Eastern Boulevard, Riverside  
MBOMBELA  
1200**

All bidders are requested to submit the documents in two [2] formats, namely, one [1] original hard copy and one [1] soft copy (memory stick).

## **19. CONDITION OF THE BID**

An Engagement Letter will be signed before work commences.

The proposed key staff members must participate actively and be available to perform services under a signed Service Level Agreement (SLA) and the engagement letter. In instances where a proposed key staff member is not available to perform services at a specific period, the bidder will be responsible for providing a replacement with similar or equivalent qualifications and experience in order to guarantee the same standard of work as the NKOMAZI SEZ.

**Each team member's role must be clearly outlined in the project plan.**

- a. NKOMAZI SEZ reserves the right to vet all qualifications and other documentation provided by the service provider to prove relevant qualifications, experience, and expertise before the acceptance of the service provider's approval.
- b. Copyright and intellectual property rights to all documentation, reports, etc. that emanate from this assignment will be vested with NKOMAZI SEZ.
- c. This project and all contracts emanating will be subject to the General Conditions of Contract issued under Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to those of the General Conditions of Contract. Where the Special

- d. Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- e. NKOMAZI SEZ has the right to conduct supplier due diligence before the final award or at any time during the contract period.
- f. The service provider must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- g. The award of this project may be subject to price negotiation
- h. This project is subject to the PP Regulations 2022 and preference will be given to respondents who comply with the NKOMAZI SEZ's Procurement Policy and Procedures.

## 1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

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

## 2. Partnership

We, the undersigned partners in the business trading as \_\_\_\_\_

hereby authorize Mr/Ms \_\_\_\_\_ 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 for and on behalf of the abovementioned partnership.

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

| Full name of partner | Signature |
|----------------------|-----------|
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |

|                                  |  |            |  |
|----------------------------------|--|------------|--|
| SIGNED ON BEHALF OF PARTNERSHIP: |  | DATE:      |  |
| PRINT NAME:                      |  |            |  |
| WITNESS 1:                       |  | WITNESS 2: |  |

|                                          |
|------------------------------------------|
| <b>DECLARATION OF MUNICIPAL ACCOUNTS</b> |
|------------------------------------------|

Please note that this declaration must be completed by ALL bidders

1. I, the undersigned, hereby declare that the signatory to this tender document is duly authorised and further declare:
  - (i) that at the closing date of the bid, no municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members. to any other Municipality or Municipal Entity, are in arrears for more than three (3) months.
  - (ii) I acknowledge that should it be found that any municipal rates and taxes or municipal charges as set out in (i) above are in arrears for more than three (3) months, the bid will be rejected.
2. I further declare that copies of any rates and taxes or municipal service charges account/s, will be submitted to the Nkomazi SEZ to its satisfaction, PRIOR to the commencement with the service/work but not later than 14 days after having been informed of the acceptance of the bid; and that
3. The following account/s of the bidding entity has reference:

| Directors/shareholders/<br>Partner | Physical<br>address of the<br>Business | Municipal<br>Account<br>No. | Physical<br>residential address<br>of the Director /<br>Shareholder /<br>Partner | Municipal<br>Account No. |
|------------------------------------|----------------------------------------|-----------------------------|----------------------------------------------------------------------------------|--------------------------|
|                                    |                                        |                             |                                                                                  |                          |
|                                    |                                        |                             |                                                                                  |                          |
|                                    |                                        |                             |                                                                                  |                          |
|                                    |                                        |                             |                                                                                  |                          |
|                                    |                                        |                             |                                                                                  |                          |
|                                    |                                        |                             |                                                                                  |                          |

(NB: If insufficient space above, please submit on a separate page)

4. If no municipal rates and taxes or municipal charges are payable by the bidding entity, indicate the reason/s for that in the space below by means of a tick next in the relevant block

|                                                                                                  |  |
|--------------------------------------------------------------------------------------------------|--|
| Bidding entities who operate from informal settlements / rural community without formal services |  |
| Bidding entities who operate from a property owned by a director / member / partner              |  |
| Bidding entities who rent premises from a landlord                                               |  |
| Other (Please specify)                                                                           |  |

\*Attach to the relevant section of this tender, a copy of the Lease Agreement together with proof payment for services to a third party and letter of clearance from the relevant Municipality with regards to the bidders payment for municipal rates and taxes, relevant proof of that the bidder is operating from an informal settlement or rural community without formal services.

Signed at.....this.....day of..... 20... Name of  
Duly Authorised

Signatory: (Please print)

.....

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS No. 1 \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS No. 2 \_\_\_\_\_

DATE: \_\_\_\_\_

|                                         |
|-----------------------------------------|
| <b>LOCALITY OF CONTRACTOR'S OFFICES</b> |
|-----------------------------------------|

The Tenderer should clearly indicate the locality of his office and attach proof to this page of the locality.

**COMPANY INFORMATION:**

|                                                                                                                                                |  |               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|--|
| <b>HEAD OFFICE</b>                                                                                                                             |  |               |  |
| <b>Physical address</b><br>Building:<br>Street:<br>Suburb:<br>City/Town:<br>Province:<br>District/Metropolitan Council:<br>Local Municipality: |  |               |  |
| <b>Postal address</b>                                                                                                                          |  |               |  |
| <b>Telephone no.</b>                                                                                                                           |  | <b>E-mail</b> |  |
| If subsidiary company- state name of holding company                                                                                           |  |               |  |

**DETAILS OF BRANCH OFFICES:**

|                                                                                                                                                |  |               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|--|
| <b>BRANCH OFFICE</b> (The office submitting the bid)                                                                                           |  |               |  |
| <b>Physical address</b><br>Building:<br>Street:<br>Suburb:<br>City/Town:<br>Province:<br>District/Metropolitan Council:<br>Local Municipality: |  |               |  |
| <b>Postal address</b>                                                                                                                          |  |               |  |
| <b>Telephone no.</b>                                                                                                                           |  | <b>E-mail</b> |  |
| If subsidiary company- state name of holding company                                                                                           |  |               |  |

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

TENDERER: \_\_\_\_\_

## **SECTION 2: RESPONDENT INFORMATION**

## SECTION 2: RESPONDENT INFORMATION

(To be completed by Respondent)

### Respondent Information

1. Name of company: \_\_\_\_\_

2. Company registration number: \_\_\_\_\_

3. Address of company:

Postal Address:

Street Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company's internet address: \_\_\_\_\_

4. Contact person:

Name:

\_\_\_\_\_

Designation:

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Fax number:

\_\_\_\_\_

5. Names of the directors of your company:

Name:

Designation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Total number of Employees: \_\_\_\_\_

7. Declaration:

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of:

(Company name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

This bid is signed in my capacity as: \_\_\_\_\_

## **SECTION 3: TERMS AND CONDITIONS**

**SECTION 3: TERMS AND CONDITIONS**  
**(To be read very carefully by respondent)**

**Special conditions for the bid**

**1. INTERPRETATION AND DEFINITIONS**

**1.1 Definitions**

The expressions defined below shall have the meaning hereby assigned to them unless inconsistent with the context of a particular proposal, agreement, contract or order.

1.1.1 “Entity”: Nkomazi Special Economic Zone

1.1.2 “Closing date”: the date and hour specified in the document

**2. BID INVITATION**

**2.1 Bid Preparation**

All costs in the preparation, presentation and demonstration will be on account of the interested parties. All supporting documentation and manuals submitted in response to this bid will become “company’s” property unless otherwise stated by the interested parties at the time of submission.

**2.2 Confidentiality**

The information obtained through this bid will be regarded as confidential; however, NSEZ does not accept liability for any information that may become public.

**2.3 Samples**

Interested parties may, as part of their response, submit samples, brochures or documentation of the products supplied by the interested parties. Samples, brochures and documentation submitted will be returned to the interested parties only on request.

**2.4 Background checks**

NSEZ reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to NSEZ to conduct background checks on the bidding entity and any of its directors/ partners / trustees / shareholders / members

### **3. BID**

#### **3.1 Document requiring completion and return**

Interested parties must complete and submit the following documents as part of their response:

- a. Prescribed bid document
- b. Completed and signed SBD documents (SBD 4, 6.1)
- c. General conditions of contract
- d. Any information required in this bid

### **4. PREPARATION OF THE BID**

#### **4.1 Language of documents**

The bid and all correspondence and documents related to the bid exchanged by the interested parties and NSEZ shall be written in English.

### **5. SUBMISSION OF THE BID**

#### **5.1 Address and marking of bid**

All bids must be:

- a) Enclosed in a plain envelope or wrapping and clearly marked with the bid number specified on the document.
- b) Lodged to ensure that they are received not later than the closing time and date specified for their receipt in accordance with directives issued with the document.

#### **5.2 Number of copies required**

The interested parties must submit 1 original copy and 1 soft copy (CD/memory stick).

#### **5.3 Closing date**

All bids close on the date and time indicated in the document.

#### **5.4 Late submissions**

Bids are late if they are received at the address indicated in the document after closing time and date. NSEZ will not consider any late bid(s).

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, 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 and/or take an oath declaring his/her interest, 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, shareholder etc):  
.....
  - 2.4 Company Registration Number:  
.....
  - 2.5 Tax Reference Number:  
.....
  - 2.6 VAT Registration Number: .....

\* "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.

2.7 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 / shareholder/ member: .....

Name of state institution to which the person is connected: .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / 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 the 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 /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:

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

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL  
CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL  
CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

- 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     |
|-----------------------------------------------------------------------------|------------|
| <b>PRICE</b>                                                                | 80         |
| <b>SPECIFIC GOALS</b>                                                       |            |
| Enterprise owned by Black people                                            | 4          |
| Enterprise owned by Women                                                   | 4          |
| Enterprise owned by Youth                                                   | 4          |
| Enterprise owned by Disabled                                                | 4          |
| Enterprise owned by SMME's-QSE and EME<br><b>Nkomazi Local Municipality</b> | 4          |
| <b>Total points for Price and SPECIFIC GOALS</b>                            | <b>100</b> |

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

| <b>The specific goals allocated points in terms of this tender</b> | <b>Number of points allocated (90/10 system)<br/>(To be completed by the organ of state)</b> | <b>Number of points allocated (80/20 system)<br/>(To be completed by the organ of state)</b> | <b>Number of points claimed (90/10 system)<br/>(To be completed by the tenderer)</b> | <b>Number of points claimed (80/20 system)<br/>(To be completed by the tenderer)</b> |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Enterprise owned by Black people                                   | N/A                                                                                          | 4                                                                                            | N/A                                                                                  |                                                                                      |
| Enterprise owned by Women                                          | N/A                                                                                          | 4                                                                                            | N/A                                                                                  |                                                                                      |
| Enterprise owned by Youth                                          | N/A                                                                                          | 4                                                                                            | N/A                                                                                  |                                                                                      |
| Enterprise owned by Disabled                                       | N/A                                                                                          | 4                                                                                            | N/A                                                                                  |                                                                                      |
| Enterprise owned by SMME's-QSE and EME Nkomazi Local Municipality  | N/A                                                                                          | 4                                                                                            | N/A                                                                                  |                                                                                      |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number:  
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

☐ State Owned Company  
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....  
.....