



an agency of the  
Department of Sport, Arts and Culture

RFQ:00205

| QUOTATION DESCRIPTION                                                                                                                                                           | DEPART. | CONTACT PERSON                                                                                                                                                                                       | CLOSING DATE                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Request for quotation:<br>Digitise Archival<br>Materials                                                                                                                        | FINANCE | SCM<br><br>Tel: 012 336 4029<br>Email: <a href="mailto:lerato@freedompark.co.za">lerato@freedompark.co.za</a><br><br>Technical: <a href="mailto:Humbe@freedompark.co.za">Humbe@freedompark.co.za</a> | 4 July 2025<br>Time:10h00am |
| ALL QUOTATIONS OR PROPOSALS TO BE SUBMITTED TO: TENDER BOX 2 <sup>ND</sup> FLOOR BUILDING<br><br>ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA |         |                                                                                                                                                                                                      |                             |

**INDEX**

| <b>NO</b>                               | <b>DETAILS</b>                                                                                               | <b>DOCUMENT</b> |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------|
|                                         | LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)      |                 |
| <b>1</b>                                | Tax Clearance Certificate or Unique Pin                                                                      |                 |
| <b>2</b>                                | Proof or supporting documents for points claim on specific goal -SBD6.1                                      |                 |
| <b>3</b>                                | Tax compliant CSD Report                                                                                     |                 |
| <b>4</b>                                | Comprehensive proposal or Quotation that respond to Freedom Park Request(quotation validity must be 90 days) |                 |
| <b>5</b>                                | BBBEE Registration Certificate.                                                                              |                 |
| <b>ALL PRICES MUST BE VAT INCLUSIVE</b> |                                                                                                              |                 |

## SPECIFICATION

- The service provider will have to use their own equipment's to execute the project.
- 2000 manuscripts to be digitised.
- All digitised material should be in high resolution.
- The service provider would be required to execute this project in a sterile environment to ensure the preservation of these collection.
- The appointed service provider will work with personnel from PAA to ensure that they understand all the regulations in place on how to handle archival materials, monitor progress and to conduct quality control on the final product.

PAA has an approved digitisation strategy which will be a guiding document for digitisation of these collections, this strategy is also in line with the National Digitisation Strategy for heritage resources.

“All visible information in the original must also be visible in the digital image”

### 1. Definitions

- Compression: methods of encoding data so that fewer bits are required for storage.
- Optical Character Recognition (OCR) scanning service uses leading professional OCR software to identify typed text within digital images and convert it into usable digital text, which can be added to digital archives as metadata and searched against.
- OCR converts images that contain typed, handwritten, or printed text into text that can be read and searched by a computer.
- Digitisation - the process of converting information from a physical format into a digital one.
- DPI - Dots Per Inch. A measure of the resolution of a printed document or digital scan.
- The higher the dot density, the higher the resolution of the print or scan.
- DPI is the measure of the number of dots that can be placed in a line across one inch, or 2.54 centimetres.
- Lossless compression – computing algorithms that allow image data to be compressed for storage, while at the same time ensuring that the exact original data can be reconstructed for use.
- PPI - Pixels Per Inch. A measurement of resolution for computer display.
- Resolution: describes the number of dots per inch and bit resolution for visual scans and sampling rate and bit resolution for audio scans.
- Archives: the original record is referred to as archives record that is to be retained permanently.

### 2. Quotes Structure

Pan African Archives has close to 2000 archival materials in different format.

Microfilm

Photographs and negatives

Newspaper cutting in a different format

Manuscripts

Books

A1

A2

A3

A4

Paper copy A4

- Documents – quotes per image
- Books records (Minutes and reports – quotes per image)

### **3. Preparation and Assessment**

- Material Assessment:
  - Evaluate the type, condition, and volume of archival materials.
  - Identify fragile or sensitive items requiring special handling.
  - Removal of pins, staples and plastic binders
- Metadata Creation:
  - Record essential metadata such as title, creator, date, description, and source.
  - Use standards for metadata consistency.
- Preservation Plan:
  - Define long-term storage and backup strategies.
  - Determine access restrictions or permissions.

### **4. Scanning and Imaging**

- Hardware:
  - Flatbed Scanners: For paper documents, photos, and flat materials.
  - Overhead Scanners: For bound books and delicate items.
  - Maps scanners: For bigger size documents like building plans and maps
- Resolution:
  - Text documents: Minimum 300 dpi; 600 dpi for fine prints or detailed images.
  - Photographs: 600–1200 dpi, depending on detail requirements.
- Colour Settings:
  - Use 24-bit color for color images.
  - Use grayscale for black-and-white photographs.
- File Formats:
  - Master copies: TIFF (uncompressed or losslessly compressed).
  - Access copies: JPEG, PNG, or PDF.
- Lighting and Calibration:
  - Ensure even lighting and calibrate equipment to maintain color fidelity.

### **5. Processing and Quality Control**

- Image Processing:
  - Avoid altering content or historical integrity.
- File Naming:
  - Use unique, descriptive, and consistent file naming conventions as appeared in an inventory.
- Quality Control:
  - Check for errors such as misalignment, poor resolution, or file corruption.
  - Perform spot-checks across batches.

### **6. Metadata Standards**

The format to save digitised records must be in line with the in-house systems e.g. PAAA -J 001 -2005 – 001/ 002 if the records have a different page. This will assist in saving time when migrating the files and linking them with the metadata.

- Use structured and interoperable metadata standards:

## **7. Storage and Access**

- Access Platforms:
- Implement searchable databases for user access.
- Use open formats for maximum compatibility.

## **8. Compliance and Standards**

- Adhere to archival digitization standards:
- Federal Agencies Digital Guidelines Initiative (FADGI).
- ISO 19264-1 for imaging standards

Freedom Park digitisation strategy

## **9. Documentation and Training**

- Document processes, equipment settings, and decisions.
- Train personnel in handling, scanning, metadata creation, and preservation best practices.

## **10. Obligations**

This Specification sets out the minimum requirements to be met for the digitization of Pan African Archives and Special Collections records.

- These requirements must be met unless certain conditions are satisfied for exceptions.
- The authenticity, reliability, integrity and usability of the digitised record must be ensured.
- Digitization is the process of converting any physical or analogue item, such as a paper record, photograph or graphic items, into an electronic representation or image that can be accessed and stored electronically.
- Digitization offers a strategy for long-term preservation of archival records by reducing handling of original hard copy archives, improving access to archives by making digital archives available through databases.
- Pan African Archives digitization will be implemented inhouse to ensure that employees impart skills and learn from the best practice.
- The service provider can further advise on best practice on digitization of archival material
- The standard of digitization must follow relevant international Organisation Standards (ISO)
- Quality of digitized material must meet preservation of digitized material standards.

## **11. Archival Master File Format (digital surrogate)**

Preservation digitisation is not geared for any specific output and should be done in a use-neutral manner using a format that preserves the essential characteristics of the original records and is uncompressed or has lossless compression. The master image files produced should be usable for a wide variety of applications and outputs.

## **12. Preparing Physical Files for Scanning**

- Remove the following materials: file clips, staples, plastic sleeves, clips, metal clips and rubber bands.
- Replace them with the stainless-steel paper clips placed around paper strips on the document or replace them with the archival tape if the file is too thick for a clip.

- Remove file dividers such as plastic or cardboard section dividers. If the section divider contains relevant information, make a photocopy and place on file.
- Remove coloured tags and post-it notes from files. If the post-it note contains relevant information, make a photocopy and place on file to be scanned.
- Make notes of all copied records to highlights that the original is available.
- Remove envelopes from file and place the content/s of the envelope on file.

### **13. Standards**

- Digitization of archival material should be in line with International Organisation for Standards.
- Metamorfoze: ISO 19264-1, FADGI, is recommended for the scanning of archival material but not limited
- Photography- Archiving systems – imaging systems quality analysis: ISO 19264-1:2021
- Photography- Archiving systems – Part 1: Best practices for digital image capture of cultural heritage material: ISO/TR 19263-1:2017
- Information and documentation: Implementation guidelines for digitization of records: ISO/TR 13028:2010

### **14. Requirements for the digitization of archival material at Archives and Special Collection Unit,**

- Digitization should take place in house that means the service provider should have all the digitization equipment delivered at Pan African Archives and Special Collections Unit.
- In-house reduce the risk of loss of records, provide less movement of records that reduce risk of transporting records.
- In-house digitization affords the staff an opportunity to acquire digitization skills and prepare them for continuity.
- Less risk of damage to records as they remain on-site.
- Archives staff shall have a complete control over the digitization process working together with the service provider.
- In-house allows archives staff to focus on project management and/or quality checking of digitised images.
- Archival material shall remain authentic and should not be tempered by the use of scissors, pritt, glue or any other strange material with a potential to damage records
- Digitizers shall have observed the following responsibilities:

- ☐ Preparer's: To prepare records before digitization
- ☐ Digital personnel: responsible for the scanning of records
- ☐ Quality controller's: Checking and evaluate all the possible mishap before the records declared digitised.
- ☐ Refilling: Packing scanned records back to original boxes following original order.

### **15. Tools required for digitization include:**

- Digital scanners
- Imaging and scanning software
- Human resource to digitize records
- Integration to archives platform (Figshare)
- Accessibility to world wide web (www or online)
- Storage system like external hard drives (not limited)
- Equipment shall meet all the requirement for digitization and in line with the specification

### **16. Conditions of digital capture must be,**

- Authentic - The product of routine, documented, authorized copying and registration processes.
- Optical Character Recognition (OCR) must be used when scanning records

- Complete Accurate - legible reproduction of the original that contains all intellectual and physical components of the original without alterations to content.
- Accessible - Available searchable and readable to all those with a right to access it, for as long as it is required. In order to achieve the qualities of authenticity, completeness and accessibility

## **17. Preservation quality digital imaging for long-term**

- For archival preservation, standard PDF (Portable Document Format) file format for black & white textual documents with 1-bit-depth bi-tonal black & white mode, and a minimum resolution of 300 ppi (pixels-per-inch).
- Documents with extensive graphics and photography will require TIFF (Tagged Image Format) with a minimum bit-depth 8-bit greyscale or 24-bit colour.
- JPEG is an adequate file format for information sharing and web use.
- The preservation digital surrogate will:
  - ☐ capture a complete, accurate archival record of analogue collection items
  - ☐ Preserved and accessible for the foreseeable future
  - ☐ Enable the re-use of the digitised content to meet known, unknown and likely current and future access requirements
  - ☐ enable the creation of derivative files to meet access requirements and minimise the physical wear and tear caused by handling fragile collection items

## **18. Calibration and choice of equipment**

- Service provider shall ensure that settings on equipment are correct and will produce files that meet the minimum technical specifications in this document. The choice of equipment for scanning (digitizing) will depend on the sort of material that is being digitized.
- Records larger than A3 cannot fit easily onto a standard flatbed scanner. This may include document types such as maps, charts, architectural and engineering drawings.
- Relevant scanner shall be organised to scan larger size records and all relevant standards shall be followed.
- Many of these (Maps, drawings) formats contain fine details. Where there is very fine detail, a higher scanning resolution of 600 ppi may be required to produce a more legible image.

## **19. Text documents**

Digitization of text documents must be done to a level that ensures not only that the text remains legible, but that any additional markings on the document are also reproduced and retain their meaning. Text document

- Up to A0 - scan to original size, Minimum 300 dpi, Minimum 8-bit colour, Minimum 1 bit, Minimum 8 bit greyscale, PNG, Tiff, JPEG, JPEG2000, PDF/A with embedded text or PNG, JPEG or JPEG2000 (for multipage documents), A4 size

## **20. Maps and Building plans**

Digitization of maps and plans must be done to a level that ensures all elements in the map or plan are clearly discernible when shown on screen at 1:1 scale, and that all types of crosshatching or other markings are distinguishable from one another.

Up to A0 - scan to original size, Minimum 300 ppi, Maps and plans with fine lines and detail will require high resolution, Minimum 16-bit colour, Minimum 8-bit greyscale, PNG, JPEG, JPEG2000, SVG, Tiff, PDF/A with embedded text or PNG, JPEG or JPEG2000 (for multipage documents)

## **21. Photographs**

Digitization of photographs must be done to a level that ensures that all elements in the photograph are able to be clearly discerned when shown on screen at 1:1 scale.

- Scan to original size, Minimum 600 ppi, Minimum 16-bit colour, Minimum 16 bit greyscale, PNG, JPEG, JPEG2000, Tiff, PDF/A with embedded text or PNG, JPEG or JPEG2000 (for multipage documents)

## **22. Capturing Digitised Records into a Record-Keeping System**

- Electronic records must correlate with their physical counterparts in structure, description.
- The intellectual arrangement and context of digitised records must be maintained.

## **23. Quality Checking and Control**

- Quality control measures for checking digital images should be applied throughout the process. preferably by an staff member will be assigned to chart any errors. This includes checking individual files for any errors in arrangement, imaging or classification.

## **24. Site Operations**

- Consultation of Archives Manager for any other enquiries concerning digitization
- Weekly meeting to identify challenges and progress
- Weekly submission of statistics for filing
- Monthly reports which include statistics and narrative report.
- Statistics shall be consolidated quarterly and be calculated in conjunction with the lump sum budget to monitor performance.
- The performance will be calculated based on 25% of the budget eg If the contract is one year, 25% and above should be achieved per quarter.
- Poor performance may result to the termination of a contract
- Storage of scanned documents before uploaded to digital platform (External hard drives or any system)
- All the equipment shall be delivered, and it should be compatible with all sorts of records due for scanning (A4, A3, A2 and other records with different sizes.
- Ensuring that the project is implemented within the stipulated timeframe.
- Working space will be provided, Chairs and Tables
- Access to electricity, kitchens and bathrooms
- Service Provider will not have access to Wi-Fi or Freedom Park network points,
- Service provider can provide internet for all project activities
- Access to the Freedom Park PAA will be facilitated which includes parking.
- Archives operate from 8:00 to 16:00 from Monday to Friday
- The PAA will provide standard furniture already available, any extra needs meant for extra comfort shall be provided by the service provider.
- Portable flatbet photocopying machine shall be provided by service provider
- Scanned records and originals are asset of the Freedom Park; a service provider has no right to keep or duplicate copies after the finalisation of the project.

## **25. Outcome**

- All physical records to be scanned and kept in a digital format
- Back up storage for all scanned records
- Easily retrieval of records through OCR.

- Integration of scanned records to an acceptable archive's digital platform.
- Records to be accessible online through digital platform.
- Publishing of metadata online and reserve the right of access to scanned files.
- Access to scanned file will be on request through following Pan African Archives Policies.

## 26. Damages and Liabilities

- Any damage caused by personnel in the process of scanning shall be a liability of a service provider
- Misfiled records identified shall be corrected by the service provider within a period of six months after the contract.
- Hold the service provider liable through legal processes

## Evaluation

**This RFQ will be evaluated in three stages.**

Stage 1 – RFQ Administrative Compliance

Stage 2 – Technical / Functionality Evaluation

Stage 3 – Price and Specific goals

| Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Weight |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Meet specifications and requirements (written statement to be provided)</b><br><b>(Make reference to the information provided in your proposal)</b> <ul style="list-style-type: none"> <li>• Delivery of scanning equipment to Freedom Park Archives and Special Collections</li> <li>• Performing digitization of records in-house</li> <li>• Knowledge of handling archival material</li> <li>• Experienced personnel and a supervisor</li> <li>• Complying scanners with ISO digital standards</li> <li>• Digitization of records following all relevant standard and quality output</li> <li>• Human resource assign to Archives for digitization</li> <li>• Formatting scanned records at least into three formats or more PDF, Jpeg, Tiff.</li> <li>• Providing backup system for digitized records</li> <li>• Create a master copy with high technical standard</li> <li>• Provide quality control of digitized material</li> <li>• Impart digitization skills to archives staff</li> <li>• Mitigation of digitization faults</li> </ul> | 40     |
| <b>Detailed Project Plan and Methodology</b> <ul style="list-style-type: none"> <li>• Digitization of records</li> <li>• Updated and currently form of digitization systems</li> <li>• Records compatibility to any system</li> <li>• Preparation of records for scanning</li> <li>• Long term conservation of records</li> <li>• Accessibility of digitized records</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 25     |
| <b>Internal Technical Resources – Proof of Certification Included in submission</b> <ul style="list-style-type: none"> <li>• Track record and experience</li> <li>• Recourses, human resource</li> <li>• Equipment for scanning including photocopying</li> <li>• Technology, necessary machinery</li> <li>• In-House digitization</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20     |
| <b>References with contact names and numbers not older than five years</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15     |

|                                                                                                                                                                                                                                                                                          |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <ul style="list-style-type: none"> <li>• 3 contactable references of similar deployments = 15 points.</li> <li>• 2 contactable references with contacts of similar deployments = 10 points</li> <li>• 1 contactable reference with contacts of similar deployments = 5 points</li> </ul> |            |
| <b>TOTAL POINTS</b>                                                                                                                                                                                                                                                                      | <b>100</b> |

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

|                                                                           |           |                                                           |
|---------------------------------------------------------------------------|-----------|-----------------------------------------------------------|
| <b>80/20</b>                                                              | <b>or</b> | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or}$ |           | $Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ |

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 100% Black owned                                            |                                                                                      | 8                                                                                    |                                                                              |                                                                              |
| 51% -99% Black owned                                        |                                                                                      | 4                                                                                    |                                                                              |                                                                              |
| 100% women owned                                            |                                                                                      | 6                                                                                    |                                                                              |                                                                              |
| 51% -99% women owned                                        |                                                                                      | 4                                                                                    |                                                                              |                                                                              |
| 100% youth owned                                            |                                                                                      | 5                                                                                    |                                                                              |                                                                              |
| 51% -99% youth owned                                        |                                                                                      | 2                                                                                    |                                                                              |                                                                              |
| 2% Owned by Persons with Disabilities                       |                                                                                      | 1                                                                                    |                                                                              |                                                                              |

#### **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.

|                          |                                             |
|--------------------------|---------------------------------------------|
|                          | .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |
| <b>SURNAME AND NAME:</b> | .....                                       |
| <b>DATE:</b>             | .....                                       |
| <b>ADDRESS:</b>          | .....                                       |
|                          | .....                                       |
|                          | .....                                       |
|                          | .....                                       |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |