BID NUMBER	**BID 30/2026**
CLOSING DATE AND TIME	**MONDAY, 07 DECEMBER 2026 STRICTLY AT 12:00PM.**
DESCRIPTION	**DEVELOPING A MANAGEMENT UNIT CONTROL PLAN (MUCP) IN STRATEGIC WATER SOURCES IN THE WESTERN CAPE**
NAME OF TENDERER/BIDDER	
CSD NUMBER	
TOTAL BID PRICE (VAT INCLUDED)	
VALIDITY PERIOD OF BID	**90 DAYS**

SUBMISSION OF DOCUMENTS

Sealed tenders, endorsed as indicated in the bid document, must reach Casidra SOC Ltd at its Head Office, 22 Louws Avenue, Southern Paarl, and be placed in the bid box available at Reception.

FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.

PLEASE NOTE:

- Documents must be bound, as Casidra will not take responsibility for any information that is lost due to unbound tender submissions.

Bidders are requested, where possible, to provide an electronic copy of their complete tender submission on a USB flash drive together with the hard-copy submission. The electronic copy is intended for administrative and record-keeping purposes only and is not a compulsory requirement and will not form part of the bid evaluation.

Casidra will not take responsibility where bidders submit responses via couriers' services. Bidders are responsible to ensure that the bid document is submitted in the tender box on/before the closing date and time.

BIDS WILL NOT BE ACCEPTED AFTER THE ORGANISATIONS STIPULATED BUSINESS HOURS (08:00 – 16:30).

QUESTIONS REGARDING THE TENDER WILL BE ENTERTAINED UNTIL 7 WORKING DAYS BEFORE CLOSURE OF TENDERS.

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET			
Document	**Description**	**Compulsory**	**Comment**
CBD 1	Invitation to bid	✓	
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	
CBD 5 (a)	Supply Chain – Preferential Procurement Regulations 2022 and Codes of good practice	✓	
CBD 5 (b)	Declaration	✓	
COMPANY PROFILE	Detailed company profile including but not withstanding core business activities, background, resources, etc.	✓	
EAPASA or PR.SCI.NAT	Proof of valid registration with Environmental Assessment Practitioners Association of South Africa Or Proof of valid registration with South African Council for Natural Scientific Professions (SACNASP) or Proof of valid registration with Environmental Assessment Practitioners Association of South Africa. (EAPASA). At least one principal professional must possess: SACNASP Professional Natural Scientist Registration; or EAPASA Registration	✓	
REFERENCES	Provide a minimum of at least three (3) different references LETTERS from three (3) different companies.	✓	
EXPERIENCE	Provide evidence of at least: Five (5) projects completed within the last ten years involving one or more of the following: o MUCP development; o Catchment management planning; o Ecological restoration planning; o Environmental prioritisation modelling; o GIS-based decision support systems; o Natural resource management planning.	✓	
CV	Provide detailed CV of EAPASA / Professional natural scientist	✓	

Name of bidder	
Postal address	
Street address	
Telephone number (code and number)	
Cell phone number	
E-mail address	
VAT registration number	

SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)		YES	☐	NO	☐
Originally certified B-BBEE status level certificate/Original Sworn Affidavit (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE)		YES	☐	NO	☐
CIDB Registration number	Number:	YES	☐	NO	☐
Registration for electrical compliance with department of labour	Number:	YES	☐	NO	☐
COIDA	Number:	YES	☐	NO	☐

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature of bidder		**Date**	
Capacity under which this bid is signed			

AUTHORITY TO SIGN DOCUMENTS

I/We*, the undersigned, am/are* duly authorised to sign the form of tender on behalf of .....

.....by virtue of the

Articles of Association/Resolution of the Board of Directors*, of which a certified copy is attached, or .....

.....

SIGNATURE : .....

(Name in Print) : .....

DATE : .....

WITNESSES:

1. .....

2. .....

*** Delete whichever is inapplicable or complete as indicated if none is applicable.**

AND

DECLARATION BY THE COMPANY SUBMITTING THE BID:

I, _____

A. As the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this tender. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

_____ _____

Signature Date

1. BID SUBMISSION:

1.1. Bids must be delivered by the stipulated time to the correct address. **LATE BIDS WILL NOT BE ACCEPTED**. Casidra will not take responsibility where bidders submit responses via couriers' services. Bidders are responsible to ensure that the bid document is submitted in the tender box on/before the closing date and time. **BIDS WILL NOT BE ACCEPTED AFTER THE ORGANISATIONS STIPULATED BUSINESS HOURS (08:00 – 16:30)**

1.2. All bids must be submitted on the official forms provided (not to be re-typed).

1.3. Bidders must be registered on the Central Supplier Database (CSD).

1.4. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to the bidding institution to qualify for preference points for B-BBEE.

1.5. Bids are subject to the **Casidra** SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) where applicable, and if applicable other special conditions of contract.

1.6. The GCC may be downloaded at https://ocpo.treasury.gov.za/Legislation/Instruction%20Notes/General%20Conditions%20of%20Contract.pdf

2. TAX COMPLIANCE REQUIREMENTS

2.1. Bidders must ensure compliance with their tax obligations.

2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by **Casidra** SOC Ltd.

2.3. Foreign suppliers with no tax obligation in South Africa must complete SBD1 that will be submitted to SARS for verification and the issuing of a Confirmation of Tax Obligation letter.

2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. Is the bidder a resident of the Republic of South Africa (RSA)	Yes ☐	No ☐
3.2. Does the bidder have a branch in RSA?	Yes ☐	No ☐
3.3. Does the bidder have a permanent establishment in the RSA?	Yes ☐	No ☐
3.4. Does the bidder have any source of income in the RSA?	Yes ☐	No ☐

IF THE ASWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

4. TENDER CONDITIONS

CASIDRA reserves the right to:

- disregard any bids where the declaration has not been signed;
- accept parts of the bid items or split bids based upon item prices;
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and
- to award the bid to a bidder which does not necessarily have the lowest price.

The bid may be cancelled if:

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation);
- false information was supplied by the bidder;
- Cancellation of bid will be placed in the same media as initially advertised.

Other notes:

- Final points scored will be rounded off to the nearest 2 decimal places.
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.
- **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

PROJECT: DEVELOPING A MANAGEMENT UNIT CONTROL PLAN (MUCP) IN STRATEGIC WATER SOURCES IN THE WESTERN

GENERAL REQUIREMENTS

The works, as described, requires the services of professional service providers to develop multiple Management Unit Control Plans (MUCP) for catchments managed by CapeNature within Strategic Water Source Areas (SWSAs), using a scientifically robust, spatially explicit prioritisation and planning approach.

1. BACKGROUND

The scope of work includes the drafting of multiple Management Unit Control Plans (MUCPs) for **approximately 800 000 hectares** of CapeNature-managed land across the Western Cape. The first phase will focus on the **Strategic Water Source Catchment Areas (SWSAs),** representing **approximately 565 758 hectares** of the total area under CapeNature's management.

The MUCP must:
Provide a strategic, prioritised plan for invasive alien plant (IAP) control.
Estimate resource requirements, costs, and timelines (typically 20-years).
Support evidence-based investment in ecological infrastructure.

The MUCP approach integrates:
Spatial datasets (GIS-based) to be provided by CapeNature.
Participatory stakeholder processes/meetings limited to Casidra and CapeNature and other identified.
Multi-criteria decision analysis (AHP model)
Costing and scheduling outputs

2. OBJECTIVES

Develop spatial MUCPs; prioritise management units; estimate resources and costs; produce 20-year plans; support decision-making and investment planning.

The appointed service provider shall:

a) Develop a spatially explicit MUCP for the target catchments.
b) Prioritise management units (compartments) for IAP clearing.
c) Estimate:
   - Resource requirements (person-days, costs)
   - Treatment schedules (year-by-year)
   - Ecological benefits (e.g. water gains)
d) Facilitate stakeholder-driven planning and validation.
e) Deliver decision-support outputs aligned with EIIF and NRM priorities.

Conditions that may pose a risk:

Data limitations, stakeholder availability, and environmental events such as fires may influence outputs. Service providers must account for adaptive planning.

CONTRACT PERIOD	The completion period of this service is **(6) Six Months** starting from the day of appointment**.**
PENALTY CLAUSE	The penalty **R 1200.00** per calendar day will be applied for late completion of works.

FUNCTIONAL REQUIREMENTS

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

Bids that fail to meet the minimum score, for individual criteria and total for functional criteria as stipulated in the tender document, will be an unacceptable tender.

This bid is subject to the evaluation of functional requirements. **NO**

SPECIAL CONDITIONS OF CONTRACT (SOW)

DEVELOP A MANAGEMENT UNIT CONTROL PLAN (MUCP) IN STRATEGIC WATER SOURCES IN THE WESTERN CAPE

SCOPE OF WORK

Inception Phase

- Confirm study areas and objectives
- Identify key stakeholders
- Prepare detailed work plan and stakeholder engagement plan

Stakeholder Engagement & Goal Setting

The service provider must:

- Conduct participatory workshops/meetings with key stakeholders (Casidra & CapeNature)
- **Facilitate:**
  - Definition of a SMART goal for the MUCP
  - Identification of:
    - Criteria (objectives)
    - Sub-criteria (sub-objectives)

- **Typical criteria include:**
  - Water source protection
  - Biodiversity conservation
  - Fire regime management
  - Wetland/riparian restoration
  - Perform pairwise comparisons to weight criteria using AHP

Spatial Data Compilation

The service provider must compile all required datasets using CapeNature spatial data provided.

- **Mandatory Spatial Layers:**
  - Management compartments (polygons)
  - Mapped Invaded Units (MIUs)
  - Treated invaded areas (NBALs)
  - Union layer linking all above datasets

- **Attribute Data (Spreadsheets):**
  - Species composition per MIU/NBAL
  - Density and age class
  - Compartment-level priority variables
  - CSV for AHP model inputs

- **Key Supporting Datasets:**
  - Mean Annual Runoff (MAR)
  - Riparian and wetland extent
  - Fire history (e.g. MODIS, CapeNature)
  - Biodiversity priority layers (CBAs, ESAs)
  - Vegetation status/threat levels

Model Development and Prioritisation

The service provider shall:

- Develop a multi-criteria prioritisation model (AHP)
- Calculate:
  - Compartment-level scores for each indicator
  - Weighted priority values

- **Typical weighting examples**:
  - Water production: 60–80%
  - Biodiversity/restoration: 20–40%

- **Outputs must include:**
  - Overall priority
  - Criterion-specific priority (e.g. water vs biodiversity)

MUCP Tool Implementation

The service provider must:

- Configure and run the MUCP planning tool
- Input:
  - Spatial datasets
  - AHP priorities
  - Cost models (e.g. WFW norms)

Outputs & Deliverables

The MUCP must produce:

Spatial Outputs:

- Priority maps per compartment
- Criterion-specific maps (water, biodiversity, etc.)

Planning Outputs:

- 20-year treatment schedule per compartment
- Budget allocation per year
- Cost scenarios (e.g. high, medium, low budgets)

Resource Estimates:

- Person-days required per treatment
- Annual and total costs
- Treatment effort vs timeline

Ecological Outputs:

- Reduction in invasion density over time
- Projected water gains (runoff)
- Decline in water consumption by IAPs

Scenario Analysis

Provide at least 3–4 budget scenarios showing:

- Trade-offs between:
  - Cost
  - Time to achieve control
  - Ecological benefit
- Example:
  - High budget → faster control, lower total cost
  - Low budget → slower control, higher long-term cost

Validation & Finalisation

- Present draft MUCP to stakeholders
- Incorporate feedback
- Provide final validated MUCP

3. KEY DELIVERABLES

The service provider must submit:

1. Inception Report
2. Stakeholder Workshop Reports
3. Spatial Database (GIS layers + metadata)
4. AHP Model Documentation
5. MUCP Outputs (maps, schedules, budgets)
6. Final MUCP Report, including:
   - Catchment description
   - Methodology
   - Prioritisation results
   - Cost and resource analysis
   - Recommendations

4. KEY CONSIDERATIONS

Bidders must account for:

- Data limitations (e.g. outdated invasion mapping)
- Importance of:
  - Accurate species, density, and age data
- Distinction between:
  - Priority ranking vs resource allocation
- Need for:
  - Iterative updates (e.g. after fire events)

5. RISKS AND ASSUMPTIONS

Data limitations, stakeholder availability, and environmental events such as fires may influence outputs. Service providers must account for adaptive planning.

END OF WORK TO BE DONE

BID CONDITIONS

Lump Sum Bid

These documents are for a lump sum bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the unit rates rate of the services should also be given if requested on the form **CBD 4.**

No unit rate price adjustment of whatever nature, except for decreases or increases in the Value-Added Tax (VAT) and / or Variation Orders, will be applicable in this contract. The bidder shall make provision in his bid price for possible fluctuations in costs.

Fixed Price Bids

No contract price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Contractor will make provision in his bid for possible fluctuations in costs.

If the instruction / appointment for the construction of certain phases is done after the validity of the bid has expired, prices may, on request, be updated or re-negotiated within the reasonable norms of escalation.

Expenses in Preparation of Bid

The Client will not be responsible for, subject to the Preferential procurement regulations, nor pay any expenses for losses which the bidder may incur in preparation of this bid.

Accounts and Payments

Payment of accounts received by the Client in terms of the works completed, shall be affected within 30 days after receipt of a correctly completed and approved invoice for the work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork.

Please read notes on next page.			
NAME OF BIDDDER			
BID NUMBER	**30/2026**		
Are you registered in terms of sections 23(1) of 23(3) of the Value-Added Tax Act 1999 (Act no 89 of 1991)?[1]		**Yes** ☐	**No** ☐
If yes to above, provide your VAT number			
Bill of quantities (if yes, it will be attached separately)		**Yes** ☐	**No** ☒
APPROXIMATELY	**565 758 HECTARES**	**800 000 HECTARES**	
MUCP Cost	R	R	
SUB TOTAL			
15% VAT			
GRAND TOTAL			

Signature of bidder	
Date	

[1] https://www.gov.za/sites/default/files/gcis_document/201505/act-89-1991s.pdf

NOTES (applicable where indicated)

A. PRICE (where applicable)

1. PROFESIONAL SERVICES

a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

B. CONSTRUCTION (applicable to construction only)

1. The total price for the service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings (where applicable).
2. The tender will be evaluated on the criteria for a market related price.
3. The contractor must attach a **detailed and comprehensive** proof of competency of a construction manager in terms of Construction Regulations 2014, Clause 8 including experience regarding construction health & safety regulations.
4. The contractor **must** attach the proof of CIBD grading as specified in the scope of works.
5. The contractor **must** be in possession of a valid COIDA letter of good standing and it must be attached.
6. Where applicable, the contractor **must** attach valid proof or registration with the Department of Labour for the installation of the main electrical supply.

C. OTHER NOTES (applicable to all bids)

1. The tender will be evaluated on the criteria for a market related price.
2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid.
3. The prices must be **valid for a period of 90 days** from date of closure of the bid to allow for evaluation and appointment.
4. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

D. COMPANY PROFILE (applicable when requested)

1. The contractor must attach a **detailed and comprehensive** company profile including **core competencies of personnel.** The company profile must summarize information about the organisation.
2. The company profile must include the following:
   a. Company core business activities (describe products and services and markets in which it operates).
   b. Company background (state number of years in business, location, history of company etc.)
   c. Company resources (number of employees, core competencies of personnel, structure of company)

E. WARRANTY (applicable when requested)

1. Where requested, the bidder must attach proof of warranty offered on the letterhead of the bidder.

F. BROCHURE (applicable when requested)

1. Bidder must provide detailed brochure and technical specifications of products where requested.
2. Bidder must be able to provide proof of service location within applicable radius as specified in CBD 3 (Scope of works).

G. AFTER SALES SERVICES AGREEMENT (applicable when requested)

1. Where applicable, the bidder must sign and submit the after sales agreement.

H. APPOINTMENT (applicable to construction and professional services)

1. The successful contractor will be given notification in writing by means of an appointment letter
2. The successful contract must sign the **CBD 8**, together with this document, which will form the contract.

CHANGES MADE BY BIDDER	
If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid. **Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.**	
Item	**Suggested change**

SCHEDULE: PROOF OF REFERENCES - COMPULSORY

Supply at least **THREE (3)** different reference **LETTERS** from **THREE (3)** different companies **and or** Professional individuals with contact numbers

SCHEDULE: PROOF OF RELEVANT EXPERIENCE - COMPULSORY

Provide detailed list of completed projects with contact numbers for a minimum of five completed MUCPs may be overly restrictive and could limit competition. Expand to include similar assignments relating to catchment planning, ecological restoration planning, invasive species planning and prioritisation modelling**. Company and or Professional Individuals**.

Provide evidence of at least: Five (5) projects completed within the last ten years involving one or more of the following:

- MUCP development;
- Catchment management planning;
- Ecological restoration planning;
- Environmental prioritisation modelling;
- GIS-based decision support systems;
- Natural resource management planning.

SCHEDULE: DETAILED COMPANY PROFILE - COMPULSORY

The contractor must attach to this page a **DETAILED** & **COMPREHENSIVE** company profile including core competencies of personnel. The company profile must summarize information about your organisation.
In order for a company profile to be compliant for this bid, the following detail MUST be included in the company profile.

- Company core business activities – Describe your products and services and markets in which you operate

- Company background – State number of years in business, location, history of company, etc

- Company resources – Number of employees, core competencies of personnel, structure of company - organogram

SCHEDULE: EAPASA / PROFESSIONAL NATURAL SCIENTIST - COMPULSORY

The bidder must attach to this page Proof of valid registration with Environmental Assessment Practitioners Association of South Africa. (**EAPASA**)

OR

The bidder must attach to this page Proof of valid registration with South African Council for Natural Scientific Professions (**SACNASP**).

At least one principal professional must possess: **SACNASP** Professional Natural Scientist Registration; or **EAPASA** Registration

SCHEDULE: CV of EAPASA / PROFESSIONAL NATURAL SCIENTIST - COMPULSORY

The bidder must attach to this page Detailed **CV** of specialist including the below to demonstrate that they have/can:

- Expertise in:
  - GIS analysis
  - AHP / multi-criteria decision analysis
  - Ecological restoration / IAP management
- Experience in:
  - Catchment planning
  - Stakeholder facilitation
- Ability to:
  - Work with incomplete/uncertain datasets
  - Validate and improve data quality

SUPPLY CHAIN MANAGEMENT

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE

Only for use of bids from R2 000 to maximum of R50 million

Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy are based on the "**Preferential Procurement Policy Framework (Act 5 of 2000)**" and related Regulations.

Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. **The completion and signature of the document is thus a pre-requisite to qualify as a service provider.**

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

BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON:

http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/

https://www.gov.za/documents/broad-based-black-economic-empowerment-act

https://www.bbbeecommission.co.za/

DEFINITIONS

1.1 **"affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning itis under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings;

1.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.3 "**B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.4 **"EME"** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less;

1.5 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;

1.6 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;

1.7 **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

1.8 "**The Regulations**" means the Preferential Procurement Regulations, 2011 and 2022;

1.9 **"Consortium or joint venture"** 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;

1.10 **"person"** includes a juristic person;

1.11 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

1.12 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

1.13 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed inorder for such property to be administered for the benefit of another person;

1.14 **"Original sworn affidavit"** means the initial document which was not photocopied or electronically reproduced;

1.15 **"Original certified B-BBEE certificate"** means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be **ORIGINAL**.

GENERAL CONDITIONS

1.1 The value of this bid is estimated to **not exceed R50 million** (all applicable taxes included) and therefore the 80/20 points system shall be applicable.

1.2 Preference points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contribution.

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

	POINTS
PRICE	**80**
B-BBEE STATUS LEVEL OF CONTRIBUTION	**20**
Total points for Price and B-BBEE	**100**

1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by theIndependent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

1.6 The bidder is responsible to provide **Casidra** SOC Ltd with (refer to 2.2 under POINTS AWARDED FOR PRICE:

1.6.1. An **original sworn affidavit**

1.6.2. An **originally certified B-BBEE certificate.**

ADJUDICATION USING A POINT SYSTEM

1.1 Subject to Regulation 7 of the **Casidra** SOC Ltd Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will beawarded the contract.

1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

1.3 Points scored must be rounded off to the nearest 2 decimal places.

1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest scorefor functionality.

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

1. A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where
Ps = Points scored for price of tender under consideration

Pt = Rand value of offer tender consideration

Pmin = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:

2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%
7	4		50%
8	2		10%
Non-compliant contributor	0		0%

2.2. B-BBEE requirements:

An ***EME*** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME,** a **clear**, **originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A ***QSE that is less than 51% (50% or less) black owned*** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A ***QSE that is at least 51% black owned (51% or higher)*** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A ***large enterprise*** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

DECLARATION

Bidders who claim points in respect of B-BBEE status level of contribution **MUST** complete the following:

1. B-BBEE status level of contributor claimed in terms of paragraph 1 and 2 above: B-BBEE status level of contributor:		
2. SUB-CONTRACTING		
2.1. Will any portion of the contract be sub-contracted: (***Tick applicable box)***	Yes ☐	No ☐
2.2. If YES, INDICATE:		
a. What percentage of contract will be subcontracted?		
b. The name of the subcontractor		
c. B-BBEE status level of the sub-contractor		
d. Is sub-contractor EME or QSE	Yes ☐	No ☐
e. Attach the **originally certified** B-BBEE certificate/**original** sworn affidavit as proof.		
MARKET RELATED PRICING		
If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.		
Are you willing to negotiate your offer?	Yes ☐	No ☐

SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- **What were the source that made you became aware of this bid being available.**

Personal Email invite to bid:	☐
Via a friend or business partner:	☐
National Government E-Tender website:	☐
Local Newspapers:	☐
Casidra own website:	☐
CIDB website	☐
Other (specify) ……	☐

- **Was the time allowed to date of closure sufficient for you to compile an offer?**

No – too short ☐	Yes – Sufficient ☐	No - Too long ☐

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature	
Date	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

……
……

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

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

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

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

3 GENERAL DECLARATION

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

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

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

……	……
Signature	Date
……	……...
Designation	Name of bidder