

**RE-ADVERTISEMENT PROVISIONING, DELIVERY, INSTALLATION, AND
CONFIGURATION OF OUTDOOR DIGITAL BILLBOARDS AND INDOOR DIGITAL
SIGNAGE SCREENS AT POLOKWANE INTERNATIONAL AIRPORT.**

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/131/2025/2026

**RE-ADVERTISEMENT PROVISIONING, DELIVERY, INSTALLATION, AND
CONFIGURATION OF OUTDOOR DIGITAL BILLBOARDS AND INDOOR
DIGITAL SIGNAGE SCREENS AT POLOKWANE INTERNATIONAL
AIRPORT WITH ADDITIONAL PROVISION OF OUTDOOR DIGITAL
BILLBOARDS AS AND WHEN NECESSARY, INCLUDING MAINTENANCE
AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.**

CLOSING DATE AND TIME OF BID

12 DECEMBER 2025 AT 11H00

BID VALIDITY PERIOD: 120 DAYS FROM THE CLOSING DATE

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1. INTRODUCTION

Gateway Airports Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider to provide, deliver, install and configure outdoor digital billboards and indoor digital signage screens at Polokwane International Airport, with maintenance and support for a period of three (3) years. The additional provision of outdoor digital billboards will be provided as and when required, with installation, maintenance and support for the outstanding months within the three (3) year period of the contract.

The installation will include both outdoor digital billboards and indoor digital signage screens. The appointed supplier must provide their own scaffolding, crane hire (or cranes), transportation, and any required equipment/tools. The supplier must have the capacity and experience in brightness sensors, LED lighting installation, media flight for advertisements, preparing and installing frames, and interconnecting and assembling billboards.

Further knowledge, experience and expertise are required for the installation of the outdoor/indoor electrical Distribution Board (DB), with an acquired certificate or a completed subject module or qualification in electrical engineering. The electrical Certificate of Compliance (COC) must be provided where it's required. Maintenance and support may be provided for continuous check-in of the electrical supply, DB, cleaning and functionality of the outdoor digital billboards and indoor digital signage screens, media player/flighting of advertisements, including provision of parts for repairs and designs of the content where necessary.

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The supplier must provide all the required software(s), applications, updates and licenses to ensure full functionality of the outdoor digital billboards and indoor digital signage screens.

The team must have a qualified specialist with regulatory experience to assess the proposed installation based on its location in compliance with the Municipal by-laws, and make provision for all council approvals. Where the installation falls within the municipality's land, the landlord requires council approval; the specialist must engage with the relevant authorities to follow all processes and procedures in alignment with the physical location where the screen will be installed and ensure adherence with the municipality's by-laws.

The skills transfer and on-the-job training must be provided to PIA's officials/1st line support staff who will manage the functionality of outdoor digital billboards and indoor digital signage screens for business continuity and mitigating any risk of disruption.

Full comprehensive testing and quality assurance must be conducted before signing off the project and before payment of any invoices, to ensure that digital billboards are installed, fully functional and configured up to standard. The service provider must understand and practice quality management and information security in providing ICT equipment, uploading information/content, managing advertisements, with maintenance and support.

The service provider must have expertise, knowledge and experience in working with civil work, concrete slabs, and have the capacity to provide additional billboards as and when necessary, within the contract period. The outdoor digital billboards and indoor digital signage screens to be provided must have a high capacity to display multiple advertisement slots/loops per day.

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There must be a system in place to record all logged calls with a quick response time to ensure consistent standards and full functionality of all the equipment(s).

The outdoor digital billboards and indoor digital signage screens provided will solely belong to GAAL and be recorded in GAAL's asset register after installation, payment of invoices, and upon the expiry of the contract. The appointed supplier must provide documentation, such as network diagrams or schematic representations, with a step-by-step process on how the outdoor digital billboards and indoor digital signage screens were installed, including the location of each screen.

An official handover of the outdoor digital billboards and indoor digital signage screens must be done upon the expiry of the contract, and GAAL will be the sole owner of both digital billboards and screens.

2. SCOPE OF WORK

2.1 SPECIFICATIONS

The potential service provider must be able to supply, deliver, install and configure the outdoor digital billboards and indoor digital signage screens at Polokwane International Airport with the following requirements:

2.1.1 INDOOR DIGITAL SIGNAGE SCREEN (1.92m X 1.08m)

Item	Description	Qty	Rate	Amount
1	Supply, delivery and installation of a size 1.92m x 1.08m indoor digital signage screen.	1		
2	All-In-One Processor/Controller.	1		

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3	Stage box/fibre Converter.	1		
4	Hardware.	1		
5	Cabling.	1		
6	Power.	1		
7	Uninterrupted Power Supply with a minimum of 4 hours backup (UPS).	1		
9	Warranty and Maintenance - three (3) years (screen, repairs and support, etc.)			
	Sub-Total (Excl. VAT)			

2.1.2 OUTDOOR DIGITAL BILLBOARD (3.05m X 1.83m)

Item	Description	Qty	Rate	Amount
1	Supply, delivery and installation of a size 3.05m x 1.83m outdoor digital billboard.	1		
2	Supply, delivery and Installation of a controller media flight application and operating systems with software applications and licenses for the duration of three years.	1		
3	Internet connectivity for remote connection, with three years of	1		

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	software maintenance and upgrades.			
4	Erection of a steel structure as per the engineer's specification, including all excavations, concrete works, etc. Engineer to supervise and approve works. Electrical connection, etc., warranty of three (3) years	1		
5	On-site Training (skills transfer per session)	1		
6	Provide Engineer and Electrical certificates (COC).	1		
7	Uninterrupted power supply with a minimum of 4 hours backup (UPS).	1		
8	Theft and vandalism solution	1		
9	Warranty and Maintenance - three (3) years (screen, repairs and support, etc.)			
10	Road reserves councils' approvals, for Compliance with Municipal by-laws (outside the jurisdiction of airport land)			
	Sub-Total (Excl. VAT)			

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2.1.3 OUTDOOR DIGITAL BILLBOARD (3m X 6m)

Item	Description	Qty	Rate	Amount
1	Supply, delivery and installation of a size 3m x 6m outdoor digital billboard.	1		
2	Supply, delivery and Installation of a controller media flight application and operating systems with software applications and licenses for the duration of three years.	1		
3	Internet connectivity for remote connection, with three years of software maintenance and upgrades.	1		
4	Erection of a steel structure as per the engineer's specification, including all excavations, concrete works, etc. Engineer to supervise and approve works. Electrical connection, etc., warranty of three (3) years.	1		
5	On-site Training (skills transfer per session)	1		
6	Provide Engineer and Electrical certificates (COC).	1		
7	Uninterrupted power supply with a minimum of 4 hours backup (UPS)	1		
8	Theft and vandalism solution	1		

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9	Warranty and Maintenance - three (3) years (screen, repairs and support, etc.)			
10	Road reserves councils' approvals, for Compliance with Municipal by-laws (outside the jurisdiction of airport land)			
	Sub-Total (Excl. VAT)			

2.1.4 OUTDOOR DIGITAL BILLBOARD (4m X 8m)

Item	Description	Qty	Rate	Amount
1	Supply, delivery and installation of a size 4m x 8m outdoor digital billboard.	1		
2	Supply, delivery and Installation of a controller media flight application and operating systems with software applications and licenses for the duration of three years.	1		
3	Internet connectivity for remote connection, with three years of software maintenance and upgrades.	1		
4	Erection of a steel structure as per the engineer's specification, including all excavations, concrete works, etc. Engineer to supervise and approve	1		

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	works. Electrical connection, etc., warranty of three (3) years			
5	On-site Training (skills transfer per session)	1		
6	Provide Engineer and Electrical certificates (COC).	1		
7	Uninterrupted power supply with a minimum of 4 hours backup (UPS)	1		
8	Theft and vandalism solution	1		
9	Warranty and Maintenance - three (3) years (screen, repairs and support, etc.)			
10	Road reserves councils' approvals, for Compliance with Municipal by-laws (outside the jurisdiction of airport land)			
	Sub-Total (Excl. VAT)			

2.1.5 OUTDOOR DIGITAL BILLBOARD (3m X 12m)

Item	Description	Qty	Rate	Amount
1	Supply, delivery and installation of a size 3m x 12m outdoor digital billboard.	1		
2	Supply, delivery and Installation of a controller media flight application and operating systems with software	1		

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	applications and licenses for the duration of three years.			
3	Internet connectivity for remote connection, with three years of software maintenance and upgrades.	1		
4	Erection of a steel structure as per the engineer's specification, including all excavations, concrete works, etc. Engineer to supervise and approve works. Electrical connection, etc., warranty of three (3) years	1		
5	On-site Training (skills transfer per session)	1		
6	Provide Engineer and Electrical certificates (COC).	1		
7	Uninterrupted Power Supply with a minimum of 4 hours backup (UPS)	1		
8	Theft and vandalism solution	1		
9	Warranty and Maintenance - three (3) years (screen, repairs and support, etc.)			
10	Road reserves councils' approvals, for Compliance with Municipal by-laws (outside the jurisdiction of airport land)			
	Sub-Total (Excl. VAT)			

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2.1.6 OUTDOOR DIGITAL BILLBOARD (5m X 18m)

Item	Description	Qty	Rate	Amount
1	Supply, delivery and installation of a size 5m x 18m outdoor digital billboard.	1		
2	Supply, delivery and Installation of a controller media flight application and operating systems with software applications and licenses for the duration of three years.	1		
3	Internet connectivity for remote connection, with three years of software maintenance and upgrades.	1		
4	Erection of a steel structure as per the engineer's specification, including all excavations, concrete works, etc. Engineer to supervise and approve works. Electrical connection, etc., warranty of three (3) years	1		
5	On-site Training (skills transfer per session)	1		
6	Provide Engineer and Electrical certificates (COC).	1		

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7	Uninterrupted Power Supply with a minimum of 4 hours backup (UPS)	1		
8	Theft and vandalism solution	1		
9	Warranty and Maintenance - three (3) years (screen, repairs and support, etc.)			
10	Road reserves councils' approvals, for Compliance with Municipal by-laws (outside the jurisdiction of airport land)			
	Sub-Total (Excl. VAT)			

PRICE SCHEDULE

SUMMARY OF SECTIONS

Sub-Total Section 2.1.1 - Indoor Digital Signage Screen (1.92m x 1.08m).	
Sub-Total Section 2.1.2 - Outdoor Digital Billboard (3.05m x 1.83m).	
Sub-Total Section 2.1.3 - Outdoor Digital Billboard (3m x 6m).	
Sub-Total Section 2.1.4 - Outdoor Digital Billboard (4m x 8m).	
Sub-Total Section 2.1.5 - Outdoor Digital Billboard (3m x 12m).	

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Sub-Total Section 2.1.6 - Outdoor Digital Billboard (5m x 18m).	
Sub-Total Section 2.1.1 – 2.1.6	
Plus 5% Contingencies	
Sub-Total	
Add 15% Vat	
Grand Total (Bid Amount)	

3. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative & mandatory requirements, functionality, and preference point system.

Administrative Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Bidders must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and specific goals).	Bidder(s) will be evaluated on price (weighted price), and Specific goals claimed points.

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3.1 Gate 0: Administrative (mandatory) requirements

Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorized representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialed by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder's proposal will be disqualified for non-submission of any of the documents.

#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	The bidder may tick Yes if the document is submitted
GATE 0: ADMINISTRATION REQUIREMENTS EVALUATION				
	SBD 1 Invitation to Bid	Yes	Yes	
	Proof of authority must be submitted as per SBD 1, e.g. company resolution for the capacity under which this bid is signed.	No	Yes	
	SBD 3.1 Pricing Schedule	No	Yes	
	SBD 4 Bidders Disclosure	Yes	Yes	
	SBD 6.1 Preference Points Claim Form	Yes	Yes	
	Fully updated CSD report	No	Yes	

¹ Table 1 is provided as guidance to assist bidders with documents that must be returned with the bid. The list is not exhaustive, and it is the responsibility of the bidder to provide all required documents as per the provision of each clause in this bid

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	The bidder may tick Yes if the document is submitted
MANDATORY REQUIREMENTS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
	The Bidder must be an OEM or partner/reseller or accredited with the OEM for installation, maintenance of the proposed solution. Submit a valid ownership letter, or reseller/partnership letter or an accreditation certificate.	No	Yes	
	It is estimated that tenderers must have CIDB contractor grading designation of 2CE or higher. Submit proof of valid CIDB registration.	No	Yes	
GATE 1: FUNCTIONALITY COMPLIANCE EVALUATION				
	Contactable reference letters with company experience in installation of outdoor digital billboards and indoor digital signage screens (signed) from previous and existing clients.	No	Yes	
	Valid bank rating letter.	No	Yes	
	Valid CV and qualification certifications.	No	Yes	
	Valid proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any	No	Yes	

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	The bidder may tick Yes if the document is submitted
	other valid proof of address not older than 6 months.			
GATE 2: PRICE & SPECIFIC GOALS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
OTHER DOCUMENTS REQUIRED				
	Bidders Company Profile	No	Yes	
	Bidders CIPC Company Registration Documents	No	Yes	
	General Condition of Contract	Yes	Yes	

GATE 0: ADMINISTRATIVE EVALUATION

Bidders are required to submit the legislative documents to comply with the policy to guide uniformity in procurement reform processes in the Government regarding the standardised bidding documents (SBDs) for the supply chain management. It is also a requirement for bidders to submit additional documents as detailed below:

SBD 1 – Invitation to Bid

Proof of Authority – This is a Company Resolution for the capacity under which this bid is signed.

SBD 3.1 – Pricing Schedule.

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SBD 4 – Bidders Disclosure

SBD 6.1 – Preference Points Claim Form

Central Supplier Database (CSD) – A fully updated CSD report

MANDATORY REQUIREMENTS EVALUATION

During this gate, the bidders' responses will be evaluated based on the mandatory requirement.

Non-compliance with the mandatory requirement **will result in the disqualification** of the bid response.

Pricing Structure (or bid offer/pricing) and Schedule.

Bid price /pricing structure must be completed /or submitted in full for all service categories. Where the bidder has omitted to put a price for certain price categories, the price offer will not be accepted and will be disqualified, as it will not be comparable with others who have quoted for all service categories.

Price structures that do not comply with this requirement will be invalid. The prices must be all-inclusive to provide, deliver, install and configure outdoor digital billboards and indoor digital signage screens at Polokwane International Airport, with maintenance and support for a period of three (3) years, this includes VAT (if registered for VAT), and any other costs that may influence the price.

3.2 Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per the table below:

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Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve a minimum threshold of 70 points to proceed to Gate 2 for Price and Specific goals evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidder's place of business (as per the physical address provided by the bidder on SBD1) and/or at the client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality are as Follows:

Criteria	Sub-Criteria	Weight of Criterion	Bidder Score
Proof of Company Experience: Bidder has completed projects of similar work in Design, Supply, Installation and Commissioning of outdoor digital billboards and indoor digital signage screens for advertising. Attach Contactable Reference Letters (signed/stamped)	Reference letters covering the Bidder have successfully completed projects of similar work in Design, Supply, Installation and Commissioning of outdoor digital billboards and indoor digital signage screens for advertising.	3 projects /or more = 20 Points 2 Projects = 10 Points 1 Project = 5 Points No project = 0 Points	
The bidder shall engage the following key personnel, whose CVs, qualifications and experience shall be evaluated, to form part of the support staff to carry out the works			

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Structural Engineer – Experience and Qualification of Engineer Must be registered with a professional body, i.e. Engineering Council of South Africa (ECSA), with three (3) years relevant experience.	Experience in similar work – attach CV. Must be registered with professional body - ECSA	Over 3 years = 10 Points 1 to 3 years = 5 Points Below 1 year = 0 Points	
	NQF Level 6 qualification or an equivalent or higher qualification in Engineering and the Built Environment/Civil Engineering/Technologist	Submitted qualification = 10 points No qualification = 0 point	
Town Planner	Submit a CV of the one (01) resource with an NQF level 6 qualification in Town Planning or Town and Regional Planning or any equivalent qualification not older than 6 months.	1 CV with experience in Town Planning or Regional and Town Planning = 20 points No CV = 0 point	

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Financial Viability	Bidders must submit a stamped/signed Bank Letter from a recognised financial institution confirming the ability to execute the project.	Over R3 million = 20 points R2 to R3 million = 10 points Below R2 million = 5 points No funding = 0 points	
Company Demographic address/ Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Provide a valid Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	No proof of address = 0 points Outside of Limpopo Province = 5 points Outside Capricorn District = 10 points Capricorn District = 20 points	
Total		100	

The maximum points that can be scored on functionality equals to 100.

Bidders scoring less than 70 points will be disqualified.

Bidders that fail to meet the minimum threshold for functionality will be disqualified.

Thereafter, **only the qualifying bid(s) will be evaluated in terms of the 80/20.**

Qualifying bidders may be invited for negotiations (price/any necessary negotiation) and presentation.

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3.3 Gate 2: Preference Point System,

Only Bidders that have met the 70 points thresholds in Gate 1 will be evaluated in Gate 2 for price and specific goals.

The Preference Points System, where the 80 points are awarded for price, and the 20 points are awarded for specific goals, as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

4.1. Terms and conditions:

4.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.

4.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a non-disclosure and confidentiality agreement with the airport.

4.1.3. Copyright of all documents and electronic aids, software programs prepared or developed in terms of the appointment, shall vest in the airport.

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4.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

4.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, ~~in the event that~~ if the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

4.1.6. Neither the airport, nor any of its respective officers, nor employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon, as a promise or representation, whether as to the past or the future.

4.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorised person.

4.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

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10.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicates:

- a) the conditions under which the consortium will function.
- b) Its period of duration.
- c) The people are authorised to represent it.
- d) The participation of several parties forming the consortium.
- e) The benefits that will accrue to each party.
- f) Any other information necessary to permit full appraisal of its functioning.

4.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

4.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

4.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate prices.

4.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to

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the contact person. Copies of questions and answers will be published on the entity's website, without revealing the identity of the source of the questions.

4.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

4.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

5. Bid Submission

Bid documents must be placed or couriered in a bid box located at the Admin Block, Polokwane International Airport, on or before the stipulated closing date and time as indicated in the SBD1.

Bid documents will only be considered if received by the entity on or before the closing date and time.

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Bidders are required to submit their bids in two clearly marked envelopes as follows:-

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANDATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Administrative and mandatory documents (<i>Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1) and Detailed Pricing Schedule (Pricing Submission)</i>)	Exhibit 5: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
Exhibit 2: Functionality Responses and Bidder Compliance Checklist for Technical Evaluation. Supporting documents for technical responses. (<i>Refer to Section 3.2 - Gate 2: Functionality Evaluation Criteria</i>)	Exhibit 3: General Conditions of Contract (GCC)
Exhibit 4: • Company Profile • Any other supplementary information	

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**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	GAAL/131/2025/2026	CLOSING DATE:	12 DECEMBER 2025
		CLOSING TIME:	11H00
DESCRIPTION	RE-ADVERTISEMENT PROVISIONING, DELIVERY, INSTALLATION AND CONFIGURATION OF OUTDOOR DIGITAL BILLBOARDS AND INDOOR DIGITAL SIGNAGE SCREENS AT POLOKWANE INTERNATIONAL AIRPORT WITH THE ADDITIONAL PROVISION OF DIGITAL BILLBOARDS AS AND WHEN NECESSARY, INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.		
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
ADMIN BLOCK			
N1 NORTH TO MAKHADO			
GATEWAY WEG			
POLOKWANE, 0700			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	JULIUS RAMATJIE	CONTACT PERSON	TSHEPO RAMOKGOPA
TELEPHONE NUMBER	087-291-1088	TELEPHONE NUMBER	087-291-1054
FACSIMILE NUMBER	015-288-0125	FACSIMILE NUMBER	015-288-0122
E-MAIL ADDRESS	scmgroup@gaal.co.za	E-MAIL ADDRESS	tshepo.ramokgopa@gaal.co.za
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION			

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NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF

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APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

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SBD 3.1

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

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

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

Name of bidder.....	Bid number: GAAL/131/2025/2026
Closing Time 11:00	Closing date: 12 DECEMBER 2025

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

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

*Delivery: Firm/not firm

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- Delivery basis

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

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

*Delete if not applicable

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BIDDER'S DISCLOSURE

SBD 4

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 interest² 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

² 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.

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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.

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- 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 consortium³ 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 combat any restrictive practices related to bids and contracts, suspicious bids 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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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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

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SBD 6.1

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
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

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

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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:

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

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—

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- (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 systems.

Table 1: Specific goals for the tender and points claimed are indicated in 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	10	
Enterprises with ownership of 51% or more by person/s who are women	4	
Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	
Total	20	

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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

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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

SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	