

RFQ NUMBER	RFQ/MICT/16/2023
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF ONLINE RECRUITMENT SOLUTION FOR PERIOD OF THREE (03) YEARS RENEWED ANNUALLY
RFQ ISSUE DATE	16 May 2023
BRIEFING SESSION	N/A
CLOSING DATE & TIME	22 May 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 – Preference Procurement Claim Form		
Certified copies of company Directors		
CIPC registration documents		
Shareholder Certificate		

Note: This RFQ must be completed and signed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION AN ONLINE RECRUITMENT SOLUTION FOR PERIOD OF THREE (3) YEARS RENEWED ANNUALLY.

1. Introduction

The objective of this project is to subscribe to an online recruitment (e-recruitment) solution for the Media Information and Communication Training Sector Education and Training Authority (MICT SETA) for the period of three (3) years, *renewed annually*.

The MICT SETA is looking to appoint a suitably qualified and experienced service provider for online recruitment (e-recruitment) solution on a subscription model. The system must be customizable to incorporate MICT SETA Corporate Identity (CI) according to the approved manual.

2. Background

The Media, Information and Communication Technology Sector Education and Training Authority ("MICTSETA") is a statutory body established through the Skills Development Act of 1998, *as amended*, to enable its stakeholders to advance the national and global position of the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sectors in the Large, Medium, Small levy paying and non-levy paying companies in the sector.

This was as a result of Government's commitment to promote active labour markets policies and is demonstrated in the Skills Development Act of 1998 and the Skills Development Levies Act of 1999. As guided by its mandate, MICT SETA is as such, an agent of transformation by promoting employment equity and B-BBEE through skills development. In this context, MICT SETA is keen to form sustainable partnerships that will further promote its support for transformation.

Description of present system

The MICT Seta currently handles recruitment processes manually from the advertising stage until the process has been concluded. Should the SETA wish to fill a vacant position, an advert will be published onto the website and across all social media platforms. In the case of senior managerial positions, the advert will also be published on selected newspapers. Candidates who meet the minimum requirements will then send their applications to the designated MICT Recruitment mailbox. The received applications are then manually screened, a longlist (candidates who meet the minimum requirements) is then captured manually on an excel spreadsheet then presented to the shortlisting committee to determine the shortlist of candidates who will be interviewed.

Limitations of the current processes

- The recruiting process is fully manual and time consuming. It takes long to screen applications for a single vacancy.
- The recruitment mailbox often fills up, forcing archive of applications.

- some applications are sent to Junk mail, which could result in such applications being missed.
- Creating subfolders and moving applications manually can result in missing applications.
- Attachments not opening due to unsupported formatting of the documents.
- The process of screening the applications is tedious and time consuming.
- The applicants are unable to track their application status.
- Lack of transparency regarding communication between MICT SETA and applicant.

Proposed system

The proposed solution should be an existing web-based solution supporting the recruitment process for the HR team. The existing online recruitment solution must feature but not limited to the following:

- Profile creation for applicants
- Advertising vacancies (customised vacancy related question to eliminate applicants who don't meet the set criteria).
- The proposed system should be customisable as per the MICT SETA's Corporate Identity (CI) / branding.
- Storage and retention of application's records.
- Surfing applications and immediately regretting those who don't meet the set criteria.
- Exporting reports of applicants who meet criteria for shortlisting purposes.
- Ability to move applicants through the recruitment process (inviting candidates for interviews and regretting candidates post interview etc.)
- Customized forms (adverts, reject letters, interview invites, etc.)
- The system should have filtering capabilities (contact details, dates, vacancies, gender, etc.)
- Only proposals for already existing systems will be accepted.
- Data extraction at the end of the contract for migration into other systems.

3. Project Objectives

3.1 To digitise recruitment processes as a means of implementation of the approved Digital Strategy.

3.2 To ensure a robust and transparent recruitment process in alignment with HR strategy.

3.3 To achieve the objective of HR KRA's with the recruitment and retention of the suitable candidates,

3.4 The solution should comply with the following design requirements:

- User friendly
- Relevant
- Time saver
- Cost effective

4. Scope of Work (Minimum Requirements)

4.1. Solution capabilities for Internal Users:

- Access for four (4) internal users
- Must include a minimum of 50 online advertisements per calendar year.

- Must regret candidates that answer “No” to qualifying questions.
- Must issue notification of submitted applications at every stage i.e., cv viewed, regrets, longlisted, shortlisted, interview invite, regret.
- Must have Screening capability; i.e., candidates should be able to answer screening questions for shortlisting purposes.
- Must streamline the advertisement and selection of shortlisted suitable candidates for interviews.
- Must be useful and user friendly.
- The appointed service provider must offer customer support available for admin and technical assistance.
- Must be able to general relevant HR reports when required for management information and decision-making.
- Must issue notifications on submitted applications.
- Must enable the review and verify of application and documentation for completeness.
- Create pre-screening questionnaires.
- Generate and pull reports based on the specific criteria.
- Approve / decline applications.
- The ability to move applicants through the recruitment process (inviting candidates for interviews and regretting candidates post interview etc.)
- Auto match applications and present proposals for consideration.

4.2 External User functionality:

- Create a profile and register as user on the system.
- Build a resume or upload documents.
- Attach supporting documents.
- Apply for job posts advertised.
- Issue notifications to candidates confirming application for a specific post.
- Issue notification of successfully submitted application, regret or interview invite.
- Issue notifications and track application status.

4.3 Documents management

- The service provider must build and maintain a document repository for supporting documents.
- The system must have capability to preview documents before downloading.
- The system should accept different types of documents; e.g., word & pdf.

4.4 Compliance and Audit Trails

- System must be able to maintain confidentiality of applicant documents.
- The system must comply with relevant legislations such as POPIA.
- The system must maintain an audit trail of all activities.
- MICT SETA authorised users should be able to access and extract audit trail activity reports.

4.5 Solution hosting (Cloud)

- The solution must be cloud hosted with High Availability (HA).
- The successful bidder will be required to provide all support and maintenance of the system for its optimal performance.
- The service must be provisioned for a SaaS.

4.6 Training and Skills Transfer

- Training to MICT SETA staff addressing key users: Administrators and Super users.

4.7 Non-functional requirements

- User friendly
- Backups and disaster recovery plan

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQs shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Item	Requirement Description	Quantity	Unit Price	Total Price (Excl. VAT)
	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF AN ONLINE RECRUITMENT SYSTEM FOR A PERIOD OF 3 YEARS RENEWED ANNUALLY.			
1.	Online recruitment system monthly subscription	36	R	R
2.	Training of four (04) users	4	R	R
	Sub-Total			R
	VAT@15%			R
	TOTAL PRICE FOR 36 MONTHS INCLUDING ESCALATIONS, VAT INCLUSIVE			R

Complete below:

1. Delivery Address: **MICT SETA Head office
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

EVALUATION CRITERIA

RFQ's received will be evaluated on mandatory criteria, functionality criteria and, Price & specific goals comparison.

TECHNICAL CRITERIA

Bidders will be evaluated on functionality and presentation out of a maximum of **100points**. Bidders who meet the minimum threshold of **75 points** out of **100** will be further evaluated for price and Specific goals.

a. Functional evaluation (Weight: 85Points)

Only bidders that have met the set mandatory criteria will be considered for functionality evaluation. Bids submitted will be evaluated on technical functionality out of a maximum of 85 points. A threshold of **65** out of the **85** points has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 65 points will qualify for further evaluation on presentation.

b. Presentation Evaluation (Weight: 15 Points)

Only bidders that have met the set threshold of 65 points on functional evaluation will be considered for presentation evaluation. Presentation evaluation will be scored out of a maximum of 15 points.

NOTE: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA

Category	Description	Maximum Points
<p>Proposed Solution</p>	<p>The bidder's proposal must cover the minimum requirements of the proposed solution as detailed below. The bidder must clearly articulate the proposed solution capabilities. The bidder must provide screenshots for all functional requirements of the system to substantiate the functionality. The non-functional requirements must be clearly defined. The proposal must cover the following minimum requirements:</p> <ul style="list-style-type: none"> • Solution capabilities for internal users (Provide screenshots) • External users' functionality (Provide screenshots) • Document management (Provide screenshots) • Compliance and Audit trail (Provide screenshots) • Solution hosting: cloud with High Availability (HA) • Training and Skills Transfer • Non-functional requirements <p>Points on submission of Minimum Requirements the proposed solution will be allocated as follows:</p> <ul style="list-style-type: none"> • Proposal that meets or exceed all components of the minimum requirements of the proposed solution = 50 points • Proposal that does not meet all the minimum requirements of the proposed solution = 0 points <p>Non-compliance with the minimum requirement will be declared non-responsive</p>	<p align="center">50</p>
<p>Experience of Team Leader</p>	<p>The Bidder must submit a CV or profile of Team Leader with experience in the provisioning of an online recruitment solution to support the MICT SETA HR Team when required.</p> <p>Points on provision of CV or profile of team leader with experience in the provisioning of an online recruitment solution will be allocated as follows:</p> <ul style="list-style-type: none"> • Team leader with above Five (05) years in the provisioning of an online recruitment solution = 15 points • Team leader with four (04) to five (05) years' experience in the provisioning of an online recruitment solution = 10 points • Team leader with two (02) to three (3) years' experience in the provisioning of an online recruitment solution = 05 points • Team leader with Less than two (02) years' experience in the provisioning of an online recruitment solution = 00 points 	<p align="center">15</p>

Project Approach and Methodology	<p>Bidder must provide a detailed project implementation methodology and approach, with a project plan as per online solution requirements in executing the project and support services. The methodology and approach should include the following:</p> <ul style="list-style-type: none"> • On-boarding • Platform customisation • End User Training (Training plan) <p>Points on provision of implementation methodology and approach will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of Methodology and approach that includes all three (03) factors = 10 points • Submission of Methodology and approach that does include all three (03) factors = 05 points • No methodology and approach submitted = 00 points 	10
Experience and References	<p>Bidder must submit at least 3 reference letters from different clients indicating experience in providing online recruitment solution or similar services in the past 3 years. The letters should not be older than 03 years.</p> <p>N.B: Reference Letters must be fully signed on the client's letter head, with contact details, project description and duration.</p> <p>No recommendation letters or purchase order will be accepted.</p> <p>Points on provisions of signed reference letters clients indicating experience in providing online recruitment solution or similar services in the past 3 years will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of three or more signed reference letters from different clients submitted = 10 points • Submission of one or two signed reference letters from different clients submitted = 05 points • No reference letters submitted = 0 points <p>MICT SETA reserves the right to contact references prior to award.</p>	10
	TOTAL SCORE	85
	MINIMUM SCORE	65

Presentation Evaluation

Only bidders that have met the set threshold of **65** points on functional evaluation will be considered for presentation evaluation. Presentation evaluation will be scored out of a maximum of 15 points

PRESENTATION ON SOLUTION FUNCTIONS	Maximum Points
<ul style="list-style-type: none"> Allow candidates to register their CVs online and apply online whenever there is a vacant position. 	5 points
<ul style="list-style-type: none"> Be able to regret candidates that answers "No" to qualifying questions. 	2 points
<ul style="list-style-type: none"> Receive notification of the submitted application at every stage i.e. cv viewed, regrets, longlisted, shortlisted, interview invite, regret 	2 points
<ul style="list-style-type: none"> Screening capability e.g. candidate answer screening questions for shortlisting purposes. 	2 points
<ul style="list-style-type: none"> To streamline the advertisement and selection of shortlisted suitable candidates for interviews, the online recruitment platform needs to be useful and user friendly with customer support available for admin and technical assistance. 	2 points
<ul style="list-style-type: none"> Relevant HR reports should be able to be generated when required for management information and decision-making 	2 points
TOTAL SCORE	15

Final Score Calculation:

Score received on functional evaluation plus score received during presentation = final score out of 100 points

Note: Bidders that do not meet the minimum threshold 75 points on functional criteria will be declared non-responsive.

3. SPECIFIC GOALS

Specific Goal to be evaluated out of **20 Points**:

Special Goal Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	5
Enterprise which is at least 51% owned by historically disadvantaged youth.	5
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than 3 months)
- CIPC Documents and or Shareholder's certificate.

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.

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 interest¹ 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

2.1.2. 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:

.....

¹ 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.

2.3 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 consortium² 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, 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

² 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.

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

PREFERENCE PROCUREMENT CLAIM FORM

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.
- b) the **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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$80/20 \qquad \qquad \qquad \text{or} \qquad \qquad \qquad 90/10$$

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

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 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)
Enterprise which is at least 51% owned by historically disadvantaged persons.	10	
Enterprise which is at least 51% owned by historically disadvantaged women.	5	
Enterprise which is at least 51% owned by historically disadvantaged youth.	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

