

<b>RFQ NUMBER</b>	<b>RFQ/MICT/54/2023</b>
<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR DESIGN, LAYOUT AND PRINTING OF THE MICT SETA SUCCESS STORIES BOOKLET.</b>
<b>RFQ ISSUE DATE</b>	<b>15 August 2023</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>CLOSING DATE &amp; TIME</b>	<b>25 August 2023 @ 11:00 AM (EXTENDED CLOSING DATE) RFQ submitted after the stipulated closing date and time will not be considered.</b>
<b>LOCATION FOR SUBMISSIONS</b>	<b>MICT SETA Head Office, Level 3 West Wing, Gallagher House Gallagher Convention Centre, 19 Richards Drive, Midrand</b>
<b>NO: OF DOCUMENTS</b>	<b>1 HARD COPY</b>

For queries, please contact [rfqs@mict.org.za](mailto: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
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> and/or <b>SARS-issued</b> verification pin		
<b>SBD 4 – Bidder’s Disclosure</b>		
<b>SBD 6.1 Procurement Claim Form</b>		
<b>CIPC Registration Document</b>		
<b>Certified copy of company Director(s)/ and or</b>		
<b>Shareholders certificate</b>		

**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.

## **SPECIFICATION**

# **APPOINTMENT OF SERVICE PROVIDER FOR DESIGN, LAYOUT AND PRINTING OF THE MICT SETA SUCCESS STORIES BOOKLET**

## **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

### **Our Vision**

Cutting edge future skills.

### **Our Mission**

To strategically lead the MICT sector skills development system in support of meaningful economic participation of our beneficiaries, for improved socio-economic conditions.

### **Our Values**

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaborative

## **2. SCOPE AND REQUIREMENTS**

### **2.1 Scope**

The appointed service provider will be expected to perform the following services as duties and responsibilities:

#### **2.1.1 Technical**

- Quantity: 200 copies
- Size: 210mm x 240mm (Square)
- Paper: 157gsm matte art paper for inner pages, and 350gsm board cover
- Printing: Full colour throughout
- Binding: Case binding (hardcover)
- Hard cover: 350gsm gloss
- Cover Finish: Gloss lamination
- Page numbers: Approximately 20 – 30

- Margins: Adequate margins for readability and aesthetics.
- Headers and Footers: Consistent placement of MICT SETA logo, page numbers, and relevant information.
- Sections: Clearly defined sections with appropriate headings and subheadings.
- Text Formatting: Consistent font sizes, styles, and spacing throughout the publication, aligned to branding typography standards.
- Table of Contents: Include a comprehensive table of contents for easy navigation.

### **2.1.2 Design and Layout**

- Branding - Overall design consistent with the MICT SETA corporate identity guidelines.
- Design style: Clean, professional, and modern.
- Colours: Incorporate the official brand colours.
- Typography: Use legible fonts that align with the brand's tone and style.
- Images and Graphics: Include relevant, high-quality visuals that support the content aligned with the MICT SETA sector imagery (to be supplied).
- Format: Digital (PDF) print-ready formats and e-book format.
- Design and layout – design, layout, and revision of layout - Coordinate all changes from the MICT SETA and make sure that they are incorporated to the booklet.
- Colour proofing - High Resolution scanning, photographic manipulation, etching, and cropping where required.
- Print Delivery: Coordinate with a reputable print service provider for high-quality print copies.
- Digital Delivery – provide final publication in downloadable PDF format and an online version of the booklet as an e-book for uploading on the MICT SETA website.

### **2.1.3 Content Management**

- Professional Proof Reading required by preferred supplier - Thorough proofreading to ensure accurate grammar and spelling.
- Consistency: Verify consistency in formatting, language, and terminology.
- Fact-Checking: Ensure all information is accurate and up to date.
- Content Review: Confirm the alignment of content with the marketing objectives and target audience.
- Conduct telephonic interviews and write copy for the stories for the booklet where applicable.

### **3. Project Management**

- The successful service provider will be responsible for working closely with MICT SETA's team to collate, curate, and edit the success stories, ensuring accuracy, coherence, and alignment with the organisation's objectives. Careful attention should be given to proofreading the content, including fact-checking, grammar, and spelling to ensure a polished final product.
- Supplier to be able to work under pressure and be responsive to tight deadlines applying great attention to detail and quality orientation.
- Supplier shows exceptional project management skills with quick turnaround times and be meticulous in managing content (version control), reporting progress timeously and required to attend status updates meetings as and when required.
- Service provider to manage version control on all layout drafts up until final signoff.
- Source stock imagery aligned to MICT SETA CI and sector images.

**4.****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.**Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:**

Item	Requirement Description	QUANTITY	UNIT COST	TOTAL
	APPOINTMENT OF SERVICE PROVIDER FOR DESIGN, LAYOUT AND PRINTING OF THE MICT SETA SUCCESS STORIES BOOKLET Prices are to be quoted at an all-inclusive rate			
1.	Conceptualization	1	R	R
2.	Design and Layout	1	R	R
3.	Content Management	1	R	R
4.	Printing and delivery of booklets	200	R	R
5.	e-Book	1	R	R
<b>Sub-Total</b>				<b>R</b>
<b>VAT @15%</b>				<b>R</b>
<b>TOTAL PRICE (INCLUDING VAT)</b>				<b>R</b>

Complete below:

- Delivery Address: **MICT SETA Head Office  
Level 3 West Wing, Gallagher House  
Gallagher Convention Centre, 19 Richards Drive, Midrand**
- Indicate Delivery period after order receipt.....
- Is delivery period fixed? **Yes/No**
- Is the price(s) fixed? **Yes/No**
- 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

### 5.EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQ's received will be evaluated on the following criteria:

#### 5.1 FUNCTIONAL CRITERIA

Proposals submitted will be evaluated on the technical functionality out of a maximum of 100 points. A minimum threshold of 70 points out of the 100 points has been set.

Only bidders that have met or exceeded the minimum threshold on technical functionality of 70 points will qualify for further evaluation on price & specific goals.

FUNCTIONALITY CRITERIONS	MAXIMUM SCORE
<b>SAMPLES OF PREVIOUS WORK</b>	<b>30</b>
<p>Bidder is required to provide three (03) digital samples (online version) and three (03) hard copy of previous work completed of a publication similar to a coffee table book. <b>Digital samples must be in a form of CD or USB.</b></p> <p><b>Points on submission of digital copy samples will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Submission of three (03) or more digital copy samples of publication similar to a coffee table book from different clients = <b>15 points</b></li> <li>• Submission of two (02) digital copy samples of a publication similar to a coffee table book from different clients = <b>10 points</b></li> <li>• Submission of one (01) digital copy sample of publication similar to a coffee table book = <b>05 points</b></li> <li>• <b>Non-compliance to the minimum requirements = 0 point</b></li> </ul> <p><b>Points on submission of hard copy samples will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Submission of three (03) or more hard copy samples of publication similar to a coffee table book from different clients = <b>15 points</b></li> <li>• Submission of two (02) hard copy samples of a of publication similar to a coffee table book from different clients = <b>10 points</b></li> <li>• Submission of one (01) hard copy sample of publication similar to a coffee table book = <b>05 points</b></li> <li>• <b>Non-compliance to the minimum requirements = 0 point</b></li> </ul>	



<b>REFERENCE LETTERS</b>	<b>10</b>
<p>Bidder must demonstrate experience in conceptualising, design layout, printing, and distribution of publications (coffee table book, integrated reports, or corporate and strategic booklets).</p> <p>Bidder must provide contactable reference letters from different clients, on client's letterhead, fully signed, dated, and indicate project description. <b>The reference letters submitted must be aligned to the Samples provided.</b></p> <p><b>Points on submission of contactable reference letters aligned to the samples provided will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Submission of five (05) or more reference letters aligned to the samples provided = <b>10 points</b></li> <li>• Submission of four reference letters aligned to the samples provided = <b>08 points</b></li> <li>• Submission of three reference letters aligned to the samples provided = <b>06 points</b></li> <li>• Submission of two reference letters aligned to the samples provided = <b>04 points</b></li> <li>• Submission of one reference letter aligned to the sample provided = <b>02 points</b></li> <li>• Submission of reference letter not related to annual report and/or strategic plan = <b>0 point</b></li> </ul>	
<b>PROJECT TEAM</b>	<b>30</b>
<p>Bidder to demonstrate capacity and skills to deliver on project scope. Bidder must provide CVs/profiles of Project Team indicated below. CV/profile should clearly indicate the years of experience in managing or delivering of conceptualisation, design, layout, and printing of publications. Bidders should clearly indicate on the CVs/profiles or project team organogram the Project Manager, Designer and Content Manager. MICT SETA will not award points for bids not clearly indicating the Project Team.</p> <p><b>Points on submission of CVs/profiles of <u>Project Manager</u> will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• CV/ profile submitted highlights eight (08) years' experience and/or above in managing of conceptualisation, design, layout, and printing of publication similar coffee table book = <b>10 points</b></li> <li>• CV/ profile submitted highlights five (05) to seven (07) years' experience in managing of conceptualisation, design, layout, and printing of publication similar coffee table book. = <b>07 points</b></li> </ul>	

- CV/ profile submitted highlights two (02) to four (04) years' in managing of conceptualisation, design, layout, and printing of publication similar coffee table book. = **03 points**
- CV/ profile submitted highlights less than two (02) years' in managing of conceptualisation, design, layout, and printing of publication similar coffee table book. = **0 point**

**Points on submission of CVs/profiles of a Designer will be allocated as follows:**

- CV/ profile submitted highlights Five (05) years' experience and/or above in delivering of conceptualisation, design, layout, and printing of publication similar coffee table book = **10 points**
- CV/ profile submitted highlights three (03) to five (5) years' experience in delivering of conceptualisation, design, layout, and printing of publication similar coffee table book = **07 points**
- CV/ profile submitted highlights two (02) or less years' experience in delivering of conceptualisation, design, layout, and printing of publication similar coffee table book = **03 points**

**Non-compliance with the minimum requirement = 0 points**

**Points on submission of CVs/profiles of a Content manager will be allocated as follows:**

- CV/ profile submitted highlights Five (05) years' experience and/or above in delivering of conceptualization, design, layout, and printing of publication similar coffee table book = **10 points**
- CV/ profile submitted highlights three (03) to five (05) years' experience in delivering of conceptualization, design, layout, and printing of publication similar coffee table book = **07 points**
- CV/ profile submitted highlights two (02) or less years' experience in delivering of conceptualization, design, layout, and printing of publication similar coffee table book = **03 points**

**Non-compliance with the minimum requirement = 0 points**

**PROPOSED DESIGN SAMPLES**

**30**

Bidder must provide three (03) proposed design samples of a 4IR concept theme integrated with a skills development approach as per outlined scope of work. Designs will be evaluated based on adherence to the prescribed 4IR theme

referencing MICT SETA sub-sectors (Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications) and corporate identity.

**Points on submission of Design Samples will be allocated as follows:**

- Submission of three (03) or more design samples reflecting 4IR theme and skills development approach referencing MICT SETA sub-sectors and corporate identity = **30 points**
- Submission of three (02) design samples reflecting 4IR theme and skills development approach referencing MICT SETA sub-sectors and corporate identity = **20 points**
- Submission of one (01) design sample reflecting 4IR theme and skills development approach referencing MICT SETA sub-sectors and corporate identity = **10 points**
- Submission of design sample(s) not reflecting 4IR theme and skills development approach referencing MICT SETA sub-sectors and corporate identity = **0 point**

**Non-compliance with the minimum requirement = 0 points**

<b>TOTAL SCORE</b>	<b>70</b>
<b>MINIMUM REQUIREMENT</b>	<b>100</b>

**Note: Bidders that do not meet the minimum threshold of 70 points will be eliminated from further evaluation process.**

**5.2 PRICE AND SPECIFIC GOALS**

Only bidders that have met the requirements of the Mandatory Criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

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

<b>Special Goal Criteria</b>	<b>Points</b>
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
<b>Total</b>	<b>20</b>

**\*\* 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 three (03) 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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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:  
.....  
.....

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

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

---

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

of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## 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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2 DEFINITIONS

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

## 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)} \end{array}$$

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

or

90/10

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

or

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

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.

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