



MICT SETA Head Office
Supply Chain Management
19 Richards Drive
Gallagher Convention Centre, Gallagher House
Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	RFQ/MICT/126/2023
RFQ DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF THE MICT SETA STRATEGIC PLAN
RFQ ISSUE DATE	15 March 2024
BRIEFING SESSION	N/A
CLOSING DATE & TIME	22 March 2024 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	MICT SETA Head Office Tender Box @ Reception 19 Richards Drive Gallagher Convention Centre, Gallagher House Level 3 West Wing
NO: OF DOCUMENTS	1 HARD COPY + SAMPLES

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		
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		
CIPC registration documents		
Director(s) Certified ID copy		
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 based on 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

1. INTRODUCTION

The Media, Information, and Communication Technologies Sector Education and Training Authority (MICT SETA) invites qualified and experienced service providers to submit proposals for the provision of publication services. MICT SETA seeks to establish a panel of service providers capable of delivering various publications to support its communication and educational initiatives. The MICT SETA is dedicated to delivering information, promotions, and messages that resonate with our audience and our publications will serve as ambassadors of our brand, carrying our message to diverse audiences. To accomplish this, we require a panel of service providers who can translate our ideas into visually stunning, meticulously crafted publications that leave a lasting impression.

2. OBJECTIVES

The objective of this request is to appoint a competent service provider to conceptualise, design, layout, print and deliver the MICT SETA Strategic Plan. The planning cycle of the SETAs, according to the National Skills development plan, must be aligned to the Medium-Term Framework 5-year planning cycle and the Medium Term Economic three-year budget cycle. This requires that the SETA, with its key stakeholders establish five-year priorities through the Sector Skills Plan, develop a three-year budget against this plan and submit the Annual Performance Plan in accordance with the Public Finance Management Act.

It is in this case that the MICT SETAs strategic Plan was developed by management, under the guidance of the Accounting Authority (AA), and considers all the relevant policies, legislative frameworks and other mandates that govern the MICT SETA. This Plan will be submitted to the South African Parliament for tabling; hence, it is important that it is well packaged, its well presentative of the MICT SETA brand.

3. SCOPE OF WORK

3.1. Technical:

- Quantity: 80 copies
- Size A4
- Orientation: Portrait
- Pages Cover: 4 Pages
- Inner Pages: Approximately 388 pages (my vary by 10%)
- Color: Full Color Throughout
- Paper Cover: 350gsm Matt Art
- Finishing: Inner pages machines throughout, cover matte with spot gloss
- Cover: Matt with elements of UV Varnish combined with Skodix spot varnish
- Perfect Bound
- The Strategic Plan must be printed in Johannesburg area
- Theme and style customised according to the perceived needs of the target audience and adherence to the MICT SETA brand guide.
- Provide a concept theme centred around the Fourth Industrial Revolution (4IR) and consideration of the media and ICT sector related visuals.

3.2. Design and Layout:

Design and Layout:

- High Resolution scanning, photographic manipulation, etching and cropping where required.
- Creation and creative manipulation of graphs and tables, where applicable applying 3-D effects for a futuristic reporting aspect.

- 3 USBs with high-resolution PDF and Professional Windows Format (MS- word) MICT SETA Strategic Plan.
- A total of 80 MICT SETA Strategic Plans to be delivered as follows:
 - ✓ MICT SETA Head Office in Midrand: 80 copies
- An online version of the Strategic as an e-book for uploading on the MICT SETA website.

3.3. Content Management:

- Copy: Text supplied electronically by the MICT SETA
- Service provider to manage version control on all layout drafts up until final signoff.
- Professional Proofreading (3 rounds) and editing required by preferred supplier.
- Supplier shows exceptional project management skills with quick turnaround times and is meticulous in managing content (version control), reporting progress timeously and is required to attend status update meetings as and when required.
- Supplier to be able to work under pressure and be responsive to tight deadlines applying great attention to detail and quality orientation.

3.4. Timelines

The overall project must be completed by 15 April 2024, with the digital copies being a priority, needed by the 10 April 2024.

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

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

Bidders are 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 Incl. VAT	Total Cost Incl. VAT
	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF THE MICT SETA STRATEGIC PLAN			
1.	Concept design and layout	1	R	R
2.	Proofreading and editing	1	R	R
3.	Printing and delivery of 80 printed handbooks.	80	R	R
4.	eBook for web purposes	1	R	R
5.	USBs with high-resolution PDF and Professional Windows Format (MS- word) MICT SETA Strategic Plan.	1	R	R
TOTAL AMOUNT (Excl. VAT)				
VAT @ 15%				
TOTAL AMOUNT (Incl. VAT)				

**** Bidders are requested to submit a separate cost breakdown that covers the entire scope of work.**

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

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 MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on Mandatory criteria, functional Criteria and price & specific goals comparison.

MANDATORY EVALUATION CRITERIA

The service provider must be based in the Johannesburg Metropolitan area.

Proof of compliance:

The bidder must provide proof of address that is within the Johannesburg Metropolitan area.

Note: Failure to submit the required mandatory criteria requirement will result in your RFQ submission being elimination from the evaluation process.

FUNCTIONAL EVALUATION CRITERIA

RFQ proposals submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **70 points** out of **100 points** has been set.

Only bidders who have met or exceeded the qualification threshold on technical functionality of **70 points** will move to the next stage of evaluations.

Note: All bidders achieving less than the set threshold of **70 points** will be declared non-responsive and will not move to the next stage of evaluations.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA		
Category	Description	Maximum Points
Samples	<p>Bidder is required to provide three (03) digital samples (online version) and three (03) hard copy of previous work completed in Annual reports or Strategic Plans.</p> <p>Points on submission of digital copy samples will be allocated as follows:</p> <ul style="list-style-type: none">• Submission of three (03) or more digital copy samples of an annual report and/or Strategic plan =15 points• Submission of two (02) digital copy samples of an annual report and/or Strategic plan =10 points• Submission of one (01) digital copy sample of an annual report and/or Strategic plan = 05 points <p>Points on submission of hard copy samples will be allocated as follows:</p> <ul style="list-style-type: none">• Submission of three (03) or more hard copy samples of an annual report and/or Strategic plan =15 points	30

	<ul style="list-style-type: none"> • Submission of two (02) hard copy samples of an annual report and/or Strategic plan = 10 points • Submission of one (01) hard copy sample of an annual report and/or Strategic plan = 05 points ▪ Non-compliance to the minimum requirements = 0 point 	
Reference Letters	<p>The bidder must demonstrate experience in conceptualizing, design layout, printing, and distribution of annual reports and/or strategic plan.</p> <p>Bidder must provide signed, contactable reference letters from different clients, on the client's letterhead.</p> <p>The reference letters submitted must be aligned to the Samples provided.</p> <p>Points on submission of contactable reference letters aligned to the samples provided will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of five (05) or more reference letters aligned to the samples provided = 10 points • Submission of four reference letters aligned to the samples provided = 08 points • Submission of three reference letters aligned to the samples provided = 06 points • Submission of two reference letters aligned to the samples provided = 04 points • Submission of one reference letter aligned to the sample provided = 02 points • Submission of reference letter not related to annual report and/or strategic plan = 0 point <p>▪ Non-compliance with the minimum requirement = 0 points</p>	10
Project Team	<p>Bidder to demonstrate capacity and skills to deliver on project scope. Bidder must provide CVs/profiles of Project Team indicated below.</p> <p>CV/profile should clearly indicate the years of experience in managing or delivering of conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports.</p> <p>Bidders should clearly indicate on the CVs/profiles or project team organogram the Project Manager, Designer and Content Manager.</p> <p>MICT SETA will not award points for bids not clearly indicating the Project Team.</p> <p>Points on submission of CVs/profiles of Project Manager will be allocated as follows:</p> <ul style="list-style-type: none"> • CV/ profile submitted highlights eight (08) years' experience and/or above in managing conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports. = 10 points • CV/ profile submitted highlights five (05) to seven (07) years' experience in managing conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports. = 7 points 	30

	<ul style="list-style-type: none"> • CV/ profile submitted highlights two (02) to four (04) years' in managing of conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports. = 3 points <p>Points on submission of CVs/profiles of a designer will be allocated as follows:</p> <ul style="list-style-type: none"> • CV/ profile submitted highlights Five (5) years' experience and/or above in delivering of conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports = 10 points • CV/ profile submitted highlights three (3) to five (5) years' experience in delivering of conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports = 7 points • CV/ profile submitted highlights two (2) or less years' experience in delivering of conceptualisation, design, layout and printing of Strategic Plan and/or Annual reports = 3 points <p>Points on submission of CVs/profiles of a content manager will be allocated as follows:</p> <ul style="list-style-type: none"> • CV/ profile submitted highlights Five (5) years' experience and/or above in delivering of conceptualization, design, layout and printing of Strategic Plan and/or Annual reports = 10 points • CV/ profile submitted highlights three (3) to five (5) years' experience in delivering of conceptualization, design, layout, and printing of Strategic Plan and/or Annual reports. = 7 points • CV/ profile submitted highlights two (2) or less years' experience in delivering of conceptualization, design, layout, and printing of Strategic Plan and/or Annual reports. = 3 points <p>Non-compliance with the minimum requirement = 0 points</p>	
<p>Proposed Design Samples</p>	<p>Bidder must provide three (03) proposed design samples of a 4IR concept theme 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.</p> <p>Points on submission of Design Samples will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of three (03) or more design samples reflecting 4IR theme referencing MICT SETA sub-sectors and corporate identity= 30 points • Submission of three (02) design samples reflecting 4IR theme referencing MICT SETA sub-sectors and corporate identity= 20 points • Submission of one (01) design sample reflecting 4IR theme referencing MICT SETA sub-sectors and corporate identity= 10 points • Submission of design sample(s) not reflecting 4IR theme referencing MICT SETA sub-sectors and corporate identity= 0 point <p>▪ Non-compliance with the minimum requirement = 0 points</p>	<p>30</p>
		<p>70</p>
<p>TOTAL</p>		<p>100</p>

Note: Bidders that do not meet the minimum threshold 70 points on functional criteria will be declared non-responsive and will not be considered for further evaluation on price and specific goals.

PRICE AND SPECIFIC GOALS EVALUATION

Only bidders that have met the requirements of the functional 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**:

Special Goal Criteria	Points
Enterprises which are at least 51% owned by historically disadvantaged persons.	10
Enterprises which are at least 51% owned by historically disadvantaged women.	5
Enterprises which are 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 six (6) months)
- CIPC Documents and/or Shareholder Certificate (for companies that have two or more directors as per CIPC document)

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 exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities

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.

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:

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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—
- (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)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	5	
Enterprises which are 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.

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