

**MICT SETA Head Office**

Supply Chain Management

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5RFQ NUMBER	RFQ/MICT/15/2024
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF COURIER SERVICES ACROSS ALL MICT SETA OFFICES FOR A PERIOD OF 3 YEARS.
RFQ ISSUE DATE	20 May 2024
BRIEFING SESSION	N/A
CLOSING DATE & TIME	24 May 2024 @ 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	SOFT COPY (Hard copies/ hand deliveries will not be accepted)

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

The quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, the list below serves 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.

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF COURIER SERVICES ACROSS ALL MICT SETA OFFICES FOR A PERIOD OF 3 YEARS

The objective of this request is to appoint a competent service provider for provision of courier services.

1. Scope of work

The purpose of the request is to appoint a service provider to render a courier service for documents and parcels on behalf of the MICT SETA as and when required for a period of three (3) years. The required courier services will include, but not limited to, the following:

- Same day services
- Weekend services.
- After hours services.
- Public holiday services.
- Intra city services (with any main centre Within 50 KM)
- Overnight express by 10h30.
- Remote area /regional services.
- Budget
- Budget (road freight) services.
- Special delivery services which cover requirements over and above the standard services of parcel/letters, exhibition equipment, documents on a daily, weekly or month basis to different stakeholders, institutions, and individuals in and around south Africa.
- The authorised representative of courier service will be required to furnish receipt for parcels and documents.
- The prospective service provider will ensure that all parcels/documents are delivered to the intended receipt.
- Upon prompt and correct delivery, the service provider will ensure that the intended recipient clearly indicates his/her full names, signature, and telephone number on the waybill.
- The service provider will furnish proof of delivery of parcels/documents to MICT SETA with the required level of detail on a monthly.
- The courier service will return the undelivered parcels/letters within a week.

2. Online system

The courier must have an online courier management system in place to be used for all MICT SETA consignments. The online system should be capable of the following:

- Enable the MICT SETA to place /log a request for collection and /or deliveries.
- Keep history of the past collections and /or deliveries for audit and information purposes.
- Enable the MICT SETA to track all consignments en-route to their respective destinations.
- Provide different MICT SETA users with their own individual login details to access the MICT SETA account (as opposed to single login details being used by all users)
- Provide online quotes for all documents or parcels requiring delivery.
- Provide early alerts for any delays that fall outside the agreed service level agreement, this is to ensure that all parties are informed well in advance.
- Provide proof of delivery once a consignment has been delivered.
- Generate waybills and pre-printed waybills where necessary.
- Generate waybills activity reports, online statements, and invoices.
- Enable the user to monitor courier spend throughout the month.

3. Security of consignments

Always safeguard the interest of the MICT SETA by ensuring confidentiality and safety of parcel demonstrate what measures they have in place to protect confidential information they will be tasked to courier/documents being transported the bidder must:

- Demonstrate what measures they have in place to protect confidential information they will be tasked to courier.
- Demonstrate what contingency plans they have in place to protect consignments in cases of hijackings or loss.
- Demonstrate how consignments that contain personal information will be handled and protected as required by the protection of personal information Act No.4 of 2013 (POPIAct).

4. Billing and reporting requirements.

- The courier must timeously submit the monthly activity report and invoices.
- The relevant cost centres must be clearly indicated on the monthly activity report.
- The contractor must submit a daily/weekly /monthly tracking report with an update of the movements of MICT SETA's consignments.
- The bidder must provide a sample of the electronically generated courier (such as daily activity, monthly, invoice, statement etc.)

5. Contract condition.

- The successful bidder must have an electronic tracking system to track couriered goods.
- Enable the MICTY SETA to track all consignments en-route to their respective destinations.
- Provide different MICT SETA users with their own individual login details to access the MICT SETA account (as opposed to single login details being used by all users).
- Provide online quotes for all documents or parcels requiring delivery.
- Provide early alerts for any delays that fall outside the agreed service level agreement. This is to ensure that all affected parties are informed well advance.
- Provide proof of delivery once a consignment has been delivered.
- Generate waybills and pre-printed waybills where necessary.
- Generate waybill activity reports, online statements, and invoices.
- Enable users to monitor courier spend throughout the month.
- Contingency plan: the bidder must indicate the risk management associated with this project and mitigation strategy.

6. Domestic delivery and or collection points

CITY OF DELEVERY AND OR COLLECTION
1. Bloemfontein
2. Cape town
3. Durban
4. East London
5. Johannesburg
6. Kimberly
7. Nelspruit
8. Klerksdorp

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	Total Cost (Incl. VAT)
	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF COURIER SERVICES ACROSS ALL MICT SETA OFFICES FOR A PERIOD OF 3 YEARS			
1.	Refer to attached annexure A for pricing guideline		R	R
2.	Bidders must provide detailed price breakdown not limited to Annexure A including escalations for applicable years as annexure B to pricing schedule.		R	R
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

Complete below:

1. Delivery Address: **As per delivery address and collection points**
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:

ANNEXURE A

Table 1

DOMESTIC RATES Minimum Tariffs must be indicated in kilograms and /or length where applicable. Tariffs must be indicated in Rands and inclusive of all taxes		Pick up point to delivery point				
		A	B	C	D	E
Items per Kg	Unit	Price	Price	Price	Price	Price
Sameday	1 kg					
Overnight	1 kg					
Budget Cargo	1 kg					
Weekend service	1 kg					
Total Price Excl Vat						
Sub-Total						
VAT@15%						
Total Price Incl Vat						

Table 2

INTERNATIONAL RATES		Pick up point to delivery point				
		A	B	C	D	E
Items per Kg	Unit	Price	Price	Price		Price
Sameday	1 kg					
Overnight	1 kg					
Budget Cargo	1 kg					
Weekend service	1 kg					
Total Price Excl Vat						
Sub-Total						
VAT@15%						
Total Price Incl Vat						

****The tables above serve a guideline**

EVALUATION CRITERIA

RFQs received will be evaluated on functionality, price, and specific goals comparison.

FUNCTIONAL EVALUATION CRITERIA

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

Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify to be part of the panel.

FUNCTIONAL CRITERIA WEIGHING		
FUNCTIONAL EVALUATION CRITERIA	PROOF OF COMPLIANCE AND POINTS ALLOCATION	MAXIMUM POINTS
1. Capacity to render the required service	<p>1.1. The bidder must have provided courier services in the past by submitting a portfolio of evidence or copies contracts indicating years of service in rendering courier services.</p> <p>Points on submission of portfolio of evidence or copies of contract with past experience of contract will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of portfolio of evidence or copies of contract with More than four (4) years' experience and above = 15 points. • Submission of portfolio of evidence or copies of contract with More than three (3) years' experience = 10 points • Submission of portfolio of evidence or copies of contract with More than two (2) years' experience = 05 points • Submission of portfolio of evidence or copies of contract with one (1) year experience = 02 points <p>1.2. The bidder must submit reference letters from different clients indicating courier services rendered within the last 05 years, References letter should be in the client's letterhead, signed by a Company representative and shall include all of the following: Courier services rendered, Length of Contract and Customer satisfaction.</p> <p>Points on submission of signed reference letters from different clients indicating experience in providing Courier services in the past (05) years will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of <i>Four</i> (4) or more signed reference letters from different clients on client's letterhead indicating courier services rendered within the last five (5) years = 10 points • Submission of <i>three</i> (3) signed reference letters from different clients on client's letterhead indicating courier services rendered within the last three five (5) years = 5 points • Submission of <i>two</i> (2) signed reference letters from different clients on client's letterhead indicating courier services rendered within the last five (5) years = 3 points • Submission of one (1) signed reference letter from a client on client's letterhead indicating courier services rendered within the last five (5) years = 02 points <p>NB: There will be no points allocation for submission of letters that do not meet the requirements of rendering courier services within the last 5 years.</p> <p>Please note: MICT SETA reserves the right to contact these clients to check authenticity of the references provided. Please include, Name of client, Contact Name, number, Designation and email Address.</p>	25

2.Unreserved postal services licence	<p>The bidder must provide a copy of a valid certificate or confirmation letter of registration with ICASA (Independent Communications Authority of South Africa) or similar institution to operate an unreserved postal service=05 points</p> <p>NB: there will be no points allocation for non-submission of Unreserved postal services licence</p>	05
3.Experience and qualifications of the Key Account Manager(s)	<p>The Bidder must submit the CV of the key account Manager, indicating years of experience in operating or management of a courier services to support the MICT SETA when required.</p> <p>3.1.Experience (10 Points)</p> <p>Points on submission of the CV of the key account Manager, indicating years of experience in operating or management of a courier services will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted CV of the key account Manager, indicating five (5) years and above experience in operating or management of a courier services = 10 points • Bidder submitted CV of the key account Manager, indicating four (4) years' experience in operating or management of a courier services = 05 points • Bidder submitted CV of the key account Manager, indicating three (3) years' experience in operating or management of a courier services = 03 points • Bidder submitted CV of the key account Manager, with below two (2) years' experience in operating or management of a courier services = 02 <p>NB: there will be no points allocation for non-submission of CV with required experience.</p> <p>3.2. Qualifications (05 Points)</p> <p>Key account manager must have certificate in project management, or management / supervisory or courier services training.</p> <p>Points on submission of certificates of Key account's manager will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted key account manager's certificate in project management or management / supervisory or courier services training = 05 points <p>NB: there will be no points allocation for non-submission of required certificate/s</p>	15
Online billing system	<p>The bidder must submit a sample of its online system generated billing and activity reports to substantiate compliance.</p> <p>Points on submission of sample online system generated billing and activities reports will be allocated as follows:</p> <ul style="list-style-type: none"> • Reporting (e.g. early alerts for late deliveries, daily, monthly reports etc.) = 10 Points • Track and trace consignments from point of collection to point of delivery = 5 Points • Scheduling of pickups = 5 points 	20

Delivery vehicles	The bidder must have fleet of delivery vehicles, the list must indicate the vehicle types (i.e. panel vans, 1 ton trucks, semi- articulated trucks, etc.) Bidder must submit Proof of fleet in the form of vehicle registrations document or lease agreement.	15
Methodology and approach for outlying areas	Provide methodology and approach on delivery to outlying and remote areas. Points on detailed methodology and approach on delivery to outlying and remote areas will be allocated as follows Workflow <ul style="list-style-type: none"> The bidder is required to outline proposed work plan (sequence of activities) the notification, collect to delivery of parcels = 15 points bidder must demonstrate the turnaround times for various routes and courier categories (Ability to deliver on time including rural areas) = 05 points 	20
MINIMUM THRESHOLD		70
TOTAL		100

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:

STAGE 2: PRICE AND SPECIFIC GOALS COMPARISON

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.	05
Enterprises which are at least 51% owned by historically disadvantaged youth.	05
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 (06) 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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

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

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)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	5	
Enterprise 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:

.....

.....

.....