

**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](mailto:rfqs@mict.org.za)

RFQ NUMBER	<b>RFQ/MICT/18/2024</b>
RFQ DESCRIPTION	<b>APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A SHORT-TERM INSURANCE COVER RELATED SERVICES FOR MICT SETA (ASSETS) FOR A PERIOD OF THREE (3) YEARS.</b>
RFQ ISSUE DATE	<b>13 June 2024</b>
BRIEFING SESSION	<b>N/A</b>
CLOSING DATE & TIME	<b>27 June 2024 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.</b>
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>
NO: OF DOCUMENTS	<b>1 SOFT 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.

**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](mailto:rfqs@mict.org.za)**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, the list below serves as a checklist for 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 - Preference Procurement Claim Form</b>		
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) 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.

### **2. BACKGROUND**

MICT SETA has assets in place to enable smooth operation of its business to fulfil its mandate. This document outlines the requirements and criteria for the selection of a suitable service provider for Assets insurance to MICT SETA.

The assets that need to be covered consists of both movable and immovable assets and are kept at MICT SETA Head Office in Midrand-JHB, Cape Town Regional office, Durban Regional Office and East London Regional Office. An asset register is kept with all assets recorded therein. The service provider should ensure that the services, which are in line with the insurance services industry standards, as specified below are quoted for. The bidders must demonstrate clearly the understanding of the work to be done. The required insurance is from the date of contracting and shall continue for the period of 36 months, with premiums payable monthly. The insurance risk may be updated as and when required with both parties agreeing on the amount of cover with any additions or omissions included.

### 3. SCOPE OF WORK

The insurance required is to cover the MICT SETA as a going business concern against any financial losses which may result due to unforeseen risks including natural risks, theft, damage, fire and related risks that may result in complete or partial loss of assets. The cover is for replacement value of the assets to ensure business continuity. The risks for which a quotation is sought as detailed below.

The scope covers portfolios identified at this stage and does not necessarily limit the scope to the listed services. The service provider is expected to advise the MICT SETA of any other relevant portfolios that might be of benefit to the Organization and any other important information not covered below.

Bidders are encouraged to suggest additional improvements and value adds related to the rendering of short-term insurance cover. If any, details of value add must be submitted as part of the responses to the bid and indicated as such.

### 4. REQUIREMENTS

The bidders must demonstrate their ability to provide the following general insurance services in terms of placement, maintenance and administration of the insurance portfolio:

- a. Internal and external discussions to set renewal and maintenance strategy.
- b. Claim administration and maintenance.
- c. Management reporting taking into consideration the identification of bottlenecks in claims and tracking claims.
- d. Internal assurance strategy meetings.
- e. Post loss surveys.
- f. Ad hoc adjustments and endorsements on sums insured and declarations to insurers/re- insurers.
- g. Day to day correspondence and queries.
- h. Monitor premium payments and refunds in accordance with accounts and Statements.
- i. Keep MICT SETA to date with latest amendments in the Insurance legislations through meetings and workshops were necessary.

### 5. TECHNICAL REQUIREMENTS

- 5.1. ASSETS
  - 5.1.1. Provide cover for risk exposure and mitigation for all tangible property belonging to the MICT SETA or which the MICT SETA has any proprietary or pecuniary interest against loss or damage caused by fire or allied perils including electronic breakdown.
  - 5.1.2. Electronic equipment – to provide cover on electronic business equipment including computers, laptops, iPads/tablets, servers, licensed software, projectors, Video Conferencing units.
  - 5.1.3. Furniture and fittings include chairs, desks and cabinets amongst other things, and Office equipment.
  - 5.1.4. Stock – to cover for goods that form part of the MICT SETA business activity, amongst others:
    - computer and office equipment, office furniture audio visual equipment.
  - 5.1.5. Stock in transit – to provide cover for goods in transit anywhere in South Africa, offshore, and African countries.
  - 5.1.6. Vehicle Fleet – provide full comprehensive cover on all vehicles owned, hired, leased, borrowed or used by the insured, including vehicles held in trust or in the custody or under control or care of the insured. Third party insurance for vehicles used for business in neighbouring countries, out-in-Africa, etc

### 6. BUSINESS INTERRUPTIONS

Provide cover for financial loss suffered because of business interruptions to the MICT SETA business. This should include but not limited to - fixed expenses, operating expenses, additional working expenses and SASRIA.

### 7. OTHER: PROFESSIONAL LIABILITY

All damages resulting from any claim for any breach of duty of the insured.

## **8. ADHOC ADVISORY**

- a.** The insurance broker will be expected to perform continuous review of the MICT SETA risk profile and the areas that will be mitigated through insurance.
- b.** Conduct risk assessment
- c.** Advise on cost effective and efficient cover for each area.
- d.** Scoping of the risk exposure and advise on best solution for each area.

## **9. DELIVERABLES**

- 9.1. Service - The bidder must hold regular meetings with the MICT SETA to discuss among other things:
  - 9.1.1. Market analysis and other pertinent matters.
  - 9.1.2. Declarations, Uninsured (insurable) risks
  - 9.1.3. Non-insurable risks Claims
  - 9.1.4. Changes in policy/ requirements
  - 9.1.5. Bid must be underwritten by an insurance company licensed to operate in South Africa

## **10. RENEWAL**

- 10.1. Renewal Terms must be communicated in writing Information required for renewal is communicated in writing.
- 10.2. Changes in Policy communicated in writing.
- 10.3. Provide policy summary after renewal.
- 10.4. Renewal adjustment statement must be submitted.
- 10.5. Renewal and adjustment premium calculations submitted with invoices and insurance portfolio highlighting change.

## **11. CLAIM MANAGEMENT AND RESPONSE**

- 11.1. Claim statistics report to be submitted on a quarterly basis and on request.
- 11.2. Expedient response on claims submitted within 5 working days.
- 11.3. Proof of claim payment submitted to MICT SETA SCM unit and Finance unit

## 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.

Item	Requirement Description	Quantity	Unit Cost	Total Cost (Incl. VAT)
	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A SHORT-TERM INSURANCE COVER RELATED SERVICES FOR MICT SETA (ASSETS) FOR A PERIOD OF THREE (3) YEARS.			
1.	insurance cover for assets as per Asset Register	1	R	R
2.	Applicable percentage on additional assets purchased	%		
3.	Annual escalation in premiums	%		

**\*\* For quotation purposes, MICT SETA's current assets register and claim history must be requested via email at [rfqs@mict.org.za](mailto:rfqs@mict.org.za)**

**\*\* 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

### 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.

### 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 meet or exceed the qualification threshold on technical functionality of **70 points** will be evaluated further on price and specific goals.

**Note:** All bidders achieving less than the set threshold of **70 points** 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 WEIGHING		
Category	Description	Maximum Points
<b>Experience in Providing Similar Services in the Past</b>	<p>Bidders experience in understanding the insurance industry in the past 5 years or more in handling the value of insured assets equal to or higher than MICT SETA.</p> <p>The Bidder must attach proof of experience where the short-term Insurance Broking services for handling the value of insured assets equal to or higher than MICT SETA's were provided.</p> <p>The bidder must have provided similar services in the past by submitting a portfolio of evidence indicating years of service in the short-term insurance broking services.</p> <p><b>Points for submission of a portfolio of evidence will be allocated as follows:</b></p> <ul style="list-style-type: none"><li>• Bidder submitted a portfolio of Evidence highlighting more than 5 years' experience = <b>15 points</b></li><li>• Bidder submitted a portfolio of Evidence highlighting 4 years' experience = <b>12 points</b></li><li>• Bidder submitted portfolio of Evidence highlighting 3 years' experience = <b>10 points</b></li><li>• Bidder submitted a portfolio of Evidence highlighting 2 years' experience = <b>08 points</b></li><li>• Bidder submitted a portfolio of Evidence highlighting 1-year experience = <b>05 points</b></li><li>• Bidder submitted a portfolio of Evidence with no experience = <b>0 points</b></li></ul>	<b>15</b>
<b>Reference Letters</b>	<p>The bidder must provide at least 5 contactable reference letters from different clients indicating project start and end date, the performance of similar services in the past 5 years on the client's letterhead signed by authorized personnel.</p>	<b>15</b>



	<p><b>Points on submission of reference letters will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted 5 contactable reference letters from different clients = <b>15 points</b></li> <li>• Bidder submitted 4 contactable reference letters from different clients = <b>12 points</b></li> <li>• Bidder submitted 3 contactable reference letters from different clients = <b>10 points</b></li> <li>• Bidder submitted 2 contactable reference letters from different clients = <b>08 points</b></li> <li>• Bidder submitted 1 contactable reference letter = <b>05 points</b></li> <li>• Bidder did not submit reference letters = <b>0 point</b></li> </ul> <p><b>MICT SETA reserves the right to verify reference letters prior to award.</b></p>	
<b>Experience Qualification and of Personnel</b>	<p>The key account manager /key personnel must have experience and relevant qualifications in the Short-Term Insurance Industry.</p> <p>The bidder must submit the key account manager / key personnel's certified copy of qualification in <b>Risk Insurance, Business Management, Finance or related areas of study</b>, a valid accreditation as the registered sales representative by the Financial Sector Conduct Authority (FSCA) and CV which highlights years of experience in the short-term insurance industry.</p> <p><b>Experience (10 Points)</b></p> <p><b>Points on submission of the CV of the Key Manager/personnel will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted CV of Key Manager/personnel with over 10 years' experience = <b>10 points</b></li> <li>• Bidder submitted CV of Key Manager/personnel with 9 years' experience = <b>08 points</b></li> <li>• Bidder submitted CV of Key Manager/personnel with 8 years' experience = <b>06points</b></li> <li>• Bidder submitted CV of Key Manager/personnel with 7 years' experience = <b>04 points</b></li> <li>• Bidder submitted CV of Key Manager/personnel with 6 years' experience = <b>02 points</b></li> <li>• Bidder submitted CV of Key Manager/personnel with 5 years' experience = <b>01 points</b></li> <li>• Bidder submitted CV of Key Manager/personnel with less than five (05) years' experience = <b>0 points</b></li> </ul> <p><b>Qualifications (05 Points)</b></p> <p><b>Points on submission of a certified copy of the qualification will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted key Manager/personnel qualification in Risk Insurance, Business Management, Finance or related areas of study = <b>05 points</b></li> <li>• Bidder did not submit qualification of key Manager/personnel = <b>0 point</b></li> </ul> <p><b>Accreditation (05 Points)</b></p> <p><b>Points on submission of accreditation of the Key manager/personnel will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted Key Manager/personnel accreditation as registered sales representative by Financial Sector Conduct Authority (FSCA) = <b>05 points</b></li> <li>• Bidder did not submit accreditation of Key Manager/personnel = <b>0 point</b></li> </ul>	<b>20</b>
<b>Project Plan and Turnaround times</b>	The bidder must provide a detailed Project Plan demonstrating an understanding of the assignment including turnaround times. The project	<b>20</b>

	<p>plan must highlight detailed claim level workflow and process map to be adopted and implemented.</p> <p><b>The workflow must include the following: (10 Points)</b></p> <ul style="list-style-type: none"> <li>- Claim feedback process during the claim application process.</li> <li>- Initial Contact and Acknowledgment</li> <li>- Claim Submission and Documentation</li> <li>- Claim Evaluation and Decision</li> <li>- Resolution and Payment</li> </ul> <p><b>Points will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted a workflow highlighting all 5 elements = <b>10 Points</b></li> <li>• Bidder submitted a workflow highlighting 4 elements = <b>08 Points</b></li> <li>• Bidder submitted a workflow highlighting 3 elements = <b>06 Points</b></li> <li>• Bidder submitted a workflow highlighting 2 elements = <b>04 Points</b></li> <li>• Bidder submitted a workflow highlighting 1 element = <b>02 Points</b></li> <li>• Bidder did not submit a workflow = <b>0 Points</b></li> </ul> <p><b>Turnaround times (10 Points)</b></p> <ul style="list-style-type: none"> <li>- Turnaround time linked to the process flow.</li> </ul> <p><b>Points on submission of process flow turnaround times will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder indicated turnaround times of 48 hours (2 days) = <b>10 Points</b></li> <li>• Bidder indicated turnaround times of 3 – 5 working days = <b>05 Points</b></li> <li>• Bidder indicated turnaround times of 6 - 7 working days = <b>0 Point</b></li> </ul>	
<b>Methodology/Process Map</b>	<p>The bidder/s must provide a detailed/well-defined process map. The process map must include the following elements:</p> <ul style="list-style-type: none"> <li>- How to initiate a claim and documents to be completed</li> <li>- What supporting documents should accompany claims for all assets classes. (i.e. police reports, affidavits, photographs, receipts witness statements etc.)</li> <li>- How to submit claims</li> <li>- Process of claims review (i.e. inspection, evaluation/valuations) and duration until final outcome.</li> <li>- How claims can be tracked during the process</li> <li>- How payment will be processed for approved claims</li> <li>- If claims are denied, reasons to be provided</li> <li>- If claim is denied, can is there a process for re-consideration by the SP</li> </ul> <p><b>Points on submission of the Training Programme/ Plan will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted a methodology/process map highlighting all 8 elements = <b>30 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting 7 elements = <b>25 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting 6 elements = <b>20 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting 5 elements = <b>15 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting 4 elements = <b>10 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting 3 elements = <b>05 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting 2 elements = <b>02 Points</b></li> <li>• Bidder submitted a methodology/process map highlighting less than 2 elements or did not submit methodology = <b>0 Points</b></li> </ul>	<b>30</b>
<b>TOTAL SCORE</b>		<b>100</b>
<b>MINIMUM SCORE</b>		<b>70</b>

**N.B: Only bidders who meet the threshold of 70 points out of 100 points on functional criteria will be further evaluated for price & 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**:

<b>Special Goal Criteria</b>	<b>Points</b>
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
<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 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 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 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

---

<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.

exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE PROCUREMENT CLAIM FORM

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<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:

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

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:

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

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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....