

|                                 |   |
|---------------------------------|---|
| RFQ NUMBER                      | <b>RFQ/MICT/84/2024</b>   |
| RFQ DESCRIPTION                 | <b>APPOINTMENT OF SERVICE PROVIDER TO CONDUCT A TRACER STUDY FOR MICT SETA</b>  |
| RFQ ISSUE DATE                  | <b>20 NOVEMBER 2024</b>   |
| NON-COMPULSORY BRIEFING SESSION | <b>25 November 2024</b><br><b>Location: MS Teams</b><br><b>Meeting ID: 319 028 391 974</b><br><b>Passcode: CPVyNa</b> |
| CLOSING DATE & TIME             | <b>27 NOVEMBER 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.

**RETURNABLE DOCUMENTS CHECKLIST**

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

(Tick in the relevant block below)

| DESCRIPTION   | YES | NO |
|---|-----|----|
| <b>CSD</b> Central Supplier Database (CSD) Registration Report  |     |    |
| CIPC registration documents and/or share certificate  |     |    |
| Pricing Schedule  |     |    |
| Valid Tax Clearance Certificate(s) and/or proof of application endorsed by <b>SARS</b> and/or <b>SARS</b> issued verification PIN |     |    |
| <b>SBD 4 – Bidder's Disclosure</b>  |     |    |
| <b>SBD 6.1 – Preference Procurement Claim Form</b>  |     |    |
| Certified ID copies of company Directors  |     |    |

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

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

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

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

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

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

### 2. COST OF BIDDING

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

## **TERMS OF REFERENCE**

### **APPOINTMENT OF SERVICE PROVIDER TO CONDUCT A TRACER STUDY FOR MICT SETA**

#### **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**

The purpose of this request is to invite suitably qualified and experienced service providers to assist MICT SETA in conducting an empirical research project on tracking learners in the following SETA-funded learning programmes:

- Learnerships
- Internships
- Skills Programmes
- Short learning Programmes
- Bursary Programmes

The project will serve to understand, explore, and document key features, trends, challenges, outcomes, and impact of skills interventions in the MICT SETA sub-sectors. Fundamentally, the research project will assist in further developing a sustainable skills development strategy for MICT SETA.

The primary focus of the study will be to understand the effects of Workplace-Based Learning (WBL) programmes on the lives of the general population that are funded through the MICT sector. The focus will be primarily to:

- Assess the employment status (employed, self-employed and unemployed)
- Assess the link between obtained employment and MICT SETA programmes
- Employment rates
- Link between qualifications attained and occupations
- Nature of employment in terms of employment sector and sub-sector or types of employment (e.g. formal or informal); tenure (Part time or full time);
- salary level; benefits (UIF, pension, medical aid, allowances)

#### **3. OBJECTIVES**

The study aims to address the following related objectives:

- To determine the destinations of learners who have completed learnerships, internships, skills programmes, short learning programmes and bursary programmes.
- To determine the destination of learners in the rural areas who have completed learnerships, internships, skills programmes, short learning programmes and bursary programmes.
- To understand the factors associated with employment/unemployment.
- To understand the intricacies of the articulation of qualifications into occupations.
- To determine the nature of employment of learners who received employment.

#### **4. SPECIFIC RESEARCH QUESTIONS**

The research study seeks to answer the following specific questions:

- What are destinations of students who complete WBL?
- Are they employed?
- Are they unemployed?
- Are they studying further?

If employed:

- In which Sector and sub-sector or Industry are they employed in)?
- What is their occupation?
- Has there been a change in jobs since completing the learning programmes?
- After completing WBL has there been a difference in their rank/ post level?
- Are they employed full-time or part time?
- What are their wages?
- What benefits and allowances are they getting?
- If not in employment, why?
- Are they studying full-time?
- Are they looking for employment?
- Are they looking after parents, siblings

## **5. SCOPE OF WORK**

The service provider will be required to conduct research on tracking and tracing learners for the 2022 Financial Year to 23 Financial Year cohort who have participated in MICT SETA learning programmes. The appointed service provider is expected to:

1. Develop appropriate methodology for the tracer study.
2. Trace graduates funded by the MICT SETA.
3. Assess demographics and geographical spread covering rural areas where the MICT SETA has a footprint, qualifications, occupational profiles of the sampled learners.
4. Evaluate employment and income status.
5. Evaluate employer satisfaction on the performance of the graduates.
6. Explore the challenges for sustainability of employment and career progression of the graduates.
7. Evaluate socio-economic changes of graduates and their families after they participated in the MICT SETA programmes.
8. Assess relevance, effectiveness efficiency, sustainability and impact of MICT SETA programmes.
9. Provide data driven recommendations.

## **6. METHODOLOGY AND APPROACH**

The required composition of the sample size should represent not less than 25% of the overall cohort (learnerships, internships, skills programmes, bursary, and short learning programmes), proportionately randomly selected to represent all the geographical and development regions where MICT SETA implements its learning programmes. Mixed methods of both quantitative and qualitative approaches must be employed:

1. Make use of (telephonic interviews and an online survey)/ Conducting telephonic interviews and or participating in an online questionnaire with the sample of learners who have completed MICT SETA programmes in the period 2022/23 Financial Year. A comprehensive database of learners who completed MICT SETA programmes will be provided during the project.
2. The service provider is expected to follow the sampling guidelines that ensure a stratified random sample of completers.
3. Deliver interview data in excel format approved by MICTSETA.
4. Deliver an Inception Report detailing the study design including research questions, data collection or sampling method and data collection tools and data analysis plan.
5. Deliver a database of all the data collected during the study.
6. Deliver a report on key Outcome indicators by 31 March 2025.

## 7. COMPETENCY AND EXPERTISE REQUIREMENTS

The consulting firm must have at least 3-5 years' experience in conducting similar national level research preferably, for TVET or higher education training institutions. The consultancy should also have the capacity to mobilize a team of relevant experts and enumerators meeting the below stated qualifications and professional requirements and evidence of high level analytical, qualitative and quantitative research ability. The expert team to be involved in the study should be composed as follows:

### 7.1. TEAM LEADER

A Master's degree in the disciplines of Development Studies, Statistics, Research, Monitoring and Evaluation, and Social Sciences. A proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research, development, monitoring and evaluation. Experience in project cycle management is also preferred.

### 7.2. SUPPORTING STAFF

Diploma/Degree in any discipline related to education and training, statistics, commerce, previous experience as enumerator/data collector for social science, demographic, or similar surveys, as well as user level skills in Microsoft office suites.

## 8. DELIVERABLES TIMELINE OF THE PROJECT

The successful service provider will be expected to adhere to the timeline suggested for the delivery of the project in the following phases

|         |  |                 |
|---------|--|-----------------|
| Phase 1 | Inception Report                               | 15 January 2025 |
| Phase 2 | Data Collection                                | 31 January 2025 |
| Phase 3 | Draft Report                                   | 01 March 2025   |
| Phase 4 | Final Report                                   | 31 March 2025   |
| Phase 5 | Presentation of report to Executive Committees | 31 July 2025    |

## 9. QUALITY AND REPORTING

The appointed service provider will report directly to the Senior Manager: Monitoring and Evaluation. However, the quality management of the service and performance must be overseen by the service provider.

## 10. OWNERSHIP RIGHTS

MICT SETA shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the appointed service provider and any equipment or software procured under the assignment. All the documents, reports, information pertaining to the assignment, must be handed over to MICT SETA before final payment. The outputs or part of it cannot be sold or used in any case without the prior permission of MICT SETA.

## 11. PRICING SCHEDULE

Name of bidder: \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date: \_\_\_\_\_

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

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

| Requirement Description   |                                  |          |            |       |
|---|----------------------------------|----------|------------|-------|
| APPOINTMENT OF SERVICE PROVIDER TO CONDUCT A TRACER STUDY FOR MICT SETA |                                  |          |            |       |
| Prices are to be quoted at an all-inclusive rate                        |                                  |          |            |       |
| Item  | Requirement Description          | Quantity | Unit Price | Total |
| 1.  | Tracer Study research and report | 1        |            |       |
| Sub-Total   |                                  |          |            |       |
| VAT@15%   |                                  |          |            |       |
| TOTAL PRICE (INCLUDING VAT)   |                                  |          |            |       |

Complete below:

1. Delivery Address: **MICT SETA HEAD OFFICE, MIDRAND**  
**Level 3 West Wing, Gallagher House**  
**19 Richards Drive, Halfway House**
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**
- 6.

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: .....

## 12. 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.

### 12.1. 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>Methodology</b>   | <p>The bidder must submit a detailed methodology demonstrating:</p> <ul style="list-style-type: none"> <li>• Understanding of the appropriate methodology for the tracer study.</li> <li>• The approach to data collection</li> <li>• Approach to determining the right sample size, and project plan.</li> </ul> <p><b>Points for submitting detailed methodology will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted a methodology that covers all 3 elements = <b>20 points</b></li> <li>• The bidder submitted a methodology that covers only 2 elements = <b>15 points</b></li> <li>• The bidder submitted a methodology that covers only 1 element = <b>05 points</b></li> <li>• The bidder did not submit a methodology or submitted a methodology that does not cover any element = <b>0 points</b></li> </ul> | <b>20</b>      |
| <b>Quality Assurance Plan and Risk Mitigation Measures</b> | <p>The bidder must submit a detailed plan demonstrating:</p> <ul style="list-style-type: none"> <li>• Quality Assurance Plan reflecting procedure and risk mitigation measures.</li> </ul> <p><b>Points for submitting detailed plan will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted a detailed plan on quality assurance procedures and risk mitigation measures = <b>15 points</b></li> <li>• The bidder submitted a plan not detailing the quality assurance measures and risk mitigation measures = <b>0 points</b></li> </ul>   | <b>15</b>      |
| <b>Research Reports (Samples)</b>                          | <p>The bidder must attach research reports (signed samples by the client where services were rendered) of previous work completed for similar research projects conducted, specifically for Tracer/Impact study.</p> <p><b>Points for submitting signed Research Reports (Samples) will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted 3 or more samples of research reports = <b>20 points</b></li> <li>• The bidder submitted 2 samples of research reports = <b>10 points</b></li> <li>• The bidder did not submit samples of research reports = <b>0 points</b></li> </ul>   | <b>20</b>      |



|                                |   |           |
|--------------------------------|---|-----------|
| <b>Project team Organogram</b> | <p>The bidder must provide composition of the project team Organogram that will work on this project with clearly articulated roles and responsibilities for each member.</p> <p><b>Points for submitting project team organogram will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted the project team organogram with member roles and areas of responsibility presented = <b>05 Points</b></li> <li>• The bidder did not submit the project team organogram with member roles and areas of responsibility presented = <b>0 Points</b></li> </ul>  | <b>05</b> |
| <b>Project Team Capacity</b>   | <p>The bidder must attach curriculum Vitae(s) of the individual project incumbent(s):</p> <p><b>Team leader (10 Points)</b><br/>Must have a master's degree in any of the following disciplines: Development Studies/ Statistics/ Research/ monitoring and evaluation/ and Social Sciences. A doctoral degree in any one of the above disciplines will be added as an advantage,</p> <p>The bidder must submit Team leader's certified copies of qualifications <b>not older than 6 months</b> and resume clearly indicating a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research, development, monitoring and evaluation. Experience in project cycle management is also preferred. the projects, project duration, and names of clients. <b>(the cv/profile must clearly state that it is for the team leader and failure to indicate that the cv/profile will not be taken into consideration)</b></p> <p><b>Points for submitting team leader's certified copies of qualifications will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Submission team leader's certified copies of qualifications = <b>05 Points</b></li> <li>• Non submission of team leader's certified copies of qualifications = <b>0 Points</b></li> </ul> <p><b>Points for submitting team leader's CV will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• CV submitted highlighting 5 years and above experience in the relevant field = <b>05 Points</b></li> <li>• CV submitted highlighting 3 – 4 years' experience in the relevant field = <b>03 Points</b></li> <li>• CV submitted highlighting 1 – 2 years' experience in the relevant field = <b>02 Points</b></li> <li>• Bidder did not submit CV of the team leader = <b>0 Points</b></li> </ul> <p><b>Supporting staff (10 Points)</b><br/>Diploma/Degree in any of the following disciplines: education and training/ statistics/ commerce.</p> <p>The bidder must submit Supporting staff's certified copies of qualifications <b>not older than 6 months</b> and resume clearly indicating previous experience as enumerator/data collector for social science, demographic, or similar surveys, as well as user level skills in Microsoft office suites. <b>(the cv/profile must clearly state that it is for the supporting staff and failure to indicate that the cv/profile will not be taken into consideration)</b></p> <p><b>Points for submitting supporting staff's certified copies of qualifications will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted supporting staff's certified copies of qualifications = <b>05 Points</b></li> <li>• The bidder did not submit supporting staff's certified copies of qualifications = <b>0 Points</b></li> </ul> <p><b>Points for submitting supporting staff's cv/resume will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• CV submitted highlighting 5 years and above experience in the relevant field = <b>05 Points</b></li> </ul> | <b>20</b> |

|                                       |  |            |
|---------------------------------------|--|------------|
|                                       | <ul style="list-style-type: none"> <li>• CV submitted highlighting 3 – 4 years' experience in the relevant field = <b>03 Points</b></li> <li>• CV submitted highlighting 1 – 2 years' experience in the relevant field = <b>02 Points</b></li> <li>• The bidder did not submit CV of the supporting staff = <b>0 Points</b></li> </ul>   |            |
| <b>Company Profile and Experience</b> | <p>The service provider must submit its business profile demonstrating 3-5 years' experience in conducting tracer study/similar provincial and national level research, not limited to, but preferably for SETAs, Stats SA, higher education training institutions.</p> <p>The company profile must be accompanied by list of related projects undertaken and contactable references, the supporting signed reference letters must be in a client's letter head, advocating for good performance as per relevant tracer study/similar project implemented.</p> <p><b>Points for submitting company profile will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted a company profile demonstrating tracer/similar research conducted and a list of related projects undertaken = <b>05 points</b></li> <li>• The bidder submitted a company profile that does not demonstrate experience on tracer study/similar research conducted and no list of related projects undertaken = <b>0 points</b></li> </ul> <p><b>Points for submitting reference letters will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The bidder submitted three (3) contactable, signed reference letters on clients' letter heads indicating good performance as per relevant project implemented = <b>15 points</b></li> <li>• The bidder submitted two (2) contactable, signed reference letters on clients' letter heads indicating good performance as per relevant project implemented = <b>10 points</b></li> <li>• The bidder submitted one (1) contactable, signed reference letter on client's letter head indicating good performance as per relevant project implemented = <b>05 points</b></li> <li>• The bidder did not submit contactable, signed reference letters on clients' letter heads as per relevant project implemented = <b>0 points</b></li> </ul> | <b>20</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.**

## 12.2. PRICE AND SPECIFIC GOALS

Evaluation of 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    |
|---|-----------|
| Enterprise which is at least 51% owned by historically disadvantaged persons. | 10        |
| Enterprise which is at least 51% owned by historically disadvantaged women.   | 05        |
| Enterprise which is at least 51% owned by historically disadvantaged youth.   | 05        |
| <b>Total</b>  | <b>20</b> |

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

**Bidder must submit the following documents:**

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

**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:

.....  
 .....

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**

<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.

2.3.1 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 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.

<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.

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:

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

|   |           |   |
|---|-----------|---|
| <b>80/20</b>  | <b>or</b> | <b>90/10</b>  |
| $Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ | 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)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|
| Enterprise owned by historically disadvantaged persons.     | 10   |  |
| Enterprise owned by historically disadvantaged women.       | 05   |  |
| Enterprise owned by historically disadvantaged youth.       | 05   |  |

#### 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:** .....

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