

RFQ NUMBER	RFQ/MICT/17/2025
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE MICT SETA 2026/2027 SECTOR SKILLS PLAN
RFQ ISSUE DATE	19 May 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	23 May 2025 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

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.

MICT SETA: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

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

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS-issued verification pin		
SBD 4 – Bidder's Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

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

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.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

**REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE MICT SETA
2026/2027 SECTOR SKILLS PLAN****1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority ("MICT SETA") is established in terms of section 9(1) of the Skills Development Act, 1998 (Act No. 97 of 1998), and is responsible for achieving South Africa's skills development and economic growth within the following five sub-sectors: advertising, film and electronic media, electronics, information technology and telecommunications.

Aligned with the core principles of the SDA and the National Skills Development Plan (NSDP) 2030, MICT SETA aims to bridge the gap between skills supply and demand by strengthening the link between institutional education and workplace learning. This mandate supports the broader objectives of the National Development Plan (NDP) 2030, which seeks to build the capabilities of South African citizens and drive sustainable economic growth.

2. BACKGROUND

The Skills Development Act of 1998, Section 10(1)(a), mandates the SETA to develop a comprehensive Sector Skills Plan (SSP) within the broader framework of the NSDP. The SSP is designed as a national resource to be utilised by the SETA, stakeholders and policymakers, serving as a vital tool for skills planning and strategic decision-making within the MICT sector.

To ensure the continued relevance and effectiveness of its skills planning initiatives, the MICT SETA is seeking a highly skilled and experienced service provider to support the development of the 2026/2027 SSP update, along with Provincial SSPs for each of the nine (9) provinces and sub-sector SSPs for each of the five (5) MICT SETA sub-sectors.

3. OBJECTIVES

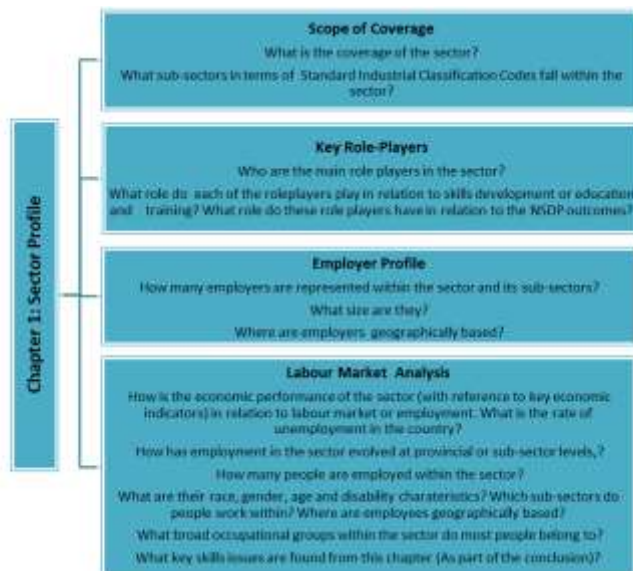
The main purpose of this project is to:

- 3.1.** Provide a comprehensive update for the 2025 – 2030 SSP in line with the Department of Higher Education (DHET) SSP Framework and Guidelines.
- 3.2.** Develop an SSP that aligns with and addresses the MICT sector's skills needs and skills development priorities.
- 3.3.** Develop Provincial SSPs for each of the nine (9) provinces.
- 3.4.** Develop Sub-sector SSPs for each of the five (5) MICT SETA sub-sectors.

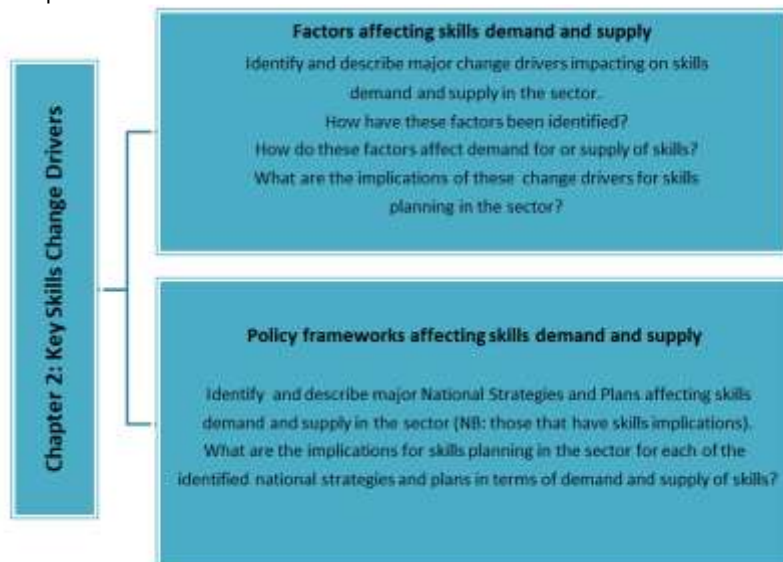
4. SCOPE OF WORK

The service provider will be required to update the 2025 – 2030 MICT SETA SSP for the 2025/26 financial year update in line with the DHET SSP Framework and Guidelines. The appointed service provider is expected to:

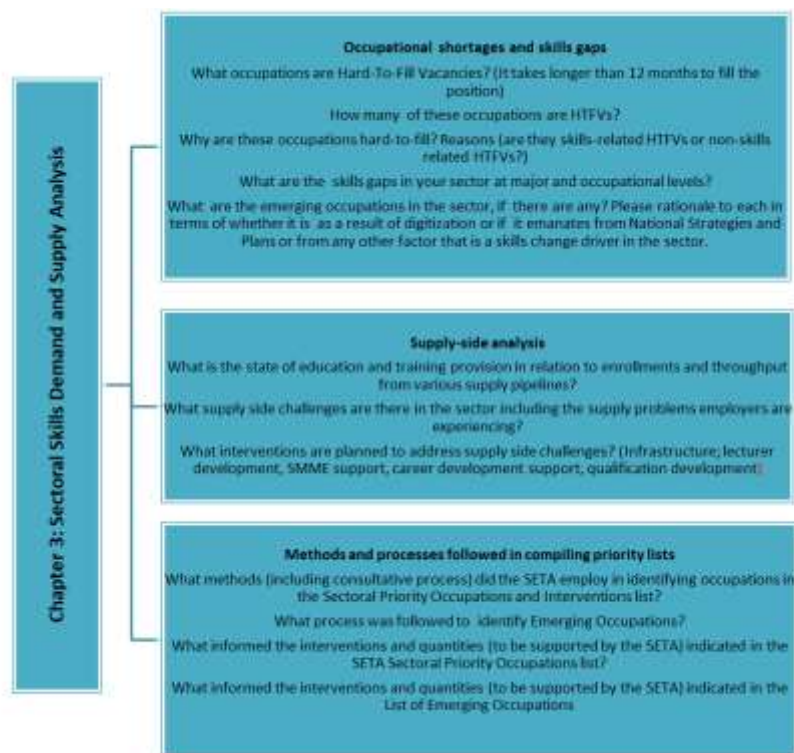
- 4.1.** Review the current MICT SETA SSP to identify and assess any limitations, gaps, and outdated information, ensuring it accurately reflects the current skills needs, trends, and priorities within the sector in line with the DHET SSP Framework and Guidelines.
- 4.2.** Update Chapter 1: Sector Profile of the SSP, addressing the following key questions:



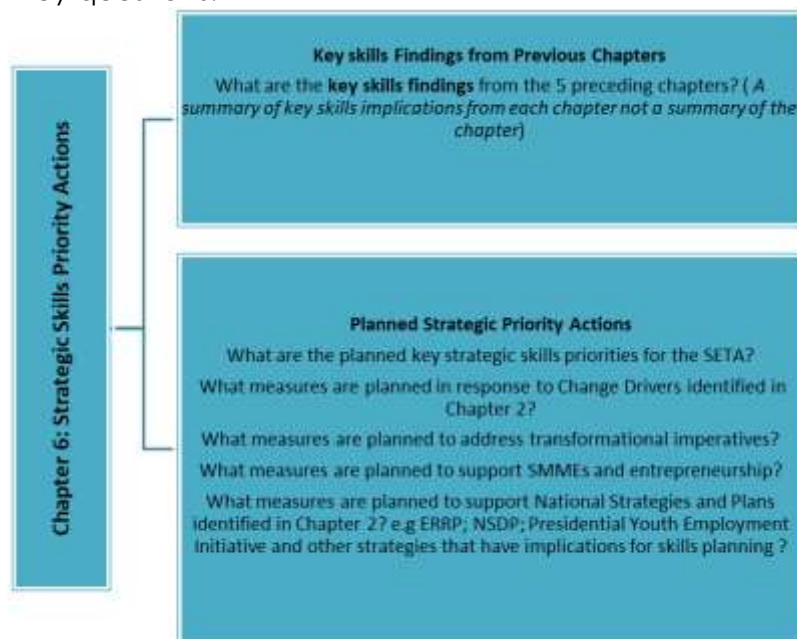
4.3. Update Chapter 2: Key Skills Change Drivers of the SSP, addressing the following key questions:



4.4. Update Chapter 3: Sectoral Skills Demand and Supply Analysis of the SSP, addressing the following key questions:



4.5. Update Chapter 6: SETA Strategic Skills Priority Actions of the SSP, addressing the following key questions:



- 4.6.** Review the full first draft of the SSP in preparation for its initial submission to MICT management, governance structures, and DHET by 15 June 2025.
- 4.7.** Incorporate feedback from MICT management, governance structures, and DHET, and update the document accordingly in preparation for the final draft submission by 01 August 2025.
- 4.8.** Develop Provincial SSPs for each of the nine (9) provinces, incorporating a province-specific sector profile, an analysis of regional skills trends, and identification of key provincial strategic priorities. Each provincial report should provide actionable insights tailored to the unique needs and challenges of that province.
- 4.9.** Develop detailed sub-sector reports for each of the five (5) MICT sub-sectors, focusing on trend analysis, sector profiles (employers, employees, and geographic distribution), and key

dynamics. Each summary should provide actionable insights tailored to the unique needs and challenges of the sub-sector.

- 4.10.** The successful service provider will collaborate with the MICT SSP Researchers on a 70/30 basis, with the MICT SETA only performing 30% of the SSP work. The MICT SETA team will only be responsible for the development of chapters 4 and 5 of the SSP. The Service Provider will be responsible for chapters 1, 2, 3 and 6 of the SSP.
- 4.11.** The Service Provider will be fully responsible for the development of all provincial and sub-sector reports.

5. EXPECTED OUTPUTS AND DELIVERABLES

The successful service provider is expected to provide:

- 5.1.** An inception report following discussion with MICT SETA, including a detailed project plan;
- 5.2.** Weekly progress reports;
- 5.3.** An updated first draft 2025 – 2030 SSP for the 2026/27 update;
- 5.4.** An updated final draft 2025 – 2030 SSP for the 2026/27 update;
- 5.5.** 9 Provincial Reports on the MICT Sector;
- 5.6.** 5 Sub-sector Reports for each of the MICT Sub-sectors;
- 5.7.** PowerPoint presentations to accompany all reports submitted to MICT SETA;
- 5.8.** The first and final draft of the SSP, delivered in electronic format, must adhere to the SSP formatting requirements and not exceed 65 pages, in line with the SSP Framework and Guidelines.
- 5.9.** The provincial and sub-sector reports should be concise, not exceeding 15 pages each, and must be accompanied by a presentation and a snapshot summary. The snapshot should highlight key findings in an infographic format for easy interpretation.
- 5.10.** All SSP reports should be developed with the use of modern graphical representation and infographics in line with the MICT SETA brand.
- 5.11.** A portfolio of evidence (PoE) for each chapter. Such evidence will include full quantitative data sets and interview transcripts, together with synthesis reports.
- 5.12.** Present to the MICT SETA Management Committee and other Board Committees.

6. COMPETENCY AND EXPERTISE REQUIREMENTS

- 6.1.** The service provider must have at least 5 years' experience in conducting similar national-level research, preferably, for Post-School Education and Training (PSET) institutions.
- 6.2.** The service provider should also have the capacity to mobilise a team of relevant experts and researchers meeting the below-stated qualifications and professional requirements. The expert team to be involved in the study should be composed as follows:
- Lead researcher with a minimum of a master's degree in social sciences/economics/statistics or any related disciplines and ten (10) years of research experience.
 - Researchers with a minimum of a bachelor's degree in any discipline related to social sciences/economics/statistics and five (years) research experience.
 - Provide a detailed organogram of the project team with roles and responsibilities (please submit a CV of proposed key members of the project team with certified copies of qualifications). Qualifications that are not certified will result in non-scoring.
 - Strong understanding and knowledge of the SETA and SSP process;
 - Demonstrate understanding of the MICT SETA operating environment and the five (5) sub-sectors.
 - Ability to lead and manage a research project of this nature should be demonstrated by providing a list of similar projects completed in the past five years with contactable references.
 - The service provider must submit three (3) contactable reference letters on official company letterhead, detailing similar projects completed in the past five years. These letters should confirm the provider's experience with comparable work.

- Ability to systematically gather, analyse, synthesize relevant evidence and data from a range of sources, identify relevant materials and assess quality and identify gaps.
- Ability to write concise and focused reports that are credible, useful, and actionable, address key research questions and show the evidence, analysis, synthesis, and recommendations.
- Demonstrate strong project management skills.
- Strong management of resources to deliver high-quality research and results on time and to appropriate standards.

7. PROJECT DURATION

The successful service provider will enter into a contractual agreement with MICT SETA for eight (8) months commencing from the appointment date till 30 November 2025.

8. QUALITY AND REPORTING

The appointed service provider will report directly to the Manager: Sector Skills Planning. However, the quality management of the service and performance must be overseen by the service provider.

9. 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, and information about 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.

10. PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ 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 included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)
	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE MICT SETA 2026/2027 SECTOR SKILLS PLAN			
1.	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE MICT SETA 2026/2027 SECTOR SKILLS PLAN	1	R	R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

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: _____

11. EVALUATION CRITERIA

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

RFQ proposals received will be evaluated on functional evaluation criteria and price and specific goals.

11.1. FUNCTIONAL EVALUATION

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
Methodology and Approach	<p>The Bidder's must submit a detailed methodology and approach demonstrating understanding of the project objectives, scope, and goals as outlined in the TOR. The methodology and approach must highlight the below elements:</p> <ol style="list-style-type: none"> 1. Understanding of the research, sector skills analysis and development of SSPs. 2. Approach applicable to the research questions in the latest SSP Framework. 3. Approach to data collection, analysis, and interpretation. 4. The proposal must also address the project risks and mitigation measures. <p>Points on submission of a detailed Methodology and Approach will be allocated as follows:</p> <ul style="list-style-type: none"> • Submitted a detailed methodology and approach that covers all four (04) elements = 30 points • Submitted a detailed methodology and approach that covers only three (03) elements = 20 points • Submitted a detailed methodology and approach that covers only two (02) elements = 10 points • Submitted a detailed methodology and approach that covers only one (01) elements = 05 points • Did not submit a detailed methodology and approach or the methodology and approach submitted does not cover any elements = 0 points 	30
Project Plan	<p>The Bidder's must submit a detailed proposed project plan for the services to be provided. The project plan must highlight the below elements:</p> <ol style="list-style-type: none"> 1. Scope of work 2. Project objectives 3. Activity-based plan (including the number of person-days per activity and time frame linked to activities) 4. Budget allocation (in South African Rand, including VAT if applicable) 5. Deliverables 	25

	<p>Points on submission of a detailed project plan will be allocated as follows:</p> <ul style="list-style-type: none"> Submitted a detailed project plan that covers only five (05) elements = 25 points Submitted a detailed project plan that covers only four (04) elements = 20 points Submitted a detailed project plan that covers only three (03) elements = 15 points Submitted a detailed project plan that covers only two (02) elements = 10 points Submitted a detailed project plan that covers only one (01) elements = 05 points Did not submit a detailed project plan or the project plan submitted does not cover any elements = 0 points 	
Bidder's Experience	<p>The bidder must have experience in providing sector skills plan update services or similar projects. Bidder must submit a list of sector skills plan update services or similar projects completed in the past five years with contactable references.</p> <p>Track Record (10 Points)</p> <p>The bidder must submit a list of sector skills plan update services or similar projects completed in the past five years.</p> <p>Points for submission track record will be allocated as follows:</p> <ul style="list-style-type: none"> Submitted a list highlighting five (05) previous sector skills plan update services or similar projects project completed in the past 5 years = 10 Points Submitted a list highlighting four (04) previous sector skills plan update services or similar projects project completed in the past 5 years = 08 Points Submitted a list highlighting three (03) previous sector skills plan update services or similar projects project completed in the past 5 years = 05 Points Submitted a list highlighting two (02) previous sector skills plan update services or similar projects project completed in the past 5 years = 03 Points Submitted a list highlighting one (01) previous sector skills plan update services or similar projects project completed in the past 5 years = 02 Points Did not submit list highlighting completed projects/ projects not aligned to the requirements = 0 Points <p>Reference Letters (10 Points)</p> <p>The bidder must submit three (03) contactable reference letters from different clients expressing the bidder's competency in conducting sector skills plan updates or similar projects in the past five years with contactable references.</p> <p>The reference letters must correspond to the track record list provided.</p> <p>NB: The reference letters must be on the client's letterhead, contactable, fully signed by an authorised official, dated, indicate project description, and the period when the work was done.</p> <p>Points for provision of reference letters will be allocated as follows:</p> <ul style="list-style-type: none"> Bidder submitted three (03) reference letters conducting sector skills plan updates or similar projects in the past five years = 10 points Bidder submitted two (02) reference letters for conducting sector skills plan updates or similar projects in the past five years = 05 points Bidder submitted one (01) reference letter for conducting sector skills plan updates or similar projects in the past five years = 02 points 	20

	<ul style="list-style-type: none"> Bidder did not submit reference letters for conducting hackathons/ skills competitions = 0 points <p>MICT SETA reserves the right to contact and verify reference letters submitted by the Bidder.</p>	
Team Organogram	<p>The bidder must provide the team organogram with member roles, responsibilities, and level of effort.</p> <p>Points for submission of an organogram will be allocated as follows:</p> <ul style="list-style-type: none"> Submitted a team organogram with member roles, responsibilities, and level of effort = 05 Points Did not submit a team organogram or team organogram does not have member roles, responsibilities, and level of effort = 0 Points 	05
Experience and Qualification of the Project Lead	<p>The bidder's proposed project lead/ lead researcher must have a minimum of a master's degree in social sciences/economics/statistics or any related disciplines and ten (10) years of research experience.</p> <p>NB: All submitted qualifications must be certified in no more than 6 months.</p> <p>Experience (05 Points)</p> <p>The bidder must attach a comprehensive CV of the project lead/lead researcher highlighting ten (10) years of research experience.</p> <p>Points on experience of the project manager will be allocated as follows:</p> <ul style="list-style-type: none"> Bidder's project lead/lead researcher has ten (10) years of experience or more in research. = 05 Points Bidder's project manager has less than ten (10) years of experience/ no experience highlighted/ no CV submitted = 0 Points <p>Qualification (05 Points)</p> <p>The bidder's project lead/lead researcher must have at least a master's degree in social sciences/economics/statistics or any related disciplines</p> <p>Points of submission of qualification will be allocated as follows:</p> <ul style="list-style-type: none"> Bidder submitted qualification of project lead/lead researcher in social sciences/economics/statistics or any related disciplines = 05 Points Bidder did not submit qualification/ submitted qualification that is not related to the requirement = 0 Points 	10
Experience and Qualifications of Researcher(s)	<p>The bidder's proposed researcher(s) must a minimum of a bachelor's degree in any discipline related to social sciences/economics/statistics and five (years) research experience.</p> <p>NB: All submitted qualifications must be certified in no more than 6 months.</p> <p>Experience (05 Points)</p> <p>The bidder's researcher(s) must have at least five (05) years of experience in in conducting research. Bidder must attached comprehensive CV of the researcher(s) highlighting research experience.</p> <p>Points on experience of the researcher(s) will be allocated as follows:</p> <ul style="list-style-type: none"> Bidder's researcher(s) has five (05) years of experience in research = 05 Points Bidder's researcher(s) has less than five (05) years of experience/ no experience highlighted/ no CV submitted = 0 Points <p>Qualification (05 Points)</p> <p>The bidder's researcher(s) must submit a copy of a bachelor's degree in any discipline related to social sciences/economics/statistics</p>	10

	Points of submission of qualification will be allocated as follows: <ul style="list-style-type: none"> Bidder submitted qualification of the researcher(s) in social sciences/economics/statistics = 05 Points Bidder did not submit qualification/ submitted qualification that is not related to the requirement = 0 Points 	
TOTAL SCORE		100
MINIMUM SCORE		70

11.2. PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation 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. RFQ will be awarded to the bidder scoring the highest points.

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

Criteria	Points
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	5
Enterprise owned by historically disadvantaged youth.	5
Total	20

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

Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (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 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:

.....

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:

.....

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.

.....

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 Act No 12 of 2004 or any other applicable legislation.

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.

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.	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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