

RFQ NUMBER	RFQ/MICT/65/2025
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, AND DEVELOP A DIGITAL REFERENCE MANUAL (E-BOOK) FOR SKILLS DEVELOPMENT FACILITATORS
RFQ ISSUE DATE	15 September 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	24 September 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 CONCEPTUALISE, DESIGN, AND DEVELOP A DIGITAL REFERENCE MANUAL (E-BOOK) FOR SKILLS DEVELOPMENT FACILITATORS.**1. INTRODUCTION**

The Media, Information and Communication Technology Sector Education and Training Authority (MICT SETA) is a statutory entity established by Section 10(1)(a) of the Skills Development Act, No. 97 of 1998. Its core mandate is to promote and facilitate skills development in alignment with the objectives of the Skills Development Act and the National Skills Development Plan 2030 (NSDP), which seeks to enhance the capabilities of South African citizens through targeted developmental frameworks. The SETA plays a key role in bridging the gap between education and workplace needs by strengthening the connection between institutional learning and practical skills application.

The SETA was established to support its stakeholders through skills development imperatives within Advertising, Electronic Media and Film, Electronics, Information Technology, and Telecommunications sub-sectors. Within these sub-sectors, the MICT SETA is responsible for the following:

- Development of a Sector Skills Plan (SSP) within the NSDP framework.
- Implementation of the SSP.
- Development and administration of learning programmes.
- Support the implementation of the National Qualifications Framework (NQF).
- Quality assurance of sector learning interventions.
- Disbursement of levies collected from employers in their sector, and reporting to the Minister and the South African Qualifications Authority (SAQA).

2. PURPOSE

The Sector Skills Planning unit seeks to appoint a service provider to conceptualise, design, and develop a digital, visually engaging, and interactive Skills Development Facilitators (SDFs) e-book. The digital reference manual will serve as a practical tool to guide SDFs in understanding their roles, fulfilling compliance obligations, and supporting the preparation and submission of Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs) to the MICT SETA. The e-book must align with the SETA Grant Regulations, MICT SETA's Mandatory Grant Policy, Standard Operating Procedures (SOPs), and WSP/ATR processes. It should also reflect the MICT SETA brand and corporate identity, while incorporating the required ICT specifications and digital functionality.

3. OBJECTIVES

3.1. The aim is to develop a structured e-book for SDFs as a reference manual, with the key objectives to:

- Offer step-by-step processes for key activities (e.g. SDF Registration, WSP/ATR submission, stakeholder engagement).
- Clarify legislative and regulatory requirements (e.g. Skills Development Act, SETA Grant Regulations)
- Provide the roles and responsibilities of an SDF.
- Share best practices and case examples as per the MICT SETA SOP and WSP/ATR submission processes.
- Present information in a user-friendly, digital format that is mobile-compatible and visually engaging.
- Review and proofread the draft content, validate the accuracy of all information provided. Ensure that all content is current, relevant to the MICT sector, and aligned with applicable

legislation and reporting requirements.

4. SCOPE OF WORK

The appointed service provider will be responsible for the end-to-end conceptualization, design, development, and production of a digital e-book version of the SDF Reference Manual. This manual will outline responsibilities and processes related to the WSP/ATR processes and must include the content specified in this ToR. In addition, the service provider is required to submit relevant samples demonstrating prior experience with similar projects, including tangible examples of previous work, and must meet all requirements as outlined in this ToR.

4.1. CONTENT DEVELOPMENT:

- Conduct interviews with relevant stakeholders to gather insights on SDF roles and functions, challenges, tools, and best practices
- Facilitate at least one consultation session with SDFs or employer representatives to validate content usability and practicality.
- Incorporate feedback and revise content accordingly.
- Quality assurance and alignment: Review and align all content with legislative frameworks (e.g., Skills Development Act, NSDP, NQF) and MICT SETA-specific guidelines.
- Develop a clear, user-friendly e-book that presents accurate and relevant information tailored to the MICT sector, in line with the outlined content sections provided in this ToR.
- Review and proofread the draft content, validate the accuracy of all information provided. Ensure that all content is current, relevant to the MICT sector, and aligned with applicable legislation and reporting requirements.

4.2. TECHNICAL, VISUAL, AND DIGITAL DESIGN:

- Design an interactive, digital-friendly layout with visuals, infographics, and process maps to enhance comprehension and user engagement.
- Ensure that the e-book is fully responsive and accessible across commonly used devices and platforms, including smartphones, tablets, e-readers (e.g., Kindle), and desktop computers.
- Incorporate easy navigation features such as an interactive table of contents, hyperlinks, icons, and embedded templates.

4.3. FEATURES AND FUNCTIONALITY:

The digital e-book platform must include user-centric design, accessibility, and administrative functionality that supports both content interaction and back-end content management. The following capabilities are required:

4.3.1. ADMINISTRATIVE FEATURES (PLATFORM MANAGEMENT)

The platform must allow designated internal users to manage and maintain the e-book content and structure. Core functions should include:

- Add, edit, and remove e-book content.
- Monitor user activity and access analytics.
- Manage categories, sections, metadata, and layout.

4.3.2. DEVICE COMPATIBILITY

The e-book must be accessible across various digital environments, ensuring compatibility with:

- Mobile phones, tablets, e-readers (e.g., Kindle), and desktop computers.
- Major operating systems including iOS, Android, Windows, and macOS.

4.3.3. ACCESSIBILITY FEATURES

The e-book must accommodate inclusive use by supporting:

- Screen reader compatibility.
- Adjustable text contrast, font style, and background colour (including support for dyslexic users).

4.3.4. SEARCH FUNCTIONALITY

- Enable full-text search within the e-book.
- Allow users to navigate directly to search results.
- Include filters for search by keyword, section title, or topic.

4.3.5. MULTIMEDIA AND INTERACTIVE CONTENT SUPPORT (WHERE APPLICABLE)

- Embed clear, responsive images with descriptive alt text.
- Support playback of embedded video/audio content.
- Incorporate interactive content (e.g., quizzes, clickable diagrams) in enhanced e-book formats.
- Integrate 3D functionality to improve user interaction, visual engagement, and understanding of key concepts, while ensuring compatibility with accessibility features.
- Open and read content in standard digital formats (e.g., EPUB, PDF, MOBI).
- Navigate content using a structured table of contents and page controls (next, previous, jump to section).
- Bookmark pages, retain last reading position.
- Enable text highlighting, note-taking, and annotations with the ability to add/edit/delete notes.
- Support adjustments to text size, font style, and background colour to improve readability.

4.3.6. DOWNLOAD AND OFFLINE ACCESS

- Allow users to download the e-book for offline reading.
- Ensure content syncs across user devices.
- Provide download options in at least two file formats: EPUB and PDF.
- Text highlighting and annotations.
- Users can add, edit, or delete notes.
- The e-book must be compatible with screen readers.
- Users should be able to adjust text size, font style, and background colour.

4.4. CONTENT OUTLINE

- Foreword: Welcome message, purpose, and how to use
- Section 1: Introduction to Skills Development
- Section 2: Role of the SDF
- Section 3: Legislative Framework
- Section 4: WSP/ATR Guidelines
- Section 5: Training Interventions
- Section 6: Stakeholder Engagement

- Section 7: Records Management
- Section 8: Tools and Resources
- Section 9: FAQs
- Section 10: Appendices (Contacts, Acronyms, etc.)

5. PROJECT DELIVERABLES

- Conduct project inception meeting with MICT SETA to align on expectations, scope, timelines, and key milestones.
- Detailed project plan and delivery schedule for approval by MICT SETA
- Facilitate workshops/interviews with relevant internal and external stakeholders to gather insights on SDF roles, functions, challenges, tools, and best practices.
- Submit interactive handbook and source files.
- Provide a user guide.
- Final presentation and handover report.

6. QUALITY ASSURANCE

- Ensure all content is linguistically accurate, legally sound, and technically aligned with the MICT SETA brand and corporate Identity, including ICT functionality.
- Facilitate at least one consultation session with SDFs or employer representatives to validate content usability and practicality.
- Review draft content with MICT SETA to incorporate feedback and revise accordingly.

7. COMPETENCY REQUIREMENTS

- The service provider must demonstrate that their project team meets the experience requirements aligned to the scope of work. The core team should include specialists with expertise in project coordination, content development, visual/digital design, and a copywriter/editor.
- Project Manager/Lead: overall coordination.
- Content Developer: content development, collating information, research and technical writing.
- Copywriter/Editor: editing, technical writing, and digital content development and review.
- Graphic Designers: visual and digital layout.

8. REQUIRED TEAM ROLE

Role	Minimum Experience
Project Manager/Lead	<ul style="list-style-type: none"> - 5+ years of experience in project management - Experience in skills development, e-learning, or public sector projects.
Content Developer	<ul style="list-style-type: none"> - 5+ years of experience in developing training manuals, policy content, or learning materials - Knowledge of Skills Development legislation and WSP/ATR processes
Copywriter/Editor	<ul style="list-style-type: none"> - 3+ years of proven experience in editing and copywriting, preferably within the context of learning materials, policy documents, e-learning content, or digital publications. - Experience editing and aligning content with brand, tone, and formatting standards. - Ability to collaborate with content developers, designers, and technical teams to ensure language accuracy and consistency across the final product.
Graphic Designer	<ul style="list-style-type: none"> - 3+ years of experience in visual and digital content layout - Proven experience in interactive e-book or web-based design.

9. REPORTING

Reports to: Manager: Sector Skills Planning

10. PROJECT TIMELINES

Project start: 01 October 2025

Completion: 31 November 2025

11. 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 (Total) should be included. The below table is for illustration only:

Item	Requirement Description APPOINTMENT OF A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, AND DEVELOP A DIGITAL REFERENCE MANUAL (E-BOOK) FOR SKILLS DEVELOPMENT FACILITATORS.	Quantity / Hours	Unit Price/ Hourly rate (Excl. VAT)	Total Cost (Excl. VAT)
1.	Project planning and inception report	1	R	R
2.	Concept and content development	1	R	R
3.	Multimedia and interactive elements	1	R	R
4.	Platform integration and hosting specifications	1	R	R
5.	Proofreading and editing	1	R	R
6.	Functionality testing	1	R	R
7.	Handover and delivery of editable files, documentation, and user guide	1	R	R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

Complete below:

- Delivery Address: **MICT SETA Head office; Level 3 West wing, Gallagher House**
19 Richards Drive, Halfway House; Midrand
- Indicate Delivery period after order receipt.....
- Is delivery period fixed? **Yes/No**
- Is the price(s) fixed? **Yes/No**
- 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: _____

12. 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 criteria and price and specific goals comparison.

12.1. STAGE 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
1. Digital Samples/Mocks	<p>Bidder must provide a minimum of three (3) digital samples or mocks of previous work that demonstrate the ability to design and develop visually engaging, accessible, and well-structured digital publications, including user manuals, training guides, reference manuals and interactive digital E-books.</p> <p>Points on submission for Digital samples or mocks of E-books developed for digital publications, including user manuals, training guides, reference manuals, and interactive digital E-books, will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of three (03) or more samples or mocks of previous work conducted, of E-books developed for user manuals/training guides/reference manuals /interactive digital E-books = 20 points • Submission of two (02) digital samples or mocks of previous work conducted, of user manual/training guides/reference manuals/interactive digital E-books = 10 points • Submission of one (01) digital copy of a sample or mock of previous work conducted, of user manuals/training guides/reference manuals/interactive digital E-books = 05 points <p>Non-compliance with the minimum requirements = 0 points</p>	20

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum Points
2. Reference Letters	<p>The bidder must demonstrate experience in conceptualising, designing visually engaging, accessible, and well-structured digital publications, including user manuals, training guides, reference manuals and interactive digital e-books.</p> <p>Bidder must provide signed, contactable reference letters from different clients, on the client's letterhead.</p> <p>The reference letters submitted must be aligned with the Samples provided of E-books developed for digital publications, including user manuals, training guides, reference manuals, and interactive digital E-books.</p> <p>Points on submission of contactable reference letters aligned to the samples provided will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of three (03) or more reference letters provided = 10 points • Submission of two (02) reference letters provided = 07 points • Submission of one (01) reference letter provided = 03 points <p>Non-compliance with the minimum requirement = 0 points</p>	10
2. Methodology and Approach	<p>The proposal must demonstrate a clear and structured approach to 1. content development and design, 2. aligned with the outlined content in sections 3. multimedia and interactive content support and 4. device compatibility. It should reflect a thorough understanding of the scope and objectives of the TOR, with detailed, relevant information supporting the delivery of the required outputs.</p> <p>Points for submitting detailed methodology will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a methodology that covers all 4 elements = 30 points • The bidder submitted a methodology that covers only 3 elements = 20 points • The bidder submitted a methodology that covers only 2 elements = 15 points • The bidder submitted a methodology that covers only 1 element = 05 points <p>The bidder did not submit a methodology or submitted a methodology that does not cover any element = 0 points</p>	

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum Points
3. Resources' Experience	<p>Bidder to demonstrate capacity and skills to deliver on project scope.</p> <p>Bidder must provide CVs/profiles of Project Manager/Lead, Content Developer, Copywriter/Editor and Graphic Designer indicated below. CV/profile should clearly indicate years of experience in managing or delivering visually engaging, accessible, and well-structured digital publications, including user manuals, training guides, reference manuals and interactive digital e-books.</p> <p>The CV/profile must clearly state that it is for the Project Manager/Lead, Content Developer, Copywriter/Editor and Graphic Designer, and failure to indicate that the CV/profile will not be taken into consideration. Please note: MICT SETA will not award points for proposals that do not clearly indicate the Project Manager/Lead, Content Developer, Copywriter/Editor and Graphic Designer.</p> <p>PROJECT MANAGER/LEAD: Experience: The bidder must provide a CV/profile of the project manager/lead demonstrating expertise/experience in leading a team to execute a project of managing or delivering conceptualisation, design, layout in skills development, e-learning, or public sector projects. The minimum experience required should be five (5) years.</p> <p>Points on submission of the Project Manager/Lead's CV/profile with the above experience will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted CV/ profile of the project manager/lead that indicates five (5) years of experience or more in project management in skills development, e-learning, or public sector projects = 10 points • Bidder submitted CV/profile of the project manager/lead who has less than five (05) years of experience or does not have experience in a project of this nature or similar = 0 points <p>CONTENT DEVELOPER Experience: The bidder must provide a CV/profile of a content developer demonstrating expertise/experience in developing training manuals, policy content, or learning materials. The</p>	40

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum Points
	<p>minimum experience required should be five (5) years.</p> <p>Points on submission of Content Developer's CV/profile with the above experience will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted CV/ profile of the content developer that indicate five (05) years of experience or more in developing training manuals, policy content, or learning materials = 10 points • Bidder submitted CV/profile of the content developer who has less than five (05) years of experience or does not have experience in a project of this nature or similar = 0 points <p>COPYWRITER/EDITOR Experience: The bidder must provide a CV/profile of a Copywriter/Editor demonstrating expertise/experience in editing and copywriting, preferably within the context of learning materials, policy documents, e-learning content, or digital publications. The minimum experience required should be three (03) years.</p> <p>Points on submission of Copywriter or Editor's CV/profile with the above experience will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted CV/ profile of the Copywriter/Editor that indicates three (03) years of experience or more in editing and copywriting, preferably within the context of learning materials, policy documents, e-learning content, or digital publications = 10 points • Bidder submitted CV/profile of the Copywriter/Editor who has less than three (03) years of experience or does not have experience in a project of this nature or similar = 0 points <p>GRAPHIC DESIGNER Experience: The bidder must provide a CV/profile of a Graphic Designer demonstrating expertise/experience in visual and digital content layout, and proven experience in interactive e-book or web-based design, or similar. The minimum experience required should be three (3) years.</p> <p>Points on submission of the Graphic Designer's CV/profile with</p>	

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum Points
	<p>the above experience will be allocated as follows:</p> <ul style="list-style-type: none"> Bidder submitted CV/profile of the graphic designer that indicates three (03) years of experience or more in visual and digital content layout and proven experience in interactive e-book or web-based design = 10 points Bidder submitted CV/profile of the graphic designer with less than three (03) years of experience or does not have experience in a project of this nature or similar = 0 points 	
MINIMUM SCORE		70
TOTAL SCORE		100

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

12.2. STAGE 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**

Specific Goals Criteria	Points
Enterprises which are at least 51% owned by historically disadvantaged persons.	10
Enterprises which are at least 51% owned by historically disadvantaged women.	5
Enterprises which are at least 51% owned by historically disadvantaged youth.	5
Total	20

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

Bidder must submit the following documents:

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

2.1.2.1. If so, furnish particulars:.....

.....

2.2. 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

2.2.1. If so, furnish particulars:.....

.....

3. DECLARATION

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.

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. 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.

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

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.

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:

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

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:

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

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)
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:
.....