



RFQ NUMBER	RFQ/MICT/85/2025
RFQ DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A STUDY ON THE MICT SETA ENTREPRENEURIAL ECOSYSTEM
RFQ ISSUE DATE	02 DECEMBER 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	09 DECEMBER 2025 @ 11:00 am South African Time, RFQ submitted after the stipulated closing date and time will not be considered
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above.

**Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

#### **SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

## MICT SETA: 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
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> and/or <b>SARS-issued</b> verification pin		
<b>SBD 4 – Bidder's Disclosure</b>		
<b>SBD 6.1 - Preferential Procurement Claim Form</b>		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
CIPC Document		
Shareholding Certificate		
<b>Bidder's eligibility: Form A</b>		

**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 CONDUCT A STUDY ON THE MICT SETA ENTREPRENEURIAL ECOSYSTEM.**

**1. INTRODUCTION**

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act (SDA), No. 97 of 1998 section 10 (1) (a). In line with the core principles of the SDA and the National Skills Development Plan (NSDP) 2030, the SETA strives to bridge the gap between skills supply and demand by strengthening the connection between institutional education and workplace learning. The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the sub-sectors it operates namely; Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications. This mandate aligns with the broader goals of the National Development Plan (NDP) 2030, which seeks to establish a framework for building the capabilities of South African citizens.

**2. BACKGROUND**

The NSDP provides a strategic framework for driving economic growth, employment, and social development in South Africa. Its vision is to ensure the country has "adequate, appropriate, and high-quality skills" that contribute to these goals. This requires a clear understanding of labour market demands and national priorities, which must be addressed through education and training.

A key focus of the NSDP is Outcome 6, which emphasizes "skills development support for entrepreneurship and cooperative development." This outcome acknowledges the vital role of cooperatives and small businesses in South Africa's economy.

In the 2025/26 Annual Performance Plan (APP), MICT SETA aims to support and fund Small, Medium, and Micro Enterprises (SMMEs), Non-Governmental Organisations (NGOs), Community-Based Organisations (CBOs), Non-Profit Organisations (NPOs), and cooperatives. However, there is a significant knowledge gap regarding the specific size, scope, and training needs of these organisations, especially within the rapidly changing MICT sector. This gap is further compounded by their limited participation in Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs), which are essential for capturing labour market data.

The success of MICT SETA's interventions relies on a deep understanding of these complexities. Without accurate data, skills development programmes may fail to meet the unique needs of these organisations, leading to ineffective outcomes. This study seeks to address this knowledge gap and guide MICT SETA's efforts in designing more targeted, impactful training programs.

### **3. PROBLEM STATEMENT**

The World Bank and International Finance Corporation (2019:8) rightly identify "building small businesses that contribute to the economy and create jobs" as a critical development opportunity for South Africa.

This is especially important in the MICT sector, which plays a crucial role in driving economic diversification, innovation and social progress. In addition to SMMEs, CBOs, NGOs, NPOs, and cooperatives are essential players in social development. These organisations drive grassroots innovation, provide vital services, and support marginalised communities, helping to build a more inclusive society.

Despite their significance, there is a major gap in understanding the scope, size, and specific training needs of these organisations, especially in the fast-changing MICT sector. This knowledge gap is worsened by their low participation in WSPs and ATRs, which are key tools for capturing labour market data for the SETA.

Although SMMEs make up a substantial 88% of the MICT sector and are expected to contribute data to WSP/ATRs, the reality is concerning. In the 2023/24 reporting cycle, only 1,863 (5%) of the 31,839 MICT employers submitted WSP/ATRs. This limits the data available, making it difficult to fully understand the sector's dynamics, particularly the unique challenges and opportunities faced by SMMEs, CBOs, NGOs, NPOs, and cooperatives.

The MICT SETA supports various programmes aimed at supporting growth and capacity-building in these organisations, including skills development initiatives. However, the effectiveness of these interventions depends on a thorough understanding of the sector's complexities. Without accurate data and insights, these programmes may be too general and fail to meet the specific needs of these organisations, leading to less effective outcomes.

The purpose of this study is therefore to address the critical gap in knowledge by assessing the current state of SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT SETA sector, exploring their scope, size, training needs, and capacity for technology adoption and innovation. By

providing insights into these areas, the research aims to identify the specific challenges and opportunities within this ecosystem, ultimately supporting the design of more targeted and impactful training and development programmes that can better equip these organisations for future growth and sustainability in the MICT sector.

#### **4. OBJECTIVES**

The study aims to address the following related objectives:

- 4.1.1. Assess the ecosystem of SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT SETA sector (i.e. labour market profile of the organisations).
- 4.1.2. Identify and analyse the training needs of SMMEs, CBOs, NPOs, NGOs, and cooperatives.
- 4.1.3. Evaluate the capacity for technology adoption in SMMEs, CBOs, NPOs, NGOs, and cooperatives.
- 4.1.4. Assess the innovation potential of SMMEs, CBOs, NPOs, NGOs, and cooperatives.
- 4.1.5. Identify key stakeholders, potential partners, and collaborators to support the development and sustainability of SMMEs, CBOs, NGOs, NPOs, and cooperatives.
- 4.1.6. Identify the challenges and opportunities that impact the growth and sustainability of the MICT sector ecosystem.
- 4.1.7. Recommend strategies for effective training and development programmes targeted SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector.

#### **5. SPECIFIC RESEARCH QUESTIONS**

The study seeks to answer the following questions:

- 5.1.1. What is the current labour market profile of SMMEs, CBOs, NPOs, NGOs, and cooperatives within the MICT SETA sector?
- 5.1.2. What are the skills needs of SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector?
- 5.1.3. To what extent have SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector adopted technology?
- 5.1.4. How are SMMEs, CBOs, NPOs, NGOs, and cooperatives currently driving innovation within the MICT sector?
- 5.1.5. Who are the key stakeholders and role players in the development of SMMEs, CBOs, NPOs, NGOs, and cooperatives within the MICT sector? And what potential partners and collaborators can these organisations and the SETA engage with to enhance their development and sustainability?

5.1.6. What are the key challenges faced by SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector that impact their growth and sustainability?

5.1.6. What are the best practices for designing effective training and development programmes for SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector? And what specific strategies can be implemented to ensure that training programmes address the unique needs of these organisations?

## **6. SCOPE OF WORK**

The service provider will be responsible for the following activities:

6.1.1. Conduct a comprehensive literature review of existing literature and reports on SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector, including relevant government policies and strategies.

6.1.2. Develop a detailed research methodology, including data collection instruments (surveys, interviews, focus groups) tailored to each type of organisation.

6.1.3. Conduct the study across all nine provinces, covering both rural and urban areas.

6.1.4. Conduct data collection with a representative sample of SMMEs, CBOs, NPOs, NGOs, and cooperatives within the MICT SETA sector.

6.1.5. Analyse data using appropriate statistical methods to identify trends and patterns.

6.1.6. Conduct a comparative analysis of the different types of organisations to understand their unique characteristics and needs.

6.1.7. Prepare a comprehensive research report that addresses all research objectives and questions.

6.1.8. Provide clear and concise findings, supported by data and evidence.

6.1.9. Develop actionable recommendations for MICT SETA to design and implement effective training and skills development programmes.

6.1.10. Develop an implementation plan for the recommended strategies.

6.1.11. Present the research findings to MICT SETA and other relevant stakeholders.



## **7. EXPECTED OUTPUTS AND DELIVERABLES**

7.1.7 An inception report following discussion with MICT SETA, including a detailed research project plan;

7.1.8. Monthly progress reports;

7.1.9. Detailed literature review prior to development of research instruments;

7.1.10. All research instruments and tools to be signed off by MICT SETA;

7.1.11. Draft report for review;

7.1.12. PowerPoint presentations to accompany all reports submitted to MICT SETA;

7.1.13. Presentation to the MICT SETA management and governance structures;

7.1.14. All completed instruments, transcripts, fieldwork reports, datasets, etc.

7.1.15. A final report of the study in hard copy and electronic formats. There will be two versions of the report, namely a 10-page executive summary of the whole report and a full report with a maximum of 60 pages (excluding reference list and any other annexures); and

7.1.16. The report should be developed with the use of modern graphical representation and infographics in line with the MICT SETA brand.

## **8. DELIVERABLES TIMELINE OF THE PROJECT**

The successful service provider will enter into a contractual agreement with MICT SETA for the period of six (6) months.

## **9. 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.

## **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, and 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: \_\_\_\_\_

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

Item	Requirement Description: THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A STUDY ON THE MICT SETA ENTREPRENEURIAL ECOSYSTEM	Quantity	Unit Price	Total Price (Exc. VAT)
1.	Study on the MICT SETA Entrepreneurial Ecosystem	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: \_\_\_\_\_

## 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; and the Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy. RFQ's received will be evaluated on functionality criteria and Price & specific goals.

### STAGE 1: FUNCTIONAL CRITERIA

Bids submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **70** out of the **100 points** has been set. Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify for further evaluation on price and specific goals.

**NOTE:** All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA WEIGHING		
CATEGORY	DESCRIPTION	MAXIMUM POINTS
1. Methodology	<p>The bidder must submit a detailed methodology demonstrating the following:</p> <ul style="list-style-type: none"> <li>Understanding of appropriate methodologies for conducting an exploratory, investigative ecosystem assessment, including approaches suited to analysing entrepreneurial environments and sector-specific dynamics.</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>25 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>	25

## FUNCTIONAL CRITERIA WEIGHING

CATEGORY	DESCRIPTION	MAXIMUM POINTS
2. Quality Assurance Plan and Risk Mitigation Measures	<p>The bidder must submit a detailed Quality Assurance Plan reflecting procedure and risk mitigation measures.</p> <p><b>Points for submitting a detailed Quality Assurance Plan reflecting procedure and risk mitigation measures will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>The submitted a detailed plan on quality assurance procedures and risk mitigation measures = <b>10 points</b></li> <li>The Service Provider submitted a plan not detailing the quality assurance measures and risk mitigation measures = <b>0 points</b></li> </ul>	10
3. Research Reports (Samples)	<p>The bidder must attach research reports from previous clients. These must include sample reports of studies conducted within the past five years that demonstrate experience in investigative, exploratory, ecosystem-assessment, or related research methodologies.</p> <p><b>Points for submitting 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>15 points</b></li> <li>The bidder submitted 2 samples of research reports = <b>10 points</b></li> <li>The bidder submitted 1 sample of research report = <b>5 points</b></li> <li>The bidder did not submit samples of research reports = <b>0 points</b></li> </ul>	15
4. Bidder's experience	<p>The bidder must have experience in providing research services, preferably in investigative, exploratory, ecosystem-assessment, or related research studies. The bidder must have completed such work in the past five years and provide reference letters on official letterhead with contactable references. <b><u>Reference letters must correspond to the sample of work submitted.</u></b></p> <p><b>Points for submitting reference letters corresponding to the sample of work submitted with indication of experience in providing research services, preferably in investigative, exploratory, ecosystem-assessment, or related research studies will be allocated as follows:</b></p>	15

## FUNCTIONAL CRITERIA WEIGHING

CATEGORY	DESCRIPTION	MAXIMUM POINTS
	<ul style="list-style-type: none"> <li>The bidder submitted three (3) contactable, signed reference letters from different clients on clients' letterheads indicating investigative, exploratory, or related research studies= <b>15 points</b></li> <li>The bidder submitted two (2) contactable, signed reference letters from different clients on clients' letterheads indicating investigative, exploratory, or related research studies= <b>10 points</b></li> <li>The bidder submitted one (1) contactable, signed reference letter on the client's letterhead indicating investigative, exploratory, or related research studies= <b>05 points</b></li> <li>The bidder did not submit contactable, signed reference letters on clients' letterheads highlighting investigative, exploratory, or related research studies= <b>0 points</b></li> </ul>	
<b>5. Project Team Organogram</b>	<p>The bidder must provide a 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>10 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>10</b>
<b>6. Project Team Capacity</b>	<p>The bidder must provide CVs and certified copies of qualifications (no older than six months) of the Team Leader and Supporting highlighting experience in conducting investigative, exploratory, or related research studies.</p> <p><b>Team leader CV (5 points)</b></p> <p><b>Points for submitting the team leader's CV with proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research and social sciences will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>CV submitted highlighting 5 years and above experience in leading research projects for educational institutions or</li> </ul>	<b>20</b>

## FUNCTIONAL CRITERIA WEIGHING

CATEGORY	DESCRIPTION	MAXIMUM POINTS
	<p>purposes, and/or lecturing in disciplines involving research = <b>05 Points</b></p> <ul style="list-style-type: none"> <li>CV submitted highlighting 3 – 4 years' experience in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research = <b>03 Points</b></li> <li>CV submitted highlighting 1 – 2 years' experience leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research field = <b>02 Points</b></li> <li>Bidder did not submit the CV of the team leader with experience in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research = <b>0 Points</b></li> </ul> <p><b>Team leader Qualifications (5 Points)</b></p> <p>Must have a master's degree in any of the following disciplines: Social Sciences/Economics/Statistics. A doctoral degree in any one of the above disciplines will be added as an advantage.</p> <p><b>Points for submitting the team leader's certified copies of qualifications will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>Submission of 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>Supporting staff (10 Points)</b></p> <p>The bidder must submit supporting staff CVs indicating a proven track record in investigative, exploratory, or related research studies and certified copies of qualifications not older than 6 months. Support staff must be in a position a Diploma/Degree in any of the following disciplines: social sciences/economics/statistics.</p>	

## FUNCTIONAL CRITERIA WEIGHING

CATEGORY	DESCRIPTION	MAXIMUM POINTS
	<p><b>Points for submitting supporting staff's CVs indicating a proven track record in investigative, exploratory, or related research studies will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>CV submitted highlighting 5 years and above experience highlighting investigative, exploratory, or related research studies = <b>05 Points</b></li> <li>CV submitted highlighting 3 – 4 years' experience highlighting investigative, exploratory, or related research studies = <b>03 Points</b></li> <li>CV submitted highlighting 1 – 2 years' experience highlighting investigative, exploratory, or related research studies= <b>02 Points</b></li> <li>The bidder did not submit the CV of the supporting staff highlighting experience in investigative, exploratory, or related research studies= <b>0 Points</b></li> </ul> <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>	
<b>7. Company Profile</b>	<p>The bidder must submit its company profile demonstrating 3–5 years of experience in delivering research services. The experience should focus on applied research, including investigative, exploratory, ecosystem-assessment, or related research studies, conducted at provincial and national levels. Experience is not limited to, but is preferred for, SETAs, Stats SA, higher education and training institutions, or other public sector entities.</p> <p><b>Points for submitting a company profile will be allocated as follows:</b></p>	<b>5</b>

### FUNCTIONAL CRITERIA WEIGHING

CATEGORY	DESCRIPTION	MAXIMUM POINTS
	<ul style="list-style-type: none"> <li>The Service Provider submitted a company profile demonstrating investigative study, exploratory research or similar/related experience and a list of related projects undertaken = <b>05 points</b></li> <li>The Service Provider submitted a company profile that does not demonstrate experience in investigative study, exploratory research or similar/related conducted and no list of related projects undertaken = <b>0 points</b></li> </ul>	
<b>TOTAL MINIMUM SCORE</b>		<b>70</b>
<b>TOTAL</b>		<b>100</b>

**Note: Service Providers' 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.**

### PRICE AND SPECIFIC GOALS

Only bidder/s or bid proposals received that have met the requirements of set technical/ functionality 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. Bids will be awarded to the bidder scoring the highest points.

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 Bid 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**

2.3.1 If so, furnish particulars:

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

### 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.

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<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:

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

**Where:**

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

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

**Where:**

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....