



RFQ NUMBER	RFQ/MICT/98/2025
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EMPLOYEE BACKGROUND CHECKS INCLUSIVE OF PSYCHOMETRIC ASSESSMENT AND OTHER ASSESSMENTS TO THE MICT SETA FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
RFQ ISSUE DATE	07 JANUARY 2026
BRIEFING SESSION	N/A
CLOSING DATE & TIME	14 JANUARY 2026 @ 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.

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 FOR THE PROVISION OF EMPLOYEE BACKGROUND CHECKS INCLUSIVE OF PSYCHOMETRIC ASSESSMENT AND OTHER ASSESSMENTS TO THE MICT SETA FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications. To deliver on its mandate, key amongst the priorities of the organisation is:

- Organisational sustainability through internal business excellence by resource management such as financial, human capital, technology, and information and knowledge management.
- Increase in innovation through digital transformation.
- Prevention, detection, and resilience against increased risk of cyber-crime.

2. BACKGROUND

As part of its recruitment processes and commitment to good governance, the **Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA)** requires that all employees, particularly new recruits, undergo comprehensive vetting. This process is essential in mitigating risks associated with the hiring and onboarding of personnel.

MICT SETA is therefore seeking the services of a **competent and experienced service provider** to perform **employee background checks including psychometric assessments and other assessments for a period of three (3) years**

3. PURPOSE AND OBJECTIVES

The purpose of this request is to appoint a qualified and experienced service provider to conduct comprehensive background checks inclusive of psychometric assessment and other assessments on all prospective and current employees of MICT SETA, as part of its recruitment and risk management processes. This initiative aims to ensure the integrity, credibility, and suitability of individuals employed by the organisation, in line with good governance practices and legislative requirements. The appointment will be for a period of three (3) years.

4. OBJECTIVES

The objective of this initiative is to enhance the integrity and reliability of MICT SETA's recruitment and employment processes by engaging a competent service provider to conduct thorough background checks inclusive of psychometric assessment and other assessments

These checks will assist in:

- Verifying the authenticity of candidate information, psychometric assessments, including qualifications, identity, and employment history.
- Measure a person's mental abilities, behavioral style, and personality traits to assess their suitability for a specific role
- Identifying any potential risks related to criminal records, creditworthiness (where applicable), or professional misconduct.
- Ensuring compliance with relevant legislative frameworks, such as the Protection of Personal Information Act (POPIA), Labour Relations Act, and other applicable laws.

- Supporting fair, transparent, and risk-mitigated hiring practices across the organisation.

5. PROJECT SCOPE AND REQUIREMENTS

The appointed service provider will conduct and provide the following services:

- 5.1. **ID, Citizenship, Permanent Residence and Passport Verification** – Confirm whether the applicant has provided an accurate name, surname and identity number and is a South African citizen or has legal right to work in South Africa.
- 5.2. **Criminal History** – Verify whether the applicant has been convicted of a crime, is on parole, has outstanding warrants of arrest, or is on a sex offender registry.
- 5.3. **Adverse financial history** - verifying credit status of a current or prospective employee
- 5.4. **Qualification checks** – Verify the accuracy of the institution of higher and/or secondary learning, professional membership, and qualifications. This should be done for qualifications obtained within and outside South Africa. Verify registration accreditation and/or affiliation of candidates with a registered professional body.
- 5.5. **Licensing and Vehicle Ownership Checks:** Verify whether the candidate has a valid Driver's License and/or Driver Permit in particularly where it's an inherent job requirement of the position to have a valid Driver's License and/or Driver Permit a valid or own car.
- 5.6. **Employment History/References** – Verify candidates' employment history and conduct employee reference checks on an "as and when required" basis; and
- 5.7. **Directorship Checks** - checking if a candidate is a director of any company.
- 5.8. **Sanctions** - Verifying a person's international and local sanctions list
- 5.9. **Social Media Screening** - Review a candidate's digital footprint and online activity.
- 5.10. **Fraud Check** - conduct fraud listing verification of applicants
- 5.11. **Assessments** - the service required is a comprehensive talent assessment solution/psychometric assessment, encompassing both basic, advanced psychometric evaluations and skill-based tests to determine candidate suitability for the organisation.

The service provider must provide feedback within five (5) days after receiving the request from MICT SETA.

6. DURATION OF THE PROJECT

The successful bidder will be appointed to provide the services on an as and when required basis for a period of thirty-six (36) months.

7. 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	Required Description: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EMPLOYEE BACKGROUND CHECKS INCLUSIVE OF PSYCHOMETRIC ASSESSMENT AND OTHER ASSESSMENTS TO THE MICT SETA FOR A PERIOD OF THIRTY-SIX (36) MONTHS.	Rate per candidate (Year 1)	Rate per candidate (Year 2)	Rate per candidate (Year 3)
1	ID, Citizenship, Permanent Residence and Passport Verification	R	R	R
2	Criminal History:	R	R	R
3	Adverse financial history	R	R	R
4	Qualification checks	R	R	R
5	Licensing and Vehicle Ownership Checks	R	R	R
6	Employment History/References	R	R	R
7	Directorship Checks	R	R	R
8	Sanctions	R	R	R
9	Social Media Screening	R	R	R
10	Fraud Check	R	R	R
11	Psychometric Test and other Assessments	R	R	R
		Total (Incl. VAT) – Year 1		R
		Total (Incl. VAT) – Year 2		R
		Total (Incl. VAT) – Year 3		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: _____

8. 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.

RFQs received will be evaluated on functionality criteria, and price & Specific goals comparison.

8.1. STAGE 1: FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical/ functionality criteria out of a maximum of **100 points**. A threshold of **65** out of the **100 points** has been set.

Only bidders that have met or exceed the qualification threshold on technical/ functionality criteria of **65 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 criteria will be based on the table below:

Category	Description	Score
COMAPANY PROFILE	<p>The bidder must submit a company portfolio / profile outlining at least five (5) years of experience in performing comprehensive employee background checks including psychometric test and other assessments nationally.</p> <p>Points on submission of a proposal will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted a company portfolio / profile outlining at least five (5) years of experience in performing comprehensive employee background checks including psychometric test and other assessments nationally = 20 points • Bidder submitted a company portfolio / profile outlining at least three (3) years of experience in performing comprehensive employee background checks including psychometric test and other assessments nationally = 10 points • Bidder who submitted a company portfolio / profile outlining at least two (2) years of experience in performing comprehensive employee background checks including psychometric test and other assessments nationally = 05 points • Bidder submission that does not meet all the requirements of the bid = 0 points • Bidder did not submit a proposal for the bid = 0 points 	20
PROFESSIONAL AFFILIATION	<p>Bidders must submit valid certificate for Professional Background Screening Association and certificate or confirmation letters from with HPCSA of at least three individuals.</p> <p>Points on submission will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder who submitted valid certificate for Professional Background Screening Association and valid certificates or confirmation letters from HPCSA of at least two individuals = 10 points • Bidder who submitted valid certificate for Professional Background Screening Association and valid certificates or confirmation letters from HPCSA of at least one individual = 08 points • Bidder did not submit a valid certificate for Professional Background Screening Association and valid certificates or confirmation letters from HPCSA of at least three individuals = 0 points 	10

	Non-compliance with the minimum requirements = 0 points	
CERTIFICATES / PROOF OF PLATFORM ACCESS	<p>Bidders must provide either a valid certificate or a signed letter confirming access to the platform for the following verifications:</p> <p>POPIA Compliance = 03 Points</p> <ul style="list-style-type: none"> - Statement of Compliance with the Protection of Personal Information Act (POPIA) <p>Record Checks = 03 Points</p> <ul style="list-style-type: none"> - Proof of SAPS AFIS Accreditation, or - Formal Agreement with a SAPS-accredited AFIS service provider. <p>Credit Checks = 03 Points</p> <ul style="list-style-type: none"> - Valid NCR Registration Certificate as a credit bureau or reseller, or Formal Agreement with a registered credit bureau such as: TransUnion, Experian, XDS and Compuscan etc. <p>Qualification Verification = 03 Points</p> <ul style="list-style-type: none"> - Umalusi (3 Points) – Valid Umalusi certificate or letter confirming access. <p>Fraud Prevention Checks = 03 Points</p> <ul style="list-style-type: none"> - Current Membership Certificate with the Southern African Fraud Prevention Service (SAFPS) <p>Non-compliance with the minimum requirements = 0 points</p>	15
BIDDER'S EXPERIENCE	<p>Bidders must submit signed, contactable reference letters from different clients, obtained within the past five (5) years, i.e., each letter must clearly state the project's commencement date.</p> <p>Background Screening Function: (07 points)</p> <p>At least three (3) reference letters demonstrating experience in conducting comprehensive employee background checks. (e.g., criminal checks, qualification verification, credit checks, employment verification, etc.)</p> <p>Points for submission of reference letters for Background checks will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted three (03) signed reference letters from different clients for conducting comprehensive employee background checks = 07 points • Bidder submitted two (02) signed reference letters from different clients for conducting comprehensive employee background checks = 05 points • Bidder submitted one (01) signed reference letters from different clients for conducting comprehensive employee background checks = 03 points • The bidder did not submit reference letters/ reference letters submitted for services that are not related = 0 points <p>Psychometric Assessment Function: (03 points)</p> <p>At least two (2) reference letters demonstrating experience in conducting psychometric tests and/or other assessments. (e.g., competency assessments, cognitive tests, personality assessments, etc.)</p> <p>NB: The reference letters must be on the client's letterhead, dated, with contactable details and fully signed</p>	10

	<p>Points for submission of reference letters for Psychometric Assessments will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted two (02) signed reference letters from different clients for conducting psychometric assessment or other tests = 03 points • Bidder submitted one (01) signed reference letters from different clients for conducting psychometric assessment or other tests = 02 points • The bidder did not submit reference letters/ reference letters submitted for services that are not related = 0 points <p>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT reserves the right to contact the references.</p>	
LEAD TIMES	<p>The bidder must have the ability to conduct background checks and psychometric assessment within the stipulated timelines; the bidder must provide a detailed schedule or roadmap that clearly outlines the timelines.</p> <p>Points on submission of lead times will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted a detailed schedule or roadmap that clearly outlines the timelines in conducting background checks and psychometric test of six (6) days = 10 points • Bidder submitted a detailed schedule or roadmap that that clearly outlines the timelines in conducting background checks, psychometric tests of seven (07) days = 05 points • Bidder submitted a detailed schedule or roadmap that that clearly outlines the timelines in conducting Background checks psychometric test of eight (8) days = 03 points <p>Non-compliance with the minimum requirements = 0 points</p>	10
METHODOLOGY	<p>The bidder must provide a detailed project methodology/proposal indicating the capacity to execute the project and deliver the required services</p> <p>The methodology must cover the below elements:</p> <ol style="list-style-type: none"> 1. Comprehensive end-to-end methodology/proposal for the provision of background checks and verification services, detailing the full process from candidate consent, data collection and validation, execution of all verification categories listed under 5.1 – 5.10 under project scope. 2. Comprehensive written methodology/proposal detailing the full psychometric assessment process from initiation to final reporting, including pre-assessment briefing and informed consent procedures; assessment modes (online, in-person, or hybrid) and feedback procedures. <p>Points on submission of a proposal will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted a detailed project methodology/proposal that cover both background checks and psychometric assessment or exceeds all components for the requirements of the bid = 35 points • Bidder submitted a methodology/proposal that does not meet all the requirements of the bid = 0 points • Bidder did not submit a methodology/ proposal for the bid = 0 points 	35
Minimum threshold		65
Technical Evaluation Criteria Total		100

Note: Bidders that do not meet the minimum threshold 65 points on functional criteria will be declared non-responsive.

8.2. 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**:

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**

2.2.1 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.

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.

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.

.....
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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
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