



<b>RFQ NUMBER</b>	<b>RFQ/MICT/04/2026</b>
<b>RFQ DESCRIPTION</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE 2027/2028 SECTOR SKILLS PLAN UPDATE</b>
<b>RFQ ISSUE DATE</b>	<b>04 May 2026</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>EXTENDED CLOSING DATE &amp; TIME</b>	<b>27 May 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.</b>
<b>LOCATION FOR SUBMISSIONS</b>	<b>MICT SETA Head office Level 3 West wing, Gallagher House 19 Richards Drive</b>
<b>NO: OF DOCUMENTS</b>	<b>1 SOFT COPY</b>

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

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

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

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

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

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

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

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

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

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

**SUPPLIER REGISTRATION ON CSD**

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

## 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 (06 months)		
CIPC Document		
Shareholding Certificate		
<b>Bidder’s eligibility: Form A</b>		

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

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

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

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

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

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

<b>Name of Bidder:</b>	
<b>RFQ Number:</b>	

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: \_\_\_\_\_

## **ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION**

### **REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE 2027/2028 SECTOR SKILLS PLAN UPDATE.**

#### **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a statutory body established under Section 10(1)(a) of the Skills Development Act, No. 97 of 1998 (SDA). In line with the SDA and the National Skills Development Plan (NSDP) 2030, MICT SETA aims to bridge the gap between skills supply and demand by strengthening the link between institutional education and workplace learning. The SETA supports skills development and economic growth across its sub-sectors: Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications. This mandate contributes to the broader goals of the National Development Plan (NDP) 2030, which seeks to build the capabilities of South African citizens.

#### **2. BACKGROUND**

Section 10(1)(a) of the SDA mandates SETAs to develop and implement a Sector Skills Plan (SSP) aligned with the NSDP. The SSP identifies current and future skills needs, guides sector priorities and informs the allocation of mandatory and discretionary grants. It serves as a key resource for SETAs, social partners, industry stakeholders, and policymakers, supporting evidence-based planning and coordinated skills development within the MICT sector.

The White Paper for Post-School Education and Training highlights the importance of an integrated, responsive PSET system aligned with labour market needs, economic transformation, and inclusive growth. SETAs are positioned as central institutions responsible for credible sector skills planning, strengthened research capacity, and effective stakeholder engagement.

The MICT SETA is currently implementing the 2025–2030 SSP, updated annually to reflect sector developments. In line with this, the SETA seeks to appoint a suitably qualified and experienced Bidder to support the development of the 2027/28 SSP update. The scope includes the preparation of Provincial SSPs for all nine provinces and sub-sector SSPs for the five MICT SETA sub-sectors, ensuring regional responsiveness, sector-specific analysis, and targeted skills interventions. The objective is to maintain a credible, data-driven SSP aligned with national priorities, sector dynamics, and emerging skills demands.

#### **3. OBJECTIVES**

The main purpose of this project is to:

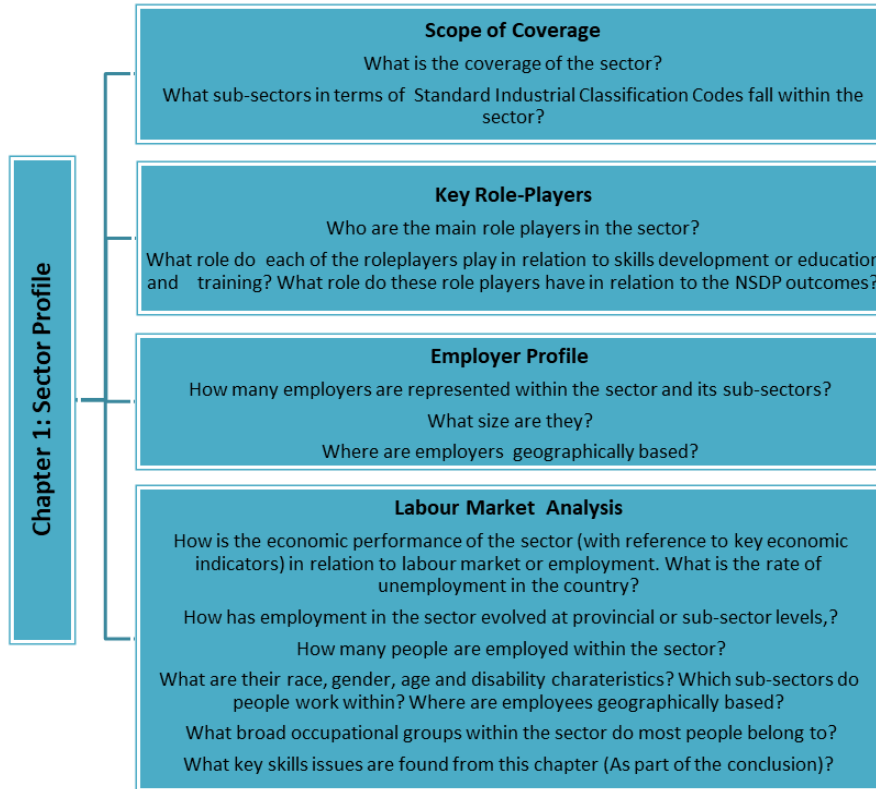
- 3.1. Update the 2025–2030 SSP (2027/28 update) in accordance with DHET's SSP Framework and Guidelines.
- 3.2. Ensure the SSP addresses the MICT sector's current and emerging skills needs and development priorities.
- 3.3. Develop Provincial SSPs for all nine provinces to ensure regional responsiveness.
- 3.4. Develop Sub-sector SSPs for each of the five MICT SETA sub-sectors to support targeted, sector-specific interventions.

#### **4. SCOPE OF WORK/TERMS OF REFERENCE**

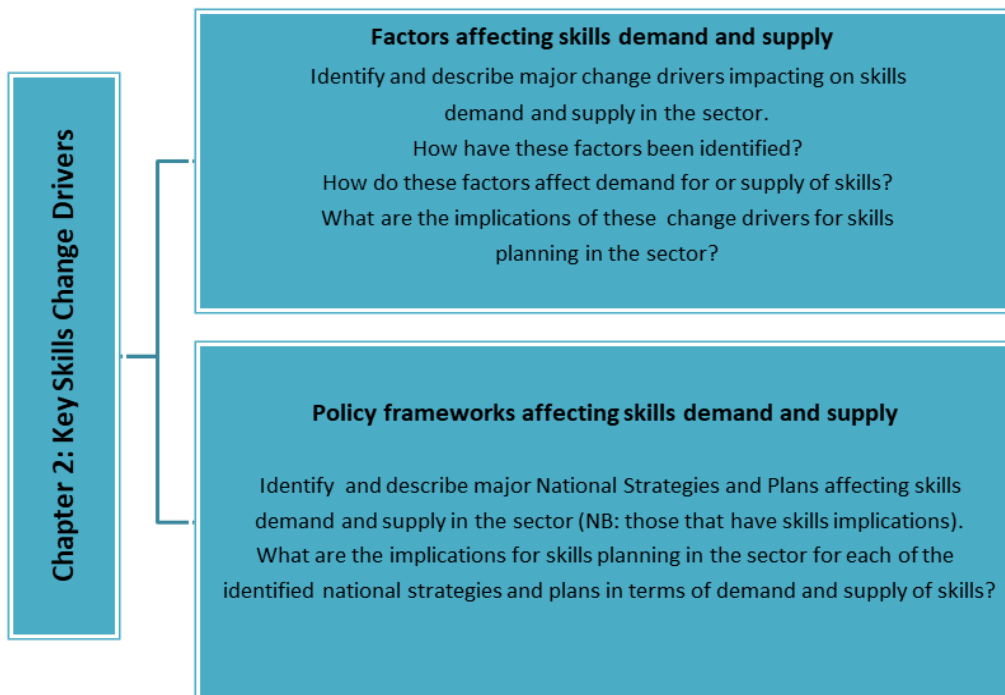
The Bidder will be required to update the 2025 – 2030 MICT SETA SSP for the 2027/28 update in line with the DHET SSP Framework and Guidelines. The appointed Bidder is expected to:

4.1. Review the current MICT SETA SSP to identify and assess any limitations, gaps, and outdated information, ensuring it accurately reflects the current skills needs, trends, and priorities within the sector in line with the DHET SSP Framework and Guidelines presented below:

**4.1.1. Chapter 1: Sector Profile of the SSP, addressing the following key questions:**

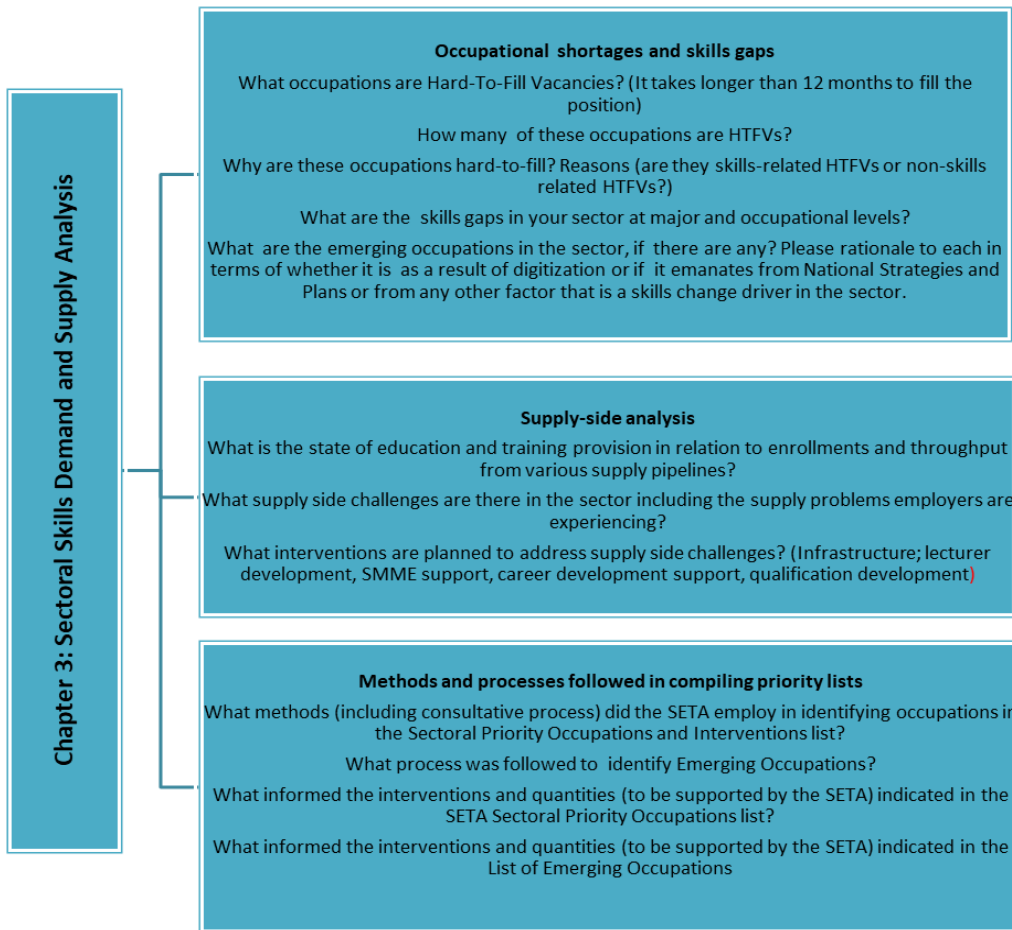


**4.1.2. Update Chapter 2: Key Skills Change Drivers of the SSP, addressing the following key questions:**

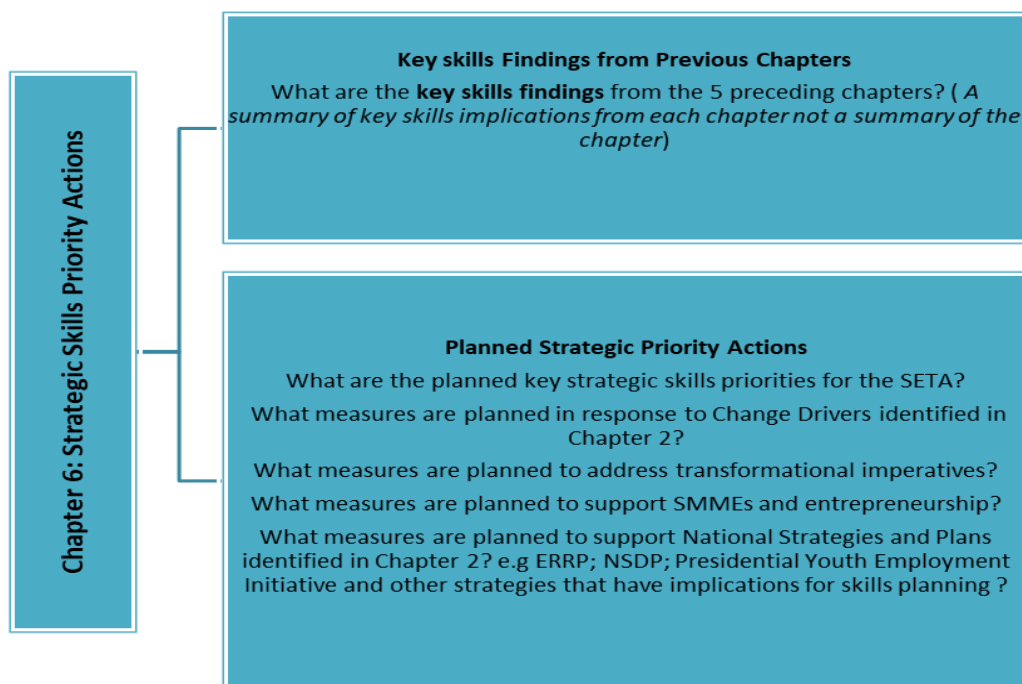


**4.1.3 Update Chapter 3: Sectoral Skills Demand and Supply Analysis of the SSP, addressing**

the following key questions:



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



4.2. Review the first draft of the SSP in preparation for its initial submission to MICT management, governance structures, and DHET by 15 June 2026.

4.3. Incorporate feedback from MICT management, governance structures, and DHET, and update the document accordingly in preparation for the final draft submission by 31 August 2026.

4.4. Develop Provincial SSPs for all nine provinces, including a province-specific sector profile, district-level analysis, regional skills trends, and key provincial strategic priorities. Each report should provide actionable insights tailored to the unique needs and challenges of the respective province.

4.5. Develop detailed sub-sector reports for each of the five (5) MICT sub-sectors, focusing on trend analysis, sector profiles (employers, employees, and geographic distribution), and key dynamics. Each summary should provide actionable insights tailored to the unique needs and challenges of the sub-sector.

4.6. The successful Bidder will collaborate with the MICT SSP Research team on a 70/30 basis. The Bidder will be responsible for chapters 1, 2, 3, and 6 of the SSP, while the MICT SETA team will handle chapters 4 and 5.

The Bidder will be fully responsible for the development of all provincial and sub-sector reports.

## **5. DELIVERABLES**

The successful Bidder is expected to provide:

5.1. An inception report following discussion with MICT SETA, including a detailed project plan;  
Weekly progress reports;

5.2. An updated first draft 2025 – 2030 SSP for the 2027/28 update;

5.3. An updated final draft 2025 – 2030 SSP for the 2027/28 update;

5.4. 9 Provincial Reports on the MICT Sector;

5.5. 5 Sub-sector Mini- Reports for each of the MICT Sub-sectors;

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

5.7. The first and final draft of the SSP, delivered in electronic format, must adhere to the SSP formatting requirements and not exceed 65 pages, in line with the SSP Framework and Guidelines.

5.8. The provincial and sub-sector reports should be concise, not exceeding 15 pages each, and must be accompanied by a presentation and a snapshot summary. The snapshot should highlight key findings in an infographic format for easy interpretation

5.9. All SSP reports should be developed with the use of modern graphical representation and infographics in line with the MICT SETA brand.

5.10. A portfolio of evidence (PoE) for each chapter. Such evidence will include full quantitative data sets and interview transcripts, together with synthesis reports.

5.11. Present to the MICT SETA Management Committee and other Board Committees.

## **6. DEIVERABLES TIMELINE OF THE PROJECT**

The successful bidder will enter into an eight (8) month contract with MICT SETA, commencing upon appointment. A key priority will be the submission of the final 2027/2028 Sector Skills Plan

(SSP) update by 1 August 2026. All remaining deliverables must be completed within the contract period, with final outputs due by the end of the contract term.

## **7. QUALITY AND REPORTING**

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

## **8. OWNERSHIP RIGHTS**

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

**9. 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 Rf included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)
<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE 2027/2028 SECTOR SKILLS PLAN UPDATE</b>				
1.	Inception Report and Project Plan (including methodology, timelines, and weekly progress reporting)	1	R	R
2.	First Draft 2027/28 SSP Update	1	R	R
3.	Final 2027/28 SSP Update	1	R	R
4.	Final Provincial Sector Skills Plans (9 Reports) and presentations	9	R	R
5.	Final Sub-sector Skills Reports (5 Reports) and presentations	5	R	R
<b>Sub-Total</b>		R		
<b>VAT@15%</b>		R		
<b>TOTAL PRICE (INCLUDING VAT)</b>		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: \_\_\_\_\_

## 10. EVALUATION CRITERIA

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

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

### 8.7. 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 evaluation of **70 points** will be evaluated further on price and specific goals.

**Note:** All bidders achieving less than the set threshold of **70 points** will not move to the next stage of evaluations. Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum Points
Methodology	<p>The Bidder must submit a detailed methodology demonstrating:</p> <ul style="list-style-type: none"> <li>• Understanding of the project scope and appropriate methodology</li> <li>• Approach to data collection</li> <li>• Approach to determining the right sample size, and</li> <li>• Project Implementation Plan</li> </ul> <p><b>Points on submission of a detailed methodology will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted a methodology that covers all 4 elements = <b>30 points</b></li> <li>• Bidder submitted a methodology that covers only 3 elements = <b>20 points</b></li> <li>• Bidder submitted a methodology that covers only 2 elements = <b>15 points</b></li> <li>• Bidder submitted a methodology that covers only 1 element = <b>10 points</b></li> <li>• Bidder did not submit a methodology or submitted a methodology that does not cover any of the elements = <b>0 points</b></li> </ul>	30
Quality Assurance Plan and Risk Mitigation Measures	<p>The Bidder must submit a detailed plan demonstrating:</p> <ul style="list-style-type: none"> <li>• Quality Assurance Plan reflecting procedure; and</li> <li>• Risk mitigation measures.</li> </ul> <p><b>Points on submission of a detailed Quality Assurance and Risk Mitigation Measures plan will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The Bidder submitted a detailed plan on quality assurance procedures and risk mitigation measures = <b>10 points</b></li> <li>• The Bidder submitted a plan highlighting only one (1) of the elements requested above = <b>5 points</b></li> <li>• The Bidder submitted a plan not detailing the quality assurance measures and risk mitigation measures = <b>0 points</b></li> </ul>	10

<b>Research Project (Samples)</b>	<p>The bidder must submit samples of previously completed research reports in labour market analysis, Sector Skills Plans (SSPs), or similar research projects. Each sample must be signed; alternatively, a signed close-out report must be submitted as proof of completion.</p> <p>The submitted samples should include relevant labour market research reports, SSPs, or a combination of both, preferably conducted within the post-school education and training sector and/or for public sector institutions.</p> <p><b>Points on submission of samples of previously completed research reports in labour market analysis, Sector Skills Plans (SSPs), or similar research projects will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted three (3) or more samples of relevant research work (labour market research reports and/or Sector Skills Plans). Each sample must be signed; where a sample is not signed, it must be accompanied by a signed close-out report as proof of completion = <b>15 points</b></li> <li>• Bidder submitted two (2) samples of relevant research work (labour market research reports and/or Sector Skills Plans). Each sample must be signed; where a sample is not signed, it must be accompanied by a signed close-out report as proof of completion = <b>10 points</b></li> <li>• Bidder submitted one (1) sample of relevant research work (labour market research report or Sector Skills Plan). The sample must be signed; where the sample is not signed, it must be accompanied by a signed close-out report as proof of completion = <b>5 points</b></li> <li>• Bidder did not submit any compliant samples of relevant research work = <b>0 point</b></li> </ul>	<b>15</b>
<b>Reference Letters</b>	<p>The bidder must demonstrate proven experience in providing labour market research services, including the development of Sector Skills Plans, completed within the past five (5) years. The bidder must submit signed, contactable reference letters from different clients, on the client's official letterhead, containing verifiable client contact details. The reference letters must correspond to the sample(s) of work submitted as part of this bid.</p> <p><b>Points on submission of contactable reference letters aligned to the samples provided will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted three (03) contactable, signed reference letters on clients' letterheads, indicating good performance as per the relevant project implemented aligned to the samples provide = <b>15 points</b></li> <li>• Bidder submitted two (02) contactable, signed reference letters on clients' letterheads, indicating good performance as per the relevant project implemented aligned to the samples provided = <b>10 points</b></li> <li>• Bidder submitted one (01) contactable, signed reference letter on clients' letterhead, indicating good performance as per the relevant project implemented aligned to the samples provided = <b>05 points</b></li> <li>• Bidder did not contactable, signed reference letter on clients' letterhead, indicating good performance as per the relevant project implemented aligned to the samples provided = <b>0 points</b></li> </ul>	<b>15</b>
<b>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 and the level of effort or hours each member will put into the project.</p>	<b>05</b>

	<p><b>Points on submission of the project team organogram will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted the project team organogram with member roles and areas of responsibility presented = <b>05 points</b></li> <li>• Bidder did not submit the project team organogram with member roles and areas of responsibility presented = <b>0 points</b></li> </ul>	
<p><b>Project Team Capacity</b></p>	<p>The bidder is required to demonstrate capacity and skills to deliver on project scope. The bidder must attach Curriculum Vitae/s (CVs) of the individual project incumbent(s):</p> <p><b>Team Leader Qualifications (05 Points)</b> The team leader must have a Master's degree in any of the following disciplines:</p> <ul style="list-style-type: none"> <li>• Social Sciences with specialisation in Development Studies</li> <li>• Sociology or Master of Commerce with specialisation in Economics or Master of Education</li> <li>• Master of Science majoring with Statistics.</li> <li>• A Doctoral degree in any one of the above disciplines and/or specialisations will be added as an advantage.</li> </ul> <p>The Bidder must submit a team leader's certified copies of qualifications not older than 6 months.</p> <p><b>Points on submission of team leader's certified copies of above-mentioned qualifications will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted team leader's certified copies of qualifications = <b>05 points</b></li> <li>• Bidder did not submit team leader's certified copies of qualifications = <b>0 points</b></li> </ul> <p><b>Team Leader CV/Profile (05 Points)</b> The bidder must submit CV/Profiles of Team Leader indicating a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research and social sciences.</p> <p><b>Points on submission of team leader's CV/Profile will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted CV/Profile of team leader highlighting 5 years and above experience in the relevant field = <b>05 Points</b></li> <li>• Bidder submitted CV/profile of team leader highlighting 3 – 4 years' experience in the relevant field = <b>03 Points</b></li> <li>• Bidder submitted CV/Profile of team leader highlighting 1 – 2 years' experience in the relevant field = <b>02 Points</b></li> <li>• Bidder did not submit the CV/Profile of the team leader = <b>0 Points</b></li> </ul> <p><b>Supporting staff (05 Points)</b> The supporting staff must have Diploma/Degree in any of the following disciplines and/or specialisations:</p> <ul style="list-style-type: none"> <li>• Sociology, Linguistic majoring with English</li> <li>• Diploma/Degree in Commerce with specialisations in Economics Bachelor of Science majoring in Statistics.</li> </ul> <p>The Bidder must submit supporting staff's certified copies of qualifications not older than 6 months.</p>	<p><b>20</b></p>

	<p><b>Points on submission of supporting staff's certified copies of qualifications will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• The Bidder submitted supporting staff's certified copies of qualifications = <b>05 Points</b></li> <li>• The Bidder did not submit supporting staff's certified copies of qualifications = <b>0 Points</b></li> </ul> <p><b>Supporting Staff CV/Profiles (05 Points)</b> The Bidder must submit CVs/Profiles of supporting staff indicating previous research experience.</p> <p><b>Points on submission of supporting staff's CV/Profiles will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted supporting staff's CV/Profiles highlighting 5 years and above experience in research or relevant work experience = <b>05 Points</b></li> <li>• Bidder supporting staff's CV/Profiles highlighting 3 – 4 years' experience in research or relevant work experience = <b>03 Points</b></li> <li>• Bidder submitted supporting staff's CV/Profile highlighting 1 – 2 years' experience in research or relevant work experience = <b>02 Points</b></li> <li>• The Bidder did not submit supporting staff's CV/Profiles highlighting experience in research or relevant work experience = <b>0 Points</b></li> </ul>	
<b>TOTAL SCORE</b>		<b>100</b>
<b>MINIMUM SCORE</b>		<b>70</b>

### 7.3 PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

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

Criteria	Points
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	05
Enterprise 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:**

- CIPC documents and a valid shareholding certificate(s) indicating percentage (%) shareholding by each director; and
- Certified ID copies of the company director(s) as per CIPC documents (certified copies must not be older than six (06) months.)

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.1.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

<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.

- 3.1 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.

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

<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.

## 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:

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

**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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10}
 \end{array}$$

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where:

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
  - Partnership/Joint Venture / Consortium

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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