



SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006

RE-ADVERT REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/COP/2026/10251403/50
RFQ ISSUE DATE	08 OCTOBER 2026
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT A RECORDS MANAGEMENT, ARCHIVING AND TRACKING SYSTEM FOR A PERIOD OF THREE (3) YEARS
NON-COMPULSORY BRIEFING SESSION	15 OCTOBER 2026 AT 11H00:12H00PM Microsoft Teams meeting Join: https://teams.microsoft.com/meet/3985149433324950?p=4hl1ew1DQY7LfWiyRY Meeting ID: 398 514 943 332 495 0 Passcode: qz3j8Le3
CLOSING DATE & TIME	22 OCTOBER 2026 AT 12H00PM

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Blonde Ngoepe** via email: Tenderqueries@sabc.co.za

The SABC 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: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

South African Broadcasting Corporation SOC Limited: Registration Number: 2003/023915/30

Non-Executive Directors: Dr K M Ramukumba (Chairperson); Ms N A Batyi (Deputy Chairperson); Ms A C Dzebu; Dr R K C Horne; Ms P Kadi; Dr P P Magopeni; Mr D M Maimela; Mr D K Mohuba; Ms M Moonsamy; Ms R M S Motaung; Adv T S Thipanyane; Dr M Tsedu

Executive Directors: Ms N L Chabeli (Group Chief Executive Officer); Mr L M Billings (Chief Financial Officer); Mr L Binza (Chief Operations Officer); **Company Secretary:** Adv T Moshakga

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
 - **RFQ Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - Receipt of incomplete bid
 - File size
 - Delay in transmission receipt of the bid
 - Failure of the Bidder to properly identify the bid
 - Illegibility of the bid; or
 - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT LINKS WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN.

1. MANDATORY REQUIREMENT

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation

Mandatory Requirement	Comply/ Not Comply
Valid letter(s) of authority or Partnership document from the Original Equipment Manufacturer/s (OEM) or distributor for the product supplied to distribute, resell, and support the products within the boundaries of South Africa - (where applicable). The Letter must be valid at the closing date of the bid and at the time of award. Must be on the letterhead of the OEM or distributor, and must state validation to distribute, resell and support the products within the boundaries of South Africa and be signed by an authorized official with their contact detail.	

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

REQUIRED DOCUMENTS

- 1.1 Submit proof of Central Supplier Database (CSD) registration
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
- 1.3 (Verification will also be done by the SABC internally).
- 1.4 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.5 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD.

2. **BACKGROUND**

The purpose of this request is to appoint a service provider to implement and support a Records Management, Archiving and Tracking System for the SABC Records Management Department for a period of three (3) years.

The system is used to record, index, archive and track SABC records and information. It is therefore essential that the system remains operational to enable Records Management to continue accurately indexing and capturing records in accordance with the National Archives Indexing Methodology, as well as identifying and retrieving documents when required.

The system must support the approved SABC File Plan and any future amendments thereto, and facilitate secure storage, retrieval, tracking, retention and preservation of records.

The current tracking process utilizes barcodes to link files and archive boxes to their respective storage locations within the records vault. As files, archive boxes, or documents are moved, barcode scanning or manual entry updates the database, enabling efficient retrieval, maintaining an audit trail of file movements and supporting accountability for records in users' possession.

3. **REQUIREMENTS AND SCOPE OF SERVICES**

The records management, archiving and tracking system (SAAS) requirements includes, but is not limited, to the following:

- 3.1 The records management, archiving and tracking system solution must be hosted on the vendor cloud platform. and that data must be hosted within the boundaries of the Republic of South Africa. **On-premises solutions will not be considered.**
- 3.2 SABC should be able to control all management aspects of the system including authorization of new users.
4. The tracking system should be available to any authorized user.
5. The system should prevent unauthorized access or modification.
6. The system should be user friendly.
7. The system must support configurable user roles, permissions, workflows and reporting requirements to accommodate different business user groups.
8. All archive boxes and file movements should be tracked:
 - 8.1 the origin,
 - 8.2 destination,
 - 8.3 user,
 - 8.4 date and time; should be recorded for every transaction.
9. When change is needed, new fields should be added, and additional reports be created without incurring major programming costs.
10. The system should include:
 - 10.1 lookup tables,

10.2fast location and retrieval of records

10.3Advanced search capabilities using metadata, barcode number, file number, document type, user, location and date ranges;

10.4various reports as may be required.

11. A submit button is required, when a barcode must be generated.
12. The barcode must contain the document type and the sub document type metadata
13. User must be allowed to print the barcode on adhesive paper
14. The system must include comprehensive audit trail functionality which automatically records the user ID, action performed, date and time for all transactions, amendments and approvals.
15. When document is scanned, system must automatically link the document to the data entry.
16. A data entry may be associated with one or more supporting documents, with all linked documents retained under the same reference number
17. Each data entry reference number must be unique
18. User must be allowed to modify but not delete the data entries or the associated indexed documents.
19. The solution and service provider must comply with the National Archives and Records Service Act, Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA), Public Finance Management Act (PFMA), National Key Points Act and all applicable SABC information governance and security policies.
20. The appointed service provider must migrate all existing records, metadata, barcodes, audit history and associated documents from the legacy Document Warehouse system to the proposed solution, with no loss of data integrity.
21. The current legacy system is Document Warehouse, operating on a Windows Server and SQL Server environment.
22. The system should cater and integrate with the two SABC approved File Plans which are PDF documents which are links to Microsoft SharePoint.
23. The system must support records retention schedules, disposal authorities and automated records disposition processes in accordance with the National Archives and Records Service Act, approved SABC File Plans and records governance requirements. All disposal actions must be subject to approval workflows and audit logging.
24. Bidders should indicate the types of the licences provided: perpetual or do they expire after a certain period or are the licences subscription based
25. Provide a licensing solution that supports a **minimum of 10 users** (including Approvers, and End-users) for a period of Three (3) years.
26. Provide the security, authentication and auditing methods used by the system.
27. Provide full reporting capabilities of the system.
28. Provide user management, admin management and access control for the system.
29. The system must support configurable routing, approvals and workflow processes associated with records management activities.
30. Provide backup and recovery capabilities of the data of the system.

31. Provide documented disaster recovery and business continuity procedures, including recovery time objectives and recovery point objectives.
32. Provide training and cost to user management.
33. In the event of exiting the contract, the bidder to grant SABC access to extract the data at the end of the contract period in a readable and usable format.

34. RFQ VALIDITY PERIOD

This bid will remain valid **90 (ninety) days** from the date of bid closing.

35. COSTING

The indicative costing should reflect a detailed cost breakdown, and any direct or indirect costs associated with the rendering of services / supply and delivery of goods. Bidders are advised to use **Annexure F - Pricing Schedule**

36. DURATION OF THE CONTRACT

Three (3) years

37. LOCATION

Auckland Park

38. SECOND PHASE: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

- The tender submission will be technically evaluated out of **95**
- A minimum threshold of **70 out of a maximum of 95** has been set.
- Bidders who obtain less than threshold of **70 out of 95** points will be disqualified and will be eliminated from further evaluation (**Third Phase: System Demonstration Phase**)

Evaluation area	Evaluation Criteria	Min. Points	Max. Points
Compliance with the given requirements	<u>Bidders to indicate full compliance to details of the proposed solution</u> = 35 points <u>Records management, archiving and tracking system (SAAS) Requirements</u> = 5 points - Cloud-hosted solution only; no on-premises options. -Licensing for 10 users over 3 years. -Includes consulting for setup, managed support, and maintenance. -Training for system administrators with at least four sessions, offered on-site or online. <u>System Requirements</u> = 10 points - Accessible via web on Windows - Role-based access, customizable self-service portal, and robust reporting. - Auditable activity logs - Configurable screens and workflows with minimal vendor input. - High system responsiveness and scalability. <u>System Interface</u> = 10 points - GUI must be configurable by role or user preference. - Support for multiple simultaneous windows. - Simple yet functional web-based interface. <u>Reporting Requirements</u> = 5 points Real-time, multi-level query and reporting capabilities with configurable dashboards and customizable data models <u>Security Requirements</u> = 5 points Must support multi-factor authentication support.	35	35
Solution Deployment Lead Time	<u>Bidder to Clearly indicate the delivery lead time from date of order:</u> • Deployment lead-time within 6 weeks (10) • Deployment lead-time within 8 weeks (5)	5	10

	• Deployment lead-time >9 weeks (0)		
Project Delivery Plan	<u>Attach a proposed schedule and list of deliverables and provide detailed overview of the project approach including a project plan = 10 Points</u> - Proposed Methodology - Period for configuration and Integration - Period for testing - Period for training - Period for deployment - Period for handover Non-compliance with any of the above items = 0 Points	10	10
Training	Provide a minimum of four training sessions for System Users. An option of on-site training at the SABC premises or web-based training should be presented. = 5 points • Provide a minimum of two training sessions for Admin Users at the SABC premises or web-based training should be presented = 5 points	5	10
Support and maintenance	• Provided a documented SLA = 10 points Detailed maintenance and upgrade procedures and the frequency thereof cycles for proposed solution = 10 points	10	20
Bidder's experience and track record with the Delivery of the records management, archiving and tracking projects.	<u>The bidder to submit valid reference letters of successfully completed records management, archiving and tracking implementation and support projects from previous different clients. Valid Reference must be on a client letterhead and duly signed with contact details (telephone numbers/email address).</u> A minimum of 3 valid reference letters with similar services must be provided for projects delivered within the past five years. • More than 3 valid reference letters = 10 points • 3 valid reference letters = 5 points Less than 3 references = 0 points	5	10
Total		70	95

THIRD PHASE -SYSTEM DEMONSTRATION EVALUATION

DEMONSTRATION SHOULD BE A MICROSOFT TEAMS PRESENTATION APPROXIMATELY 2 HOUR INCLUDING QUESTIONS AND ANSWERS.

	SYSTEM ELEMENT	FUNCTIONAL		REMARKS
		YES	NO	
1	Ability to convert and migrate all the data on SABC servers into their system			
2	Incorporate both SABC File plans and their sub-type folders within the indexing and archiving system			
3	Create barcodes containing the document type and the sub document type metadata per File plan series code			
4	Document barcodes must be linked with both the location barcode and box barcode			
5	Barcodes to be printable from the proposed system on adhesive paper			
6	System must enforce authorisation and authentication rules			
7	SABC should be able to control all management aspects of the system including authorization of new users			
8	The system should prevent unauthorized access or modification			
9	All archive boxes and file movements should be tracked {the origin, destination, user, date and time} and should be recorded for every transaction			
10	When database or reporting changes are needed, new fields should be added, and additional reports be created without incurring major programming costs			
11	The system should include {lookup tables, fast location of records and various reports that might be required			
12	A submit button is required when a barcode must be generated (Human interventions)			
13	System should include an audit functionality which must automatically store the user details, and the entry must be dated and time stamped			
14	Each data entry reference number must be unique			

15	Only admin users must be allowed to modify any of the data entries or the associated indexed documents and the data entry must be recorded on the audit trail			
16	All data entries must be searchable and the associated document linked to the data entry must be available and retrievable upon request			
17	Proof of transaction has to be in record for when requested, when returned and when overdue			
18	Allow importing from scanner and to upload archived documents/boxes to the system			
19	Generate user reports and Audit Reports			
20	Be able to pick up on duplicate documents			
21	The software should be Windows-based, multi-user and network ready			
22	Bidders should indicate the types of the licenses provided: perpetual or do they expire after a certain period or are the licenses subscription based			
23	Provide full reporting capabilities of the system			
24	Provide user management, admin management and access control for the system			
25	Provide backup and recovery capabilities of the data of the system			

Any bidder failing to meet any of the set elements will not proceed to the next phase of evaluations: Price & Specific Goals

9. PRICE AND SPECIFIC GOALS

- a. The 80/20 preference point system will apply to evaluate responses
- b. The award of the tender / RFQ to will be based on functionality evaluation.
- c. The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

10. PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

d. PRICE

The **80/20** preference point system

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s	=	Points scored for comparative price of bid under Consideration
P_t	=	Comparative price of bid under consideration
P_{min}	=	Comparative price of lowest acceptable bid

11. BEE (SPECIFIC GOALS)

<u>SPECIFIC GOALS</u>	<u>80/20</u>
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

12. ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

13. OBJECTIVE CRITERIA

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **12 months** after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 12 (**Twelve**) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of **5 (Five)** years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of **12 (Twelve)** months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

14. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

15. CONDITIONS TO BE OBSERVED WHEN TENDERING

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
 - Make a selection solely on the information received in the submissions
 - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
 - Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
 - Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

16. Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

2. 17. PAYMENT TERMS

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Annexure A - Declaration of Interest
- Annexure B - **SBD 6.1 Form**
- Annexure C - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure D - Previous completed projects/Current Projects
- Annexure E - SBD 4 Form**
- Annexure F - Pricing Schedule**

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:	
POSITION	:	
OFFICE WHERE EMPLOYED:		
TELEPHONE NUMBER	:	
RELATIONSHIP	:	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

SBD 6.1**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.

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:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- 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:

80/20

or

90/10

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

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)
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SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the tender or RFQ

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

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 authorized 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:

.....

.....

.....

ANNEXURE C

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted%
- 3.2.2 The name of the sub-contractor
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “D”

Previous completed Records Management, Archiving and Tracking System projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current Records Management, Archiving and Tracking System projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

ANNEXURE “E”**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

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.

2.2 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:

- 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

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.

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

ANNEXURE F**PRICING SCHEDULE**

1.	System configuration, implementation and provide training costs to users (once-off fee)			
		Year 1	Year 2	Year 3
2.	Total cost of the licence and system			
3.	Cost of the maintenance and support for the system for the full contract.			
	Sub-Total (Includes Inflation Rate)			
	Other costs if any (Specify)			
	Sub - Total			
	VAT			
	Total Amount Including Vat			