



NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

REQUEST FOR QUOTATION (RFQ)

To:	All participating bidders	From NYDA	Mmabatho Tseko
Date:	13/10/2026	Number of Pages	16
Contact details	087 158 6378	Mmabatho.Tseko@nyda.gov.za	
Project description	Procurement of PYEI and Travel Audit Services		
RFQ number	RFQ2026/103-06116/NYDA		

CLOSING DATE: 16/10/2026 at 17:00

SUBMISSION EMAIL ADDRESS: Quotations2@nyda.gov.za

Issued by:

National Youth Development Agency
7 Naivasha Road
Sunninghill
2191

Name of Bidder:

ADDRESS :

LAND LINE : Cell No:

EMAIL:

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ2026/103-06116/NYDA	CLOSING DATE:	16 October 2026	CLOSING TIME:	17:00
DESCRIPTION	Request for Quotation – PYEI and Travel Audit Services				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL YOUTH DEVELOPMENT AGENCY					
7 NAIVASHA ROAD					
SUNNINGHILL					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Quotations2		CONTACT PERSON	Mmabatho Tseko	
TELEPHONE NUMBER	087 158 6345		TELEPHONE NUMBER	087 158 6378	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Quotations2@nyda.gov.za		E-MAIL ADDRESS	Mmabatho.Tseko@nyda.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART THE QUESTION BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

A. ADMINISTRATIVE COMPLIANCE

	QUOTATION DATA
1.	EVALUATION PROCESS
1.1	<u>STAGE ONE:</u> ADMINISTRATION COMPLIANCE
1.1.1	All quotes will be evaluated to determine compliance with quotation requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated from further adjudication. (a) Eligibility/mandatory requirements Quotes will only be compliant if bidder has submitted the following documents: • A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin prior to the award of the bid. • SBD1 - Invitation to bid • SBD 4 (Bidders Disclosure) - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive • A completed and signed pricing schedule using the template provided. • The team must be led by a Chartered Accountant (South Africa) who is registered with SAICA and is also a Registered Auditor (registered with the Independent Regulatory Board for Auditors). Proof of registration must be attached. Failure to provide any mandatory information required will result in the submission being considered non-responsive
1.2	<u>STAGE TWO</u> PRICE AND SPECIFIC GOALS In order for the bidder to claim specific goals: • The bidder must indicate how they claim points for each preference point system in the SBD 6,1 form, and; • A BBBEE Certificate/Sworn Affidavit must be attached. 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.
1.2.1	Price and Specific Goals evaluation will only be done to bidders who went past Stage 1
1.3	ADJUDICATION OF BID
1.3.1	The bid shall be awarded at the sole and absolute discretion of NYDA. NYDA hereby represents that it is not obliged to award this bid to any bidder. NYDA is entitled to retract this bid at any time as from the date of issue and is not obliged to award this bid to the bidder that quotes the lowest.

	QUOTATION DATA
1.3.2	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of NYDA regarding this bid from the date the offer is submitted until the date of award of the bid.
1.4	Awarding of contract
1.4.1	This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and specific goals will amount to 20 points. The award of business will be made to a bidder who has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder
1.4.2	NYDA reserves the right to award this bid in full or in Part.
1.4.3	No service rendered or delivery to be made without a purchase order. Services rendered or goods delivered without a purchase order will not be paid for.
1.4.4	NB: SHOULD THE APPOINTED SERVICE PROVIDER DECIDE TO OUTSOURCE THE SERVICES OR WORK UNDER THIS RFQ, THEY MUST ENSURE THAT THEY DO NOT APPOINT A PERSON OR COMPANY OWNED BY A PERSON WORKING FOR THE STATE. FAILURE TO ADHERE TO THIS CLAUSE WILL LEAD TO DISQUALIFICATION AND CANCELLATION OF PURCHASE ORDER AND OR CONTRACT

B. Terms of Reference

A. PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE (PYEI)

1. BACKGROUND

The National Youth Development Agency (NYDA) funds independent organisations (implementing partners) to deliver youth programmes. The payments made to these partners are called project disbursements

The agreements with the partners require them to keep and provide supporting documents such as invoices, reports, participant records and proof of payment. The NYDA needs a service provider to gather this evidence, organise it properly, and prepare it in the form the auditors need for the project period June 2025 – 31 May 2026 contract end date.

There are 10 individual implementing partners that are non-profit organisations

The nature of expenditure incurred by the implementing partners each month throughout the delivery period is: Project stipends paid to beneficiaries which amounts to approx. 58% of the contracted amount (paid via different payroll channels) , and Site implementation costs which amount to approximately 42% of the contract value (expenditure with third party service providers for all running costs e.g.: Uniform, fixed assets, devices, tools of trade, transportation, capacity building etc)

2. PURPOSE AND OBJECTIVES

To appoint a service provider to collect, organise and reconcile all the supporting evidence for the project disbursement payments, to obtain suitable alternative evidence where original documents are missing, and to support the audit and deal with audit queries, so that the auditors can verify the payments.

3. SCOPE OF WORK

The service provider must carry out all the following. Where a document is missing, the alternative evidence described in clause 3.6 must be obtained.

Set up the work. The service provider must obtain the full list of all project disbursement payments for the year (for each payment: partner name, project, amount, date and reference); agree the total of the list to the amount in the financial statements and the general ledger; obtain all the funding agreements and list the documents each partner must keep and provide; obtain the auditors' requests for information and turn them into one clear checklist of what each file must contain; and prepare a standard file index and a tracking sheet that lists every payment and every document needed for it.

Prove each partner was properly appointed and is a real entity. The service provider must collect the appointment documents for each partner (the bid or tender, the evaluation and approval, the appointment letter and the signed agreements); collect proof that each partner is registered and compliant (company or non-profit registration, tax clearance or tax status, Central Supplier Database report and bank account confirmation); and collect the approved budget for each partner and how the amount was calculated (for example, the number of participants and the cost per participant).

Prove each payment was valid and approved. For each payment, the service provider must collect the partner's invoice or funding request; the internal approval showing the payment was signed off at the correct levels; and proof of payment (bank statement, electronic payment confirmation or remittance advice). The service provider must confirm that the amount paid agrees to the agreement, the approved budget and the approval.

Prove how the partner used the money. The service provider must collect each partner's monthly and quarterly financial and performance reports; the bank statements of the partner's project bank account showing the money received and how it was spent; the supporting documents for what the partner spent (participant stipends, uniforms, site setup, training and similar), including invoices, receipts and proof of payment; and the participant records (registers, identity verification, attendance, stipend pay lists and proof that stipends were paid). The service provider must then reconcile the money paid to the partner against the money the partner spent, and the number of participants supported.

Prove the work was monitored and delivered. The service provider must collect the monitoring reports, site visit reports and photographs; the progress reports against the targets in the agreement; and the close-out reports and any declaration of unspent funds.

Obtain alternative evidence where documents are missing. The service provider must follow up with each partner in writing, with clear deadlines, for any missing document. Where a document cannot be found, the service provider must obtain the best alternative evidence that proves the same fact, for example the partner's bank statements; written confirmations from the partner of amounts received, spent and any unspent balance; confirmations from suppliers or service providers; confirmations or signed attestations from participants; third party records such as tax status, Central Supplier Database reports, bank confirmations and registration records; internal approvals, board or committee minutes and correspondence; recalculations of stipend and allocation amounts; and site visits and photographs. Signed management representations may be used only where a document genuinely does not exist, and no other evidence is available. Where a payment, or part of a payment, still cannot be supported by any evidence, the service provider must list it separately with the amount, so that any unresolved item is limited to that specific payment and not the whole population.

Reconcile and check completeness. The service provider must update the tracking sheet so that every payment shows the documents required, the documents obtained, the file reference and anything still outstanding; reconcile the total of all payments to the financial statements and the general ledger; and confirm that no payment and no partner has been left out.

Compile the files and hand over. The service provider must index and reference every document and compile a complete file for each partner and each payment, electronically and in hard copy if needed; do a quality check of each file against the checklist; and hand the files, the tracking sheet and a short summary to management in the form the auditors expect.

Support the audit and deal with audit queries. The service provider must give the compiled files and the tracking sheet to the auditors in the form and order they require; respond to the auditors' requests for information and questions on the project disbursements within their deadlines; attend audit meetings and take the auditors through the evidence; investigate and resolve any audit queries or findings raised on the project disbursements, providing the extra evidence or explanations needed; keep a log of all audit queries and how each was resolved; and continue to support management until the audit of the project disbursements is concluded.

4. DELIVERABLES

- A checklist of what each file must contain, and a work plan, within 5 working days of appointment.
- Weekly progress reports showing the status per partner.
- Complete, indexed files for every partner and every payment, with the tracking (reconciliation) sheet.
- A gap report listing anything missing and what was done about it.
- A final audit-ready pack and a short summary, ready to give to the auditors, within 60 – 90 working days of appointment.
- Ongoing audit support: written responses to audit queries and a log of queries and how they were resolved, until the audit is concluded.

B. TRAVEL MANAGEMENT

During the financial years 2024/2025 and 2025/2026 audits, AGSA raised a finding that the Agency is not in compliance with the National Treasury Travel Framework, Travel Guidelines and the Agency's own Travel Policy.

This led to the travel transactions worth R38 157 378,41 being classified as irregular expenditure. The number of transactions is 7336.

1. NATIONAL TREASURY IRREGULAR EXPENDITURE FRAMEWORK

The framework provides procedure on how the Agency must deal with the recognised irregular expenditure, which includes assessment, determination or investigations related to irregular expenditure.

2. SCOPE OF WORK

The appointed service provider will have to perform the following to ensure that the Agency deals with the recognised irregular expenditure as prescribed in the National Treasury Irregular Expenditure Framework:

2.1 DETERMINATION TEST

- (a) Analyse the reason for non-compliance of each travel related transaction to establish the facts and losses, if any, related to the transaction.
- (b) Conduct the test to confirm the facts and losses associated with the travel transactions identified as irregular expenditure.
- (c) Collect information related to the identification of:
 - (i) Root causes that led to the transgression;
 - (ii) Employee(s) responsible for the irregular expenditure;
 - (iii) If the Agency suffered a loss; and
 - (iv) Any breakdown in the designed internal controls.
- (d) Prepare a report on the outcome of the determination test including recommendations

3. DELIVERABLES

- Report on each transaction as per 2.1 (a) above.
- A detailed report on the overall outcome of the determination test including recommendations
- Perform a post implementation review and sign off the recommendations implemented by management prior the submission of the unaudited financial statements

C. DURATION AND TIMEFRAMES

The work is urgent and must fit the audit deadlines. The service provider must be able to start immediately, put enough people on the job, and finish within the period agreed with the NYDA.

D. MINIMUM REQUIREMENTS (Mandatory Requirement)

The team must be led by a Chartered Accountant (South Africa) who is registered with SAICA and is also a Registered Auditor (registered with the Independent Regulatory Board for Auditors). Proof of registration must be attached.

Data Collection/Reconciliation / verification staff (Must have completed accredited accounting or auditing articles training (internal or external audit)

Document / data-capture staff (Must have completed accredited accounting or auditing articles training (internal or external audit)

NB: Proof of qualifications must be attached for all team members

E. EVALUATION CRITERIA

Stage 1: Mandatory requirement and administrative checks.

Stage 2: Price and Specific Goals. Quotations that pass Stage 1 are evaluated on price and specific goals. The service provider that scores the highest points as per Preferential Procurement Policy Framework Act and its regulations will be recommended for award.

D. Price schedule

DESCRIPTION	QUANTITY	PRICE PER HOUR/DAY	TOTAL PRICE EXCLUDING VAT
PYEI (Presidential Youth Employment Initiative) and Travel Management			
Team Leader (Accountant)	01	R	R
Data Collection/Reconciliation/Verification Staff	03	R	R
Document/Data-capture Staff	03	R	R
Total Excluding VAT		R	R
VAT		R	R
Total Including VAT		R	R

COMPANY NAME : _____

SIGNATURE OF BIDDER: _____

CAPACITY : _____

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

- 2.2 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:

.....

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.

- 2.3 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 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

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.

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

May 2011

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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	
SPECIFIC GOALS	
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:

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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	Number of points allocated	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)
---	----------------------------	----------------------------	---	---

	(90/10 system) (To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(To be completed by the tenderer)	(To be completed by the tenderer)
Youth Owned Institutions		10		
Women Owned Institutions		05		
Ownership by persons with disabilities		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:	
	
	
	