



## REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

DOCUMENT NUMBER:	SAQA RFQ: Web Redesign
RFQ ISSUE DATE	20 June 2022
RFQ CLOSING DATE AND TIME:	24 June 2022 at 16H00
RFQ VALIDITY PERIOD	90 Days (from RFQ closing date)
DESCRIPTION	Design, develop and implement a new SAQA Website (to include web support and training)
RESPOND TO THE RFQ AND FORWARD IT TO:	<a href="mailto:rfq@saqa.co.za">rfq@saqa.co.za</a>
ENQUIRIES	Ms Nosipho Damane Email Address: <a href="mailto:ndamane@saqa.co.za">ndamane@saqa.co.za</a>

## **1. INTRODUCTION**

- 1.1. SAQA is mandated to oversee the further development and implementation of the National Qualifications Framework (NQF) and ensure the achievement of its objectives, which pursue the full development of each learner and the social and economic development of the nation at large. SAQA, therefore, plays an influential role in the entire education and training sector.
- 1.2. The appointed service provider will be required to design, develop and implement a functioning SAQA website, and provide support and training to the relevant staff to ensure that they can manage the back-end.

## **2. PURPOSE**

- 2.1. The purpose of this bid is to appoint a competent service provider to design, develop and implement a new SAQA website, and to enable relevant staff to manage the back-end as the webmaster.
- 2.2. This document intends to provide the prospective Service Providers with adequate information to understand and respond to SAQA's requirements. It serves to ensure uniformity in responses and to provide a structured framework for the evaluation of proposals.

## **3. BACKGROUND AND CURRENT INFRASTRUCTURE**

- 3.1. The SAQA Website is a source of information on all matters related to the National Qualifications Framework of South Africa, including:
  - 3.1.1. The history and objectives of the NQF;
  - 3.1.2. Comprehensive information about SAQA as the custodian of the NQF;
  - 3.1.3. Services provided by SAQA, with access sites, such as the verification of national qualification achievements, the evaluation of foreign qualifications, recognition of professional bodies and registration of their designations; and the NQF MIS with all associated NQF data (e.g. registered professional bodies and designations, registered qualifications and part-qualifications and accredited providers);
  - 3.1.4. NQF related documents, including legislation, policies, regulations, notices, guidelines, research papers and information manuals; Useful references, including the NQFpedia, lists of learning providers and important events; and
  - 3.1.5. Publications such as strategic plans, annual integrated reports, SAQA bulletins and updates, brochures and posters, conference proceedings and multimedia.

### **3.1.6. FYI - The current SAQA Website is running on the following software stack**

- 3.1.6.1. CMS                      Drupal 8.9.20
- 3.1.6.2. Web Server            Apache
- 3.1.6.3. PHP                     7.3.27
- 3.1.6.4. Database              5.5.5-10.3.34-MariaDB
- 3.1.6.5. Running on hosted virtualized Xen Centre hardware platform which runs across multiple failover servers which run multi-core Xeon-based CPUs, large amounts of DDR RAM and SAS performance drives in RAID configuration.
- 3.1.6.6. Please note that website hosting is not included in this RFQ.

## **4. SCOPE OF SERVICES**

- 4.1. The appointed service provider will be required to:
  - 4.1.1. Design a new website that will be the digital home for SAQA. The look and feel of the new website should be modern and fresh but still adhere to the SAQA brand guidelines;
  - 4.1.2. Optimise the design for multiple platforms (laptop, mobile and tablet) and multiple browsers (Google Chrome, Bing, Yahoo, Internet Explorer, Safari, Firefox).
  - 4.1.3. Create a feature for online discussions and debates
  - 4.1.4. Optimise the search function to search for content across the site
  - 4.1.5. Link SAQA's social media platforms to the website so that live content is visible
  - 4.1.6. Create an enabling environment to link to information sitting in the Microsoft cloud
  - 4.1.7. Create the front-end of the research portal (documents will be located in the Microsoft Cloud)
  - 4.1.8. Create the front-end for access to SAQA's services (applications for the verification of qualifications, the information contained in SAQA's Management Information Systems; Chatbot, WhatsApps for Business etc)
  - 4.1.9. Provide a streamlined and logical structure for navigation and quick access.
  - 4.1.10. Provide support and training for one (1) year from the date of completion of the project.

4.1.11. Develop a Content Management System (CMS) to enable optimal content management and website administration by SAQA.

## 5. MINIMUM MANDATORY TECHNICAL REQUIREMENTS

5.1. Bidders are required to explicitly mark either **“COMPLY”**, **“OR “DO NOT COMPLY”** on each and every mandatory requirement. Failure to do so will be taken as a **“DO NOT COMPLY”**.

5.2. Bidders may where necessary, refer to additional reference material submitted by document name/number, page number and paragraph. Where a reference in substantiation is made to another page (“off-page”) in the bidder’s submission, such referenced page shall be clearly identified by a unique reference number. During the evaluation, SAQA reserves the right to treat a question for which an “off-page” referenced substantiation page cannot be located based on such a unique reference number as a **“DO NOT COMPLY”**.

5.3. The functions below are **website minimum requirements**. If any of these functions cannot be catered for then the bidder will be non-compliant and accordingly disqualified:

5.3.1	DESIGN WITH AN APPEALING LOOK AND FEEL DESIGN	Comply	Do Not Comply
	(a) The bidding company must clearly show how they will integrate the SAQA colours and logos in order to represent the brand properly.		
5.3.2	SELECT INTERACTIVE (AUTOMATED) FUNCTIONALITIES	Comply	Do Not Comply
	(a) Automated response messages to cater for visually impaired or differently-abled audiences, where practically possible		
5.3.3	SEAMLESS INTEGRATION OF SUB-SITES AND SYSTEMS	Comply	Do Not Comply

	(a) SAQA has a variety of sub-sites like the NLRD searchable database, Foreign Qualifications Evaluation and Advisory Services Online Application System, SAQA Verifications Service, Professional Bodies and Professional Designations searchable database and SAQA's E-recruitment System. All the above must be seamlessly integrated with the SAQA website.		
<b>5.3.4</b>	<b>SECURED &amp; AUTHENTICATED CONTENT MANAGEMENT SYSTEM (CMS)</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) CMS should be secure and user-friendly. The CMS should be able to allow for uploading for required file formats e.g. pdf, HTML documents type and more  (b) Transfer of skills on how to use the Content Management System		
<b>5.3.5</b>	<b>ARCHIVE</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) Customised and automated archival of documents, articles, data, videos, discussions, polls, surveys and the like. Existing archive content should be included.		
<b>5.3.6</b>	<b>SEARCH INDEXING</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) Users should be able to search and easily find information on the SAQA Website.  (b) Link to the Authentication Services Chatbot for service-related queries		
<b>5.3.7</b>	<b>MULTIMEDIA</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) The website should allow the uploading and archiving of multimedia material including pictures, videos and infographics. It should also allow for this material to be stored in the cloud and seamlessly accessed		
<b>5.3.8</b>	<b>SOCIAL MEDIA LINKS AND ACCESS</b>	<b>Comply</b>	<b>Do Not Comply</b>

	(a) The website must be capable of integrating all required social media access according to the needs of SAQA and whatever is uploaded on SAQA social media platforms should also appear under the social media icons on the website.		
<b>5.3.9</b>	<b>ALERTS AND SUBSCRIPTION SERVICES</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) The website must allow interested persons to subscribe and/or unsubscribe in order to receive or not to receive alerts about information and updates about SAQA. This should be done in line with the POPI Act.		
<b>5.3.10</b>	<b>DAILY NEWS/ WHAT'S NEW PAGE</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) The website must be able to show important messages and new information about SAQA and the NQF landscape.		
<b>5.3.11</b>	<b>STRIPS ON THE WEBSITE</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) The website must have an option for rolling web strips to showcase SAQA services SAQA information and announcements.		
<b>5.3.12</b>	<b>CHAT AND LIVE INTERACTION</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) The website must allow for chat and other live interactions between SAQA and the public. SAQA must be able to control the availability of the service.		
<b>5.3.13</b>	<b>Analysis</b>	<b>Comply</b>	<b>Do Not Comply</b>
	(a) The website must be able to provide usage reports.		

## 6. MAINTENANCE AND SUPPORT

### 6.1. Technical On-Site/Off-Site Support and Maintenance:

6.1.1. Technical On-Site/Off-Site *ad hoc* support and maintenance - these services will be paid after the services are rendered.

### 6.2. Travelling and subsistence costs

6.2.1. The bidder shall include travelling and subsistence costs in the labour fees and call-out fees on support and maintenance costs. Separate travelling and subsistence claims will not be paid.

### 6.3. Service Levels

6.3.1. Service Levels - the bidder shall be required to meet certain service turnaround times to effect service restorations as part of support and maintenance services.

## 7. SERVICES LEVELS AND APPLICABLE PENALTIES

Minimum service levels			
Service	Description	Target	Penalty
Project Plan / Schedule	Submission of the project plan with delivery dates	10 working days from the date of signing the acceptance of the letter of award. This must include within the 10 working day period, 5 working days for SAQA to review the Project Plan / Schedule and the bidder amending same accordingly.	10% of the total Design fee
Project Documentation	Keeping and submission of documents to the SAQA project manager	100% as per Project Plan / Schedule	10% of the Development Fee

## **8. PENALTY MAXIMUM LIMIT AND SERVICE DISPUTES**

- 8.1. The maximum penalties will be limited to 20% per month of the total monthly maintenance and support costs.
- 8.2. Furthermore, should the 20% limit be reached four (4) times during the contract period, the SAQA reserves the right to immediately enter into a Service Dispute, that may result in the termination of the contract.
- 8.3. Notwithstanding the aforementioned, and without prejudice to any other rights SAQA has, the SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation. During a Service Dispute, the service provider shall continue to render services in terms in accordance with these service levels.



## SECTION 4: EVALUATION CRITERIA

### 1. The bid will be evaluated in four (4) stages:

**Stage 1:** Administrative compliance checks

**Stage 2:** Functionality evaluation – phase 1

**Stage 3:** Functionality evaluation (Presentation) – phase 2

**Stage 4:** Price and B-BBEE

#### 1.1. STAGE 1: ADMINISTRATIVE COMPLIANCE CHECKS

Bidders must make sure all standard bid documents are signed and the Central Supplier Database report or Unique Number or Supplier number from the CSD is attached to the proposal.

#### 1.2. FUNCTIONALITY EVALUATION

The functionality will be scored against the following criteria. Please note that where a “Minimum Rating to Qualify” for a criterion has been indicated, a bidder shall be disqualified where the bidder does not achieve the minimum rating.

##### 1.2.1. Minimum Scoring

- a. In order to qualify to be evaluated for functionality phase 2 (**Presentation**), a bidder must score a minimum of **55** points (Out of a total of **70** points) on **functionality phase 1**.
- b. A bidder must have obtained a minimum of **80** points out of the total points for functionality evaluation (**Phase 1 and 2**) to qualify to be evaluated on prices and B-BBEE. After functionality evaluation, qualifying bids will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000), Preferential Procurement Regulation 2017.

STAGE 2: FUNCTIONALITY: PHASE 1		
Criteria	Sub-criteria	Points
<p>Experience of bidder's key personnel that will be assigned to the contract:</p> <p><b>(The bidder must attach the Curriculum Vitae (CV) of the Senior Web Developer to qualify for points)</b></p>	<p>The Curriculum Vitae (CV) of the Senior Web Developer will be used for the allocation of points as follow:</p> <ul style="list-style-type: none"> <li>• Senior Web Developer with no relevant working experience = <b>0 points</b></li> <li>• Senior Web Developer with 1 to 2 years of relevant working experience in website design = <b>1 point</b></li> <li>• Senior Web Developer with over 2 to 3 years of relevant working experience in website design = <b>2 points</b></li> <li>• Senior Web Developer with over 3 to 5 years of relevant working experience in website design = <b>4 points</b></li> <li>• Senior Web Developer with over 5 or more years of relevant working experience in website design = <b>10 points</b></li> </ul>	<b>10</b>
<p>Bidder's relevant experience for the assignment:</p> <p>Provide the following:</p> <p><b>(The bidder must attach relevant reference letters from the organisations where the service was offered to qualify for the indicated points)</b></p>	<p>The names of the organisations where similar services were provided. SAQA reserves the right to contact these organisations, without prior notice to the bidder.</p> <ul style="list-style-type: none"> <li>• Bidder with up to two formal reference letters for contracts for similar services = <b>1 point</b></li> <li>• Bidder with three formal reference letters for contracts for similar services = <b>2 points</b></li> <li>• Bidder with four formal reference letters for contracts for similar services = <b>4 points</b></li> <li>• Bidder with five formal reference letters for contracts for similar services = <b>10 points</b></li> </ul>	<b>10</b>

<p>Quality of methodology:  <b>Methodology proposal must be attached (To score points bidders must attach details on each of the sub-criteria points)</b></p>	<ul style="list-style-type: none"> <li>• Describe, in detail, exactly how you propose to carry out the activities to achieve the outcomes identified in the Terms of Reference = <b>30 points</b></li> <li>• Identify any possible problems that might hinder delivery and indicate how you will avoid, or overcome such problems; <ul style="list-style-type: none"> <li>- Identifying the problems and how they can be avoided = <b>5 points</b></li> </ul> </li> <li>• Provide a training plan and approach for the transfer of knowledge = <b>5 points</b></li> <li>• Demonstrate how you will manage the project plan, risk management associated with the project, turnaround times etc. <ul style="list-style-type: none"> <li>- Submission of the project plan that includes team members that will be involved in the projects with timelines = <b>5 points</b></li> <li>- Identifying the risks and how to avoid them = <b>5 points</b></li> </ul> </li> </ul>	<p><b>50</b></p>
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<b>STAGE 3: FUNCTIONALITY: (PRESENTATION) PHASE 2</b>		
Clarity and quality of communication/presentation	<ul style="list-style-type: none"> <li>Simple language, logical, good quality presentation skills, no slidology (too much text on slides) appropriate pitching for the audience, sufficient interaction and checking for understanding, good proposed solution = <b>20 points</b></li> </ul>	<b>30</b>
Indication of the shortcomings of the existing SAQA Website with proposed solutions	<ul style="list-style-type: none"> <li>The service provider must give an overview of critical findings with regards to gaps/inefficiencies / poor organisation/accessibility, etc. and how they propose to improve this, preferably with a mock site) = <b>5 points</b></li> </ul>	
Understanding of SAQA's mandate, services and products as per the NQF Act	<ul style="list-style-type: none"> <li>The service provider must demonstrate an understanding of the role of SAQA and the type of information required by the public in its mandate and role in creating a world-class NQF = <b>5 points</b></li> </ul>	
<b>Total points</b>		<b>100</b>

**N/B: The bidder is required to submit the list of all team members who will be involved in the project.**

### **1.3. Points awarded for B-BBEE status level of contributor**

- (a) In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**SECTION 5: PRICING SCHEDULES SBD 3.1****PRICING SCHEDULE – FIRM PRICES  
(SERVICES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES  
(INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS)  
WILL NOT BE CONSIDERED**

**Name of bidder..... Bid Number: .....**  
**Closing Time 11:00 on .....**

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

SUMMARY OF COST BREAKDOWN		
DESCRIPTION OF THE SERVICE		PRICE (including VAT)
<b>Design, development and implementation of a new SAQA Website</b>	<b>Phase 1:</b> Design	Total Amount incl. VAT R.....
	<b>Phase 2:</b> Development	Total Amount incl. VAT R.....
	<b>Phase 3:</b> Implementation	Total Amount incl. VAT R.....
<b>Support and maintenance for one year</b>	<b>Year 1</b>	Total Amount incl. VAT R.....
<b>Total Amount Incl. VAT</b>		R.....

DESCRIPTION	
Labour and Call-out rate (applicable on <i>Ad-Hoc</i> maintenance and support)	Year 1
	Hourly Rate R .....

## 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

2.2 Do you, or any person connected with the bidder, have a relationship

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<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.



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 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

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

### 3.1 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**

$$P_s = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
company/firm:.....

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in  
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

## WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....  
.....