



RFQ NUMBER	RFQ/MICT/42/2025
RFQ DESCRIPTION	APPOINTMENT OF A COMPETENT SERVICE PROVIDER TO ASSIST MICT SETA WITH THE DESIGN OF A COSTING MODEL FOR SUBSCRIPTION SERVICES OF MICT SETA TECHNOLOGY SYSTEMS
RFQ ISSUE DATE	23 July 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	28 July 2025 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ.**

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above.

Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

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

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS-issued verification pin		
SBD 4 – Bidder's Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

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

1. QUOTATION CONDITIONS

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

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

1.1 MICT SETA reserves the right to:

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

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

REQUIREMENT DESCRIPTION: APPOINTMENT OF A COMPETENT SERVICE PROVIDER TO ASSIST MICT SETA WITH THE DESIGN OF A COSTING MODEL FOR SUBSCRIPTION SERVICES OF MICT SETA TECHNOLOGY SYSTEMS**1. INTRODUCTION**

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act, No. 97 of 1998 section 10 (1) (a). The SETA has a mandate to facilitate skills development. Adhering to the key principles of the Skills Development Act and the National Skills Development Plan (NSDP), the SETA seeks to facilitate alignment between skills supply and demand by enhancing the linkages between institutional and workplace learning. The mandate adopted by the SETA is derived from the broader plan of government, namely the NDP, which aims to put in place the framework to build capabilities of South African citizens.

The SETA was established to offer support to its stakeholders through skills development imperatives within its five (5) distinct sub-sectors of Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications.

The MICT SETA partners with different stakeholders from private sector and 4IR Research Chairs from different institutions of higher learning / universities to develop technology systems. Once developed, these technology systems will enable access by other state institutions and entities as part of ICT Shared Service model as spearheaded by MICT SETA and / or private companies for purposes of commercialisation of the said technology systems.

A Costing Model for which accurately estimates project costs throughout the lifecycle of different technology system is required. Designing an accurate Costing Model will be achieved through a detailed process that includes identifying cost drivers, defining the scope of the projects, and using relevant estimation techniques.

The MICT SETA seeks to appoint a service provider that will assist the organisation to design the Costing Models of its technology systems. Competent and experienced bidders are invited to submit bid proposals for this service.

2. PURPOSE

The purpose of this request is to invite competent and suitably experienced Service Providers to assist the MICT SETA with the design of the Costing Model that will be used to estimate the total costs of the Integrated Learner Management System (ILMS) project implementation to MICT SETA, customisation of the system to onboard other Parties on the system throughout its lifecycle, including implementation, support, and maintenance processes. The appointed service provider will assist to insource and onboard SMME Service Providers to enhance, support, and maintain solutions designed and developed through the MICT SETA 4IR Research Chairs (Universities), as part of the MICT SETA's drive to institutionalise the Triple-Helix Model of innovation.

The appointed Service Provider will be expected to promote innovation in the execution of the scope of service for a Costing Model that is both practical to the current and future processes.

3. OBJECTIVES

The Costing Model will be used to estimate the total cost of the ILMS project implementation for MICT SETA, onboarding of other Parties into the system through customisation including development, implementation, and ongoing maintenance throughout its lifecycle.

4. COMPETENCIES OF THE SERVICE PROVIDER

Competencies of the service provider must include:

- 4.1. The Service Provider must have demonstrable experience in design costing models for different projects in Information and Communications Technology (ICT), infrastructure, systems development, engineering, or related.
- 4.2. Experience of working in multidisciplinary and multicultural teams.
- 4.3. Provision of all required resources such as the specialists, tools, software and any resources to execute the project.
- 4.4. Strong research background and demonstrated experience undertaking research costing related exercises.
- 4.5. Available resources throughout the project execution.
- 4.6. Expertise at collecting, synthesising, and reporting information.
- 4.7. High level of financial literacy, i.e., with budget related information.
- 4.8. A team of Project Manager, Cost Analysts, and Technical Specialists.

5. MINIMUM REQUIREMENTS FOR DESIGNING THE COSTING MODEL

5.1. Data Collection

To design a complete and holistic Costing Model, the service provider will be required to consider critical information required to systems development, which includes:

- a) Relevant documentation of designing and customising the system which includes Project Charters, Project Plans, system requirements specifications, functional requirements specifications, test cases, and user sign-offs
- b) Relevant teams required to building, customise, and support the system at all levels.
- c) Interviewing key resources involved in the building and customisation of the system such as Project Sponsor, Project Owner, Risk and Compliance, Legal and Compliance, Development Teams, support teams and other critical Stakeholders involved in the project.
- d) Review of the support structure required support and maintain the system throughout its lifecycle.
- e) Review the infrastructure, hosting, and security platforms.

5.2. Designing the Costing Model

Designing the Costing Model must include the following, without limitation:

- a) The Costing Model must include all development, implementation, and maintenance costs for the system from when the process was initiated in 2021 until 2030, with specific costs for hardware, software, and personnel.
- b) Detailed cost breakdown must be provided, including unit costs, labour hours, and material costs.
- c) The cost drivers and factors will also include development and customisation hours, software licensing, training costs, and ongoing maintenance costs.
- d) Historical data from similar projects must be used, along with vendor costs for both hardware and software, and maintenance personnel.
- e) The model must be designed to be flexible to allow utilisation of a combination of bottom-up estimation (detailed costs estimation of individual components) and parametric estimation (using historical data and project specific factors).
- f) The model must be developed using a spreadsheet with a user-friendly interface and cost breakdowns.
- g) The model must be validated against historical data and benchmarked against similar projects. The model will be reviewed by a team of experts to ensure its accuracy.
- h) Regular reports will be generated to key stakeholders, with clear overview of projected costs and any potential risks or variances.

5.3. **Designing the Costing Model**

At a minimum, the key deliverables of the project will include the following:

- a) A Project Methodology and Plan must be developed and submitted with the proposal.
- b) A Comprehensive First Draft Costing Model must be presented for inputs by MICT SETA.
- c) A Comprehensive Final Costing Model of the Integrated Learner Management System (ILMS).
- d) Spreadsheets must also be provided for the actual costing.
- e) The Service Provider will report to the Chief Information Officer (CIO) or the delegated Project Manager.

5.4. **Project Timeframe**

The Cost Model must be developed and completed within a period of six (6) to eight (8) weeks.

6. PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only; Service Providers may provide a comprehensive Costing Model suitable for the project:

Item	Requirement Description	Quantity	Unit Price	Total Cost (Excl. VAT)
	APPOINTMENT OF A COMPETENT SERVICE PROVIDER TO ASSIST MICT SETA WITH THE DESIGN OF A COSTING MODEL FOR SUBSCRIPTION SERVICES OF MICT SETA TECHNOLOGY SYSTEMS			
1.	Development of the Costing Model	1	R	R
2.	Presentation to different Structures of MICT SETA	1	R	R
3.	Project Management	1	R	R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

Complete below:

1. Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: _____

Capacity under which this quote is signed: _____

Signature: _____

Date: _____

7. EVALUATION CRITERIA

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

RFQs received will be evaluated on functional evaluation criteria and Price & Specific goals comparison.

7.1. STAGE 1: FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **70** out of the **100** points has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of **70** points will move to the next stage of evaluation.

Note: All bidders achieving less than the set threshold of 70 points will be declared non-responsive.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

Note: Bidders that do not meet the requirements of set functional criteria will be declared non-responsive.

FUNCTIONAL CRITERIA			
NO	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAX POINTS
1	PROPOSED METHODOLOGY AND APPROACH	<p>Bidders are requested to submit a detailed Methodology and approach that comprehensively articulates how the bidder will deliver on MICT SETA requirements as per the Scope of Work.</p> <p>The Methodology and Approach must cover the following Minimum Requirements:</p> <ol style="list-style-type: none"> 1. Data Collection 2. Designing the Costing Model 3. Deliverables 4. Project Timeframe <p>Points for submission of methodology and approach will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a detailed methodology and approach that covers all four (04) requirements = 55 points • The bidder submitted a detailed methodology and approach that covers only three (03) requirement = 35 points • The bidder submitted a detailed methodology and approach that covers only two (02) requirement = 20 points • The bidder submitted a detailed methodology and approach that covers only one (01) requirement = 10 points • The bidder did not submit methodology and approach or submitted a methodology that does not cover any requirements = 0 points 	45
2	RISK MANAGEMENT PLAN	<p>The bidder must submit a detailed Risk Management Plan demonstrating at least three identified risks in relation to this project, together with the proposed mitigation strategies to manage such risks.</p> <p>Points for submitting a detailed Risk Management Plan will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a detailed plan with at least three relevant risks and mitigation measures outlined = 10 points 	10

		<ul style="list-style-type: none"> • The bidder submitted a detailed plan with two relevant risks and mitigation measures = 05 points • The bidder submitted a detailed plan with one relevant risk and mitigation measure(s) = 02 points • The bidder did not submit a detailed plan or submitted a plan with no risks identified or with risks outlined but no mitigation measures = 0 points 	
3	REFERENCE LETTERS	<p>The bidder must provide five (05) contactable reference letters from Clients where the Bidder has been involved in similar projects of designing costing models for projects in ICT, infrastructure, systems development, engineering, or related within the past 10 years. This should be clearly indicated in the reference letters for similar interventions / projects.</p> <p>NB: The reference letters must be on the client's letterhead, references must be contactable (email, cell number/office number), fully signed, dated, indicate project description, and the period when the work was done.</p> <p>Points for provision of reference letters will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted five (05) reference letters for designing costing models for projects in ICT, infrastructure, systems development, engineering, or related or similar work / project = 10 points • Bidder submitted four (04) reference letters for designing costing models for projects in ICT, infrastructure, systems development, engineering, or related or similar work / project = 08 points • Bidder submitted three (03) reference letters for designing costing models for projects in ICT, infrastructure, systems development, engineering, or related or similar work / project = 06 points • Bidder submitted two (02) reference letters for designing costing models for projects in ICT, infrastructure, systems development, engineering, or related or similar work / project = 04 points • Bidder submitted one (01) reference letters for designing costing models for projects in ICT, infrastructure, systems development, engineering, or related or similar work / project = 02 points • Bidder did not submit reference letters for designing costing models for projects in ICT, infrastructure, systems development, engineering, or related or similar work / project = 0 points <p>MICT SETA reserves the right to contact and verify reference letters submitted by the Bidder. Only reference letters from the main bidder will be accepted, no reference letters from the sub-contractor will be accepted.</p>	10
4	TEAM ORGANOGRAM	<p>The bidder must submit a team organogram that highlights the project team members with allocation of roles and responsibilities.</p> <p>Points for submission of a detailed Team organogram will be allocated as follows:</p> <ul style="list-style-type: none"> • Team organogram submitted highlights project team members with allocated roles and responsibilities = 05 Points • The bidder did not submit team organogram or team organogram does not highlight allocated roles and responsibilities = 0 Points 	05
5	EXPERIENCE OF THE PROJECT MANAGER	<p>The bidder must submit the CV of the Project Manager highlighting 10 years or more of experience in managing ICT projects implementations. The Project Manager must possess qualifications in Finance, Audit, ICT, or Engineering, along with a relevant Project Management Certification such as Project Management Professional (PMP), PRINCE2, Certified Scrum Master (CSM), or Certified associate in project management (CAPM), or related.</p> <p>Points for experience of the project manager will be allocated as follows:</p>	10

		<ul style="list-style-type: none"> • Bidder submitted CV and PM Certificate of the Project Manager that indicates ten (10) years of experience or more in managing ICT projects = 10 points • Bidder submitted CV and PM Certificate of the Project Manager that indicates nine (09) years of experience in managing ICT projects = 08 points • Bidder submitted CV and PM Certificate of the Project Manager that indicates eight (08) years of experience in managing ICT projects = 06 points • Bidder submitted CV and PM Certificate of the Project Manager that indicates seven (07) years of experience in managing ICT projects = 04 points • Bidder submitted CV and PM Certificate of the Project Manager that indicates six (06) years of experience in managing ICT projects = 02 points • Bidder submitted CV and PM Certificate of the Project Manager that indicates five (05) years of experience or less in managing ICT projects = 0 points <p>Points will not be allocated to bidders who do not meet all the requirements.</p>	
6	EXPERIENCE OF COSTS ANALYST(S)	<p>The bidder must submit the CV of the cost analyst(s) highlighting 10 years or more of experience in the designing of costing models for projects in ICT, infrastructure, systems development, engineering, or related. (Relevant finance qualification ie: Certified Management Accountant (CMA) qualification/Certified Cost Professional (CCP/ Financial Modelling and Valuation or Relevant finance qualification).</p> <p>Points for experience of the project manager will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted CV and finance related Certificate(s) of the cost analyst(s) that indicates ten (10) years of experience or more in designing costing models for projects in ICT = 10 points • Bidder submitted CV of the cost analyst(s) that indicates nine (09) years of experience in designing costing models for projects in ICT = 08 points • Bidder submitted CV and finance related Certificate(s) of the cost analyst(s) that indicates eight (08) years of experience in designing costing models for projects in ICT = 06 points • Bidder submitted CV and finance related Certificate(s) of the cost analyst(s) that indicates seven (07) years of experience in designing costing models for projects in ICT = 04 points • Bidder submitted CV and finance related Certificate(s) the cost analyst(s) that indicates six (06) years of experience in designing costing models for projects in ICT = 02 points • Bidder submitted CV and finance related Certificate (s) of the cost analyst(s) that indicates five (05) years of experience or less in designing costing models for projects in ICT = 0 points 	10
7	EXPERIENCE OF TECHNICAL SPECIALIST(S)	<p>The bidder must submit the CV and IT qualifications (NQF 7 Bachelor of Technology: Information Technology or equivalent of the technical specialist(s) highlighting 10 years or more of experience in implementing ICT projects implementations, specifically in systems implementation.</p> <p>Points for experience of the project manager will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted CV and IT related qualification of the technical specialist(s) that indicates ten (10) years of experience or more in systems implementation = 10 points 	10

	<ul style="list-style-type: none"> • Bidder submitted CV and IT related qualification of the technical specialist(s) that indicates nine (09) years of experience in systems implementation = 08 points • Bidder submitted CV and IT related qualification of the technical specialist(s) that indicates eight (08) years of experience in systems implementation = 06 points • Bidder submitted CV and IT related qualification of the technical specialist(s) that indicates seven (07) years of experience in systems implementation = 04 points • Bidder submitted CV and IT related qualification of the technical specialist(s) that indicates six (06) years of experience in systems implementation = 02 points <p>Bidder submitted CV and IT related qualification of the technical specialist(s) that indicates five (05) years of experience or less in systems implementation = 0 points</p>	
TOTAL		100
MINIMUM THRESHOLD		70

7.2. STAGE 2: PRICE AND SPECIFIC GOALS

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

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

Criteria	Points
Enterprise owned by at least 51% historically disadvantaged persons.	10
Enterprise owned by at least 51% historically disadvantaged women.	5
Enterprise owned by at least 51% historically disadvantaged youth.	5
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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.

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 PROCUREMENT CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where:

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by at least 51% historically disadvantaged persons.	10	
Enterprise owned by at least 51% historically disadvantaged women.	05	
Enterprise owned by at least 51% historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

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