



**SOUTH AFRICAN TOURISM**

**PART C:**

**TENDER EVALUATION PROCESS- SOUTH AFRICAN TOURISM: SA TOURISM TENDER NUMBER 306/25 MA (RE-ISSUE)- HOSTING STRATEGIC PARTNER FOR MEETINGS AFRICA TRADE SHOW FOR 2026, 2027, 2028, 2029 & 2030 EDITIONS**

**Table 1: Evaluation Summary of the Evaluation Phases (table below):**

| <p><b>Phase 1</b><br/><b>Pre-qualification</b><br/><b>Criteria</b></p>   | <p><b>Phase 2</b><br/><b>Technical Evaluation</b><br/><b>Criteria</b><br/><b>(Desktop and Site Inspection)</b></p>   | <p><b>Phase 3</b><br/><b>Price and Specific Goals Evaluation</b></p>  |
|--|--|---|
| <p>Bidders' responses will be evaluated based on compliance with the listed administrative and mandatory requirements.</p> | <p>Technical, functional evaluation consists of two (2) phases with a total of 100%:</p> <ul style="list-style-type: none"> <li>In Phase 2A—Desktop technical, functional evaluation, a bidder must meet a minimum 70% threshold to proceed to the next phase.</li> <li>Phase 2B—Site inspection technical and functional evaluation: To proceed to the next phase of pricing and specific goals, a bidder must meet a minimum 70% threshold.</li> </ul> <p>NB: Failure to meet the above minimum threshold from each phase will result in disqualification.</p> | <p>Service provider/Bidder(s) who achieved a minimum threshold of 70% in phase 2 will be evaluated on the 80/20 or 90/10 preference points system.</p> <p>Once a tender is received, the highest acceptable tender will be used to determine the preference point system for the evaluation. Where the highest acceptable tender is below R50 million, the 80/20 preference point system must be used. If the highest acceptable tender is above R50 million, the 90/10 preference point system must be used.</p> <p><b>NB: This tender will apply the income-generating calculations for the contract award.</b></p> |

**Phase 1: Administrative and Mandatory bid evaluation**

All documents must be completed, and each page must be initialized and signed by the duly authorized representative of the prospective service provider (s). During this phase, service providers' responses will be evaluated based on compliance with the listed administrative and mandatory bid evaluation.

**Table 2: Phase 1: Administrative Requirements**

| Documents that must be submitted  | YES/NO |   |
|---|--------|---|
| Invitation SBD 1  |        | Complete and sign where applicable.   |
| Registration on the Central Supplier Database (CSD)   |        | <ul style="list-style-type: none"> <li>All bidders, including proposed partner/subcontractor agencies, must be registered as a service provider on the National Treasury's Central Supplier Database (CSD).</li> <li>If the bidder is not registered, register with your company before submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration. (Applicable to South African Companies only)</li> <li>Proof of registration can be in any form that SAT can verify that the bidder is registered on the CSD, e.g., MAAA number, CSD report, etc.</li> <li>Tax compliance is only considered when awarding the tender (the bidder), not during various evaluation phases.</li> <li>During the award phase, if a bidder is found to be non-compliant as per the CSD or SARS confirmation, the bidder must provide proof of compliance or written proof by SARS of their tax compliance status within seven working days, of which failure will result in the tender not being awarded to the bidder.</li> <li>SAT reserves the right to consider the next bidder within the process.</li> </ul> |
| Declaration of Interest - SBD 4   |        | <ul style="list-style-type: none"> <li>Complete and sign where applicable.</li> </ul>   |
| Preference points claim form in terms of the preferential procurement regulations 2022 - SBD 6.1  |        | <ul style="list-style-type: none"> <li>If the bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.</li> </ul>  |
| TGCSA Grading Certificate ( <i>specifically for the proposed accommodation and conference facilities</i> )  |        | <ul style="list-style-type: none"> <li>Valid Certificate on or before the closing date of the tender.</li> <li>SAT will notify the bidder of the invalidity of the certificate, and the bidder must provide proof of arrangement with the applicable body, i.e. TGCSA, within two working days.</li> <li>SAT reserves the right to consider the next bidder within the process if the bidder cannot provide graded establishment at the award.</li> </ul>   |
| Health & Safety Certificate   |        | <ul style="list-style-type: none"> <li>Valid Certificate on or before the closing date of the tender.</li> <li>SAT will notify the bidder of the certificate's invalidity, and the bidder must provide proof of arrangement with the applicable body, e.g., the Department of Health or an organisation, within two working days SAT reserves the right to consider the next bidder within the process.</li> </ul>  |
| ISO Certificate for Venues <ul style="list-style-type: none"> <li>Quality Management Certificate/accreditation</li> <li>Environmental Management Certificate/accreditation</li> </ul> |        | <ul style="list-style-type: none"> <li>Valid Certificate on or before the closing date of the tender.</li> <li>SAT will notify the bidder of the invalidity of the certificate, and the bidder must provide proof of arrangement with the applicable body within two working days.</li> <li>SAT reserves the right to consider the next bidder within the process.</li> </ul>   |

**Table 3: Phase 1: Mandatory Requirements****NB: Non-submission results in disqualification.**

| Documents that must be submitted   | Comply | Not Comply |
|--|--------|------------|
| 1. <b>Venue:</b> for the hosting of the event with a minimum exhibition space of 4 200 square meters at a TGCSA-graded establishment   |        |            |
| 2. Financial Contribution Model with a mandatory cash contribution of a minimum value of Six Million, Seven Hundred Thousand Rand (R6, 700 000.00 excludes VAT) per show or edition (The value must be accumulated every year with escalation)   |        |            |
| 3. Accommodation: Minimum number of 500 hotel rooms for the duration of the event with a maximum of 25 km radius from the conference venue: <ul style="list-style-type: none"> <li>a) Required proof in the form of a hotel profile (<i>i.e. hotel name, capacity, distance from the proposed conference venue (s) in kilometres</i>)</li> </ul> |        |            |

**NB: Phase 2: Desktop Technical Evaluation = Weighting out of 100%**

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

The technical functional evaluation (functionality) will comprise two (2) phases:

Phase 2A will measure the responsiveness of proposals submitted on or before the bid closing date and time, and Phase 2B will comprise a Site Inspection Evaluation.

**Phase 2A Desktop technical, functional evaluation** - A bidder will be evaluated out of 100% and is required to score a minimum threshold of **70% out of 100%** to qualify for the Site Inspection evaluation in Phase 2B

**Phase 2B Site Inspection Evaluation** -A bidder will be evaluated out of 100% and is required to score a minimum threshold of **70% out of 100%** to be evaluated further in the next phase of evaluation phase 3 (Price and Specific Goals).

**Table 4: Phase 2A: Desktop Technical Functional Evaluation**

| Deliverables / Performance Indicators  | Allocated weight |
|--|------------------|
| 1. <b>Venue:</b> Experience in hosting an event of similar size and the capacity to arrange logistics. The size of the event to accommodate the exhibition profile (s) should meet or exceed 4,000 delegates. <ul style="list-style-type: none"> <li>• Provide a minimum of three (3) recent client references of similar events hosted in the past 3 years;</li> <li>• Relevant contactable reference Letter on the letterhead to include:               <ul style="list-style-type: none"> <li>○ name of the event and</li> <li>○ date (s) of event hosted,</li> <li>○ contact details for example, email address, telephone number</li> <li>○ nature/type/sector of the event,</li> <li>○ scope (i.e., the number of delegates hosted)</li> </ul> </li> </ul> |                  |

|  |   |   |                     |  |           |
|--|---|---|---------------------|--|-----------|
| <ul style="list-style-type: none"> <li>○ NB: One of the reference letters must be of an event that had at least 8000 delegates.</li> <li>• Provide one (1) post-event report linked to a reference letter provided that addresses the successful execution of the event:</li> <li>• The bidder must meet the above requirements in order to be considered or scored as per the below evaluation matrix/rating/scale (1 to 3):             <ul style="list-style-type: none"> <li>- Five client references &amp; one post-event report = 3</li> <li>- Four client references &amp; one post-event report = 2</li> <li>- Three client references &amp; one post-event report = 1</li> </ul> </li> </ul> <p>Should the minimum requirement not be met, this will result in non-scoring. The non-scoring factors are:</p> <ul style="list-style-type: none"> <li>• No relevant reference letters submitted;</li> <li>• Submission of Appointment letters, purchase orders</li> <li>• Email reference instead of letterhead reference letters</li> <li>• Reference letters without contacts</li> <li>• Less than three (3) reference letters submitted;</li> <li>• Information provided in the reference letters that are not specific to similar hosting events;</li> <li>• Omission of post-event report(s) to support of the submitted client reference</li> </ul>                                       | <p>20</p>   |   |                     |  |           |
| <p>2. <b>Availability and suitability of space (the venue)</b> in accordance with specifications articulated as per specifications outlined in the scope - refer to clauses Part B, 4.4.2. to 4.4.17:</p> <ul style="list-style-type: none"> <li>• Bidders to demonstrate that the baseline space requirements are met, with the ability to scale for year-on-year growth.</li> <li>• Provide a plan for utilising recommended space for event and hosting requirements, as per Tables 1 and 2 for Meetings Africa 2026.</li> </ul> <table border="1" data-bbox="209 1541 1066 2004"> <tr> <td data-bbox="209 1541 475 1839"> <p>Excellent=3</p> </td> <td data-bbox="475 1541 1066 1839"> <ul style="list-style-type: none"> <li>• The bidder submission meets and exceeds the space and scale requirements for the required five years, enabling year-on-year growth and the required square metres.</li> <li>• The submissions allow SAT to grow the strategic events to a higher scale beyond the current means or projected numbers.</li> </ul> </td> </tr> <tr> <td data-bbox="209 1839 475 2004"> <p>Acceptable=2</p> </td> <td data-bbox="475 1839 1066 2004"> <ul style="list-style-type: none"> <li>• The bidder submission meets the space and scale requirements for the required five years, enabling year-on-year growth and the required square metres.</li> </ul> </td> </tr> </table> | <p>Excellent=3</p>  | <ul style="list-style-type: none"> <li>• The bidder submission meets and exceeds the space and scale requirements for the required five years, enabling year-on-year growth and the required square metres.</li> <li>• The submissions allow SAT to grow the strategic events to a higher scale beyond the current means or projected numbers.</li> </ul> | <p>Acceptable=2</p> | <ul style="list-style-type: none"> <li>• The bidder submission meets the space and scale requirements for the required five years, enabling year-on-year growth and the required square metres.</li> </ul> | <p>40</p> |
| <p>Excellent=3</p>   | <ul style="list-style-type: none"> <li>• The bidder submission meets and exceeds the space and scale requirements for the required five years, enabling year-on-year growth and the required square metres.</li> <li>• The submissions allow SAT to grow the strategic events to a higher scale beyond the current means or projected numbers.</li> </ul> |   |                     |  |           |
| <p>Acceptable=2</p>  | <ul style="list-style-type: none"> <li>• The bidder submission meets the space and scale requirements for the required five years, enabling year-on-year growth and the required square metres.</li> </ul>  |   |                     |  |           |

|   |  |    |
|---|--|----|
| Average=1   | <ul style="list-style-type: none"> <li>The bidder submission meets the space and scale for the required five years using the year one space requirements. However, the bidder did not provide further details regarding the year-on-year scalability.</li> </ul>   |    |
| Unacceptable=0  | <ul style="list-style-type: none"> <li>The bidder failed to provide availability and suitability of space (the venue) in accordance with specifications articulated as per specifications outlined in the scope - refer to clauses Part B, 4.4.2. to 4.4.</li> <li>The bidder submission satisfies the space and scale for less than the required five years and does not allow for year-on-year scalability.</li> </ul> |    |
| <p><b>3. Accommodation and Logistics:</b> To meet all listed requirements in accordance with Part B, 4.6:</p> <ul style="list-style-type: none"> <li>A valid TGCSA grading certificate or proof of application / annual renewal if the certificate expires before the closing date.</li> </ul> <p>N.B Failure to meet the requirements listed in clause Part B, 4.6 will result in non-scoring.</p> |  | 15 |
| Excellent =3  | <ul style="list-style-type: none"> <li>The bidder meets all requirements as per Part B, 4.6. 80% of the hotel rooms in the accommodation are within 5 km.</li> <li>The bidder made a provision to allow expansion options to meet the required demand in case there are more delegates that require accommodation year on year in accordance with the above criterion.</li> </ul>  |    |
| Acceptable=2  | <ul style="list-style-type: none"> <li>The bidder meets all requirements as per Part B, 4.6. 50% of the hotel rooms in the accommodation are within 10 km.</li> <li>The bidder made a provision to allow expansion options to meet the required demand in case there are more delegates that require accommodation year on year in accordance with the above criterion.</li> </ul>                                       |    |
| Average =1  | <ul style="list-style-type: none"> <li>The bidder meets all requirements of Part B of 4.6. One of the proposed accommodations is a maximum radius of 25km.</li> </ul>  |    |
| Unacceptable=0  | <ul style="list-style-type: none"> <li>The bidder's submission does not meet the requirement of 1000 rooms or the minimum accommodation requirements as stipulated in Part B, 4.6.</li> <li>The bidder did not stipulate the hotel split in percentage and kilometres</li> </ul>   |    |

|   |  |    |
|---|--|----|
| <p>4. Bidder to demonstrate the ability to provide alternative electricity and water sources in the event of interrupted services at both venue and accommodation facilities.</p> <p>N.B Failure to demonstrate the ability to provide alternative electricity and water sources in the event of interrupted services will result in non-scoring.</p>   |  | 10 |
| Excellent =3  | <ul style="list-style-type: none"> <li>The bidder is currently off the grid on water and/or electricity.</li> <li>The bidder's facilities already installed seamless and connected backup of water and electricity supply during interruption of services such as power cuts, load shedding, and water-shedding for the full duration of the event</li> </ul>  |    |
| Acceptable=2  | <ul style="list-style-type: none"> <li>The bidder's facilities already installed seamless and connected backup of water and electricity supply during interruption of services such as power cuts, load shedding, and water-shedding for the full duration of the event</li> </ul>   |    |
| Average =1  | <ul style="list-style-type: none"> <li>The bidder proposed to install a seamless and connected backup of water and electricity supply during interruption of services such as power cuts, load shedding, and water-shedding.</li> </ul>  |    |
| Unacceptable=0  | <ul style="list-style-type: none"> <li>Does not meet the requirement to provide any alternative source of electricity and water in the event of interrupted services at both the venue and accommodation facilities.</li> <li>The bidder failed to detail the current process for installing backup water and electricity.</li> <li>The bidder only proposed one of the two (water or electricity backup)</li> </ul> |    |
| <p>5. Partnership Framework indicating Lead Contracting &amp; Managing Party. The Framework must include all requirements outlined below:</p> <ol style="list-style-type: none"> <li>Partner roles and responsibilities</li> <li>Partnership configuration and relevant partnership commitment letters</li> <li>Project Local Organising Committee Structure &amp; City Joint Organising Committee Structure</li> <li>Venue Organising Committee Structure</li> </ol> |  | 15 |
| Excellent =3  | Satisfies all the requirements of the Lead Managing and Contracting part, where all elements of the Partnership Framework has been provided. This includes:  |    |

|                |  |              |
|----------------|--|--------------|
|                | <ul style="list-style-type: none"> <li>a) Partner roles and responsibilities</li> <li>b) Partnership configuration and relevant partnership commitment letters</li> <li>c) Project Local Organising Committee Structure &amp; City Joint Organising Committee Structure</li> <li>d) Venue Organising Committee Structure</li> </ul>  |              |
| Acceptable=2   | <p>Satisfies part of the requirement by the Lead Managing and Contracting part, where the following has been provided as part of the Partnership Framework:</p> <ul style="list-style-type: none"> <li>a) Partnership configuration and relevant partnership commitment letters</li> <li>b) Project Local Organising Committee Structure &amp; City Joint Organising Committee Structure</li> <li>c) Venue Organising Committee Structure</li> </ul> |              |
| Average =1     | <p>Satisfies part of the requirement by the Lead Managing and Contracting part, where only the following has been provided as part of the Partnership Framework:</p> <ul style="list-style-type: none"> <li>a) Partnership configuration and relevant partnership commitment letters</li> <li>b) Project Local Organising Committee Structure &amp; City Joint Organising Committee Structure</li> </ul>   |              |
| Unacceptable=0 | Does not meet the requirement. Bidder has not provided a partnership framework.  |              |
|                |  | 100          |
|                |  | Total weight |

**Table 5: Phase 2B: Site Inspection Technical Functional Evaluation**

| Deliverables / Performance Indicators   |  | Allocated weight |
|---|--|------------------|
| <p>1. This entails a physical site inspection of the proposed venue to ensure alignment with the functional requirements:</p> <p>a) Availability and suitability of space (the venue) in accordance with specifications articulated as per specifications outlined in the scope - refer to clauses Part B, 4.4.2. to 4.4.17.</p> <p>b) Bidders to demonstrate that the baseline space requirements are met, with the ability to scale for year-on-year growth.</p> <p>c) Walk-through of proposed plan of recommended space utilisation for event and hosting requirements as per Tables 1 and 2 for Africa's Travel Indaba 2026.</p>   |  | 50               |
| Excellent =3  | Bidder provided and exceed all the three (3) requirements listed on table 5, 1(a) (b) (C)  |                  |
| Acceptable=2  | The bidder only met two (2) of the requirements listed on table 5, 1(a) (b) (C)  |                  |
| Average =1  | The bidder only met one (1) of the requirements listed on table 5, 1(a) (b) (C)  |                  |
| Unacceptable=0  | The bidder does not meet all the listed requirements on table 5, 1(a) (b) (C)  |                  |
| <p>2. This entails a physical site inspection of the proposed accommodation/s, to ensure alignment with the functional requirements:</p> <p>a) Confirmation that the property/ies meet the requirements as per the quality assurance grading scale of the TGCSA</p> <p>b) Viability of hotel reception areas for the check-in of large groups</p> <p>c) Proposed location for show pre-registration for the printing of accreditations and show bags (if applicable)</p> <p>d) Evaluation of hotel breakfast and restaurant spaces with the capability to cater for all dietary requirements</p> <p>e) Inspection of room types proposed, to ensure that the quality assurance of the TGCSA grading scale are met</p> <p>f) Hotel activation spaces that enhance the delegate experience.</p> |  | 30               |
| Excellent =3  | Bidder provided and exceed all the six (6) requirements listed on table 5, 2(a) to (f)   |                  |
| Acceptable=2  | Bidder only met four (4) of the requirements listed on table 5, 2(a) to (f)  |                  |
| Average =1  | Bidder only met two (2) of the requirements listed on table 5, 2(a) to (f)   |                  |
| Unacceptable=0  | Bidder only met one (1) or none of the requirements listed on table 5, 2(a) to (f)   |                  |
| <p>3. Bidder to demonstrate the ability to provide alternative electricity and water sources in the event of interrupted services at both venue and accommodation facilities.</p>   |  | 20               |
| Excellent =3  | Satisfies the requirement where the venue and all accommodation facilities have built-in / permanent infrastructure as an alternative sources of electricity and water in the event of interrupted services. |                  |
| Acceptable=2  | The bidder has proof of plans for an alternative sources of electricity and water in the event of interrupted services.  |                  |
| Average =1  | Satisfies the requirement where either the venue or accommodation facilities have built-in / an alternative sources of electricity or water in the event of interrupted services.                            |                  |
| Unacceptable=0  | Does not meet the requirement to provide any alternative source of electricity and water in the event of interrupted services at both the venue and accommodation facilities.                                |                  |

|  |                     |
|--|---------------------|
|  | 100<br>Total weight |
|--|---------------------|

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Service providers must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.

**Phase 3: Price and BBBEE Evaluation (80+20 or 90+10) = 100 points**

Only Bidders who meet the minimum 70% threshold of functionality in Phase 2 will be evaluated in Phase 3 for price and preference (Specific goals).

SA Tourism will consolidate the total points for price evaluation (out of 80/20 or 90/10) and the total points for Specific Goals evaluation (out of 20/10). The bidder who scores the highest points for comparative pricing and specific goals will be considered as the preferred bidder with whom South African Tourism will enter into further negotiations.

**NB: This tender will apply the income-generating calculations for the contract award.**

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder, all other bidders will be considered unsuccessful.

**Table 6: Price and Preference (specific goals)**

| <b>1. LIST OF RETURNABLES</b>   |   |     |    |
|---|---|-----|----|
| <b>BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS</b>   |   |     |    |
| a) TICK APPLICABLE BOX  |   |     |    |
| b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE                                 |   |     |    |
| ANNEXURES   | DOCUMENT DESCRIPTION  | YES | NO |
| <b>PART A &amp; B</b>   | IS THE BID INVITATION FORM, TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED, AND SUBMITTED?   |     |    |
| <b>SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT</b> |   |     |    |
| <b>ANNEXURE A</b>   | IS THE STANDARD BID DOCUMENT (SBD4) FORM THE BIDDER’S DISCLOSURE COMPLETED, SIGNED, AND SUBMITTED?  |     |    |
| <b>ANNEXURE B</b>   | IS BIDDER’S SWORN AFFIDAVIT - EXEMPTED MICRO ENTERPRISE (EME) - OR QUALIFYING SMALL ENTERPRISE (QSE) - STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME’S? |     |    |
| <b>ANNEXURE C</b>   | IS THE BIDDER’S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?   |     |    |
| <b>ANNEXURE D</b>   | IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE   |     |    |

|                   |   |  |  |
|-------------------|---|--|--|
|                   | OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)   |  |  |
| <b>ANNEXURE E</b> | IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) COPY OF IDENTITY DOCUMENTS.   |  |  |
| <b>ANNEXURE F</b> | IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A) ) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.   |  |  |
| <b>ANNEXURE G</b> | IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE. |  |  |

**2. APPLICATION OF PREFERENCE POINT SYSTEM**

**4.1 DEFINITIONS**

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN -

- a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (“*THE INTERIM CONSTITUTION*”) AND OR
- b) WHO IS A WOMAN AND/OR
- c) YOUTH

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS “BID” OR “BIDDER” HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS “TENDER” OR “TENDERER”.

4.4 “**A WOMAN**” REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 “**HDI EQUITY OWNERSHIP**” REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.6 “**BLACK PEOPLE**” IS A GENERIC TERM WHICH MEANS AFRICANS, COLOUREDS AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.7 “**SMALL ENTERPRISE**” MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.8 “YOUTH” IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE. (THE MAXIMUM AGE OF PERSON/DIRECTOR/SHAREHOLDER ETC MUST BE BELOW OR 35 YEARS ON OR BEFORE THE CLOSING DATE AND TIME OF THE RFQ)

4.9 “EXEMPTED MICRO ENTERPRISE (EME)” IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.10 “QUALIFYING SMALL ENTERPRISE (QSE)” IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.11 “SPECIFIC GOALS” REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

**4.12 80 / 20 PREFERENCE POINT SYSTEM**

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

- |      |                                     |   |           |                                   |
|------|-------------------------------------|---|-----------|-----------------------------------|
| i.   | Total Tendered Price                | : | 80 points |                                   |
| ii.  | Black Women Ownership               | : | 04 points | } Specific Goals (Maximum points) |
| iii. | Black Ownership                     | : | 10 points |                                   |
| iv.  | Black Youth                         | : | 02 points |                                   |
| v.   | Small, Medium and Micro Enterprises | : | 04 points |                                   |

(SMME’s)

**Total : 100 points**

4.13 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR IAND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

**4.14 TENDER PRICE**

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE 80/20 PREFERENCE POINTS SYSTEM FOR THE INCOME CONTRACTS, DISPOSAL AND LEASE OF STATE ASSESS WITH RAND VALUE EQUAL TO OR BELOW R 50 MILLION, INCLUSIVE OF ALL APPLICABLE TAXES ..

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

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMAX = PRICE OF THE HIGHEST ACCEPTABLE TENDER

**4.15 SPECIFIC GOALS**

**4.15.1 % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)**

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN -----%

THUS, POINTS AWARDED:  $4 \times \frac{\% WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- b) COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)
- c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK WOMAN IS LISTED

**4.15.2 % OWNED BY BLACK PEOPLE (BO)**

A MAXIMUM OF TEN (10) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED:  $10 \times \frac{\% BO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF ID DOCUMENT.
- b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

**4.15.3 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)**

A MAXIMUM OF FOUR (4) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS

=

NO = 0 POINT

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

- a) SWORN AFFIDAVID THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

**4.15.4 % OWNED BY BLACK YOUTH**



|                              |  |  |
|------------------------------|--|--|
| <b>Black Ownership</b>       |  |  |
| <b>Black Youth Ownership</b> |  |  |
| <b>Total</b>                 |  |  |

4.16 THE SAT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.17 TENDER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS. HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPPFA 05 OF 2000.

**3. CRITERIA FOR BREAKING DEADLOCK IN SCORING**

- a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- b) IF TWO OR MORE TENDERS SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

**4. DELIVERIES**

- a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER’S EXPENSE. SAT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

**5. POPIA DISCLAIMER**

**5.1. COMPLIANCE WITH THE PERSONAL INFORMATION ACT, 4 OF 2013**

PERSONAL INFORMATION SHARED WITH THE SAT SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, “PERSONAL INFORMATION” SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND “PROCESSING” AND “FURTHER PROCESSING” SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

**5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION**

THE SATMAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE SATMAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE SATMAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

**5.3. FURTHER PROCESSING OF PERSONAL INFORMATION**

YOU FURTHER GRANT THE SAT EXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

**5.4. DUTY OF CARE**

THE SAT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

**5.5. EXEMPTION FROM LIABILITY**

THE SAT(INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL), AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

**END**

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<sup>i</sup> *The following words may be used interchangeably throughout the bid document, bidder, supplier, service provider*