



RFQ NUMBER	RFQ/MICT/32/2025
RFQ DESCRIPTION	APPOINTMENT OF A COMPETENT AND ACCREDITED SERVICE PROVIDER TO FACILITATE BUSINESS CONTINUITY PLAN AND EMERGENCY PREPAREDNESS TRAINING
RFQ ISSUE DATE	24 JUNE 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	01 JULY 2025 @ 11:00 am South African Time, RFQ submitted after the 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.

MIT SETA: CHECKLIST INFORMATION

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 AND ACCREDITED SERVICE PROVIDER TO FACILITATE BUSINESS CONTINUITY PLAN AND EMERGENCY PREPAREDNESS TRAINING.

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

The MICT SETA's Head Office is based in Gauteng, with four Regional Offices in the following provinces:

- i. Kwa-Zulu Natal;
- ii. Western Cape;
- iii. Eastern Cape; and
- iv. Free State.

2. PURPOSE

The MICT SETA is looking to appoint a suitable and experienced service provider to facilitate Business Continuity Plan (BCP) and Emergency Preparedness Training for the MICT SETA employees, ICT Disaster Recovery Team and the Disaster Management Team. Through these services the MICT SETA aims to capacitate its employees to prepare and respond adequately to disasters, emergencies, crises, ICT failures, and / or major disruptive incidents.

The successful bidder will conduct training on BCP in line with best practice and the MICT SETA's approved BCP documents.

Further, the MICT SETA has the following Business Continuity Planning documents in place:

- i. BCP and Annexures; and
- ii. Technology Service Continuity Plan.

3. SERVICE DESCRIPTION

The service provider will be appointed for a once-off facilitation of a BCP and Emergency Preparedness Training for MICT SETA employees, ICT Disaster Recovery Team and the Disaster Management Team. The training shall be conducted through Online Platforms to accommodate employees at the Head Office and Regional Offices.

The training will provide guidance to the members of the Disaster Management Team, ICT Disaster Recovery Team and MICT SETA employees on how to facilitate a coordinated preparedness and recovery process following disruptive and / or disastrous events should they occur.

The service provider shall be expected to prepare the necessary learning materials, in consideration of the existing MICT SETA Business Continuity Planning documents, BCP regulations and standards of good practice, and make reference to such during the facilitation of the presentations.

4. OBJECTIVES

The primary objective of the Business Continuity Plan (BCP) and Emergency Preparedness Training is to educate the MICT SETA's employees of the business recovery strategies, the types of emergencies that may occur, and provide training on the proper course of action to be undertaken during an emergency or disastrous event.

The objectives of this training are amongst others, to:

- 4.1. Promote continued awareness of the MICT SETA business continuity planning documents among MICT SETA employees.
- 4.2. Capacitate members of the Disaster Management Team and ICT Disaster Recovery Team with the necessary skills required in line with the contents of the MICT SETA BCP and the relevant regulations.
- 4.3. Create awareness of probable disastrous events and guide MICT SETA's employees on how to respond to them.
- 4.4. Minimize fatalities and / or other undesirable circumstances during or following disastrous events.
- 4.5. Enhance MICT SETA's employees, Disaster Management team and ICT Disaster Recovery Team's ability to respond promptly and effectively to emergencies,

crises, disruptions, minimizing downtime and ensuring continuity of critical business functions.

- 4.6. Provide for and foster a culture of preparedness and resilience among MICT SETA's employees, Disaster Management team and ICT Disaster Recovery Team, promoting a proactive approach to emergency management.
- 4.7. Equip employees with the knowledge and skills necessary to identify, assess, and mitigate potential risks and /or threats to the MICT SETA.
- 4.8. Provide guidance on post-incident recovery and restoration procedures to minimize the impact of disruptions on MICT SETA operations.
- 4.9. Provide for a structured, consistent and integrated approach for managing and responding to business disruptions.

5. PROJECT SCOPE AND REQUIREMENTS

- 5.1. Capacitate MICT SETA's employees, Disaster Management team and ICT Disaster Recovery Team such that they have adequate information about natural disasters and respond to them.
- 5.2. Assist the MICT SETA in promoting a culture of adherence to business continuity practices, including complying with the relevant regulations, standards of good practice and MICT SETA governance documents.
- 5.3. Provide training to the MICT SETA's employees, Disaster Management team and ICT Disaster Recovery Team to equip them with the skills and knowledge to identify and implement efficiency measures across various instances of disruptive events. This training program should empower MICT SETA's employees, Disaster Management team and ICT Disaster Recovery Team to find innovative ways to improve efficiency under various circumstances.
- 5.4. Assist the MICT SETA in identifying key business continuity risks / threats and propose mitigation measures.
- 5.5. Induct MICT SETA's employees, Disaster Management team and ICT Disaster Recovery Team on the emergency recovery processes (emergency evacuation procedures, BCP, communication priorities and processes).

- 5.6. Training of the Disaster Management Team and the ICT Disaster Recovery Team to capacitate them in effectively preventing and /or responding to disruptive events.
- 5.7. Align the roles and responsibilities: Recovery teams which lists the recovery team functions, individuals assigned for specific responsibilities, and procedures on how each of the team members is to be notified (emergency management team, disaster recovery team, ICT technical services).
- 5.8. Develop training and awareness material for the training interventions to be facilitated in alignment with the MICT SETA Business Continuity Planning documents.
- 5.9. Outline processes to ensure compliance with the Protection of Personal Information Act (POPIA): Demonstrate how the bidder will comply with the relevant provisions of the POPIA, Act No. 4 of 2013 and other relevant legislation.
- 5.10. As a value add, review of the existing Business Continuity Planning documents, including the Technology Service Continuity Plan, evacuation plans and other associated plans and policies and provide inputs where necessary, to ensure harmonisation, relevance and alignment with best practice.
- 5.11. Available resources: Specify the resources (e.g., facilitators, training manuals, etc.) available and to be allocated to the project, and clarify their role(s) (i.e., which aspect of the work they will support if successful).
- 5.12. **Key training should be provided for the following groups, at a minimum:**
 - 5.12.1 Training of all MICT SETA's employees on business planning.
 - 5.12.2 Training of the Disaster Management Team in line with their documented responsibilities.
 - 5.12.3 Training of the ICT Disaster Response Team in line with their documented responsibilities
 - 5.12.4 Skills transfer and training of staff (RCU Team) to enhance their skills in conducting Business Impact Analysis, BCPs and Disaster Recovery Plans / Technology Incident Management Plans and other business continuity planning principles.
- 5.13. Outline the training facilitation processes (i.e. list of activities including timelines).
- 5.14. Develop a comprehensive and a detailed proposal for training to MICT SETA's employees, Disaster Management Team and the ICT Disaster Recovery Team on understanding and responding to earthquakes, natural disasters, pandemics, epidemics, and any other potential crises.

5.15. Project close-out processes (a training report within 30 working days after the completion of the training, based on the outcome of the interventions facilitated).

6. DELIVERY PERIOD

The appointed service provider will be required to facilitate a BCP and Emergency Preparedness Training services to the MICT SETA as a once-off appointment.

Reporting platforms shall be made available within seven (07) working days from the date of appointment. (The receipt of an official Order from the MICT SETA).

7. 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:

Item	Requirement Description: APPOINTMENT OF A COMPETENT AND ACCREDITED SERVICE PROVIDER TO FACILITATE BUSINESS CONTINUITY PLAN AND EMERGENCY PREPAREDNESS TRAINING	Quantity	Unit Price	Total Price (Exc. VAT)
1.	Preparation and facilitating training for RCU Team	3	R	R
2.	Preparation and facilitating training for Disaster Management Team	17	R	R
3.	Preparation and facilitating training for ICT Disaster Recovery Team	15		
4.	Preparation and facilitating Staff training and development	200	R	R
5.	Preparation of the training report	1	R	R
6.	Value add service: <ul style="list-style-type: none"> BCP Documents review. Technology Service Continuity Plan. BCP Skills transfer. BCP Risk/threat assessment. Development of training manuals Training competency / certification 			
Sub-Total				R
VAT@15%				R
TOTAL PRICE (INCLUDING VAT)				R

Complete below:

- Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
- Indicate Delivery period after order receipt.....
- Is delivery period fixed? **Yes/No**
- Is the price(s) fixed? **Yes/No**
- 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: _____

8. EVALUATION CRITERIA

The 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; and the Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on technical/functionality criteria, and price and specific goals comparison.

8.1. STAGE 1: FUNCTIONAL EVALUATION CRITERIA

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

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL / TECHNICAL CRITERIA WEIGHING		
Category	Description	Score
Bidders' Professional Affiliation	<p>Bidders must be affiliated with the Business Continuity Institute (BCI) or International Association of Emergency Managers (IAEM) or International Organization for Standardization (ISO- specifically ISO 22301) Business Continuity Management or Institute of Risk Management South Africa (IRMSA) or The International Association of Business Continuity Professionals (IABCP) or a similar regulatory body.[15]</p> <p>Evidence required:</p> <ul style="list-style-type: none">• Bidders must submit a certified copy of the certificate or proof of registration with the relevant professional regulatory body as outlined above, or equivalent. <p>Points on the submission of a valid certified copy of the certificate or proof of registration with the relevant professional body will be allocated as follows:</p> <ul style="list-style-type: none">• Submission of a certified and valid copy of the membership certificate or proof of registration with the Business Continuity institute (BCI) or International Association of Emergency Managers (IAEM) or International Organization for	15

	<p>Standardization (ISO- specifically ISO 22301) Business Continuity Management or Institute of Risk Management South Africa (IRMSA) or The international Association of Business Continuity Professionals (IABCP) or a similar regulatory body, or equivalent = 15 points</p> <ul style="list-style-type: none"> • Non-Submission of a certified copy of the membership certificate or submission of uncertified proof of registration / submission of uncertified copy of the membership certificate or submission of uncertified proof of registration = 0 points • Submission of a certified copy of a membership certificate or proof of registration with a professional body that is not relevant to business continuity planning = 0 points <p>Certified copies must not be older than six (06) months.</p>	
Bidders' experience	<p>Experience & References:</p> <p>Bidders must have experience in conducting Business Continuity and Emergency Preparedness Training or similar services/projects. Reference letters must be from different clients with contactable references for similar projects implementation and not older than five (5) years.</p> <p>The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA) and must be on company letterhead signed and dated by company representative of the bidder's client, include name of company, contact details, project description, project duration or implementation period. [10]</p> <p>Points on submission of signed reference letters indicating experience in conducting Business Continuity Plan and Emergency Preparedness Training or similar services/projects within the past five (05) years will be allocated as follows:</p> <ul style="list-style-type: none"> • Five (05) or more valid reference letters from different clients submitted = 10 points • Four (04) valid reference letters from different clients submitted = 08 points 	10

	<ul style="list-style-type: none"> • Three (03) valid reference letters from different clients submitted = 06 points • Two (02) valid reference letters from different clients submitted = 04 points • One (01) valid reference letter submitted = 02 points • No reference letters submitted or reference letters not relevant or not meeting the above-mentioned requirements = 0 points <p>Important: Reference lists or award letters will not be considered for point allocation.</p> <p>In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</p> <p>MICT SETA reserves the right to contact references prior to award.</p>	
Qualifications and Experience of the Lead Facilitator	<p>Bidders are required to provide an experienced and qualified Lead Facilitator allocated for the preparation of the content material and facilitation of the BCP and Emergency Preparedness Training to MICT SETA employees and designated teams.</p> <p>Bidder to provide certified copies of the lead facilitator's qualifications (not older than 6 months) and CV of the Lead Facilitator. The CV should clearly indicate years of experience in facilitating or administering BCP and Emergency Preparedness Training, or similar services.</p> <p>Bidders are required to clearly indicate on their bids the Lead Facilitator, MICT SETA will not award points for bids, not clearly indicating the Lead Facilitator.</p> <p>a. Qualifications of the Lead Facilitator (10 Points)</p> <p>Lead Facilitator must have a certified NQF 8 qualification or higher, in Risk Management/Internal Auditing/ Business Continuity Planning/Ethics Management and/or any other related qualification.</p> <p>Points on submission of certified copies of qualifications will be allocated as follows:</p> <ul style="list-style-type: none"> • Certified NQF Level 8 or higher, in any of the above qualifications = 10 points 	20

	<ul style="list-style-type: none"> • Certified NQF Level 7 in any of the above qualifications = 06 points • Certified NQF Level 6 in any of the above qualifications = 05 points • Certified NQF Level 5 in any of the above qualifications = 04 points • Certified NQF Level 4 or below in any of the above qualifications = 0 points • No qualifications provided or qualifications not certified = 0 points <p>b. CV indicating experience of the Lead Facilitator (10 Points)</p> <p>The lead facilitator must have at least 10 years of experience in conducting BCP and Emergency Preparedness Training or similar services. CVs should clearly indicate years of experience in BCP and Emergency Preparedness Training for employees or similar services.</p> <p>Points on submission of CV indicating experience of the Lead Facilitator will be allocated as follows:</p> <ul style="list-style-type: none"> • 09 to 10 years of experience in conducting BCP and Emergency Preparedness Training or similar training = 10 points • 07 to 08 years in conducting BCP and Emergency Preparedness Training or similar training = 08 points • 05 to 06 years in conducting BCP and Emergency Preparedness Training or similar training = 06 points • 02 to 04 years in conducting BCP and Emergency Preparedness Training or similar training = 04 points • Less than 02 years in conducting BCP and Emergency Preparedness Training or similar training = 0 points 	
Risk Management Plan	<p>Risk Management Plan:</p> <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>	10

	<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 • The bidder submitted a detailed plan with two relevant risks and mitigation measures = 06 points • The bidder submitted a detailed plan with one relevant risk and mitigation measure(s) = 03 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 	
Training Plan	<p>Training Plan:</p> <p>Bidders are required to provide a detailed training plan that outlines:</p> <ol style="list-style-type: none"> 1) The training platforms, 2) Development of learning material and facilitation of the training, 3) Certification(s) of the BCP teams, 4) Compiling a training report. <p>Points on submission of training plan will be allocated as follows:</p> <ul style="list-style-type: none"> • A detailed training plan that comprehensively outlines all (04) four of the above = 15 points. • A detailed training plan that comprehensively covers three (03) of the outlined elements = 12 points • A detailed training plan that comprehensively covers two (02) of the outlined elements = 09 points • A detailed training plan that comprehensively cover one (01) of the outlined elements = 05 points • A training plan that does not outline all the elements / a brief training plan that provides an overview of the elements but not in detail = 0 points 	15
Methodology and Approach	Project Methodology and Approach	30

Bidders are required to provide a detailed project implementation methodology and approach in executing the project and support services. The methodology and approach should **comprehensively** include the following elements: **[30]**

- 1) Providing induction to MICT SETA employees, Disaster Management Team and ICT Disaster recovery on the emergency recovery processes (emergency evacuation procedures, business continuity plan, communication priorities and processes).
- 2) Training of the Disaster Management Teams and the ICT Disaster Recovery Team to capacitate them in effectively preventing and /or responding to disruptive events.
- 3) Assist the MICT SETA in identifying key business continuity risks / threats and propose mitigation measures.
- 4) Demonstrate on how they intend to capacitate MICT SETA employees, Disaster Management teams and ICT Disaster recovery team in such that they have adequate information about natural disaster and respond to them.
- 5) Available Resources: Specify the resources (e.g., facilitators, training manuals, etc.) available and allocated to the project, and clarify their role (i.e., which aspect of the work they will support if successful).
- 6) A detailed proposal on how they intend to transfer skills that will enhance MICT SETA's employees, Disaster Management teams and ICT Disaster recovery team skills in conducting Business Impact Analysis, BCPs and Disaster Recovery Plans / Technology Incident Management Plans and other business continuity planning principles.
- 7) Alignment with MICT SETA Governance documents: Approach in ensuring that the course content aligns with relevant MICT SETA governance documents.
- 8) Project close-out processes (a training report within 30 working days after the completion of the training, based on the outcome of the interventions facilitated).

- 9) Outline processes to ensure compliance with the Protection of Personal Information Act: Demonstrate how the bidder will comply with the relevant provisions of the POPIA, Act No. 4 of 2013 and other relevant.
- 10) Capacitate MICT SETA's employees understand and respond to earthquakes, natural disasters, pandemics, epidemics, and any other potential crises.
- 11) Support Services: Provide a summary of the proposed support services to be offered to MICT SETA throughout the duration of the contract.
- 12) As a value add, demonstrate on how they intend to review the existing Business Continuity Planning documents, including the Technology Service Continuity Plan, evacuation plans and other associated plans and policies and provide inputs where necessary, to ensure harmonisation and relevance.

Points on submission of methodology and approach will be allocated as follows:

- A detailed methodology and approach that meets all the twelve (12) elements = **30 points**
- A detailed methodology and approach that meets only eleven (11) elements = **28 points**
- A detailed methodology and approach that meets only ten (10) elements = **25 points**
- A detailed methodology and approach that meets only nine (09) elements = **23 points**
- A detailed methodology and approach that meets only eight (08) elements = **20 points**
- A detailed methodology and approach that meets only seven (07) elements = **18 points**
- A detailed methodology and approach that meets only six (06) elements = **15 points**
- A detailed methodology and approach that meets only five (05) elements = **13 points**

	<ul style="list-style-type: none"> • A detailed methodology and approach that meets only four (04) elements = 10 points • A detailed methodology and approach that meets only three (03) elements = 08 points • A detailed methodology and approach that meets only two (02) elements = 05 points • A detailed methodology and approach that meets only one (01) element = 02 points • A detailed methodology and approach that meets none of the elements/ A brief or irrelevant methodology and approach = 0 points <p>NB: All elements of the project scope must be covered in detail.</p>	
Minimum threshold		70
Technical Evaluation Criteria Total		100

Note: Bidders that do not meet the minimum threshold of 70 points on functional criteria will be declared non-responsive.

8.2. STAGE 2: PRICE AND SPECIFIC GOALS

Evaluation of 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.

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

Special Goal Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
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:

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

Where:

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \end{array}$$

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

Where:

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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