

## REQUEST FOR PROPOSAL

**To:** Prospective Bidders  
**From:** Supply Chain Management  
**Date:** Monday, 02 October 2023  
**Subject:** RFQ: Appointment of a service provider for Office Signage and Branding – sefa (Durban Office)

## TERMS OF REFERENCE

### 1. PURPOSE OF THE SPECIFICATION

- 1.1. The RFQ aims to appoint a panel of signage and branding companies for remedial work, design, manufacturing, and installation of interior branding (offices and reception area) and exterior signage (building identification logo) at the KZN (Durban Office).
- 1.2. The project location is the KZN (Durban Office).
- 1.3. The appointed bidder will be responsible for site visits, consultations, coordination, design, providing samples, signage and branding installation, site restoration, remedial work, and completion of signage and branding in the designated areas.

### 2. BACKGROUND

- 2.1. Small Enterprise Finance Agency (SOC) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).
- 2.2. **sefa's** mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.

| RFQ No.                        | POS0000003202  |
|--------------------------------|--|
| Issue Date                     | 02 October 2023  |
| Closing Date and Time          | 09 October 2023 @11h00am   |
| Non-Compulsory Site Inspection | The bidder must make arrangements with the Stakeholder, Marketing, and Communication Department if they want to do a site inspection.<br>Email: <a href="mailto:communication@sefa.org.za">communication@sefa.org.za</a><br><b>(Please don't send proposals to this email address)</b> |



| Closing date for questions and answers | 06 October 2023  |
|--|--|
| Method of submission.                  | Responses should be submitted electronically to:<br><a href="mailto:procurement@sefa.org.za">procurement@sefa.org.za</a><br><br><b>It is the Bidder's responsibility to ensure that the email is received on time by sefa.</b> |

### 3. SCOPE OF WORK

3.1. The bidders will be required to:

- 3.1.1. Provide services for the KZN – Durban Office.
- 3.1.2. Conduct site visits to accurately measure signage and branding requirements.
- 3.1.3. Coordinate site visits, deliveries, and installations to minimize disruption to **sefa's** operations.
- 3.1.4. Collaborate on sizing, placement, and mounting of signage and branding components, ensuring approval from **sefa** and proper functionality, fit, and security.
- 3.1.5. Engage in consultations with **sefa** to meet signage and branding requirements.
- 3.1.6. Verify and align the project schedule with **sefa** before commencing work, ensuring coordination with the overall project schedule for signage and branding installation.

#### 3.2. Design Requirements

- 3.2.1. Design both exterior signage and interior branding for **sefa** offices.
- 3.2.2. Ensure signage and branding adhere to **sefa's** branding standards when appropriate.
- 3.2.3. Utilise the facility's spatial organisation and architectural design features, including shape, color, lighting, etc.
- 3.2.4. Create signage and branding that is easily recognisable, consistent, clear, distinctive, and legible.



- 3.2.5. Produce attractive and professionally crafted signage and branding that reflects positively on **sefa**.

### **3.3. Samples and submittals by awarded bidder**

- 3.3.1. Provide one (1) necessary samples, proofs, mock-ups, and prototypes of signage and branding for approval before proceeding with manufacturing.
- 3.3.2. Ensure samples and submittals are provided promptly, without causing delays in the project schedule. Schedule the work to allow sufficient time for sefa to review each submission, excluding transportation time, and without overlap.
- 3.3.3. The approved samples and submittals must accurately represent all materials to be used in the project.

### **3.4. Site restoration and remedial work**

- 3.4.1. Ensure seamless integration of repairs at locations where signage and branding were installed or removed, including two entrance glass doors, the reception wall, and the boardroom.
- 3.4.2. Restore and repair affected areas, encompassing finishes, doors, walls, surfaces, landscaping, and other site and building features, to their original state post-signage and branding work.
- 3.4.3. Use new materials and finishes, when necessary, to match the existing surroundings during repairs in areas impacted by signage and branding.
- 3.4.4. Coordinate site restoration closely with installation and removal schedules to promptly restore areas after signage and branding tasks are completed.
- 3.4.5. Restore and repair all affected finishes, surfaces, landscaping, and building conditions to their original condition after signage and branding installation and removal.
- 3.4.6. Incorporate new materials and finishes, as required, to seamlessly blend with adjacent areas.
- 3.4.7. Execute repairs ensuring that areas where signage was added or removed harmonise with their surroundings.
- 3.4.8. Prioritise timely site restoration in alignment with installation and removal schedules.



### 3.5. Signage and branding installation

- 3.5.1. Continuously assess on-site conditions to understand site dynamics and coordinate signage and branding accordingly.
- 3.5.2. Provide all necessary resources such as preparation, materials, equipment, labor, and inspections for the construction and installation of signage and branding.
- 3.5.3. Obtain and document all required reviews, permissions, and approvals, ensuring compliance.
- 3.5.4. Implement safety measures, including barricades and warning signage, to ensure a secure work environment.
- 3.5.5. Supply structural and mounting hardware, as well as all essential components like hardware, software, controllers, power supply units, cables, conduit, wiring, etc., for signage and branding installation.
- 3.5.6. Coordinate installation schedules in consultation with **sefa**.
- 3.5.7. Safely and accurately install all signage and branding in agreed-upon locations.
- 3.5.8. Ensure that all Samples, Sign Face Layouts, Mock-Ups, Prototype Signage and branding, and Proofs are reviewed and accepted before production commences.

### 3.6. Completion of work

- 3.6.1. The bidder will remain responsible for the work until it's officially accepted by **sefa**, which will be confirmed in writing by **sefa**.
- 3.6.2. Upon completion, before final payment/acceptance, the bidder will provide **sefa** with a comprehensive set of record documents, including graphics displaying as-built conditions for all signage and locations.
- 3.6.3. Before final payment/acceptance, provide **sefa** with a complete set of digital files for all submittals.
- 3.6.4. **sefa** will conduct a physical inspection of the signage and branding work upon completion by the bidder and provide sign-off.
- 3.6.5. All digital files, graphics, silkscreens, patterns, and models will be preserved and become the property of **sefa**.



### 3.7. Other requirements

3.7.1. The bidder must provide the following:

- 3.7.1.1. Electrical connections to the main power supply for illuminated signage and branding.
- 3.7.1.2. Remedial work for internal wall surfaces where signage and branding will be removed, including repairs to the immediate area around the current sign positions.
- 3.7.1.3. Submit a bidder safety file.
- 3.7.1.4. Establish and disestablish the site as needed.
- 3.7.1.5. Provide a cherry picker if required.
- 3.7.1.6. Handle delivery, storage, and protection of materials and components as necessary

## 4. PACKING

- 4.1. The bidder must provide adequate packaging for signage and branding to prevent damage or deterioration during transit to their destination.
- 4.2. The packaging should be robust enough to withstand rough handling during transit, exposure to extreme temperatures, salt, precipitation, and open storage. It should also consider the remoteness of the destination and the absence of heavy handling facilities during transit.
- 4.3. Packaging, marking, and documentation, both inside and outside the packages, must strictly adhere to any special requirements specified in the RFQ.

## 5. DELAYS IN THE BIDDER'S PERFORMANCE

- 5.1. The bidder is responsible for delivering the signage and branding as per the agreed schedule between the bidder and **sefa**.
- 5.2. If the bidder encounters any conditions that may cause delays in the timely delivery of signage and branding, they must promptly inform **sefa** in writing and verbally. This notification should include details about the delay, its expected duration, and the reasons behind it.



## 6. EVALUATION CRITERIA

The request for proposal (RFP) will be evaluated in three (3) stages as follows:

- **Stage 1** - Administrative Compliance Requirements (Initial Screening Process)
- **Stage 2** – Mandatory Requirements
- **Stage 3** - Price and Preference (Specific Goals).

### 6.1. STAGE 1: ADMINISTRATIVE COMPLIANCE REQUIREMENTS:

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.  
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of a CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Commissioner of Oath stamps the Affidavit and indicate the ownership percentages and or specific goals of the Bidding entity.
- (e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

**Note:**

- If the bidder is listed on the National Treasury List of Restricted Suppliers, it shall result in disqualification of the bid.
- If any of its Directors are Listed on the Register of Defaulters, it shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and/or CSD it shall result in disqualification of the bid.

**Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.**

### 6.2. STAGE 2 - MANDATORY REQUIREMENTS

To evaluate mandatory, the bidder must fulfill the following requirements:

- 6.2.1. The bidder must provide a minimum of three (3) contactable reference letters from previous clients where service was rendered related to office signage and branding projects. Each reference letter must be on company letterhead, signed, with contact details for the client, and should include the project name,



location, time frame, and completion date. These projects should have been completed in the past three (3) years.

6.2.2. The bidder must submit comprehensive schedule information for the production, installation, and all other work related to signage.

**Note:** Bidders must meet all of the above requirements in order to be evaluated further on price and specific goals. Failure to meet all requirements will result in disqualification.

### 6.3. STAGE 3 - PRICE AND SPECIFIC GOALS

6.3.1. This RFP will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFP price is estimated to be less than R 50 000 000.00, RFP responses will be evaluated on the 80/20 price & specific goals.

6.3.2. This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

| CRITERIA       | POINTS            |
|----------------|-------------------|
| Price          | 80                |
| Specific Goals | 20                |
| <b>TOTAL</b>   | <b>100 points</b> |

Specific Goals for this tender and points that may be claimed are indicated in the table below:

| Criteria   | POINTS         |
|--|----------------|
|  | (80/20 system) |
| Black ownership  | 10             |
| 30% Black Women's Ownership  | 5              |
| Any % of ownership by Black Designated Groups >0   | 3              |
| Reconstruction Development Programme Objective:<br>Promotion of SMMEs (Entities that are EME or QSE) | 2              |
| <b>TOTAL POINTS</b>  | <b>20</b>      |



Black ownership: 100% Black-owned entities will score **10 points** and between 51% - 99% black-owned entities will score **4 points**.


**Supporting Document for Claiming of Specific Goals:**

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.



**Black Designated Group means:**

- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.
- b) Black people who are youth as defined in the National Youth Commission Act of 1996.
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- d) Black people living in rural and underdeveloped areas.
- e) Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.


## 8. SIGNAGE AND BRANDING SPECIFICATION AND PRICING SCHEDULE

| sefa's Office buildings       |  |               |          |               |            |
|-------------------------------|--|---------------|----------|---------------|------------|
| Item                          | Description  | Size          | Quantity | Cost per item | Total Cost |
| External Signage and branding | External signage and branding on the side facing the highway, 400mm (h) letters illuminated or bioluminescent with BI-SIGN, including wall remedial around the sign. Locations – KZN (Durban).   | 2540mmx1760mm | 1        |               |            |
|                               | <br>External signage and branding on the building entrance double-sided wall-mounted office front, including wall remedial around the sign with <b>sefa's</b> full-color logo. Location: KZN (Durban) |               | 1        |               |            |




| sefa's Office buildings |  |      |          |               |            |
|-------------------------|--|------|----------|---------------|------------|
| Item                    | Description  | Size | Quantity | Cost per item | Total Cost |
|                         |   |      |          |               |            |
|                         | <b>DOUBLE GLASS DOORS</b><br>1. The entrance has double doors, frosting with <b>sefa's</b> logo, and working hours on one door.<br>2. The inside double door frosting with <b>sefa's</b> logo on both doors.<br>Location: KZN (Durban) |      | 2        |               |            |
|                         | <b>PARKING BAY</b><br>Engraved parking bay signs with <b>sefa's</b> logo in colour and written: "reserved."<br>Location: KZN (Durban)               |      | 10       |               |            |



| sefa's Office buildings |  |  |          |               |            |
|-------------------------|--|--|----------|---------------|------------|
| Item                    | Description  | Size                                       | Quantity | Cost per item | Total Cost |
| Signage and branding    | <b>RECEPTION WALL and PAUSE AREA WALL</b><br><b>PRODUCTION PROCESS</b> <ul style="list-style-type: none"> <li>• Large format digital printing</li> <li>• Full color</li> <li>• Material: Wallpaper</li> <li>• Wallpaper applied to the wall with glue</li> </ul> Location: KZN (Durban)<br><br><div> <span style="display: inline-block; width: 10px; height: 10px; background-color: orange; margin-right: 5px;"></span> C: 0 M: 64 Y: 100 K: 0             <span style="display: inline-block; width: 10px; height: 10px; background-color: green; margin-left: 20px; margin-right: 5px;"></span> C: 95 M: 0 Y: 100 K: 27             <span style="display: inline-block; width: 10px; height: 10px; background-color: red; margin-left: 20px; margin-right: 5px;"></span> C: 0 M: 100 Y: 63 K: 12             <span style="display: inline-block; width: 10px; height: 10px; background-color: grey; margin-left: 20px; margin-right: 5px;"></span> C: 23 M: 2 Y: 0 K: 77           </div><br> | 10595mm x 2700mm &<br><br>10595mm x 1000mm | 1        |               |            |
|                         | <b>RECEPTION AND WALL BY THE ENTRANCE sefa LOGO</b><br>To be mounted on the reception wall and the grey wall by <b>sefa's</b> entrance – <b>sefa's</b> Full-color<br>Location: KZN (Durban)  |  | 4        |               |            |




| sefa's Office buildings |   |                    |          |               |            |
|-------------------------|---|--------------------|----------|---------------|------------|
| Item                    | Description   | Size               | Quantity | Cost per item | Total Cost |
|                         |    |                    |          |               |            |
|                         | <b>SQUARE PARTITIONING GLASSES</b><br><b>PRODUCTION PROCESS</b> <ul style="list-style-type: none"><li>• Large format digital printing</li><li>• Colour vinyl</li><li>• Glass frosting vinyl</li></ul> Location: KZN (Durban)<br><b>COLOUR PALETTE</b> | 1600mm x<br>1640mm | 3        |               |            |



| sefa's Office buildings |   |      |          |               |            |
|-------------------------|---|------|----------|---------------|------------|
| Item                    | Description   | Size | Quantity | Cost per item | Total Cost |
|                         | <p> <span style="color: orange;">■</span> C: 0 M: 64 Y: 100 K: 0    <span style="color: darkgray;">■</span> C: 23 M: 2 Y: 0 K: 77<br/> <span style="color: red;">■</span> C: 0 M: 100 Y: 63 K: 12    <span style="color: lightgray;">■</span> Frosted vinyl         </p> <p>Executive desk partitioning, first floor      Desk partitioning, ground floor</p> |      |          |               |            |
|                         | <p><b>WAYFINDING</b></p> <p>Wayfinding signage and branding with <b>sefa's</b> logo – slide <b>sefa's</b> logo.</p> <p>Location: KZN (Durban)</p>   |      | 1        |               |            |



| sefa's Office buildings |   |               |          |               |            |
|-------------------------|---|---------------|----------|---------------|------------|
| Item                    | Description   | Size          | Quantity | Cost per item | Total Cost |
|                         |   |               |          |               |            |
|                         | <b>CEILING SUSPENDER</b><br>Passage of the building Ceiling suspended sign with <b>sefa's</b> logo for direction.<br><br>Location: KZN (Durban)  | 400mm x 250mm | 2        |               |            |
|                         | Consultation  |               |          |               |            |
|                         | Site Establishment, inspection, and Disbursement  |               |          |               |            |
|                         | Electrical connections to the main power supply in the case of illuminated signage and branding   |               |          |               |            |
|                         | Remedial work for external and internal wall surfaces where signage and branding will be removed, i.e., repairing the immediate area around the current sign positions.   |               |          |               |            |
|                         | Cherry picker   |               |          |               |            |
|                         | Safety File   |               |          |               |            |
| <b>SUB-TOTAL</b>        |   |               |          |               |            |
| <b>15% VAT</b>          |   |               |          |               |            |



| sefa's Office buildings |             |      |          |               |            |
|-------------------------|-------------|------|----------|---------------|------------|
| Item                    | Description | Size | Quantity | Cost per item | Total Cost |
| GRAND TOTAL             |             |      |          |               |            |

## 7. COMMUNICATION

- 7.1. **sefa** may communicate with bidders where clarity is sought after the bid's closing date and before the contract's award or to extend the validity period of the bid, if necessary.
- 7.2. Any communication to any **sefa** official or a person acting in an advisory capacity for the State regarding this bid between the closing date and the bid award by the bidder is discouraged.
- 7.3. All communication between the bidder and the Supply Chain Management office must be done in writing.



## 8. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** inquiries regarding this RFQ **MUST** be addressed to the Supply Chain Office at [procurement@sefa.org.za](mailto:procurement@sefa.org.za)

### Please note:

1. Quotations should be e-mailed to **sefa** by **11:00 am** on 09 October 2023.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: \_\_\_\_\_
4. Is the delivery period firm for the duration of the contract?

|     |    |     |
|-----|----|-----|
| Yes | No | N/a |
|-----|----|-----|
5. Is/are the price(s) firm for the duration of the contract?

|     |    |     |
|-----|----|-----|
| Yes | No | N/a |
|-----|----|-----|
6. Is the offer strictly to specification?

|     |    |     |
|-----|----|-----|
| Yes | No | N/a |
|-----|----|-----|
7. If not to specification, state deviation(s). \_\_\_\_\_
8. All Prices must be **VAT inclusive if the Service Provider is a VAT vendor**; if no indication is given, prices will be evaluated as inclusive.
9. **No quotations received after the closing time and date will be accepted.**
10. The tenderer is responsible for verifying **receipt** of any email forwarded to this office.
11. If you are unable to quote, please email this page back to the sender and state the reason below Reason for no quote: \_\_\_\_\_
  - a. This quotation is subject to the general conditions of the contract unless otherwise stated by the issuer

**I/we agree that the offer herein shall remain binding upon me /us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.**

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Name and Capacity

\_\_\_\_\_  
Date

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offer regarding 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 is listed in the Register for Tender Defaulters and the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors/trustees / shareholders/members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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



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

2.2.1 If so, furnish particulars:

.....  
.....

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:

.....  
.....

## 2.4 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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



- 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.

**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.**

|                  |                       |
|------------------|-----------------------|
| .....            | .....                 |
| <b>Signature</b> | <b>Date</b>           |
| -----            | -----                 |
| <b>Position</b>  | <b>Name of bidder</b> |



## SBD 6.1

### 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) Either 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     |



|  |
|--|
| <b>Total points for Price and SPECIFIC GOALS</b> |
|--|

|            |
|------------|
| <b>100</b> |
|------------|

- 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

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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:

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or



(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,  
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

**(Note to 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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 method)<br>(To be completed by the tenderer) |
|--|---|---|
| <b>Black Ownership</b>   | <b>10</b>   |   |
| <b>30% Black women ownership</b>   | <b>5</b>  |   |
| <b>Any % of ownership by Black Designated Group &gt;0</b>  | <b>3</b>  |   |
| <b>Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)</b> | <b>2</b>  |   |

#### **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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |



## Dear Prospective Bidders

**sefa** takes a zero-tolerance approach to fraud, corruption and bribery.

**sefa** is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663

**FRAUD  
ALERT!**

**sefa** warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663 **sefa**