



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION ON THE FOLLOWING SUPPLY OF GOODS, SERVICES AND OR WORKS

QUOTATION REQUEST No:	RFQ25368	CLOSING DATE:	21/10/2025@11h00
QUOTATION REQUESTED BY	Ketlametswe Moletsane	INVITATION DATE:	14/10/2025
TELEPHONE NUMBER	012 357 3217	CENTRAL EMAIL	dberfq@dbe.gov.za

QUOTATION DESCRIPTION: PROCUREMENT OF IMPLEMENTATION EVALUATION

SPECIFICATION

COMMODITY

IMPLEMENTATION EVALUATION FOR SECOND CHANCE MATRIC PROGRAMME (see terms of reference attached)

DELIVERY POINT: 222 Struben Street, Pretoria, 0001

EXPECTED DATE OF DELIVERY:

Detailed quotation must be on a Company Letterhead and must be attached to this Request (RFQ document) together with completed: SBD1, SBD4 and SBD6.1.

Quotation validity _____ Days

Acceptance of this quotation is through receipt of a duly authorised and signed Purchase Order on Form: 82/8062 (Z577) or Z492 (82/7860)

It is acknowledged that late quotations are not considered.

Method to be used to calculate points for specific goals

For procurement transactions with a rand value up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	Bidders must submit any of the documents below: • South African Social Security Agency (SASSA) registration; OR • National Council for Persons with Physical Disability in South Africa registration (NCPDSA); OR • Medical Certificate		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

NOTE: DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.

NAME OF SERVICE PROVIDER				
REPRESENTED BY				
SIGNATURE				
CSD NUMBER	MAAA			
PHSICAL ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELL PHONE NUMBER	CODE		NUMBER	
EMAIL ADDRESS				



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REPUBLIC OF SOUTH AFRICA

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0002, South Africa Tel.: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

TERMS OF REFERENCES (TORs) FOR THE IMPLEMENTATION EVALUATION FOR THE SECOND CHANCE MATRIC PROGRAMME (SCMP)

1. Introduction

This is a call for the services of an agency/ consortium of agencies/ individuals available to conduct the evaluation of the SCMP within the Department of Basic Education's (DBE). The aim of the SCMP is to provide support to learners who have not been able to meet the requirements of the National Senior Certificate (NSC) or the extended Senior Certificate (SC), thereby meeting the goals of the National Development Plan (NDP) and the sector to increase learner retention. This document sets out the details of the project and the evaluation services required.

2. Background

The purpose of the **Implementation Evaluation** is to review of how the SCMP implementation may increase its impact on whether the aim and coverage of services to learners was sufficient to support pathways to impact, and whether there was fidelity to

the intended implementation in the actual implementation of the Programme. The SCMP is covered under the medium-term expenditure framework (MTEF) priority area three in the Implementation Framework: NSC (further education and training band).

The SCMP was launched in 2016. Working in collaboration with the Provincial Education Department (PEDs), the SCMP facilitates the support to second chance learners at the face-to-face centres (school referred to as centres) throughout the country in Phases I and II. Phase I takes place from February to June and Phase II from July to November. Teachers teach classes at the selected centres after school hours and over the weekends. The Center Managers, who serve as principals, are appointed to coordinate the programme at each centre. The Programme also supports learners in these three platforms; broadcasting through radio and television, online and offline support and provision of LTSM resources.

The Programme is measured on learners achieving the subject passes on subject registered. Each financial year, the Department sets learner targets that must be achieved. The main budget of the Programme is covered in these activities:

- Payment of teachers and Centre Managers;
- Hosting and funding of the outreach activities, e.g. roadshows, career events;
- Printing of LTSM;
- Courier Service to deliver hard copies of LTSM;
- Travelling of officials;
- Reimbursement of stationery to schools hosting face-to-face classes; and

The budget for the Programme is determined by the National Treasury in consultation with the Directorate: Finance at the Department.

3. The scope of research

The following paragraphs outline the Phases of the implementation of the programme every year

Phases 1

- In January of every year, after the announcement of matric results until mid-February, learner registration takes place for learners to write exams.
- There is a second registration for learners who would like to attend the face-to-face classes. This registration takes place from February to June. Classes start in February and end in June after examinations.
- The study materials (hard copies) are delivered to centres where classes take place.
- Learners also access academic support through the broadcast, online and the provision of hard copies of study materials. The phase 1 ends in June when learners write the last paper of the examinations.
- During the months of June and July, the officials collect and verify the claims and then process the payment of teachers and centre managers.
- This concludes Phase 1.

Phase 2

- The second phase commences, and learners start to attend the classes conducted from July to November.

- Monitoring of classes takes place in both phases.
- During phases 1 and 2 DBE Officials and Coordinators monitor. The classes to assist Teachers, Centre Managers and Learners where assistance is needed and to ensure the smooth running/operation of the Programme.
- The collection of Teachers and Centre Managers claims for payment purposes November; and
- This concludes Phase 2.

The Department provides stationery to donate to school that host classes in the last quarter of the year. The donation of stationery serves as reimbursement as the host schools pay for electricity, water and consumables.

4. Intervention Overview

The intervention provides an opportunity for learners to re-write targeted subjects offered in Grade 12 and the relevant home languages. There are no costs involved for learners.

4.1 Study Materials

Learners are provided with support packages which include face-to-face classes offered by Grade 12 teachers and these are offered in approximately venues, mainly rural and semi-rural areas. Multimedia broadcasting solutions, digital online courses and printed resources are also part of the materials/resources made available by the programme.

5. Evaluation Questions

The main research questions the evaluation will be answering are:

- What is the theory of change underlying the Second Chance Matric Programme?
- What have been the main activities and immediate outputs of the Second Chance Matric Programme?
- How much does the government spend on the Second Chance Matric Programme and is it yielding value for money?
- Is the programme being implemented in a way that makes it likely to achieve its intended objectives?
- The impact of the programme to learners' performance;
- How can the programme be improved or redesigned?

6. Activities

The project will be implemented in the following activities:

- 6.1 Document analysis;
- 6.2 Key informant interviews;
- 6.3 Case studies of support centres;
- 6.4 High-level review of support materials;
- 6.5 Analysis of expenditure and financial data; and
- 6.6 Development of questionnaires.

7. Resource analysis.

Main activity	Resources
Document analysis	Learner data Monitoring reports Inter-Provincial Reports
Development of information-gathering tools	Interview tools
Key informant interviews	- DBE officials (5) - Provincial Coordinators (4) - Centre Managers (6) - Teachers (6) - Learners (12)
Developed tools	The appointed service provider should develop tool used to collect data from selected participants
Interviews of participants	The service provider will visit the six selected schools and interview 6 centre Managers, teachers and learners
Case studies of support centres	The service provider will author the report based on the service provider
Educational resources	The Department will provide the documents about the project that include learner data, annual reports, summary of monitoring reports, sample study materials,
Analysis of expenditure and	The Department will provide the information on

financial data	expenditure and budgets
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8. Competencies

The following competencies and capacity to undertake activities are expected:

- Experience and expertise in quantitative and qualitative data collection using various instruments while providing high-quality data management and quality assurance.
- Expertise in the development of questionnaires.
- Expertise in the development of the necessary online data collection tools to support timeous and accurate data for analysis.
- Experience and expertise in deploying professionally trained enumerators to conduct qualitative and quantitative research.
- Willingness and availability to work closely with the Project Management Team to ensure seamless data collection.

Deliverables:

Services required	Deliverables	Timeline
Desktop review of key documents	Document analysis	3 weeks
Development of information-gathering tools	Developed tools	1 month
Conducting interviews	Key informant interviews	1 month
A report of a case	Case studies of support centres	1 months
A review of educational	Educational resources	2 weeks

resources		
Overall budget	Analysis of expenditure and financial data	2 weeks
Submission of draft report	Drafts Documents/ Reports to be submitted to the Department: • Revised proposal for submission to DBE • Submission of the tools for data collection • Report after data collection • Final Drafts report	2 weeks
Meetings with the Steering Committee	3 meetings: • Inception • After data collection • Meeting after the draft report	The Steering Committee will meet three times - once in 2 months
Report writing		3 months

9. Bidding requirements

9.1 Mandatory requirements

- 9.1.1 The Curriculum Vitae of the team leader. The Leader must have a minimum of eight (8) years of experience of as a research manager.
- 9.1.2 List of the team members with their researchers/evaluators. The team members should have a minimum five (5) years of experience in research.
- 9.1.3 Submission of three (3) reference letters from previous clients on research projects or similar work.
- 9.1.4 A detailed project plan outlining the process of conducting research.

- 9.1.5 All bids must be submitted on the official forms (not to be re-typed). **Any alteration to the Standard bidding documents (SBD) forms will lead to immediate disqualification.**
- 9.1.6 Bidders must provide a total cost for the project inclusive of VAT and the price should be fixed for the full duration of the project.

Bidders who do not comply with all the Mandatory requirements will be disqualified.

9.2 Non-Mandatory Bid requirements:

- 9.2.1 Bidders should return all fully completed and signed attached (SBD) forms (SBD1, SBD 4, SBD 6.1)
- 9.2.2 If bidding as a consortium or joint venture, bidders should submit all SBD forms separately.
- 9.2.3 If bidding with intention of subcontracting, the bidder should indicate the name/s of companies and percentages to be subcontracted.
- 9.2.4 Bidders bidding as a consortium or joint venture must provide the following information and/or documents:
- a. An agreement signed by nominated members of both/ all consortium or joint venture partners.
 - b. State the leading company.

10. Contracting

The successful bidder's proposal will be submitted to the Department to be coordinated by the Directorate: Supply Chain Management. The implementation plan, deliverables as well as the nature timing of reports and other required data/information will be finalized before the signing of the contract. The contract will be subject to performance reviews by the DBE under the auspices of the Directorate: Supply Chain Management, who may discontinue the contract at any time based on substandard performance or non-delivery. The Service Provider commits to abiding by DBE policies and regulations.

As stated in the introduction the total budget for the evaluation should not exceed R1 Million.

It is estimated that that the evaluation will be implemented and concluded in six months.

11. Project Management and Governance

The evaluation project will be managed by the officials of the Directorate: SCMP supported by Directorate: Research, Monitoring and Evaluation. Through the submission, the Directorate: SCMP will seek the Director-General to approve the establishment of a steering committee. The committee will monitor and review the implementation of the research Project. The committee will undertake these activities for the Project:

- 11.1 To evaluate the proposal to establish the capable and suitable service provider to be appointed;
- 11.2 To review and give guidance on the three phases of the Project; and
- 11.3 To meet the service provider three times: at the beginning of the project to approve the plan; approve the tool and approve the final draft report.

12. Intellectual Property

The Department will own all the intellectual property of this research.

13. Evaluation of Quotations

Price and Preference Points System

This bid will be evaluated in terms of either the 80/20 preference point system where 80 points will be used for price only and 20 points for specific goals (refer to attached SBD 6.1 form).

The following formula will be used for the calculation of points for price:

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

Bidders are required to submit proof of the specific goals to claim preference points. Non-submission of documents required will lead to a bidder scoring zero (0) for preference points.

A maximum of 20 points will be awarded to a tender for the specific goals of people who were historically disadvantaged by unfair discrimination based on being:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed:	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilize CSD Report to validate points claimed		
Women	8	DBE will utilize CSD Report to validate points claimed		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed:	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Disability	1	Submit any of the documents below: • South African Social Security Agency (SASSA) registration; or • National Council for Persons with Physical Disability in South Africa		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed:	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
		registration (NCPDPSA); OR Medical Certificate		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

NOTE: Allocation of points will be prorated as per percentage of ownership of each goal. In the case of a Joint Venture or Consortium, the points will be averaged.

DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report take precedence.

13. PAYMENT

13.1 An original invoice will be required for payment to be processed.

13.2 The DBE undertakes to pay invoices in full within thirty (30) days from the date of receipt of the invoice, for work done to its satisfaction. No payment will be made where there is outstanding information submitted by a service provider and an original invoice will be required for payment to be processed. The invoice should indicate completed work.

14. The following table presents the payment percentage:

No.	Phases	Percentage
1	Draft report	70%
2	Final report and signed off	30%

14. CONDITIONS

14.1 The work produced because of the performance of the service contracted herein shall become the property of the Department.

14.2 The DBE reserves the right to negotiate revised timeframes with the service provider at no additional costs.

14.3 Termination for default: The Department, without prejudice to any other remedy for breach of contract, by written default sent to the supplier reserves the right to terminate this contract with the appointed service provider, in accordance with clause 23 of the General Conditions of Contract, challenges should be experienced with delivery service and customer service to the Department.

14.4 The DBE reserves the right to change the Terms of Reference prior to the closing of the bid.

14.5 In the case of any material compiled, developed, researched, commented on, or evaluated on behalf of the DBE because of a contractual agreement with the service provider, or any other form of material, irrespective of whether in a completed form or otherwise, all intellectual property rights relating to such material will vest in the state. The service provider may not use any such material without first having obtained written approval from the DBE.

14.6 The bidder must be registered with the Central Supplier Database (CSD) and provide their CSD supplier number.

15. ENQUIRIES

Enquiries for this RFQ should be made in writing and should be forwarded to dberfq@dbe.gov.za.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ25368	CLOSING DATE:	21/10/2025	CLOSING TIME:	11:00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SENT VIA EMAIL TO: DBERFQ@dbe.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	KETLAMETSWE MOLETSANE		CONTACT PERSON		
TELEPHONE NUMBER	012 357 3217		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Moletsane.K@dbe.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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

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

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 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.

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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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:

1. *The tenderer must indicate how they claim points for each preference point system.*
2. *Allocation of points will be prorated as per percentage of ownership of each goal*
3. *DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	Submit any of the documents below: • South African Social Security Agency (SASSA) registration; OR • National Council for Persons with Physical Disability in South Africa registration (NCPDPA); OR • Medical Certificate		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

DECLARATION WITH REGARD TO COMPANY/FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	