



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

Dear Supplier / Bidder

This serves as the request for quotation (RFQ) from the Department of Tourism for suppliers to prepare and submit written price quotation. **Note that the 80 / 20 preference point system will be applied.** Bidders are required to submit written price quotation including valid B-BBEE certificate or proof of B-BBEE level in the form of attached sworn affidavit for EME or QSE, compliant tax clearance certificate or pin, updated Central Supplier Database (CSD) report, banking details, SBD 6.1 before stipulated closing date and time.

Bidders must adhere to the following instructions and non adherence may result in disqualification of the proposal / RFQ;

1. Standard Bidding Document (SBD1) or RFQ must be completed and signed;
2. Standard Bidding Document (SBD4) – Bidder's Disclosure must be completed and signed;
3. All written price quotations or bids received after closing date and time of **13 JANUARY 2023 at 12H00PM** will not be considered – (will be disqualified and recorded as received late)

NOTE : All completed and signed documents should be returned and submitted with bidders written price quotation covering the RFQ scope of work and proposal to the following email address:
quotationsscm@tourism.gov.za

Kind regards



tourism

Department
Tourism
REPUBLIC OF SOUTH AFRICA

PART A REQUEST FOR QUOTATIONS

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)

BID NUMBER: DM231/23 **CLOSING DATE:** 13-01-2023 **CLOSING TIME:** 12H00PM

DESCRIPTION PROCUREMENT OF GOODS AS SPECIFIED BELOW

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON

TELEPHONE NUMBER

E-MAIL ADDRESS

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON

TELEPHONE NUMBER

E-MAIL ADDRESS

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE

NUMBER

CELLPHONE 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 PART B:3]

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. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO quotationsscm@tourism.gov.za. LATE BIDS WILL NOT BE ACCEPTED OR CONSIDERED.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND AN ORDER OF THE INFORMATION CAPTURED IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. THE 80 / 20 PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN 80 IS PRICE AND 20 POINTS IS FOR B-BBEE.
- 1.6. A TRUST, CONSORTIUM OR JOINT VENTURE (INCLUDING UNINCORPORATED CONSORTIA AND JOINT VENTURES) MUST SUBMIT A VALID CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE TENDER OR RFQ
- 1.7. POINTS FOR B-BBEE STATUS LEVEL CONTRIBUTOR WILL ONLY BE ALLOCATED PROVIDED THAT THE CLOSING DATE OF THE TENDER OR RFQ FALLS WITHIN THE EXPIRY DATE OF PROOF OF B-BBEE.
- 1.8. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND B-BBEE POINTS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.9. THE DEPARTMENT MAY ALLOCATE ZERO/NIL B-BBEE POINTS FOR SUPPLIERS WITH EXPIRED OR INVALID PROOF OF B-BBEE

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 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."

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK?		
ANNEXURE C	IS BIDDER'S SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE D	IS BIDDER'S PROOF OF VALID B-BBEE STATUS LEVEL OF CONTRIBUTOR SUBMITTED IN THE FORM OF: (A) B-BBEE STATUS LEVEL CERTIFICATE ISSUED BY AN AUTHORIZED BODY OR PERSON; (B) A SWORN AFFIDAVIT AS PRESCRIBED BY THE B-BBEE CODES OF GOOD PRACTICE.		
ANNEXURE E	IS BIDDER'S SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL OR QUALIFYING SMALL ENTERPRISE – SPECIALISED ENTITY – GENERAL STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE		

	SIGNED BY COMMISSIONER SUBMITTED? (IF APPLICABLE)		
ANNEXURE F	IS THE LATEST PROOF OR REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS.		
ANNEXURE G	IS BIDDER'S DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS COMPLETED WITH % AND SUBMITTED TOGETHER WITH LOCAL CONTENT DECLARATION TEMPLATES ANNEXURE C, ANNEXURE D AND ANNEXURE E (ONLY FOR GOODS AND SERVICES THAT REQUIRE LOCAL CONTENT & PRODUCTION % AS STATED IN PARAGRAPH 4 BELOW).		

4. PRESCRIBED PERCENTAGE OF LOCAL CONTENT IN SPECIFIC CATEGORIES OF GOODS

NOTE: ONLY BIDDERERS WHO HAVE COMPLETED AND SUBMITTED THE SBD 6.2 TOGETHER WITH THE LOCAL CONTENT DECLARATIONS ANNEXURE C, ANNEXURE D AND ANNEXURE E AND ADHERE OR COMPLY TO THE STIPULATED MINIMUM THRESHOLD (%) WILL BE CONSIDERED / APPOINTED. NON-COMPLIANT SUPPLIERS WILL NOT BE EVALUATED ON POINTS FOR PRICE AND B-BBEE THEREFOR THEY WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.

DESCRIPTION OF GOODS	REQUIRED MINIMUM % - LOCAL CONTENT	TICK APPLICABLE %
TABLE 1		
	70 %	
	90 %	
	90 %	
	70 %	
	100 %	
	70 %	
	65 %	
	100 %	
	100 %	
	100 %	
	100 %	
TABLE 2 :		

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- IN THE EVENT THAT TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL POINTS, THE SUCCESSFUL TENDERER MUST BE THE ONE THAT SCORE THE HIGHEST POINTS FOR B-BBEE;
- IF TWO OR MORE TENDERERS HAVE EQUAL POINTS, INCLUDING EQUAL PREFERENCE POINTS FOR B-BBEE, THE SUCCESSFUL TENDER MUST BE THE ONE SCORING THE HIGHEST SCORE FOR FUNCTIONALITY, IF FUNCTIONALITY IS PART OF THE EVALUATION PROCESS;
- IN THE EVENT THAT TWO OR MORE TENDERERS ARE EQUAL IN ALL RESPECTS, THE AWARD MUST BE DECIDED BY THE DRAWING OF LOTS

6. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA): SUPPLIER NOTICE

THE DEPARTMENT RESPECT YOUR PRIVACY AND ACKNOWLEDGE THAT YOUR DOCUMENTS WILL CONTAIN PERSONAL INFORMATION WHICH MAY BELONG TO YOU OR OTHERS. BY SUBMITTING YOUR DOCUMENTS, YOU GIVE THE DEPARTMENT CONSENT TO PROCESS INFORMATION IN ACCORDANCE WITH POPIA. THE DEPARTMENT MAY DISCLOSE PERSONAL INFORMATION IF REQUIRED BY THE LAW ENFORCEMENT AGENCIES AND OTHER PARTIES WHO PROVIDE THE DEPARTMENT WITH THE RELEVANT / REQUIRED SERVICES. THE DEPARTMENT WILL AUTHORISE ACCESS TO PERSONAL INFORMATION ONLY TO EMPLOYEES WHO REQUIRE THE INFORMATION TO EXECUTE THEIR WORK-RELATED RESPONSIBILITIES. THE DEPARTMENT WILL ARCHIVE YOUR PERSONAL INFORMATION IN LINE WITH THE APPLICABLE LAWS

NO	DESCRIPTION SERVICES OR GOODS	QUANTITY	AMOUNT
	Request for 5 official to attend a course on the introduction to POWER BI DESKTOP from the 02-03 February 2023		
1.	SCOPE OF WORK		
1.1	The successful bidder will be responsible to execute the following: Provide practical training on how Power BI can be used to develop dashboards using large data sets and provide the skills needed to create visual representations of data on		

performance statistics that can be shared with stakeholders, over a variety of platforms, to make informed business decisions.

2. OUTCOMES AND OUTPUTS

After completion of the course, delegates will be able to:

2.1 Understand POWER BI and how the analysis tool can be used to:

- a. Combine analytics with historical tourism supply and demand data that would enable; policy makers to make timely decisions related to the tourism sector;
- b. transform raw data into interactive dashboards;
- c. develop analytic reports using Power Bi
- d. Integrate Power Bi reports with other Microsoft applications namely word, excel and PowerPoint, etc.;
- e. use the dax formula language to develop powerful calculations for different data sets;
- f. analyse data, including big data and share large volumes of data with stakeholders; and
- g. develop and present the data in different graphs, charts, infographics, etc.

3. THE RESPONSIBILITIES OF THE DEPARTMENT OF TOURISM

3.1 The Department will arrange a face to face training on POWER BI.

4. DURATION AND SCHEDULE

The duration of the programme should take about 2 days.

5. ACCREDITATION

A certificate of attendance will be provided at the end of the course.

6. COST

- 6.1 The bidder will be requested to give a quote regarding the work to be undertaken for this course and the venue. The course must be VAT inclusive and should be quoted in South African Rand. Original signed invoices must be submitted after each training session.
- 6.2 Costing should be aligned with project activities.
- 6.3 The quote should be submitted with the following attachments: Request for quotation form, BEE Certificate, SBD4, SBD6.1, SBD6.2, SBD9 and TAX Clearance Certificate, Annexure E Sworn Affidavit,

TOTAL PRICE EXCLUDING VAT		
VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)		
GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)		

NB: FAILURE TO SUBMIT A DULY COMPLETED FORMS AND SIGNED AUTHORIZATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.



Ms Lydia Machitje

DESIGNATION: DIRECTOR statistical analysis

DATE:

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

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.

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 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.

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.

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



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE C: SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
ii) The name of the sub-contractor.....
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....