



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION PRICE QUOTATIONS

INSTRUCTIONS:

- All Request for Quotations (RFQ) responses **MUST** be accompanied by the attached **SBD 1, SBD 3.1, SBD 4, SBD 6.1 & POPIA** consent form fully completed and signed. (Only the attached SBD Forms must be returned).
- Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (where applicable), and thereafter 80/20-points scoring basis. 80 points price and 20 points for specific goals.
- Bidders who wish to claim points for specific goals applicable for this **RFQ**, must ensure that the SBD 6.1 claim form is completed. Proof or evidence for claiming points for specific goals as **stipulated on the SBD 6.1**.
- For local production and content as determined by DTI, suppliers should submit completed and signed SBD 6.2 as well as **annexure C**.
- **Quotation should be dated and signed on the company's letterhead.**
- Quotations should be valid for a minimum period of 90 days from the date of the quotation.
- All prices quoted must be VAT inclusive, service providers who are not registered for VAT must indicate this clearly on their quotation.
- For construction/maintenance/alterations related services submit proof of **CIDB registration**.
- Late responses will not be considered.
- **All Quotation responses MUST be submitted via email below – quotation@dhet.gov.za**

DETAILS OF SUPPLIER			
SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:	11 June 2025		

SUBMIT QUOTATION TO:			
NAME & SURNAME:			
TEL NO:		EMAIL:	Quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):		20 June 2025	
CLOSING TIME FOR QUOTATION(S):		11h00	
DELIVERY ADDRESS FOR GOODS /SERVICES		222 Struben Street – Dept of Basic Education and Pretoria - 0001	
BRIEFING SESSION		10h00 – 11h30	Dept of Higher Education and Training – 123 Francis Baard Street – Pretoria – 0001 (09 th Floor).
VALIDITY PERIOD		90 DAYS	

PLEASE QUOTE ON THE FOLLOWING ITEM(S)		
NO.	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)

EXAMINATION STATIONERY PROCUREMENT (See attached specifications)		
01	EXAMINATION ANSWER BOOKS – BOE 8/13 NATED -BLACK INK (Attached Specification REF:002B024/30)	1 200 000 00 each
02	EXAMINATION ANSWER BOOKS – BOE 8/15 COMPUTER SCRIPTS -YELLOW PAPER (Attached Specification REF:002B024/31)	500 000 00 each
03	EXAMINATION ANSWER BOOKS – BOE 8/20 DRAWING PAPER (Attached Specification REF:002B024/32)	500 000 00 each
04	EXAMINATION MATERIAL: TEMPER PROOF OUTERBAGS (Attached Specification REF:002B024/33)	500 000 00 each
05	EXAMINATION ANSWER BOOKS – BOE 8/9 GRAPH PAPER (Attached Specification REF:002B024/34)	500 000 00 each
06	EXAMINATION ANSWER BOOKS – BOE 9/5 BANDS FOR EXAMINATION ANSWER SCRIPTS (Attached Specification REF:002B024/35)	400 000 00 each
07	EXAMINATION ANSWER BOOKS – BOE 173: GUIDELINE: PROPERTIES OF WATER AND STEAM: BOOKS (Attached Specification REF:002B024/36)	15 000 00 each
08	EXAMINATION ANSWER BOOKS – BOE 8/2: HOT ROLLED STRUCTURAL STEEL SECTIONS: BOOKS (Attached Specification REF :002B024/37)	10 000 00 each
09	EXAMINATION ANSWER BOOKS - BOE 8/18 3-CYCLE SEMI LOGARITHMIC GRAPH PAPER (Attached specification REF:002B024/38)	10 000 00 each

- Please put the RFQ number on the subject line when sending the quotation and required documents.
- Please make sure you attach your signature, date and validity period on the quotation.
- Recommended bidder **MUST** be able to deliver the required stock within 30 Days of receipt of an order failure to deliver the Department will cancel the order without any consultation.
- Bidders must indicate or confirm stock availability and estimated time of delivery within the 30 Days as indicated above.
- The Department reserves the right to verify the information provided by the bidders and also confirming the financial capacity and the ability of the shortlisted bidders.
- Failure to comply with the above requirements may lead to disqualification of your proposal.
- Bidders **MUST** quote all items on the request form, failure to do so may lead to disqualification.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Directorate : Examinations Management
and Monitoring

Tel No: (012) 357 8870

Private Bag X110, Pretoria, 0001, South Africa, Van der Stel
Building, 222 Struben Street, PRETORIA, 0002
~~Private Bag X110, Pretoria, 0001, South Africa, Van der Stel~~
Fax: 012 323 3387
<http://www.education.gov.za>

REF: 002B024/30

SPECIFICATION FOR EXAMINATION ANSWER BOOKS

SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 8/13 NATED BLACK INK)

Printing: Black ink throughout

Paper: 80gsm bond

Note: A4 16 pager self-cover

Size: W = 210 mm X H = 297 mm

Finishing: Saddle stitched

Packing: Shrink-wrapped in 60's, Packed in boxes (540 Answer books per box)

Quantity: 1,200 000

Grammage: 80.0

Sample: Attached (design and layout must be quoted)

Note: Proof reading required before printing of material

Deliver date: 30 June 2025

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Mr. Z Mhemhe 012 357 8870, email: Mhemhe.Z@dir.gov.za~~

~~Mr. C Selwane 012 357 4517, email: Selwane.C@dir.gov.za~~

Z Mhemhe

Z MHEMHE

AD: FINANCE AND PROVISIONING

DATE 28/05/25



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Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Private Bag X110, Pretoria, 0001, South Africa, Van der Stel
Building, 222 Struben Street, PRETORIA, 0002
~~Tel: 012 357 3370~~ Fax: 012 323 3387
<http://www.education.gov.za>

**Directorate : Examinations Management
and Monitoring**

~~Tel No: (012) 357 3370~~

REF: 002B024/31

SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 8/15 COMPUTER SCRIPTS) YELLOW PAPER

Printing: Cover printed in Black ink one side

Paper: Cover - 80gsm bond, Yellow

Note: A3 folded to A4

Size: W = 210mm X H = 297mm

Finishing: Cover Folded to A4

Packing: Shrink-wrapped in 500's, packed in boxes (2 500 Answer sheets per box)

Quantity: 500 000

Grammage: 80.0

Sample: Attached (design and layout must be quoted)

Note: Proof reading required before printing of material

Deliver date: 30 June 2025

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Mr. Z Mhemhe 012 357 3370, email Mhemhe.Z@dohe.gov.za~~

~~Mr. O Seleane 012 357 4517, email Seleane.O@dohe.gov.za~~

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~~TEL NO: (012) 357 3370~~

REF: 002B024/32

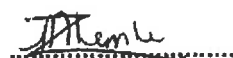
SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 8/20 DRAWING PAPER)

Printing: One side in Black Ink
Paper: 160gsm Litho Board
Note: A2-2 pager self-cover
Finishing: Not defined
Packing: Shrink-wrapped in 250's, Packed in packets
Quantity: 500 000
Grammage: 160.0
Sample: Attached (design and layout must be quoted)
Note: Proof reading required before printing of material
Deliver date: Within 30 days

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Ms. Z Mhemhe 012 357 3370, email Mhemhe.Z@dbe.gov.za~~
~~Mr. C Selwane 012 357 4517, email Selwane.C@dbe.gov.za~~



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Tel No. (012) 357 3370

REF: 002B024/33

SPECIFICATION FOR EXAMINATION MATERIAL: TAMPER PROOF OUTERBAGS

Specification

Origination : To be set as per specimen

Size : 430mm x 410mm

Material : Clear PVC – 80 microns co extruded polythene (Clear)

Construction : A temper evident seal to be welded onto the bag. The seal must give clear and visual proof that the bag has been tempered with. The tape will break its weakest points. The tape closes on the of the 410 mm side.

Printing : Print one side in green ink as per specimen.

Numbering : a visible/ readable number to be displayed on each bag. The numbers are variable with each bag

Packing : Wrapped in packs or boxes 500 per units

Quantity : 500 000

Sample : Attached (design and layout must be quoted)

Note: Proof reading required before printing of material

Deliver date : 30 June 2025

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Mr. Z Mhembe 012 357 3370, email mhembe.z@dbe.gov.za~~

~~Mr. O Seloane 012 357 4547, email Seloane.O@dbe.gov.za~~

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~~Tel No. (012) 357 3970~~ Fax: 012 323 3387

<http://www.education.gov.za>

**Directorate : Examinations Management
and Monitoring**

~~Tel No. (012) 357 3970~~

REF: 002B024/34

SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 8/9 (GRAPH PAPER))

Final Size: 297.0 x 210.0mm, portrait
Of Pages: 2 pages
Colours: 1/0-colored, Blue
Printing: Blue ink one side only
Paper: 80 gsm
Note: A4 Sheets
Finishing: (FinishingFB) Counting Countwise
Packing: Shrink-wrapped in 500's, Packed in packets
Quantity: 500 000
Grammage: 80.0
Sample: Attached (design and layout must be quoted)
Note: Proof reading required before printing of material
Deliver date: Within 30 days

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Mr. Z Mhemhe 012 357 3970, email mhemhe.z@dbe.gov.za~~

~~Mr. O Selwane 012 357 3971, email Selwane.o@dbe.gov.za~~

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Private Bag X110,
Pretoria, 0001, South Africa, Van der Stel Building, 222
Struben Street, PRETORIA, 0002
Fax: 012 323 3387
<http://www.education.gov.za>

**Directorate : Examinations Management
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Tel No. (012) 357 3370

REF: 002B024/35

SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 9/5 BANDS FOR EXAMINATION ANSWER SCRIPTS

Size: 565 x 110mm
Paper: 160gsm Brown Wrapping Paper
Printing: Black ink one side
Finishing: Cut to shape and Paste a double sided tape
Packing: Shrink-wrapped in 500's, Packed in packets
Quantity: 400 000
Grammage: 160.0
Sample: Attached (design and layout must be quoted)

Note: Proof reading required before printing of material

Deliver date: 30 June 2025

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Ms. Z Mhemhe 012 357 3370, email mhemhe.z@dbe.gov.za~~

~~Mr. O Solomane 012 357 4517, email Solomane.O@dbe.gov.za~~

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**Directorate : Examinations Management
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~~Tel: 012 323 3387~~

REF: 002B024/36

**SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 173: GUIDELINE: PROPERTIES
OF WATER AND STEAM: BOOKS)**

Printing: Black ink throughout
Paper: 1/1 on 80gsm Bond White, Cover- 1/0 on 200gsm Litho Maze
Note: A5 – 12pp Text + Cover
Finishing: Saddle stitched
Packing: Shrink-wrapped in 100's, Packed in Packets
Quantity: 15 000
Grammage: Cover: 200.0 H (mm): 210.0 W (mm): 148.0
Text-1: 80.0, H (mm): 210.0 W (mm): 148.0
Text-2: 80.0, H (mm): 210.0 W (mm): 148.0
Sample: Attached (design and layout must be quoted)
Note: Proof reading required before printing of material
Sample will be collected at 222 Struben Street, Pretoria, 0001
Deliver date: Within 30 days

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Mrs Z Mhemhe 012 323 3387, email: z.mhemhe@ed.gov.za~~

~~Mrs S Seleane 012 323 3387, email: s.seleane@ed.gov.za~~

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~~012 323 3387~~

REF: 002B024/37

SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 8/2: HOT ROLLED STRUCTURAL STEEL SECTIONS: BOOKS)

Printing: Black ink throughout
Paper: 1/1 on 80gsm Bond White, Cover- 2/1 on 200gsm Matt
Note: A5 – 24pp Text + Cover
Finishing: Saddle stitched
Packing: Shrink-wrapped in 100's, Packed in Packets
Quantity: 10 000
Grammage: Cover: 200.0 H (mm): 210.0 W (mm): 148.0
Text-1: 80.0, H (mm): 210.0 W (mm): 148.0
Text-2: 80.0, H (mm): 210.0 W (mm): 148.0
Sample: Attached (design and layout must be quoted)
Note: Proof reading required before printing of material
Deliver date: Within 30 days

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Ms. Z Mhemhe 012 323 3387, email zmhemhe.z@edc.gov.za~~

~~Mr. G. Selwane 012 323 3387, email gselwane.g@edc.gov.za~~

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**Directorate : Examinations Management
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Tel: 012 323 3387

REF: 002B024/38

SPECIFICATION FOR EXAMINATION ANSWER BOOKS (BOE 8/18 3 CYCLE SEMI-LOGARITHMIC GRAPH PAPER)

Final Size: 297.0 x 210.0mm, portrait
Of Pages: 2 pages
Colours: 1/0-colored, Blue
Paper: 60 g/qm Uncoated Paper - Reels
Note: A4 Sheets
Finishing: Trim to size
Packing: Shrink-wrapped in 500's, Packed in packets
Quantity: 10 000
Grammage: 60.0
Sample: Attached (design and layout must be quoted)
Note: Proof reading required before printing of material
Deliver date: 30 June 2025

Delivery address: 222 Struben Street, Pretoria

For Further Clarity contact the below officials

~~Ms. Z Mhemhe 012 357 3970, email Mhemhe.Z@dbe.gov.za~~
~~Mr. O Selane 012 357 4517, email Selane.O@dbe.gov.za~~

Z Mhemhe

Z MHEMHE

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COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



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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
<input type="checkbox"/>	<input type="checkbox"/>

Select (x) the correct box

- 2.1.1 If yes, 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 Department of Higher Education & Training?

YES	NO

Select (x) the correct box

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 related² enterprise whether or not they are bidding for this contract?

YES	NO

Select (x) the correct box

Information not stated but found on CSD, CIPC or any other system may lead to disqualification of a bid.

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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting

of the specifications or terms of reference for this bid.

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

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

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 "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ 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.



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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 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 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 The maximum points for this tender are allocated as follows:

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	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) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** 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;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“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
- (g) **“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:

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

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

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:

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

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,
 - (c) 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: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT									
NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.85		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% black owned	50.00	6.04				
			60%-74% black owned	40.00	4.83				
			51%-59% black owned	30.00	3.63				
			0-50% black owned	10.00	1.21				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.83		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% women owned	30.00	3.63				
			60%-74% women owned	20.00	2.42				
			51%-59% women owned	10.00	1.21				
			0-50% women owned	5.00	0.60				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Yes	No
			75%-99% owned by persons with disabilities	0.30	0.04				
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	3.02		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Yes	No
			75%-99% youth owned	15.00	1.81				
			60%-74% youth owned	10.00	1.21				
			51%-59% youth owned	5.00	0.60				
			0-50% youth owned	2.50	0.30				
			None	0.00	0.00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	35.00	4.23		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Yes	No
			QSE	20.00	2.42				
			GEN	0.00	0.00				
			None	0.00	0.00				
			TOTAL	165.50	20.00	165.5			

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none">• Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none">• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people,

Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :.....

7.2. VAT registration number :.....

7.3. Company registration number :.....

7.4. 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]

7.4.1. Describe principal business activities.

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.....

7.4.2. Company classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.4.3. Total number of years the firm has been in business?

.....

7.5. Consortium / Joint Venture

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

- 8.1. 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:

