

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR PROPOSALS FROM SERVICE PROVIDERS TO PROVIDE TRADE & INVESTMENT KWAZULU-NATAL WITH ISO 9001:2015 INTERNAL AUDIT CONSULTANT AND INTRODUCTION TO ISO 9001:2015 ONLINE TRAINING

RFQ No.	RFQ202526-99
RFQ ISSUE DATE	19 FEBRUARY 2026
COMPULSORY BRIEFING SESSION	24 FEBRUARY 2026 @ 11h00 am on Microsoft Teams Microsoft Teams meeting: Join: https://teams.microsoft.com/meet/3420660319641?p=HSIk5vlhJdU0VqZhxA Meeting ID: 342 066 031 964 1 Passcode: cZ7525w3
RFQ DESCRIPTION	REQUEST FOR PROPOSALS FROM SERVICE PROVIDERS TO PROVIDE TRADE & INVESTMENT KWAZULU-NATAL WITH ISO 9001:2015 INTERNAL AUDIT CONSULTANT AND INTRODUCTION TO ISO 9001: 2015 ONLINE TRAINING FOR ALL TIKZN STAFF
CLOSING DATE & TIME	02 MARCH 2026 @12h00pm
LOCATION FOR SUBMISSIONS	quotations@tikzn.co.za (please insert RFQ number on the subject line)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or questions, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO) _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

KwaZulu-Natal Office
Trade & Investment House, 1 Arundel Close,
Kingsmead Office Park, Durban, 4001,
South Africa
PO Box 4245, Durban, 4000, South Africa
+27 (0) 31 368 9600
+27 (0) 31 368 5888

Gauteng Office
Financial Place, 99 George Storrar Avenue,
Groenkloof, Pretoria, 0181
+27 (0) 12 346 4386/6763
+27 (0) 12 346 4774
info@tikzn.co.za
www.tikzn.co.za / www.exportkzn.co.za

DIRECTORS: Mr B M Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Dr J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Cllr M N Zulu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Mr Z Sibisi (Company Secretary)



DETAILED SPECIFICATION

REQUEST FOR PROPOSALS FROM SERVICE PROVIDERSTO PROVIDE TRADE & INVESTMENT KWAZULU-NATAL WITH ISO 9001:2015 INTERNAL AUDIT CONSULTANT AND INTRODUCTION TO ISO 9001:2015 ONLINE TRAINING.

1. INTRODUCTION

- 1.1. Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2. Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of Chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- Identify, develop, market, and promote investment opportunities in the province to international and domestic investors;
 - Develop the export capacity of the province;
 - Develop the export market of the province;
 - Foster trade and investment within the province;
 - Develop a provincial investment and export plan for the development, promotion, and marketing of inward investments and exports from the province; and
 - Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. PURPOSE

The purpose of this project is to appoint a suitable service provider who will assist TIKZN in outlining the current Quality Management System to obtain certification and provide Introduction of 9001:2015 training.

3. SCOPE OF SERVICES

Description
IN 2019 TIKZN WAS AWARDED THE QMS ISO 9001:2015 CERTIFICATION. IN ORDER TO MAINTAIN CERTIFICATION, TIKZN REQUEST TO ENGAGE A CONSULTANT OVER THE PERIOD OF 14 DAYS WHO WILL PROVIDE GUIDANCE AND SUPPORT TO ENSURING THAT TIKZN IS WELL PREPARED FOR THE EXTERNAL AUDIT.
<p>1. The consultant will also be required to provide the following services:</p> <ul style="list-style-type: none">• Conduct a GAP analysis of the current ISO 9001:2015 system.• To review and revise all business unit Flow Charts/Processes. Submit final flow/process charts in word document and PowerPoint by the means of a USB.• Reviewing and updating Quality Manual, Quality Policy, Policy Statement, Procedure Manual.• Reviewing customer feedback platforms.• Interrogation of the QMS to ensure all potential risks are closed.• To prepare management and functional teams, key personnals and staff for certification and long-term maintenance of the QMS compliance to ISO 9001:2015 thorough effective pre-certification assessment/auditing.

- To review previous identified audit finding and to ensure that corrective action has been implemented.
- Submit final report of the internal audit.
- Conduct a management review closing meeting
- Provide x5 A3 ISO 9001:2015 related poster

2. Training: The Consultant will be required to provide:

- **Online training** – Introduction on ISO 9001:2015 to TIKZN staff
- **Duration: 1 Day Training**
- **Number of participants: 25 TIKZN members (Including Manco, Administrators and OHS committee members)**
- **Certificates: Certificate of attendance**

3.1 SERVICE STANDARDS

The expected standard from the consultant.

The ISO 9001:2015 consultant undertakes to perform the service with the highest standards of professionalism and ethical competency and integrity. Any study reports or other materials, graphics software and otherwise, prepared by the consultant for TIKZN shall belong and remain in the property of the client.

The following are the general expectations from the consultant:

- a) Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or TIKZNs business or operations.
- b) Agree not to reproduce, transcribe or disclose TIKZN information to third parties without prior written approval from TIKZN Management.
- c) Provide assistance/direction with the principals, terminology and guidelines.
- d) Preparation of the ISO 9001:2015 QMS Systems Review, and improvement processes work plan with schedule of activities for all the training, workshops and consultancy in compliance with ISO 9001:2015 requirements for the entire duration of the project.
- e) Adherence to appointments/training and workshop schedules and consultancy visits and any changes or adjustments of schedules as agreed upon. For any request for changes or cancellation of schedules as agreed upon. For any request for changes or cancellation of schedule at least one week notice shall be given and changes shall be made upon agreement by both parties.
- f) Provide technical advice and guidance to TIKZN until certification is finalized

3.2 CONSULTANTS QUALIFICATIONS REQUIREMENTS

The ISO 9001:2015 consultant shall show proof of sample work to support the following qualifications requirements:

- Must hold at least a bachelor's degree in public management, public administration, business administration or related field and attended at least 40 hours relevant QMS/ISO training.
- Must have undertaken at least five successful consultancy and training services within the last 5 years, with firms/entities, including private companies, on the establishment of QMS towards the achievement of the certification to ISO 9001 standard.
- Lead Auditor/Implementor certification for ISO 9001 series.
- Must hold an accredited of Auditing certification of the Quality Management System
- More points shall be added for: (a) Consultants who engaged in the latest version 9001 series, (b) Consultant's experience with government organization and processes related to appraisal and approval of project.
- Must have excellent writing and communication, Product Knowledge, Problem resolving and Risk management skills.

4. REQUIRED EXPERTISE AND COMPETENCIES

The Service Providers proposal must outline the expertise and competencies on offer and should expressly detail their previous experience with projects of this nature. This may be supported by the CV's of the team or lead consultants. To achieve the scope of work, the service provider/s appointed to undertake this

project should demonstrate the following key competencies:

- Comprehensive knowledge and proven track record in **ISO 9001:2015**.
- Any accredited Quality Management System body registration.
- Must produce QMS Auditing qualification that allows consultants to facilitate training.

KINDLY NOTE THAT A FAILURE TO FULLY COVER THE ABOVE IN YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

5. METHODOLOGY

- Planning and Scheduling:** Establishing, implementing, and maintaining an audit program that defines the frequency, methods, and responsibilities, based on process risk and importance.
- Conducting Audits:** Using checklists to objectively evaluate processes, ensuring they conform to ISO 9001:2015 requirements, internal procedures, and documentation.
- Identifying Nonconformities:** Pinpointing gaps, inefficiencies, and areas for improvement, and highlighting areas that are performing well.
- Reporting Results:** Communicating audit findings and potential risks to relevant management to ensure awareness of QMS performance.
- Verifying Actions:** Reviewing the effectiveness of corrections and corrective actions taken to address nonconformities.
- Documenting Evidence:** Retaining records of the audit process, findings, and follow-up activities to demonstrate
- Documentation Skills:** Ability to create clear, concise policies, procedures, and manuals.
- Training facilitation:** Provide online Introduction to ISO 9001:2015 Training.

6. RESPONSIBILITIES OF TIKZN

- Ensure participation and cooperation of all employees to ISO 9001:2015 related courses and activities.
- Reproduce and provide the training materials of the participants if necessary.
- Provide necessary documents for ISO documentation requirements.
- Provision of room /office space for the consultant.

7. EVALUATION PROCESS

7.1 Phase 1: SCM Administrative requirements

- The service provider must submit their company profile
- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, and signed by the authorised company representative.
- The SBD1 form must be completed, and signed by the authorised company representative.
- The POPIA consent form must be completed, and signed by the authorised company representative.
- The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information may lead to bidder's proposal not being considered further.

7.2 Phase 2: Mandatory Requirements

Only bid proposals that meets pre-compliance requirements will be evaluated on mandatory requirements. The Bidder must complete the section below by answering **YES or NO**. If, Yes, please attach proof.

NO.	REQUIREMENT	COMPLY: YES OR NO
1	Professional registration with the Professional Body / Institution. The Bidder must submit documentary proof of any accredited Quality Management System body registration	
2	Accreditation of a Facilitator The bidder must submit QMS Auditing qualification that allows consultants to facilitate training.	

NOTE: Failure to meet all the mandatory requirements will lead in the Bidder being disqualified and not further evaluated for functionality (Phase 3).

7.3 Phase 3: Functionality Criteria

- Only bid proposals that meet mandatory requirements will be further evaluated on functionality criteria,
- The Bidder must score a minimum of **70%** during Phase 2 (functionality / technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for Price and Specific Goals Scoring will be considered.
- N.B: Service providers that fail to score a minimum of 70/100 points (equivalent to seventy percent (70)) on functionality will not be considered and evaluated further on phase 3- price.
- The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Number of Completed Similar Projects in the Government and Private Sector in the last Five (5) years.	The bidder must attach duly signed relevant reference letters to qualify for the indicated points.	Indicator	30
	This must be supported by references on your clients' letterhead and signed by the respective company representative including contact details (telephone numbers and emails addresses) and must not be more than 5 years old.		
	No reference letter attached/irrelevant reference letter attached	0	
	1 relevant reference letters attached	05	
	2 relevant reference letters attached	10	
	3 relevant reference letters attached	15	
	4 relevant reference letters attached	20	
	5 and above relevant reference letters attached	30	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT	
<p>Key Personnel:</p> <p>The points will be allocated per number of years' experience of the company. The Evaluation Committee may, at its own discretion, opt to consider the total years of experience of the combined team who will be working on the project.</p>	<p>Demonstrate ability of the individual/team to render the service i.e. expertise of key staff members rendering the service. This must be supported with submission of the facilitators CV and qualification, detailing number of years in the related field.</p>	Indicator	20	
	1-2 years' experience of the individual/team providing the service	05		
	3-4 years' experience of the individual/team providing the service	10		
	5-6 years' experience of the individual/team providing the service.	15		
	6 years and above experience of the individual/team providing the service.	20		
<p>Workplan:</p> <p>Submission of a detailed works program outlining the various workflow items/tasks required for this project must be outlined.</p>	<p>The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various workflow items/tasks required for this project must be submitted.</p>	Indicator	30	
	No program/Poor program (insufficient information provided)	0		
	Poor program (only major items shown)	5		
	Adequate program (work items shown)	10		
	Very good program (all necessary work items shown)	20		
	Excellent program (all necessary work items shown, including links between tasks and risks as well as additional information)	30		
<p>4. Number of completed similar ISO 9001:2015 training programs</p>	<p>This must be supported by the submission of successful similar training programs completed.</p>	Indicator	20	
	No submission	0		
	Submission of one reference letter of completed similar training	5		
	Submission of two reference letters of completed similar training	10		
	Submission of three reference letters of completed similar training	15		
	Submission of four and above reference letters of completed similar training	20		
Total points on functionality			100	

7.3 Phase 3: Price and Specific Goals Scoring

Pricing Considerations:

- Bidders' price quotations must be inclusive of all applicable taxes (**including VAT**).
- Bidders total price weighs 80 points.

Specific Goals

- The bidder must submit SBD 6.1 preference points claim form.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
1. Ownership: Race (100% Black owned enterprises): 13 points ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
2. Ownership: Disabled: 02 points Medical Certificate from a registered medical practitioner.	
3. NYDA Goals: Promotion of youth owned enterprises 51 % or more youth owned enterprises= 05 points ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted to claim specific goals points. Failing to submit will result in your company scoring zero (0) points for specific goals.

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

8. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za

9. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

10. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Completed and signed Invitation to bid (SBD1 -Part A & B)
- Completed and signed POPIA consent form.
- Completed and signed preference points claim form (SBD6.1).
- Copy of CSD Report or MAAA Number (National Treasury).
- Information requested as per the mandatory requirements.

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

**Consent to Process Personal Information
in terms of
Protection of Personal Information Act No. 4 of 2013**

(MANDATORY FOR ALL INTERACTIONS WITH TIKZN)

I, the undersigned _____
(Full Name and Surname)
(Hereinafter be referred to as the "Data Subject")

ID number _____
(If not available, date of birth & passport number)

Address _____

hereby give my consent to Trade & Investment KwaZulu-Natal (TIKZN), who is a Responsible Party¹ to process² my Personal Information for the following purposes:

	Providing me with advice, products and services that suit my needs as requested
YES	To conduct Central Supplier Database ("CSD") reference searches
YES	To process my applications and requests
	To notify me of new services, opportunities that may be of interest to me
YES	To confirm, verify and update my details
YES	To comply with any legal and regulatory requirements
	To conduct qualification verifications, credit checks, reference checks, criminal record checks, psychometric assessment and/or reporting to regulating authorities.
	Add further details of purposes:

I furthermore authorise TIKZN to verify my identity and any information I have provided. This personal information will not be shared with any third parties without my specific approval and will not be sold, distributed or leased to third parties unless my permission has been granted or required by law to do so.

I furthermore unconditionally indemnify TIKZN against any liability which results or may result from furnishing information in this regard.

TIKZN will not be liable for any damages of any kind arising from my use of their services, including but not limited to direct, indirect, incidental, punitive and/or consequential damages.

I further understand that should I not give my consent to the processing of my personal information for the purpose specified above, then TIKZN will not proceed with said purpose.

Signed at _____ on this ____/____/____
(Place) (Day) (Month)(Year) (Signature of Employee)

¹ "responsible party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

² "processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:
(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
(b) dissemination by means of transmission, distribution or making available in any other form; or
(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (TRADE AND INVESTMENT KWAZULU NATAL)					
BID NUMBER:	RFP202526/99	CLOSING DATE:	02/03/2026	CLOSING TIME:	12H00 PM
DESCRIPTION	REQUEST FOR PROPOSALS FROM SERVICE PROVIDERS TO PROVIDE TRADE & INVESTMENT KWAZULU-NATAL WITH ISO 9001:2015 INTERNAL AUDIT CONSULTANT AND INTRODUCTION TO INTRODUCTION TO ISO 9001:2025 ONLINE TRAINING FOR ALL TIKZN STAFF.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
quotations@tikzn.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON		
TELEPHONE NUMBER	031 368 9600		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations@tikzn.co.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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, 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:

**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**

(Delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

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

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	20	20
Black Owned Enterprises 100% = 13 points The bidder with less than 100% black ownership will score 0 points Proof of Claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	13	
Proof of ownership: Disable owned = 02 points The bidder with less than 100% black ownership will score 0 points Proof of Claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	02	
Youth Ownership: More than 51% youth owned = 05 points The bidder with less than 51% youth ownership will score 0 points Proof of Claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

4.7. 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 because 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 because 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:

.....

.....

.....