



RFQ NUMBER	RFQ/MICT/15/2025
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE IDENTITY VERIFICATION SERVICES
RFQ RE-ISSUE DATE	15/05/2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	20 May 2025 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above.

**Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

### **SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

## MICT SETA: CHECKLIST INFORMATION

### RETURNABLE DOCUMENTS CHECKLIST

**Request For Quotation invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

**(Tick in the relevant block below)**

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> and/or <b>SARS-issued</b> verification pin		
<b>SBD 4 – Bidder's Disclosure</b>		
<b>SBD 6.1 - Preferential Procurement Claim Form</b>		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
CIPC Document		
Shareholding Certificate		
<b>Bidder's eligibility: Form A</b>		

**Note: This RFQ must be completed by the authorised company representative**

**1. QUOTATION CONDITIONS**

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

**1.1 MICT SETA reserves the right to:**

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

**2. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA 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 processes.

## FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE IDENTITY VERIFICATION SERVICES.**

#### **1. INTRODUCTION**

This specification outlines the requirements for implementing a comprehensive stakeholder satisfaction survey for the Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA). Drawing on best practices and structured methodologies, the survey will evaluate internal and external stakeholder satisfaction across key areas such as marketing, service delivery, communication, and product/service offerings. The findings will inform strategic improvements to enhance stakeholder engagement, align with MICT SETA's skills development mandate, and ensure the organisation remains responsive to stakeholder needs.

#### **2. PURPOSE**

The MICT SETA Marketing and communications unit requires to appointment of a competent service provider to provide identity verification services implementing a stakeholder satisfaction survey for MICT SETA.

#### **3. BACKGROUND**

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner, improve accuracy in its data and information, provide instant and accurate reporting, and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to provide specific focused services in line with its Value on customer centricity.

In line with the vision of the MICT SETA of "cutting-edge future skills", the MICT SETA intends to improve the quality of its data and information through an identity verification solution on its programmes and projects data and information collected in line with the provisions of the Skills Development Act.

The MICT SETA is looking to appoint a suitably experienced service provider with the necessary expertise to render the service to perform online learner identity verification through the MICT SETA Integrated Learner Management System (ILMS).

#### **4. PURPOSE**

To invite service providers with the necessary expertise and experience to submit proposals for the provision of online identity verifications services for the MICT SETA.

#### **5. PROJECT OBJECTIVES**

**The Objectives of the project are summarised as follows:**

- a) Maintenance of accurate and reliable learner data and information.
- b) Update learner records which correspond with learner information kept by the National Population Register (NPR) at the Department of Home Affairs (DHA).
- c) Integration with for effective online learner ID verification (individual and bulk) and confirmation of matching of ID with names and surnames.
- d) Service Providers are required to submit a proposal detailing how they will address all the **Minimum Requirements** of this RFQ document.

## **6. MINIMUM REQUIREMENTS**

**The service provider will be required to deliver the following minimum requirements:**

### **6.1. ID Validation Services**

- a) Assist MICT SETA with online verification of learner identity numbers through the Home Affairs National Population Register (NPR).
- b) Provide a report of learner status, matching of ID number with names as per the records of the NPR.
- c) Use an API integration tool to report back on the learner records / status. The report must provide exceptions for learner records failing the verification.
- d) It is estimated that an initial bulk learner verification of +/- 25 000 upon commencement of the project. Thereafter, learner data must be verified as and when captured on the ILMS.

### **6.2. Reports**

- a) A report of all verified information clearly indicating all learner IDs successfully verified, all learner names and surnames successfully matching with Home Affairs information.
- b) An exception report of all learner IDs failed for verification at Home Affairs.
- c) An exception report of all learner list with names not matching with the Home Affairs data after successful ID verification.

### **6.3. Security**

- a) The protection of an organization's systems and data is important. The bidder should comply with industry standards and regulations such as POPIA and provide a robust security framework along with effective risk management and mitigation strategies.
- b) The service provider must ensure that sensitive data, such as customer information remains confidential. This involves encrypting data both in transit and at rest.
- c) Use secure protocols like HTTPS, SSL/TLS, and VPNs to protect data during transmission.
- d) The service provider must conduct regular security audits and vulnerability assessments to identify and address potential security gaps.
- e) The service provider must implement continuous monitoring and logging to detect and respond to security incidents promptly.
- f) The service provider will be required to implement risk management and mitigation processes to improve the services.

### **6.4. Support and Maintenance**

- a) The successful bidder will be required to provide details of key contact resources for execution of this project and direct / central point of for logging of incidents.
- b) The successful bidders must offer support from Monday to Friday during MICT SETA business hours.
- c) The successful bidder will be required to sign an SLA with turnaround times for all services and resolution of all support incidents.
- d) Support for after hours may be required. The service provider will be required to provide fair turnaround times for after hours support.
- e) The service will be available with an uptime guarantee of 99.9% during each calendar month, excluding scheduled maintenance. This means the integrated system will be operational and accessible 99.9% of the time during the service period.

## **7. TECHNOLOGY SYSTEMS TO BE USED**

- a) The MICT SETA uses an Integrated Learner Management System (ILMS) to record learner information.
- b) The ILMS will use an API to send ID numbers to the appointed service provider for verification of learner information with Home Affairs.
- c) The service provider will be required to provide a learner verification report with ID numbers, names, and surnames, include status such as deceased, of all learners successfully verified. The report must also provide exceptions for IDs failing verifications.
- d) The ILMS will safe all verified learner information, including their status.
- e) The details of the system and API information will be shared with the successful bidder.
- f) The service provider will be required to work with MICT SETA for to enable an integration platform for data exchange required for this project.

## **8. PROJECT DURATION**

- a) The estimated duration for the ID verification system is 12 months, commencing from the project initiation date. The project may be divided into several key phases, each with specific deliverables and milestones to ensure smooth progress and timely completion according to the terms of reference of the MICT SETA, and the service provider proposal and project plan.
- b) The data being shared with the service provider remains the Intellectual Property (IP) of MICT SETA. Under no circumstances, the service provider will be allowed to disclose off such information without prior written permission of MICT SETA.
- c) Upon termination of the contract / services, the service provider will be required to return all IP of MICT SETA and destroy any personal information obtained as part of the services included in this ToR.

## **9. COMPANY PROFILE**

**This Request for Proposal is open to consulting entities that have the following profile:**

- a) Previous track record with at least 3 references of rendering similar services in the past 10 years.
- b) Service provider must demonstrate applicable international standards on providing the required services.

## **10. CONFIDENTIALITY TERMS AND CONDITIONS, NON-DISCLOSURE AGREEMENT (NDA)**

- a) By accepting and responding to the RFQ document, the service provider commits to abide to the provisions of the protection of personal information Act (POPIA) and that the information collected through this project shall not be used for the purpose as intended in this RFQ or be passed and /or disclosed to any third party.
- b) The Service Provider shall maintain complete confidentiality and shall not share any data/information gathered during the accomplishment of the assignment, with any other person or entity without prior permission by MICT SETA.
- c) The Service Provider must be compliant with the requirements of the POPI Act.
- d) MICT SETA undertake to maintain confidentiality relating to any unpublished information supplied by the service provider as part of this request for proposal and will only use any information provided for the purposes of evaluating the proposal.

### 3. PRICING SCHEDULE

Name of bidder \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date \_\_\_\_\_

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price included. The below table is for illustration only:

Item	Requirement Description <u>APPOINTMENT OF A COMPETENT SERVICE PROVIDER TO PROVIDE IDENTITY VERIFICATION SERVICES</u>	Quantity	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)
1.	Identity (ID) Verification Services fees / cost for ID	+/- 25 000	R	R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

Complete below:

1. Delivery Address: **MICT SETA Head office**  
**Level 3 West wing, Gallagher House**  
**19 Richards Drive, Halfway House**  
**Midrand**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: \_\_\_\_\_

Capacity under which this quote is signed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



#### 4. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQ's received will be evaluated on functionality criteria and Price & specific goals comparison.

##### STAGE 1: FUNCTIONAL CRITERIA

RFQ's submitted will be evaluated on technical functionality out of a maximum of **100 points**. A minimum qualification threshold of **70** out of the **100 points** has been set.

Only RFQ submissions that have met or exceeded the qualification threshold on technical functionality of 80 points will qualify for further evaluation on price and specific goals.

**NOTE:** All RFQ submissions achieving less than the set minimum threshold will be declared non-responsive. Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL / TECHNICAL CRITERIA WEIGHING		
Category	Description	Score
<b>REFERENCE LETTERS</b>	<p>Bidders are required to submit at least three (3) contactable Reference Letters related to the Bidder's experience in providing similar projects (ID verifications with the Department of Home Affairs (DHA)) within the last ten (10) years.</p> <p><b>N.B:</b> The reference letters must be from different bidder's clients within the Republic of South Africa (RSA). Reference Letters must be fully signed on the client's letterhead, dated, contact details, project description and date/duration of implementation.</p> <p><b>Points on provision of reference letters will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Three (3) contactable Reference Letters = <b>20 points</b></li> <li>• Two (2) contactable Reference Letters = <b>10 points</b></li> <li>• One (1) contactable Reference Letter = <b>06 points</b></li> <li>• No Reference Letter = <b>00 points</b></li> </ul> <p><b>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT reserves the right to contact the references.</b></p>	<b>20</b>
<b>PROJECT METHODOLOGY AND APPROACH</b>	<p>The bidder must provide a detailed Project Implementation Methodology and approach in executing identity verification project. The methodology must show excellent understanding of what is required in Terms of Reference (ToR) and action plan including the following:</p> <ul style="list-style-type: none"> <li>• ID verification</li> </ul>	<b>60</b>

	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Security</li> <li>• Support and Maintenance</li> </ul> <p><b>Points on provision of project methodology and approach will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Methodology and approach meet all FOUR (04) aspects of the Minimum Requirements = <b>60 points</b></li> <li>• Methodology and approach meet THREE (03) aspects of the Minimum Requirements = <b>40 points</b></li> <li>• Methodology and approach meet TWO (02) aspects of the Minimum Requirements = <b>20 points</b></li> <li>• Methodology and approach meet only ONE (01) aspects of the Minimum Requirements = <b>10 points</b></li> <li>• Methodology and approach meet NONE of the aspects of the Minimum Requirements = <b>00 points</b></li> </ul> <p><b>Non-compliance with the minimum requirements = 00 points</b></p>	
<b>PROJECT TEAM</b>	<p>Bidders must submit profiles or CVs of the Project Manager with relevant experience in providing similar services. Profiles or CVs should clearly indicate the completed projects, project duration, and names of clients.</p> <p><b>Points on provision of CV or profile of Project Manager will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Project Manager with more than ten (10) years' experience = <b>20 points</b></li> <li>• Project Manager with five (5) – ten (10) years' experience = <b>10 points</b></li> <li>• Project Manager with less than five (5) years' experience = <b>05 points</b></li> <li>• Project Manager with no experience = <b>00 points</b></li> </ul> <p><b>Note: The projects in this factor refer to those delivered by the Project Manager in any past company, not limited to the bidding company, i.e. linked to the individual.</b></p>	<b>20</b>
<b>Minimum threshold</b>		<b>70</b>
<b>Total</b>		<b>100</b>

**Bidders that meet the Minimum Threshold will be evaluated further on Pricing and Specific Goals. Bidders that fail to meet Minimum Threshold will be disqualified from further evaluation.**

## 5. PRICING AND SPECIFIC GOALS

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; Preferential Procurement Policy Framework Act, Act No 5 of 2000; Preferential Procurement Regulations of 2022; and MICT SETA Supply Chain Management (SCM) Policy. RFQ's received will be evaluated on mandatory criteria and Price & Specific Goals comparison.

### a) PRICE AND SPECIFIC GOALS

Evaluation of Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goal to be evaluated out of **20 Points**:

Special Goal Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
<b>Total</b>	<b>20</b>

**\*\* Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

#### Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.**

**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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole 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

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	.....
Signature	Date

.....	.....
Position	Name of bidder

## PREFERENCE PROCUREMENT CLAIM FORM

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

## 1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

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

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2 DEFINITIONS

(a) **"Tender"** means a written offer in the form determined by an organ of state in response

to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **"Price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"Tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

**Where:**

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

**Where:**

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender



#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) An invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) Any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

**Note to tenderers: 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)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	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:

- 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:** .....

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