



Province of the  
**EASTERN CAPE**  
OFFICE OF THE PREMIER

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**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SOCIAL MEDIA MANAGEMENT SERVICES, CONTENT CREATION & EXECUTION OF CAMPAIGNS TO PROFILE GOVERNMENT PROGRAMMES FOR A PERIOD OF SIX (06) MONTHS**

**OTP-25/26- 260**

<b>NAME OF BIDDER:</b>	
<b>CSD NUMBER:</b>	
<b>CLOSING DATE:</b>	<b>25 August 2025</b>
<b>CLOSING TIME:</b>	<b>11:00 am</b>
<b>QUOTE AMOUNT INCLUSIVE OF ALL APPLICABLE TAXES</b>	R.....

**PREPARED BY:**

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**SUPPLY CHAIN MANAGEMENT  
OFFICE OF THE PREMIER  
PRIVATE BAG X 0047  
BHISHO**

**TENDER BOX**

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**INDEPENDENCE AVENUE, BISHO  
EASTERN CAPE OFFICE OF THE PREMIER  
ECDC BUILDING  
GROUND FLOOR**

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## RFQ NOTICE

NOTICE	
PROJECT NO.	PROJECT DESCRIPTION
OTP-25/26-260	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SOCIAL MEDIA MANAGEMENT SERVICES, CONTENT CREATION & EXECUTION OF CAMPAIGNS TO PROFILE GOVERNMENT PROGRAMMES FOR A PERIOD OF SIX (06) MONTHS

AVAILABILITY OF DOCUMENTS : 15 AUGUST 2025

CLOSING DATE : 25 AUGUST 2025

### NOTICE

Quotations are hereby invited from suitable and qualified SERVICE PROVIDERS for:

**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SOCIAL MEDIA MANAGEMENT SERVICES, CONTENT CREATION & EXECUTION OF CAMPAIGNS TO PROFILE GOVERNMENT PROGRAMMES FOR A PERIOD OF SIX (06) MONTHS.**

Request for quotations are available at Office of the Premier, Independence Avenue, old ECDC Building Bhisho Second Floor, Office Number 2056. Electronic Documents will be available as from the 15<sup>th</sup> August 2025 on the website [www.ecprov.gov.za](http://www.ecprov.gov.za) under Procurement tab.

Completed RFQ documents may be emailed to [Unathi.Ntanjana@ecotp.gov.za](mailto:Unathi.Ntanjana@ecotp.gov.za) not later than **11 O'clock on 25 August 2025.**

**ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:**

Enquiries: Namhla Magada (Ms.)

Email: [nomhla.magada@ecotp.gov.za](mailto:nomhla.magada@ecotp.gov.za)

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OFFICE OF THE PREMIER					
RFQ NUMBER:	OTP-25/26-260	CLOSING DATE:	25 August 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SOCIAL MEDIA MANAGEMENT SERVICES, CONTENT CREATION & EXECUTION OF CAMPAIGNS TO PROFILE GOVERNMENT PROGRAMMES FOR A PERIOD OF SIX (06) MONTHS				
BID RESPONSE DOCUMENTS MAY BE emailed to Unathi.Ntanjana@ecotp.gov.za					
EASTERN CAPE OFFICE OF THE PREMIER					
INDEPENDENCE AVENUE					
ECDC BUILDING					
BISHO					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. U. Ntanjana		CONTACT PERSON	Ms. N. Magada	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Unathi.ntanjana@ecotp.gov.za		E-MAIL ADDRESS	Namhla.Magada@ecotp.gov.za	
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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 THE BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



## SPECIFICATION

### 1. BACKGROUND

The Office of the Premier seeks to appoint an experienced digital communications service provider to manage and implement strategic online campaigns and digital content that enhance the government's online presence, public engagement, and brand visibility for a period of **6 months**.

This includes promoting service delivery initiatives, public programmes, stakeholder engagements, and flagship events through social and digital platforms.

### 2. SCOPE OF WORK

The appointed service provider will be required to provide the following services:

#### **Social Media Account Management**

- Manage five (5) existing social media platforms (Facebook -Premier and ECPG; Instagram; LinkedIn; YouTube and Google Ads as the primary advertising tool).
- Content creation and active posting of government programmes, projects, events, and institutionalized days across all social media platforms taking into consideration different audiences
- Execute content as per themes and key pillars, ensuring approved content is shared, achieve high user engagement across social media channels.
- Monitor and track application software updates across all social media platforms, and provide guidance to ensure continued relevance, functionality, and alignment with the latest platform features and best practices.
- **NB: Measure and report on the success of every social media campaign**

#### **Digital Campaign Development**

- Develop digital campaigns to profile Premier and the Eastern Cape as well as engage audiences based on the ECPG brand strategy, government services, new initiatives, etc. These campaigns are to be designed and executed throughout the contract period and should entail clear detailed campaign plans and close out reports.

- Develop and execute at least one online Gender Based Violence & Femicide (GBVF) awareness campaign and messaging per month across all social media platforms.

### **3. REPORT AND ANALYSIS**

Track, monitor, and provide monthly performance reports for all social media pages. Including interpreting data on how your social media content performs. To understand audience behavior, evaluating the effectiveness of campaigns, and making data-driven decisions to improve future content.

### **4. TOOLS AND LICENSE**

Sign up, manage, and pay subscriptions for the following social media management applications on behalf of the Eastern Cape Office of the Premier – Hootsuite and Business Suite.

### **5. MEDIA BUYING**

- Boost a minimum of three (3) posts per week and a maximum of five (5) posts as identified on all social media account pages, targeting the various online audiences.
- Facebook boost at least 12 posts per month, ads to run for duration of 15 days.
- Google Ads boost at least 10 campaigns per month, for a duration of 14 days.
- Instagram boost at least 12 posts per month, ads to run for a duration of 15 days.
- LinkedIn boost at least 10 posts per month, ads to run for a duration of 14 days.
- YouTube boost at least 8 videos per month, campaign to run for a duration of a duration of 15 days

### **6. COMMUNITY MANAGEMENT / ACCOUNT RESPONSE MANAGEMENT**

- Monitor and manage information critical to organization that is found in the online space. Monitor negative sentiments and crisis, as well as develop crisis management strategies and reinforce positive responses.
- Assist with developing a Frequently Asked Questions (FAQ) framework, provide responses to comments received through the social media platforms daily, provide monthly reports monitoring conversations, feedback received and deliver a consolidated breakdown of all comments and responses for the month

## 7. MANDATORY REQUIREMENTS

- Prospective bidders must submit together with their bids, a completed course outline detailing how the workshop will be carried out taking into consideration scope of and expected deliverables.
- Facilitators should have experience in delivering the course to public sector officials and provide proof letter from Departments previously trained.
- The service provider must be SETA accredited. Proof of such accreditation must be attached.
- Ensure compliance with SCMU procurement processes i.e., active tax compliance certificate, active profile on the CSD database.

**Failure to comply with the mandatory requirements will result in your bid being non-compliance and will be eliminated from the process.**

### SCM Compliance

Document that must be submitted	Explanatory information
1. Invitation to Bid – SBD 1	Complete and sign the supplied document
3. Declaration of Interest – SBD 4	Complete and sign the supplied document
4. Preference Point Claim Form – SBD 6.1	Complete and sign the supplied document
5. Registration on Central Supplier Database (CSD)	The Service Provider must be registered on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit CSD printout as proof of registration.

## 8. COMMUNICATION

All enquiries related to technical specification must be forwarded in writing to Ms Magada -  
Email: [namhla.magada@ecotp.gov.za](mailto:namhla.magada@ecotp.gov.za)

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**ANNEXURE A**

**NAME OF BIDDER:**

**PAST EXPERIENCE**

Bidders must insert in the space provided below and submit with their Respondents, the following statement showing the works which they have successfully carried out which can be verified by the department. The bidder hereby a warrant is true and correct in every respect by virtue of his signature to this document.

<b>Client Name</b>	<b>Contract Description</b>	<b>Contract Value</b>	<b>Contract Start date</b>	<b>Contract End date</b>	<b>Contactable reference</b>

**COMPANY STAMP**



**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**

Name of bidder.....	RFQ number: <b>OTP-25/26- 260</b>
Closing Time: <b>11:00</b>	Closing date:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFQ.

Category	Item Description	Frequency	Unit Price	Total Price (6 month)
Social Media Account Management	Active posting and Content Creation	Daily		
Digital campaign Development	Develop and design a variety of promotion material applicable all social media platforms	Weekly / Monthly		
Report and Analysis	Track, monitor, and provide monthly performance reports for all social media pages.	Monthly		
Tools & Licenses	Hootsuite, Business Suite	Monthly		
Media Buying	Pay for ads and campaigns	Weekly		
Community Management	Monitor and respond to comments and inbox messages promptly to ensure consistent engagement.	Daily (Twice a day, during the morning and afternoon)		
<b>Sub Total</b>				
<b>Vat (15%) – if applicable</b>				
<b>Total Price (</b>				

**NOTE: All prices must be VAT inclusive (if applicable) and must be quoted in South African Rand (ZAR).**

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**SBD 4**

## **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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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<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.



2.2 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:

.....  
.....

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.

<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.



- 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



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

**PRICE QUOTATION PROCESS (UP TO R 1 MILLION)**

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

**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) 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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who has a disability – **attach doctor’s letter confirming the disability**
  - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

## 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:

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

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:

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

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 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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no voting rights in elections before the 1983 and 1993 Constitution	3		
II. Who is Women	5		
III. Who has a disability	5		
IV. Who is youth	5		
V. Enterprise located in Eastern Cape	2		

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

