



South African Human Rights Commission

RFP NUMBER	RFP-HO-01-2025 – Quality Assurance Review
DESCRIPTION	Appointment of a service provider to conduct quality assurance review of Internal Audit Unit at the South African Human Rights Commission (SAHRC) in compliance with the International Professional Practices Framework (IPPF) 2025.
RFP NON-COMPULSARY BRIEFING	<p>DATE: 26 August 2025 TIME: 11H00 (GMT +2)</p> <p>The Non-compulsory Briefing will be via the Teams Platform using the following link: https://events.teams.microsoft.com/event/bf59914d-7552-473ca4bb-6e85184c6515@0159c87f-d04f-40b5-8866-46fb77a8d382</p>
ENQUIRIES	<p>Enquiries can be made in writing as follows:</p> <p>Supply Chain Management: Kganki Kekana HOpurchase@sahrc.org.za</p> <p>Technical: Zolile Moyo zmoyo@sahrc.org.za</p>
CLOSING DATE	<p>DATE: 02 September 2025 TIME: 11H00 (GMT +2) Email: HOpurchase@sahrc.org.za</p>

1. BACKGROUND

1.1 The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

1.2 SAHRC has presence in all nine Provinces within the Republic of South Africa. There is an Internal Audit unit which is comprised of the Chief Audit Executive, Senior Internal Auditor and Internal Auditor, supported by an Administrator.

The Institute of Internal Auditors (IIA) has updated the International Professional Practices Framework (IPPF) in 2024 and the effective date for the changes is 9 January 2025. The structure of the IPPF has changed to three components:

- Global Internal Audit Standards
- Topical Requirements
- Global Guidance

2. OBJECTIVE

2.1 The objective of this Request for Proposal (RFP) is to appoint a suitably qualified service provider to conduct quality assurance review of Internal Audit Unit at the South African Human Rights Commission (SAHRC) in compliance with the International Professional Practices Framework (IPPF) 2025.

2.2 Assess the implementation of 5 year-quality external assessment review.

2.3 The independent opinion on internal audit's conformance with the Institute of Internal Auditing Standards, Code of Ethics and make recommendations for areas of improvement.

3. SCOPE OF SERVICE

3.1. New/updated IIA global International Professional Practice Framework.

3.2. Five (5) year-quality external assessment review report for the 2023/24 financial year.

4. DELIVERABLES

It is expected that at the end of the assessment a report is produced outlining the findings of the assessment, including the following:

- 4.1. An outline of the methodology used to conduct the assessment review,
- 4.2. Engage with SAHRC Internal Audit function, Executive, Senior Management, Audit Committee and Commissioners.
- 4.3. Produce sufficient, relevant, reliable and effective evidence relating to the assessment review.
- 4.4. Prepare a complete audit report comprising of detailed findings, root causes, recommendations and corrective action plans to be implemented, and
- 4.5. Make recommendations on the possible actions that need to be taken to correct the weaknesses identified.

5. PRICING

5.1 A detailed price breakdown outlined on table 2 below must be completed and a service provider must include other items, if required.

5.2 Refer to Annexure A for Pricing Structure

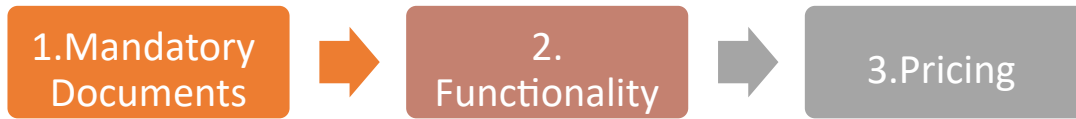
6. PROJECT TIMELINES

The estimated project timeline is 2-3 months but the actual timelines will be determined with the service provider based on the scope of work.

7. EVALUATION CRITERIA

Bids will be evaluated on 80/20-point system as outlined in the PPR of 2022.

The proposals will be evaluated in three phases:



8.1 Phase 1: Mandatory Documents

8.1.1 Bid proposal

8.1.2 Central Supplier Database Summary Report.

8.1.3 SBD1, 4 & 6.1. (Standard Bidding Documents) forms must be completed fully and dully signed.

8.1.4 Bidder must provide a valid copy of at least one of the assessors or assessment teams registration with Institute of Internal Auditors of South Africa. (Attach IIA certificate (either company or individual)).

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

All compliant quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

Evaluation on functionality, as in Table 1 below:

- i. Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points. ii.

The overall score must be equal or above 70 points to proceed to for Price and Specific Goals evaluations.

- iii. Bidders who fail to meet minimum threshold will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and preference points. The minimum threshold for qualification by functionality is 70, assessed as per criteria listed in Table 1 below:

Phase 2: Functionality evaluation

	Criteria	Percentage weighting
1.	References included for executing a project of similar magnitude in the last 3 years, signed and on the letterhead of the company where similar work was delivered. Failure to submit reference letters adhering to the above will invalidate a letter for consideration. <ul style="list-style-type: none">○ 0 points = no reference letter submitted or they are not in the last 3 years or not signed and not on the letterhead of the company.○ 10 points = 1-2 reference letters submitted. ○ 20 points = 3-4 reference letters submitted. ○ 30 points = 5 reference letters submitted○ 40 points = 6 or more relevant reference letters submitted	40

2.	<p>Bidder's proposed project methodology and plan outlining how SAHRCs requirements will be implemented.</p> <ul style="list-style-type: none"> ○ 0 points= No project plan ○ 10 points= Project plan with no milestones ○ 20 points= Project plan with milestones ○ 30 points= Project plan with milestones & timelines 	30
3.	<p>Skills, competencies and qualifications of key personnel that will be assigned on the project based on their CVs. A Project Lead must have the following:</p> <ul style="list-style-type: none"> • A valid membership with the Institute of Internal Auditors (IIA) <p>Bids should clearly indicate that bid participants have the internal capacity to meet the requirements of the TOR.</p> <ul style="list-style-type: none"> ○ 0 points = CV with no degree in Internal Auditing or equivalent qualification(s) and an accreditation as an Internal Quality Assessor issued by the Institute of Internal Auditors (IIA) ○ 10 points= CV with a Degree in Internal Audit or equivalent qualification(s) and an accreditation as an Internal Quality Assessor issued by the Institute of Internal Auditors (IIA) ○ 20 points= CV with Honours Degree in Internal Auditing or equivalent qualification(s) and an accreditation as an Internal Quality Assessor issued by the Institute of Internal Auditors (IIA) ○ 30= CV with master's degree/ in Internal Auditing equivalent or more qualification(s) and an accreditation as an Internal Quality Assessor issued by the Institute of Internal Auditors (IIA) 	30
	Total	100

8.2. Phase 3: Price and Specific Goals evaluation

Only Bidders that have met the 70 points thresholds will be considered for price and specific goals. Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)

i. Stage 1 – Price Evaluation (80 Points)

ii.

Criteria	Points
Price Evaluation $Ps = 80 \frac{Pt - P_{min}}{P_{min}}$	80

The following formula will be used to calculate the points for price:

Where:

- Ps = Points scored for comparative price of bid or offer under consideration. - Pt = Comparative price of bid or offer under consideration.
- P min = Comparative price of lowest acceptable bid or offer
- Points must be awarded to a bidder for attaining the specific status level of contribution in accordance with the table below.

a. Specific goals allocation

A maximum of 20 points may be allocated to a bidder for attaining their specific goals status level of contributor in accordance with the table below:

SPECIFIC GOALS	POINTS
Suppliers with ownership of 51% or more by person/s who are black person/s	10
Suppliers with ownership of 51% or more by person/s who are women	5
Suppliers with ownership of 51% or more by person/s who are youth	3
Suppliers with ownership of 51% or more by person/s with disability	2

Specific goal points may be allocated to bidders on submission of the following documentation or evidence

A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and supporting evidence i.e. a valid BBBEE Certificate/ Affidavit.

9. Confidentiality, independence and objectivity

The service provider will hold all material and information exchanged during the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

9.1 THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

- 9.1.1 The SAHRC may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.
- 9.1.2 The SAHRC reserves the right to conduct a security background check or screening of the service provider.
- 9.1.3 The SAHRC reserves the right to conduct mandatory site inspection to the offices of the service provider.

10. CONDITIONS OF TENDER

- 10.1 The SAHRC reserve the right not to award the tender.
- 10.2 Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.
- 10.3 The service provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- 10.4 A copy of such insurance contract must be handed to the SAHRC Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid or is being sought must be furnished on request.
- 10.5 SAHRC does not bind itself to accept the lowest quote.
- 10.6 The SAHRC reserves the right to invite bidders for presentation at bidders own cost and perform site visits on short listed bidders before the award of the bid, as part of evaluation process.
- 10.7 SAHRC does not bind itself to make any selection from the proposals, or quotations received.
- 10.8 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.
- 10.9 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.
- 10.10 All prices quoted must be VAT inclusive.
- 10.11 SAHRC will not make any upfront payments before the rendering of services.
- 10.12 The successful bidder shall provide the service required based on the set timelines and as per the schedule to be provided by SAHRC.
- 10.13 A pricing schedule with one of the specified elements omitted from the costing may be considered non-responsive.
- 10.14 The price proposal must be valid for 120 days.
- 10.15 The preferred service provider would be expected to sign a contract, including the general condition of contract

11. CONTRACT PERFORMANCE

- 11.1 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement.
- 11.2 If it is found that information provided is false including the breach of the General Condition of Contract, The SAHRC reserves the right to terminate this contract with immediate effect.

12. FORMAT AND SUBMISSION OF THE PROPOSAL

- 12.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.

12.2 Bidders are required to make submissions via email to: HOProcurement@sahrc.org.za and reference the RFP number in the subject field.

12.3 For ease of reference, bids should be packaged and filed in the following format:

- a. Annexure A - Signed Tender Document.
- b. Annexure B - Mandatory Documents
- c. Annexure C - Functionality Response
- d. Annexure D - Company Profile
- e. Annexure E – Price Proposal/ Quotation.

13. BRIEFING / INFORMATION SESSION & ENQUIRIES – NON-COMPULSARY

13.1 DATE & TIME: 26 August 2025 TIME: 11H00 (GMT +2)

13.2 The session will be via Teams using the link: <https://events.teams.microsoft.com/event/bf59914d-7552-473c-a4bb-6e85184c6515@0159c87f-d04f-40b5-8866-46fb77a8d382>

Supply Chain Management / Admin	Technical
Mr. Kganki Kekana HOProcurement@sahrc.org.za	Mr Zolile Moyo zmoyo@sahrc.org.za

Enquires must be submitted by the 28 August 2025.

14. CLOSING DATE

14.1 Proposals must be submitted on or before the 02 September 2025 at 11h00. Proposals must be submitted via email to: HOProcurement@sahrc.org.za

Annexure A

PRICE PROPOSAL FOR INTERNAL AUDIT SERVICES

No	Scope area	Hourly Rates
1.1	Review of Documents	
1.2	Quality Assessment Review	
1.3	Reporting and presentation	
1.4	Other	
	Price Estimates (Inclusive of VAT)	

(The estimated period of this project might be between 2-3 months.)

NB: THIS PRICE PROPOSAL NEEDS TO BE SUBMITTED SEPARATELY.



SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION					
BID NUMBER:	RFP-HO-01-2025 – Quality Assurance Review		CLOSING TIME:	11:00am	
DESCRIPTION	To invite potential and qualified service providers to conduct quality assurance review of Internal Audit Unit at the South African Human Rights Commission (SAHRC) in compliance with the International Professional Practices Framework (IPPF) 2025.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
HOpurchase@sahrc.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Kganki Kekana		CONTACT PERSON	Mr Zolile Moyo	
TELEPHONE NUMBER	011 877 3600		TELEPHONE NUMBER	011 877 3600	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	HOpurchase@sahrc.org.za		E-MAIL ADDRESS	zmoyo@sahrc.org.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:	O R	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO
 DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO
 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO
 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

YES
YES
YES
YES

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, PREFERRED SERVICE PROVIDER WOULD BE EXPECTED TO SIGN A CONTRACT, INCLUDING THE GENERAL SPECIAL CONDITION OF CONTRACT AND, IF APPLICABLE, ANY OTHER CONDITIONS OF CONTRACT.
- 1.4 . **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN**

2.TAXCONTRACT FORM (SBD7). 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 STATE." 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

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





SBD4

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.

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.



SBD4

Full Name	Identity Number	Name of State institution

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

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:

.....



SBD4

.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements
that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 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



SBD4

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.

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.

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**

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

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:

80/20

or

90/10

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

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

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:

$$80/20 \quad \text{or} \quad 90/10$$

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

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 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Level 1		20		
B-BBEE Level 2		18		
B-BBEE Level 3		14		
B-BBEE Level 4		12		
B-BBEE Level 5		8		
Non-compliant contributor		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

<input type="checkbox"/>	Partnership/Joint Venture / Consortium
<input type="checkbox"/>	One-person business/sole propriety
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	Public Company
<input type="checkbox"/>	Personal Liability Company
<input type="checkbox"/>	(Pty) Limited
<input type="checkbox"/>	Non-Profit Company
<input type="checkbox"/>	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:

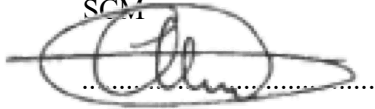
ADDRESS:

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Signed by Manager
SCM


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Signed by Manager
Internal Audit


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