



Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT DEPARTMENTAL TRAINING
PROGRAMME FOR THE EASTERN CAPE OFFICE OF THE PREMIER: 2024/25 FINANCIAL
YEAR.**

RFQ: OTP-24/25-367

NAME OF BIDDER:	
CSD NUMBER:	
CLOSING DATE:	15 OCTOBER 2024
CLOSING TIME:	11:00 am
QUOTE AMOUNT INCLUSIVE OF ALL APPLICABLE TAXES	R.....

**PREPARED BY:
OFFICE OF THE PREMIER
PRIVATE BAG X 0047
BHISHO**

TENDER BOX

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



NOTICE	
PROJECT NO.	PROJECT DESCRIPTION
OTP-24/25- 367	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT DEPARTMENTAL TRAINING PROGRAMME FOR THE EASTERN CAPE OFFICE OF THE PREMIER: 2024/25 FINANCIAL YEAR.

AVAILABILITY OF DOCUMENTS : **09 OCTOBER 2024**

CLOSING DATE **:** **15 OCTOBER 2024**

NOTICE

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

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT DEPARTMENTAL TRAINING PROGRAMME FOR THE EASTERN CAPE OFFICE OF THE PREMIER: 2024/25 FINANCIAL YEAR.

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 9 October 2024 on the website www.ecprov.gov.za under Procurement and e-tender portal.

Completed RFQ documents in a sealed envelope endorsed with the relevant RFQ number and description must be deposited in the bid box situated at Office of the Premier, Independence Avenue old ECDC Building, Ground Floor (Reception Area) not later than **11 O'clock on 15 October 2024** when RFQ's will be opened in public.

ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

Admin Enquiries: Loyiso Manyela (Ms.)

Email: loyiso.manyela@ecotp.gov.za

Technical Enquiries: Thanduxolo Mapapu (Mr.)

Email: Thanduxolo.Mapapu@ecotp.gov.za



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF OFFICE OF THE PREMIER					
RFQ NUMBER:	OTP-24/25-367		CLOSING DATE:	15/ 10/ 2024	CLOSING TIME: 11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT DEPARTMENTAL TRAINING PROGRAMME FOR THE EASTERN CAPE OFFICE OF THE PREMIER: 2024/25 FINANCIAL YEAR.				
BID RESPONSE DOCUMENTS MAY BE SUBMITTED BY EMAIL TO scmrequests@ecotp.gov.za AND OR DEPOSITED IN THE BID BOX SITUATED AT;					
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	Loyiso Manyela		CONTACT PERSON	Thanduxolo Mapapu	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	loyiso.manyela@ecotp.gov.za		E-MAIL ADDRESS	Thanduxolo.Mapapu@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
SPECIFIC GOALS CLAIMED	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		ALL SUPPORTING DOCUMENTATION FOR THE GOALS CLAIMED ATTACHED		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[ALL DOCUMENTATION REQUIRED FOR THE CLAIM OF PREFERENCE POINTS AS PER THE SPECIFIC GOALS DETAILED IN THE EVALUATION CRITERIA.]					
DO 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]		DO YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
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?

☐ 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.

PART B
TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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.**
3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE 2010 GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

TAX COMPLIANCE REQUIREMENTS

- 1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2 BIDDERS WITH NON-COMPLIANT TAX STATUS AT DATE OF CLOSING OF BID/ QUOTATION WILL BE NOTIFIED AND GRANTED 7 WORKING DAYS TO RECTIFY THE STATUS.
- 3 SHOULD THE STATUS REMAIN NON-COMPLIANT AFTER 7 WORKING DAYS THE BID WILL BE DEEMED NONRESPONSIVE WITHOUT FURTHER COMMUNICATION TO THE BIDDER.
- 4 FOR BIDDERS WHO ARE NONVAT VENDORS, ALL BID OFFERS ABOVE R 1 MILLION **MUST** INCORPORATE VAT. SHOULD A BID ABOVE R 1M BE AWARDED TO NONVAT VENDOR THE BIDDER WILL BE REQUIRED TO REGISTER FOR VAT PRIOR TO SIGNING OF CONTRACT.
- 5 WHERE BIDDER TENDERED ABOVE R 1 MILLION AND NOT INCLUDED VAT THE TENDERED AMOUNT WILL NOT BE LATER ADJUSTED TO INCLUDE VAT.
- 6 THE COMPLIANT TAX STATUS REQUIREMENTS ARE ALSO APPLICABLE TO FOREIGN BIDDERS WHO WISH TO SUBMIT A TENDER OFFER.
- 7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



SPECIFICATION

1. BACKGROUND

The Eastern Cape Office of the Premier has identified different training programmes as a key intervention to promote and advance Departmental employees.

2. OBJECTIVE

The Eastern Cape Office of the Premier seeks to appoint a service provider to conduct Departmental training sessions from the mainstream courses programmes as listed under the scope of works for the 2024/25 financial year.

3. SCOPE OF WORK

- The Service provider is expected to provide and deliver identified & selected training to Departmental officials for purposes of developing, capacitating and competence of employees as determined in the specification.
- The service provider must design and implement innovative and integrated training programme model with blended approaches of learning and teaching methodologies focusing on accredited training programmes and other action learning programme mechanisms and processes.
- The identified skills programmes should comply with the accreditation standards and processes as determined by the QCTOs, relevant SETAs and other quality assurance bodies.
- The course content and course outcomes outline should be clearly developed and curtailed as a guide in the delivery of the training programme.
- List of identified training programmes:

3.1 SAMTRAC (Introduction and Level 1)

The following minimum specifications apply for the above training:

3.1.1 Training to be provided **online** to seven (7) trainees.

3.1.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.



3.2 Facilitator, Assessor and Moderator (SETA accredited)

The following minimum specifications apply for the above training:

- 3.2.1 Training to be provided **online** to five (5) trainees
- 3.2.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.

3.3 Business process management and analysis

The following minimum specifications apply for the above training:

- 3.3.1 Training to be provided **online** to seven (7) trainees.
- 3.3.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course
- 3.3.3 Certification of competence must be offered after the course.

3.4 Strategic Management Training

The following minimum specifications apply for the above training:

- 3.4.1 Training to be provided **online** to six (6) trainees.
- 3.4.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course

3.5 Project management facilitation skills

The following minimum specifications apply for the above training

- 3.5.1 Training to be provided **physically** to twelve (12) trainees.
- 3.5.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course

3.6 Advanced Excel training

The following minimum specifications apply for the above training

- 3.6.1 Training to be provided **physically** to eight (8) trainees.



3.6.2 A course content must be attached

3.6.3 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by MICT SETA.

3.7 Report writing skills training

The following minimum specifications apply for the above training

3.7.1 Training to be provided **physically** to ten (10) trainees.

3.7.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SETA.

3.8 PowerPoint presentation skills Training

The following minimum specifications apply for the above training

3.8.1 Training to be provided **online** to four (4) trainees.

3.8.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SETA and certified by Microsoft.

3.9 Labour Relations Training

The following minimum specifications apply for the above training

3.9.1 Training to be provided **online** to four (4) trainees.

3.9.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SETA.

3.10 Conflict Management training

The following minimum specifications apply for the above training

3.10.1 Training to be provided **online** to eleven (11) trainees.

3.10.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SETA.

3.11 Monitoring and evaluation training in the Public Service

The following minimum specifications apply for the above training

3.11.1 Training to be provided **physical** to eighteen (18) trainees



- 3.11.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.

3.12 **Leading innovation and change training**

The following minimum specifications apply for the above training

- 3.12.1 Training to be provided **physical** to fourteen (14) trainees
- 3.12.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.

3.13 **Forensic investigations training**

The following minimum specifications apply for the above training

- 3.13.1 Training to be provided **online** to two (2) trainees
- 3.13.2 Training course to provide practical guidance based on actual cases.

3.14 **Leadership dynamics**

The following minimum specifications apply for the above training

- 3.14.1 This training is designated for Executive level Occupational category at Deputy Director General management level capacity.
- 3.14.2 Training to be provided **online** to one (1) trainee
- 3.14.3 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA

3.15 **Customer care services training**

The following minimum specifications apply for the above training

- 3.15.1 Training to be provided **online** to three (3) trainees.
- 3.15.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA

3.16 **Advanced Facilities Management training**

The following minimum specifications apply for the above training

- 3.16.1 Training to be provided **online** to three (3) trainees.



3.16.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA

3.17 **Advanced Change Management training**

The following minimum specifications apply for the above training

3.17.1 Training to be provided **online** to one (1) trainee.

3.17.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA

3.18 **Advanced Record Management Course**

The following minimum specifications apply for the above training

3.18.1 Training to be provided **physical** to ten (10) trainees

3.18.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA

3.19 **Advanced Computer Course**

The following minimum specifications apply for the above training

3.19.1 Training to be provided **physical** to five (5) trainees

3.19.2 Proof of accreditation for the training provider to be submitted. The training provider must be accredited by MICT SETA.

4. **GENERAL COMPLIANCE BY THE TRAINING PROVIDER**

The Service provider must deliver the following:

4.1 Conduct training in the Eastern Cape province around East London or King Williams Town for physical trainings.

4.2 The courses must provide & display requisite training programme accreditation.

4.3 Issue the Department with originals of certificates of competency at least 3-months after completion of the course

4.4 Supply with attendance registers after conducting the training.

4.5 Provide with learning material & stationery for delegates

4.6 The Facilitators must have own laptops, use multimedia interfaces, etc.



- 4.7 On receipt of Purchase Order, the service provider must confirm a training date within 10 working days period or have an approved yearly training calendar where employees will choose a date to attend.
- 4.8 ***Service providers may quote for one or more training(s), however quotations and supporting documents should be separate for each training.***
- 4.9 ***NB! 10% of the total cost of training will be paid after the training certification has been delivered or met.***

5. TRAINING OUTCOME

On completion of the training, the Service provider should be able to provide the Department with the following:

- 5.1 An integrated training report as evidence/demonstration of programme proceedings and content as presented to the officials/ attendees of the training session
- 5.2 Provide evidence/demonstration on feedback by the officials/ attendees on understanding of the training programme & impact thereof.

6. MANDATORY REQUIREMENTS

Mandatory Criteria	Supporting documents
training programme to be facilitated should be SETA accredited as a requirement measure which should be set at a minimum of NQF level 5 of the occupational qualification certificate.	<ul style="list-style-type: none"> • Proof of accreditation must be submitted in line with requirement measures. • Only accredited & registered service providers will be considered for training facilitation.
Service providers must submit a completed training programme proposal course outline	<ul style="list-style-type: none"> • The outline should detail how the training will be delivered & assessed in line with the scope of work and general compliance by the training provider as well as other complementary requisite measures as provided for within the relevant quality assurance bodies' procedures.
Service providers must fully complete Annexure A with contactable references reflecting the brief description of the scope and scale of work undertaken for each and indicate the value	<ul style="list-style-type: none"> • Service providers must submit at least three (3) reference letters on clients' letterhead signed by the entity's SCM Head or project manager in line with projects listed in Annexure A.



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

7. COSTING

Quotations must be itemised and include all costs involved in the execution and delivery of training programmes.

Service providers may quote for one or more training(s), however quotations and supporting documents should be separate for each training.



ANNEXURE A– SERVICE PROVIDERS MUST FULLY COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORDS AND REFERENCES

NO.	COMPANY / CLIENT'S NAME	CONTRACT VALUE	CONTRACT PERIOD	PROJECT DESCRIPTION	CONTACTABLE REFERENCES		
					NAME OF CONTACT PERSONS	WORK ADDRESS	E-MAIL WORK TELEPHONE NUMBERS
1.							
2.							
3.							
4.							
5.							



**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.....	Bid number: OTP- 24/25- 367
Closing Time 11:00	Closing date.....

ITEM NO.	DESCRIPTION	QTY		UNIT PRICE	TOTAL RFQ PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1	SAMTRAC (Introduction & Level 1)	07	Online		
2	Facilitator, Assessor & Moderator	05	Online		
3	Business Process Management & Analysis	07	Online		
4	Strategic Management	06	Online		
5	Project Management Facilitation Skills	12	Physical		
6	Advanced Excel	08	Physical		
7	Report Writing Skills	10	Physical		
8	PowerPoint Presentation Skills	04	Online		
9	Labour Relations Training	04	Online		
10	Conflict Management	11	Online		
11	Monitoring & Evaluation in the Public Service	18	Physical		



12	Leading Innovation & Change	14	Physical		
13	Forensic Investigation	02	Online		
14	Leadership dynamics	01	Online		
15	Customer Care service	03	Online		
16	Advanced Facilities Management	03	Online		
17	Advance Change Management Programme	01	Online		
18	Advanced Records Management course	10	Physical		
19	Advanced Computer Course	05	Physical		
20	Sub Total				
21	Vat (15%) – if applicable				

TOTAL AMOUNT CARRIED TO FORM OF BID

R.



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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.



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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 consortium² will not be construed as collusive bidding.

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.



- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT 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:

	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.
- 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:



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**or****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 (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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

