



**PROCUREMENT OF EVENT COORDINATOR TO SUPPLY GOODS AND RENDER SERVICES AT THE SANIE KONYANA DOCUMENTARY LAUNCH AT ZEERUST, NORTHWEST ON THE 28 SEPTEMBER 2024**

<b>RFQ NUMBER:</b>	<b>RFQ NHC/2024/25/048</b>
<b>RFQ ISSUE DATE:</b>	2024-09-17
<b>CLOSING DATE AND TIME:</b>	2024-09-23 @ 11h00
<b>COMPULSORY BRIEFING SESSION</b>	None

**SUPPLIERS ARE REQUESTED TO PLEASE SUBMIT A QUOTATION ON THE COMPANY LETTERHEAD FOR THE FOLLOWING:**

<u>No</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
1.	<b>EVENT COORDINATOR TO SUPPLY GOODS AND RENDER SERVICES AT THE SANIE KONYANA DOCUMENTARY LAUNCH AT ZEERUST, NORTHWEST ON THE 28 SEPTEMBER 2024</b>		

<b>ITEM DESCRIPTION</b>	<b>DETAILED INFORMATION</b>
<b>RFQ VALIDITY PERIOD</b>	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
<b>COMPULSORY REQUIREMENT</b>	<ul style="list-style-type: none"> <li>- Valid current Tax compliance status pin code for verification of tax compliance status with SARS.</li> <li>- Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD</li> <li>- Completed and signed Standard Bidding Documents (SBD) forms included with the bid document / RFQ.</li> </ul>
<b>SUBMISSION OF QUOTES</b>	e-mail to: <a href="mailto:procurement@nhc.org.za">procurement@nhc.org.za</a>
<b>CONTACT PERSON FOR ENQUIRIES</b>	Ms. Sithole Zamajobe – <a href="mailto:z.sithole@nhc.org.za">z.sithole@nhc.org.za</a>

## INTRODUCTION

### 1. PURPOSE OF THE REQUEST

NHC seeks to invite quotations for the procurement of goods and/or services as stated above.

### 2. NHC's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 2.1. NHC's conditions of purchase shall apply.
- 2.2. The validity period of the quotations must be clearly stated on the quotation.
- 2.3. Prices quoted shall be in South African Rand and inclusive of VAT as well as any associated costs such as delivery, insurance, taxes, etc.
- 2.4. No price adjustments or amendments will be considered by the NHC after closure of the RFQ.
- 2.5. The supplier accepts full responsibility for the proper execution and fulfilment of the goods or services quoted for.
- 2.6. NHC reserves the right to accept or reject any special terms and conditions that may qualify the goods or services to be provided.
- 2.7. The NHC reserves the right to accept or reject a proposal in whole or in part.
- 2.8. Where the NHC determines that it will be in the best interest of the project to appoint multiple suppliers, the NHC reserves the right to award the RFQ to multiple suppliers by indicating on the purchase order, the items applicable.
- 2.9. Quotations shall be submitted on an official letterhead and duly signed.
- 2.10. Goods or services shall be supplied / rendered upon receipt of an official purchase order from the NHC. No services must be rendered or goods delivered before an official NHC purchase order or service level agreement (SLA) signed.
- 2.11. The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- 2.12. Only quotations from suppliers that complies with the specifications and indicate the date of delivery or expected date of service delivered, shall be evaluated and considered.
- 2.13. The NHC reserve the right to do due diligence on the quotations.
- 2.14. The NHC reserves the right to benchmark prices quoted.
- 2.15. Late and / or incomplete submissions will not be accepted.
- 2.16. NHC shall pay within 30 days after receipt of an invoice.
- 2.17. All invoices must be submitted to SCM via the email to [procurement@nhc.org.za](mailto:procurement@nhc.org.za).

### 3. EVALUATION CRITERIA

All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations as amended in 2022, please see SBD 6,1.

The breakdown of the scoring is included in the Standard Bidding Document (SBD) 6.1. Suppliers are required to complete the SBD 6.1 to indicate the points claimed as required.

**IMPORTANT:** Suppliers to failed to claim points on SBD 6.1 will score zero by default. Your assistance and co-operation is appreciated.

Kind Regards

*Mr. Sipehelele Skenjana  
Supply Chain Management Officer  
National Heritage Council of South Africa  
Summit Place Business Park  
221 Garsfontein Road  
Building no 3 Ground Floor & 1<sup>st</sup> Floor  
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# TERMS OF REFERENCE FOR EVENTS COORDINATOR TO SUPPLY GOODS AND RENDER SERVICES AT THE THE SANIE KONYANA DOCUMENTARY LAUNCH AT ZEERUST, NORTHWEST ON THE 28 SEPTEMBER 2024

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## 1. BACKGROUND

The National Heritage Council (NHC) is a Schedule 3A public entity and a juristic person that came into existence through an amendment of the Cultural Laws Second Amendment Act 2001 (Act 69 of 2001), and was officially constituted through the National Heritage Council Act of 1999 (Act 11 of 1999) It is under the Department of Sport, Arts and Culture (DSAC).

The NHC is responsible for the preservation of the country's heritage. The important areas that the NHC focuses on are policy development for the sector to meet its transformation goals, public awareness and education, knowledge production in heritage subjects that were previously neglected, as well as making funding available to projects that place heritage as a socio-economic resource.

The NHC requires the services of a suitable experienced event coordinator based in Zeerust, North West that will be responsible for the supply of goods and rendering of services as stipulated in this document.

## 2. SCOPE OF SERVICES

The coordinator will be responsible for the supply of goods and the rendering of services, as follows:

- 2.1 Provide the service of an event coordinator from the date of inception until the post event reporting, including designing poster and programme for the event and distributed copies of the speeches.
- 2.2 Venue layout on the identified venue (Church or Community Hall) at Makgola , Zeerust for 29 September 2024.

- 2.3 Rendering catering services for 350 attendees using 2 separate serving stations as stipulated
- 2.4 Setup and arrangement of the venue
- 2.5 Supply and delivery décor for the event
- 2.6 Videography and photographic services
- 2.7 Provide audio visual, sound and stage equipment for the event
- 2.8 Streamline the event through social media
- 2.9 Supply and deliver branded commemorative ornamental plaque
- 2.10 Arrange an entertainment group that renders Cultural Expressions

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### 3. DELIVERABLES

The service provider will be required to adhere to the following deliverables:

- 3.1. The anticipated delivery date is **28 September 2024 at 07h00** for all items at Makgola village in Zeerust
- 3.2. Must be available to attend the event to oversee and ensure that all challenges are attended too.
- 3.3. Submit status reports of all goods and services required in terms of this document.
- 3.4. Must be available within 48 hours of appointment for the briefing meeting with the NHC representative and team working on this project.

### 4. REQUIREMENTS

#### 4.1. Event coordinator services

- 4.1.1. The event coordinator must be located in North West, preferably Zeerust.



- 4.1.2. The event coordinator must be resourceful and flexible to make quick decisions and provide reasonable solutions to the NHC representative.
- 4.1.3. The event coordinator must have the necessary computer skills in using messaging platforms, event management software and other processing programs for the organizing of the event as required.
- 4.1.4. The event coordinator must be able to plan and coordinates events of Stakeholder intensity across political, business and communities.
- 4.1.5. Must be able to arrange, secure, coordinate and manage a major event.
- 4.1.6. Submit status reports every 3<sup>rd</sup> day from date of receipt of the purchase order.
- 4.1.7. The event coordinator is required to develop the concept in line with the requirements and submit it with the quotation for review. The service provider must demonstrate his/her capabilities to act as coordinator for an event of this magnitude.
- 4.1.8. The service provider must be well-organized, the project well-executed and memorable for the attendees.
- 4.1.9. The service provider should ensure participation of local economic development through working with local people
- 4.1.10. The service provider is responsible to enquire from the venue on the availability of items indicated in this RFQ. Where the items e.g. chairs are available, the service provider must indicate it and only quote for the items that must be supplied or where costing is involved.
- 4.1.11. The service provider must ensure compliance with the Occupational Health and Safety Act and all other statutory requirements in line with the scope of the services required.
- 4.1.12. The service provider must know that the NHC has an active agreement with Snegtainment Media to produce this documentary. For any outsourcing, the coordinator must declare the name of the subcontractor, the value/percentage to the subcontracted and provide the necessary documentation for the subcontractor.



## 4.2. Catering and décor Services

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No	Items	Descriptions	Quantity
4.2.1.	Catering	<p>Arrival Tea/Coffee served with sandwiches, muffins &amp; Scones, and fruit for 50 people</p> <p>Lunch Buffet</p> <ul style="list-style-type: none"> <li>• 3x Starches (e.g. Rice,samp &amp; Pap)</li> <li>• 3 x side salads (eg; Chakalaka, creamy spinach, beetroot)</li> <li>• 2x stew (eg: beef/ Lamb and chicken stew)</li> <li>• Assorted Soft Drinks and juice (350 ml)</li> <li>• 1x 500ml Bottled water for each person the day</li> <li>• Plates, cutlery, glass and mugs and serviettes</li> </ul> <p><b>NB: Kindly note that morning tea and lunch for 50 people will be served in separate stations</b></p> <p><b>Provision should be made for such VIP section.</b></p> <p>At least 2 kitchen staff must be available to assist with the dishing of food and assist at the serving stations.</p>	Max of 350 people
4.2.2.	Venue layout	<p>350 Chairs for the audience</p> <p>4 comfortable occasional chairs</p> <p>1 small coffee table</p> <p>15l urn for hot water</p> <p>1 Carpet to fit (15mx3m) x500/600mm high stage</p>	1

No	Items	Descriptions	Quantity
		The service provider must confirm whether the venue is equipped with suitable chairs and other items as stipulated	
4.2.3.	Décor	<p>Stage Flowers for stage floor décor</p> <p>2x flower mixed floral bouquets to fit on both sides of the stage (preferably 1 bouquet on each side)</p> <p>2 Side centrepiece for flowers</p> <p>1x serene white sympathy wreath</p> <p>The service provider is required to submit with the quotation the designs / brochure of the flower arrangements offered and type of flowers to be used. Multiple options may be offered with the costing indicated separately.</p>	5

#### 4.3. Videography and photography services

No	Items	Descriptions	Quantity
4.3.1.	Videography and Photography	<p><b>A. Video recording, editing, and production</b></p> <p>i. Full-length recording in high resolution on a flash drive</p> <p>ii. 45-minute edited version on flash drive in high resolution and compressed in MP4</p> <p>iii. Post the dialogue, maximum of 5 attendees are to be interviewed about their views on the dialogue</p> <p><b>B. Social media live-streaming</b></p> <p>The event should be streamed live through the social media platform of the National Heritage Council of South Africa. A minimum of two video</p>	1



No	Items	Descriptions	Quantity
		<p>cameras on the floor are required for the live stream. A vision and sound mixer are required.</p> <ul style="list-style-type: none"> <li>i. Video footage to be streamed live via YouTube from 10h00 to 14h00 on 28 September 2024</li> <li>ii. Service provider to provide for streaming data costs and router</li> <li>iii. Zoom platform or account to be provided by the NHC</li> </ul> <p><b>C. Photography</b></p> <p>The <b>duration</b> of the photography and videography services will start from the wreath laying ceremony at the graveyard until the closing of the event on 28 September 2024.</p> <p><b>Photo opportunities</b> – the service provider must ensure the best pictures are stored on an electronic flash drive/external hard drive clearly separated in folders and sub-folders packaged according to the explanation below. Photographs to be delivered on the same day of the event. All photos required in JPEG format.</p> <p><b>Packaging of the photographs:</b> unless stated differently, we require photographs to be high resolution of minimum 300dpi JPEG format (not RAW) of each photo opportunity. A separate folder should contain all other unedited photographs that were taken during the entire event.</p> <p><b>Delivery of packaged photographs:</b> five flash or external hard drives containing folders and</p>	

No	Items	Descriptions	Quantity
		<p>subfolders of photographs indicated in the categories above.</p> <p><b>D. Photo opportunities</b></p> <ul style="list-style-type: none"> <li>i. <b>Event venue setting (folder):</b> external landscape and site signage, registration area, panel of speakers' setting and entertainers [minimum 10]</li> <li>ii. <b>During arrival (folder): (sub-folders)</b> exterior landscape, dignitaries, guests seated guests [minimum 20]</li> <li>iii. <b>On stage (folder): (sub-folders)</b> programme director, Speakers on the programme, cultural performances, audience posing questions, speeches made by the designated speakers and presentations by the panel. [300 pictures]</li> <li>iv. <b>After event (folder): (sub-folders)</b> site tour, panellist with NHC executive and board members; panellists only; task team – NHC &amp; Liliesleaf.</li> <li>v. <b>NB:</b> some pictures will be required during the event for social media usage.</li> </ul> <p><b>E. PACKAGING OF FINAL MATERIAL</b></p> <p>The material that was produced (videos and remaining photographs) should be delivered to the NHC in 2 identical external hard drives no later than seven working days after the event. The content should be properly arranged and labelled in folders.</p>	



No	Items	Descriptions	Quantity
4.3.2.	Audio Visual, Sound and stage	<ul style="list-style-type: none"> <li>○ 2 LED screen 120x120 cm</li> <li>○ Video player</li> </ul> <p><b>Sound</b></p> <ul style="list-style-type: none"> <li>○ A PA System for an audience of 350 people should be provided (minimum requirements: 2x speakers, 3x cordless microphones, 4x lapel microphones.</li> <li>○ Provide sanitizing material for your equipment – especially microphones</li> </ul> <p><b>Stage</b></p> <ul style="list-style-type: none"> <li>● 1x Stage (15mx3m) x500/600mm high [for speakers/panel of speakers]</li> <li>● 1x Podium for the stage</li> </ul> <p>The stages to be fitted with stairs and ramps in accordance with safety standards.</p> <p><b>Lighting</b> for the main stage required – compatible for videography</p>	2

#### 4.4. Branded gift items

	Items	Descriptions	Quantity
	Branded Items	<p><b>An Honourary custom engraved plaque</b></p> <p>The service provider is required to submit with the quotation the proposed designs and look and feel of the cast aluminium plaque that are befitting to the legacy of Mme Sanie Konyana in her participation to the liberation struggle</p>	1
		A short sleeve t-shirt with full-color logos of the NHC and RLHR printed and a tagline at the back of the t-shirt.	350

	Items	Descriptions	Quantity
		<p>250 gms</p> <p>Full-color print</p> <p>Sizes (M-XXL)</p> <p>The colour of the t-shirts will be agreed upon</p> <p>Quantities allocated in sizes are to be provided when the order is finalized.</p>	

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#### 4.5. Entertainment group: Cultural Expressions

	Items	Descriptions	Quantity
	Entertainment Group	<p>An Entertainment Group that renders Cultural heritage Expressions of the Zeerust area for 30 minutes. At least three (3) Performances will be required and will be divided between the programme. The service provide must provide the name(s) of the performer(s) and the type of performance that is offered per artist or group.</p>	1

#### 4.1 Marketing & Communication

	Items	Descriptions	Quantity
	Design and printing	<p>Designing of the poster for the event for NHC social media platforms</p> <p>150x Programme designing and printouts</p> <p>The service provider will work closely and receive guidance from our communication team and should not printout or issue anything without their approval.</p> <p>Examples of previous posters desgined must be included</p>	1

## 5. COMPULSORY REQUIREMENTS

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The service provider must comply with the following requirements to be considered:

- 5.1. The service provider must be located in North West, preferably in Zeerust and have at least 3 years' experience in event coordination. A company profile and track record for similar events must be included.
- 5.2. The service provider must submit at least two (2) reference letters for event coordination services successfully offered with a total value of at least R 800,000.00.
- 5.3. The quotation must be on a fixed price, VAT inclusive and all costs must be included. The NHC will not be held liable for any additional charges after closure of the RFQ.
- 5.4. The event coordinator must ensure that all required equipment and backup equipment where necessary, is available in case of challenges faced or when power outages are experienced.

## 6. QUOTATION FORMAT

The service provider is required to submit a quotation on the company letterhead stipulating the individual costs as follows: Quotation where a singular amount or grouped amount was indicated, will not be considered.

## 7. EVALUATION ON PRICE AND STRATEIC GOALS

Only service providers that complied with the requirements as stipulated in this document, will be considered for evaluation on price and the strategic goals as prescribed in the Preferential Procurement Policy Framework Act and its regulations. The 80/20 principle will be used in the evaluation where 80 points will be allocated to price and the 20 points be allocated towards the following strategic goals:

No	The specific goals allocated points in terms of this request for procurement	Number of points allocated as per the 80/20 principle
7.1.	The promotion of entities that are B-BBEE compliant	8
	<table border="1"><tr><td><b>B-BBEE Level of Contribution</b></td><td>Points allocated</td></tr></table>	
<b>B-BBEE Level of Contribution</b>	Points allocated	

No	The specific goals allocated points in terms of this request for procurement		Number of points allocated as per the 80/20 principle
	B-BBEE level 1	8pts	
	B-BBEE level 2	7pts	
	B-BBEE level 3	6pts	
	B-BBEE level 4	5pts	
	B-BBEE level 5	4pts	
	B-BBEE level 6	3pts	
	B-BBEE level 7	2pts	
	B-BBEE level 8	1pts	
	B-BBEE level 9 / Non-compliant	0	
	<p>Points must be distributed among all levels of contribution from high to low e.g. level 1 receives the highest points.</p> <p><b>Where BBEE is selected, a second specific goal must be identified</b></p>		
7.2.	The promotion of SMME's		4
7.3.	The promotion of woman owned enterprises based on the percentage owned		2
7.4.	The promotion of youth owned enterprises based on the percentage owned		0
7.5.	The promotion of people with disabilities based on the percentage owned		0
7.6.	The promotion of enterprises located in rural areas based on the percentage owned		5
7.7.	The promotion of enterprises located in township based on the percentage owned		0
7.8.	The promotion of co-operatives based on the percentage owned		1
<b>Total achievable points</b>			<b>20</b>

## 8. ENQUIRIES

For more information regarding the specification, please send an email to Ms Zamajobe Sithole at [z.sithole@nhc.org.za](mailto:z.sithole@nhc.org.za)



## 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 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.

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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.

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:

.....  
 .....

**3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;



3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

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

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

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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



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

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2011 Rosebank, Sandton, Johannesburg, Pretoria



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

**SBD 6.1**

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

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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.

## 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:

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

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:

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

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

or

$$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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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 Compliance Based on Section 10 of the B-BBEE Act		8		



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)
(Act 53 of 2003 as amended by Act 46 of 2013)				
The promotion of SMME's		4		
The promotion of woman owned enterprises		2		
The promotion of youth owned enterprises		0		
The promotion of people with disabilities		0		
The promotion of enterprises located in rural areas		5		
The promotion of enterprises located in the township		0		
The promotion of co-operatives		1		

**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, <sup>www.nhs.org.za</sup>certify that <sup>Tel: 012 746 3949</sup>  
 2nd Floor Building 3, Summit Place Business Park  
 221 Garsfontein Road, Menlyn, Pretoria

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4.7. 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.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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