



## REQUEST FOR QUOTATION (RFQ)

### DESCRIPTION PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF 06 MONTHS RFQ NO: LTAQ024-23/24

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **17 NOVEMBER 2023 @ 12H00 AT THE LTA'S QUOTATION BOX, AT ERF 92/688, PORTION 2, N1 MAIN ROAD, SOUTHERN GATEWAY EXT 4, POLOKWANE.**

**EMAILED SUBMISSIONS WILL NOT BE ACCEPTED.**

- NO PAYMENT IS REQUIRED FOR THIS BID. BEWARE OF SCAMS.**

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least eighty (80) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) These quotations will be evaluated in terms Administrative Compliance, Functionality, and Price and PPR 2022 Preference Point System.
- 4) Please complete and sign all the SBD forms. Failure to do so will invalidate your quotation.
- 5) A full CSD report may be attached, however Limpopo Tourism Agency will still verify the information directly from CSD.

#### ISSUED BY:

THE CHIEF EXECUTIVE OFFICER  
LIMPOPO TOURISM AGENCY  
P.O. BOX 2814  
POLOKWANE  
0700

Tel: (015) 293 3600 Fax: (015) 293 3651

#### CONTACT PERSON (SPECIFICATION)

MR PETER MAILA

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#### CONTACT PERSON (BIDDING PROCESS)

MS. SEWELA NYAKA

Contact No.: 066 039 0295

E-mail:

[sewelan@golimpopo.com](mailto:sewelan@golimpopo.com)

Name of Bidder: \_\_\_\_\_

BID AMOUNT: R\_\_\_\_\_



“FORM A”

## TERMS OF REFERENCE

### PROVISION OF THE INTERNAL AUDIT SERVICES FOR A PERIOD OF SIX (6) MONTHS

#### 1. INTRODUCTION

Limpopo Tourism Agency is a schedule 3C PFMA entity established in terms of Section 5 of the Limpopo Tourism Act of 2009, as repealed, to amongst others promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing) and support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation.

According to section 51 of the PFMA an accounting authority for a public entity must ensure that the public entity has and maintains a system of internal audit under the control and direction of Risk and Audit Committee complying with and operating in accordance with the regulations and instructions prescribed in terms of sections 76 and 77 of the Act (PFMA).

#### 2. BACKGROUND

The Internal Audit function provides objective and independent assurance to management and the Risk and Audit Committee on the adequacy and effectiveness of the internal controls, risk management and governance process within Limpopo Tourism Agency. In pursuing this activity, the Internal Audit Unit is guided by a fully functional Audit and Risk Committee.

#### 3. OBJECTIVE

The objective of the internal audit is to assess the adequacy and effectiveness of internal controls within the various Business Unit processes.

#### 4. SCOPE OF WORK

Internal Audit services on the following:

**4.1 Assurance Services** - Assurance services consist of independent reviews on the adequacy of the risk management, internal control and governance processes of the entity. Independent reviews include a continuous review of compliance, by management and staff, to relevant legislation, regulations, approved policies and procedures and best industry practices, where applicable.

**Nature of audits undertaken by internal audit includes:**

- i. **Regular Audits** - These are risk-based audits, they deal with the assessment of the adequacy and effectiveness of internal controls.
- ii. **Compliance Reviews** - These reviews assess the extent to which policies, procedures and processes comply with legislative requirements. They assess compliance to legislative requirements.
- iii. **Performance Audits** - These are audits of performance information.
- iv. **IT Audits** - These are general controls, application controls and information security reviews.
- v. **Review of Annual Financial Statements** - Review of financial statements to ensure accuracy, completeness and compliance with relevant standards and regulations.

4.2 **Consulting Services** - Consulting services are advisory in nature and are intended to add value and improve operations.

4.3 Planning, executing, and reporting on allocated projects.

4.4 Performing ad-hoc internal audit including special investigation and control management as authorised by executive management.

4.5 Reports to Executive Management, the Risk and Audit committee detailing its performance against the plan, to allow effective and intervention when necessary.

4.6 Preparing reports for timely and continuous submission to executive management, including the progress against approved plan and summary of significant findings.

## **5. LIMPOPO TOURISM AGENCY BOARD'S ROLE**

Limpopo Tourism Agency Board together with Risk and Audit Committee will be responsible for annually reviewing the effectiveness of the Internal Audit and align this with the relevant legislation that might come into operation.

The Limpopo Tourism Agency Board undertakes to:

5.1 provide all the information/documentation necessary for the performance of effective and efficient internal audit service;

5.2 Provide logistical support in terms of office space and other resources deemed necessary to execute the internal audit service.

## **6. SPECIAL CONDITIONS**

6.1 The contract will be for a period of **Six (06) Months**.

- 6.2 The Internal Auditors appointed will be bound to the Code of Conduct and Confidentiality as per the IIA Standards and Limpopo Tourism Agency policies in the course of their duties.
- 6.3 The Limpopo Tourism Agency reserves the right to reject any proposal/bid to be found to be inadequate or non-complaint to the Terms of Reference.
- 6.4 The successful bidder must sign a Service Level Agreement (SLA) with the Chief Executive Officer or his/her delegate and reporting on the progress and completion of the contract will be made to the Risk and Audit Committee.
- 6.5 The bidder may not be intent to assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless the Chief Executive Officer or his/her delegate has prior to the assignment, consented in writing to the assignment.
- 6.6 The bidder may not intend to cede his right to payment in terms of a contract to a third party without the prior written consent of the Chief Executive Officer. A bidder may not by means of cession, cede any obligations to perform in terms of a contract to any third party.
- 6.7 All audits are to be carried out according to the approved Internal Audit Coverage Plan by the Risk and Audit Committee.

## **7. COMPETENCE REQUIREMENTS OF INTERNAL AUDIT SERVICE**

The bidder should meet the following competency requirements:

- 7.1 Be competent in the professional practice of internal auditing.
- 7.2 Be well vested in the best practices of the of the internal audit profession.
- 7.3 The total of staff complements needed is five (5), comprises of 1x Director, 1x Manager, 2x Risk based Internal Auditors and 1x Internal Audit Specialists (IT).
- 7.4 Have members on the team who have/possess at least five (5) years of experience in the practice of internal auditing; and
- 7.5 Have at least five (5) clients who can serve as reference, where the bidder has performed internal audit engagements.

## **8. TECHNICAL PROPOSAL**

The written technical proposal should focus on the following aspects:

- **Experience of the firm in Internal Audit Services, including specialised skills, expertise, and value-added services.**
  - Demonstration of the firm's substantial internal audit experience.
  - Specialised skills, expertise, and value-added services in the field of internal audit, including evaluation methodology.
  - Availability of forensic audit skills and tools.
  - Availability of computer audit skills and tools.

- **Experience in the internal audit of public entities.**
  - Advanced understanding of and sufficient exposure to the Public Finance Management Act of 1999 and Protocol on Corporate Governance in the Public Sector.
  - Experience in the auditing of public entities, with reference letter.
  - External references, the size of audits and the size of the client base.
- **Qualifications and experience of team members.**

The relevant individuals must be members in good standing with the Institute of Internal Auditors South Africa (IIA SA).

Detailed CVs of all members of the internal Audit team.
- **Ability to provide the services and adequate institutional support.**
  - Shareholding and management structure.
  - Years in business.
  - Turnover fees for the past two to three years.
  - Professional staff numbers.



## “FORM B”

### EVALUATION CRITERIA

#### CRITERIA - MANDATORY REQUIREMENTS

##### i. MINIMUM REQUIREMENTS

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please indicate with an “X” to offer complies with the requirements		
		YES	NO	Comment
a)	Must be registered on Central Supplier Database (CSD)			
b)	Bidder must complete and sign the bid forms in full.			
c)	Proof of registration with Institute of Internal Auditors (IIA) for at least one key personnel assigned to the audit team.			

##### ii. EVALUATION METHODOLOGY

In accordance with the Preferential Procurement Regulations, 2022, the bid evaluation process shall be carried out in two Phases namely:

- Phase 1: Administrative Compliance
- Phase 2: Evaluation on Functionality
- Phase 3: Evaluation in terms of Price and Preference Point Systems in accordance with the Preferential Procurement Regulations 2022.

#### PHASE 1: ADMINISTRATIVE COMPLIANCE (Submission of compulsory documents .

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

If any of the following Bid Forms are not completed and signed or handed in with your proposal on closing date and time, your proposal will be immediately disqualified.

- **SBD 3.1** (Pricing Schedule) Make sure it is completed.
- **SBD 4** (Bidder's Disclosure) Make sure it is signed.
- **SBD 6.1** (Preference claim form) Make sure it is completed and signed;
- Certified copies or original documents will be accepted.
- Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

**PLEASE NOTE:**

- a) the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- b) the bidder has not:
  - i) abused the Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect;
- c) All corrections and scratching are initialled;
- d) Completion of the bid document using pencil not allowed, **BID DOCUMENT TO BE COMPLETED IN BLACK INK;**
- e) Scratching are done by putting a straight line through the corrected items;
- f) **THE USE OF CORRECTION FLUID WILL AUTOMATICALLY INVALIDATE YOUR BID;**
- g) Alterations to the bid document or **submission of a copy of the original bid document will invalidate the bid;**

**PHASE 2 : FUNCTIONALITY**

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **75%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA			
	COMPONENTS	Points Awarded	
<b>A</b>	<b>FINANCIAL ABILITY</b>		<b>10</b>
	Submission of letter from the Bank (we reserve the right to verify) Bank rating A Bank rating B Bank rating C Bank rating D Bank rating E Banking rating F downwards	10 08 05 03 02 0	
<b>B</b>	<b>PROVEN TRACK RECORD</b> (Number of years active and experience gained in this field, to who services provided, and a record of services rendered complete with references. Provide documentation to confirm track record.)		<b>30</b>
	<ul style="list-style-type: none"> <li>• Five (5) letters of reference</li> <li>• Four (4) letters of reference</li> <li>• Three (3) letters of reference</li> <li>• Two (2) letters of reference and less</li> </ul>	30 20 10 0	
<b>C</b>	<b>SKILLS AND QUALIFICATIONS</b> (Attach Company profile with list of CV's and copies of qualifications of key personnel that will be assigned to the internal audit contract.)		<b>40</b>
	<ul style="list-style-type: none"> <li>• Proof of registration with IIA and for at least one key personnel assigned to the audit team</li> <li>• No proof of registration</li> </ul>	20 0	
	<b>Audit Partner assigned to the project team should at least have a minimum of five years post article experience in internal audit.</b> <ul style="list-style-type: none"> <li>• More than five (5) years' experience</li> <li>• Minimum five years' experience</li> <li>• Less than five (5) years' experience</li> </ul>	20 15 0	
<b>D</b>	<b>LOCALITY</b>		<b>20</b>
	<ul style="list-style-type: none"> <li>• Office situated in Limpopo Province</li> <li>• Office situated outside Limpopo Province</li> </ul>	20 5	

The minimum qualifying score for functionality is **75%**.



### PHASE 3 : EVALUATION IN TERMS OF PRICE AND PREFERENCE POINT SYSTEMS

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations, 2022.

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

#### When calculating prices:

- a) Unconditional discounts will be taken into account for evaluation purposes; and
- b) Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.

The formulae to be utilized in calculating points scored for price is as follows:

80/20 preference point system formula will be used to calculate the points for price of quotations/tenders with the rand value equal to or below R50 million

$$Ps = 80 - 1 \cdot \left( \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of tender consideration

Pmin = Rand value of lowest acceptable tender

A maximum of **20 points** will be awarded in accordance with the table below, for quotations from R0 to R50 000 000:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women	4
4	Persons with Disability	4
5	Locality	2
6	Enterprises located in rural areas	2

- a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.
- b. A specific goal will be allocated according to the percentage of ownership in the company (e.g., if black people own 50% of the company, the points for the specific goal will be 2, i.e.  $50/100 \times 4 = 2$ ).

- c. Only the tender with the highest number of points scored may selected.
- d. CSD report will be used to as a means of verification of the specific goals. A letter from the doctor is required to claim points for persons with disability.

**Limpopo Tourism Agency reserves the right not to award the bid.**



SBD 3.3

**“FORM C”**

**PRICING SCHEDULE  
(Professional Services)**

NAME OF BIDDER: ..... BID NO.: LTAQ024-23/24

CLOSING TIME: 12:00

CLOSING DATE: 17 NOVEMBER 2023

OFFER TO BE VALID FOR 80 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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**1. PRICING SCHEDULES**

Pricing for rates per hour in Rand including VAT should be according to the latest approved SAICA rates incorporating any applicable discounts given:

**SIX (6) MONTHS FEES**

Item	Description	Rate Per Hour	Hours	Total Cost
1	Director/Partner x1			
2	Manager x1			
3	Risk based Internal Auditor x2			
4	Internal Audit Specialist-IT x1			
	Total		422	

Six (6) months Disbursement (detail breakdown) Based upon the above and which includes but not limited to travelling expenses, travelling time charged as per above positions, Accommodation, Subsistence, etc.

Other Positions, Accommodation, Subsistence, etc.					
Item	Detail Description	Units	Rate per Unit	Quantity	Total Cost
	Total Disbursement Expenses for six (6) months				
Total Costs Six (06) Months - R_____					

TOTAL BID PRICE FOR SIX (6) MONTHS - R_____ (VAT Inc.)
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## 2. RATES SCHEDULES

### Rates schedules including VAT.

A rate estimated for the contract period of six (06), must include.

- a. Related assumptions and detail make.
- b. Rate must be quoted at an all-inclusive rate for the different levels of proposed resources to be utilized, as listed below:

Item	Service Category	Staffing Level	Rate per hour
1	Internal Audit Reviews (Risk and Compliance based)	Director/Partner x1	
		Manager x1	
		Risk based Internal Auditor x2	
2	Information Technology Audits	Director/Partner x1	
		Manager x1	
		Internal Audit Specialist-IT x1	

- c. Please provide the cost of attending the Risk and Audit Committee meetings.
- d. All logistical/administration rate estimates such as accommodation, travel per kilometre, subsistence per day (or part thereon), etc. shall be claimed at no more than actual and limited to government approved rates (e.g., DoT rates for travel per kilometre, National Treasury rates for accommodation; etc.)

## 3. PRICING: GENERAL

- The proposed rates must be VAT inclusive and should be quoted in South African Rand.
- Cost for air travel will be for the account of the service provider **unless** proved to be economical and in line with the latest National Treasury's Cost Containment Guidance.
- Payment for services will be conducted based on identified milestones in respect of each audit assignment, projected cash flows, and project plan as agreed with the service provider.



## BIDDER'S DISCLOSURE

### SBD 4 FORM

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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


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

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

### 3 DECLARATION

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

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

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

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

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications,

<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.

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## 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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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
<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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = 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)
Black People		4		
Youth		4		
Women		4		
Persons with Disability		4		
Locality		2		
Enterprises located in rural areas		2		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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