

**REQUEST FOR QUOTATION: Provision of 2- day training to 25 Bid Committee members at Breede Olifants Catchment Management Agency for a period of 2 days**

- 1.1 Item: 2 - day training of Bid Committees for BOCMA officials
- 1.2 Quantity: 25 Officials
2. For Enquiries and submission of documents use the following email address:  
[nmafanya@bocma.co.za](mailto:nmafanya@bocma.co.za) 023 346 8000
3. Training Site – Training must be in BOCMA Offices, CNR Mountain Mill & East Lake Road, Worcester, 6850
4. Advertised : **04 March 2026**
5. Closing Date RFQ: **12 March 2026 @ 10:00 am**

**Evaluation process:**

The quotations will be evaluated for compliance with Mandatory requirements (stage 1) and in accordance with the Preferential Procurement Regulations of 2022 on the 80/20-point system:

Where 80 points will be for price and 20 points for specific goals (stage 2).

**Stage 1: Mandatory Requirements are as follows (failure to meet these requirements will lead to automatic disqualification):**

- a) CSD Registration Number (MAAA)/Report: -----  
(insert the MAAA... number)
- b) SBD 3.1 Pricing Schedule
- c) Compliance with Tax
- d) The bidder must provide 2 reference letters with contact information to serve as proof that they were involved in a similar project previously (training of Public Entity Institution
- e) CV / profile of a key person who will train the Agency to serve as proof of technical capability and capacity of the trainer. (the CV or profile must include a minimum of 3 years of experience as a trainer).

**Administrative Requirements:**

- SBD 4 – Fully completed Declaration of interest form
- CIPC Document /Company Registration document(s)
- Choose a box applicable to your company (Mark with an X)
- Provide certificate of attendance upon completion of the training

<b><u>EME</u></b>  (A business with an annual turnover of less than R10 million)		<b><u>QSE</u></b>  (A business with an annual turnover between R10 million and R50 Million)		<b><u>LARGE</u></b>  (A business with an annual turnover above R50 million)	
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**Stage 2: Pricing and Specific goals**

**NB: Service providers who did not fully complete the table on SBD 6.1 of PPR 2022 will not be awarded points as they would not have claimed the points; in order to claim points for specific goals, the service providers must claim the points on the in SBD 6.1.**

**The points claimed must be aligned with the scores provided, for example:**

**If the Bidder qualifies (evidence provided), the total points ( of 10 or 5 or 5) must be claimed, if not the score will be zero against the specific goals**

The following 80/20 criteria will be used for the evaluation of the proposals:

**Pricing:** 80 points

**Specific Goals:** 20 points

**SPECIFIC GOALS: (Refer to SBD 6.1)**

<b>Specific Goal</b>	<b>80/20 Preference point system</b>	<b>Comply /Does not Comply</b>
Enterprises 51% or more woman owned	10	Comply = 10 points  Does not comply = 0 points
Enterprise owned e by people with disability or Youth	5	Comply = 05 points  Does not comply = 0 points
Enterprise with 51% or more black owned	5	Comply = 05 points  Does not comply = 0 points
<b>Maximum Points</b>	20	

**Please provide proof to claim specific goals**

**Failure to submit proof for specific goals will not disqualify you but you will not score any points for specific goals**

**The following documents/information will be used to verify points claimed:**

1. **BEE Certificate / Affidavit**
2. **Certified Identity Document**
3. **CSD Report /MAAA number**
4. **Letter from the Doctor confirming Disability**

# 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.

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the

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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.

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**

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#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<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:

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

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:

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

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)
Enterprises 51% or more woman owned	N/A	10	N/A	
Enterprise owned e by people with disability or Youth	N/A	5	N/A	
Enterprise with 51% or more black owned	N/A	5	N/A	

**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.

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

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**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....
Closing Time 10:00 am <span style="float: right;">Closing date <b><u>12 March 2026</u></b></span>

OFFER TO BE VALID FOR...30.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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PROVIDE 2 Day BID COMMITTEE TRAINING FOR THE BOCMA OFFICIALS

Item	QTY	DESCRIPTION	UNIT PRICE	VALUE
1.	<b>25 Officials</b>	Provide 2 Day Bid Committees Training to the BOCMA Officials	R	R
		All applicable costs must be included in the total price	R	R
Total Excluding Vat				R
Total Amount Including Vat				R

**NB: Service providers are also required to submit a quote on their company letter head.**

By signing the Price Schedule, a bidder warrants that:

- the relevant quotation is correct;
- the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- the rate(s) and price(s) cover all the Supplier(s)'s obligations under a resulting contract, including all disbursements;
- any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the Supplier(s)'s risk.

**SIGNED at \_\_\_\_\_ (place) on the \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_

On behalf of the Supplier(s) (duly authorised)

- 
- Required by: Noxolo Mafanya.....
  - At: Breede Olifants CMA .....
  - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....  
\*Delivery: Firm/not firm
  - Delivery basis .....

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

## **DETAILED SPECIFICATION: TRAINING REQUIRED BID COMMITTEES**

### **PURPOSE:**

To build the capacity of public service bid committee members who serve on bid specification, evaluation and adjudication committees as well as Supply Chain Management practitioners who are responsible for support functions of the Bid Committee system. The training must be aligned to the basic values and principles governing public administration as contained in the Constitution of the Republic of South Africa 1996, in that it promotes a high standard of professional ethics, the efficient, economic and effective use of resources and accountability.

### **LEARNING OUTCOMES:**

The following learning outcomes among others must be achieved at the end of the training and the trainees must be able to:

- Explain the elements of the Supply Chain Management model within public service that applies to the bid committee system to establish the Supply Chain Management context.
- Explain the regulatory framework that governs Supply Chain Management within the public service to demonstrate an understanding of how each legislation and/or prescript regulates the decision making of bid committees.
- Discuss the importance of ethical conduct for Supply Chain Management practitioners within the public service and how these impacts on bid committee member behaviour.
- Prepare a bid invitation for a specific commodity within the public service, according to National Treasury Regulations and all other applicable legislations.
- Evaluate bids and compile a written submission to the Bid Adjudication Committee recommending the award of the bid to a provider according to bid specification criteria to ensure fairness and compliance.
- Consider for the adjudication of bids, the written submissions from the Evaluation Committee for fairness, correctness and compliance against predetermined bid criteria or for the drawing up of a resolution to the relevant authorities for the award of the bid to a provider
- Understanding and interpreting the National treasury Instruction Notes including the latest ones

**IMPORTANT INFORMATION REGARDING THIS BID:**

- The training must take place at BOCMA offices in Worcester for a period of 2 days.
- The bidder must provide 2 reference letters with contact information to serve as proof that they were involved in a similar project previously (training of Public Entity Institution)
- CV / profile of a key person who will train the Agency to serve as proof of technical capability and capacity of the trainer. (the CV or profile must include a minimum of 3 years of experience as a trainer).
- The quotation must be valid for a period of 30 days from the closing date

**NB: certificates of attendance must be issued to all the attendees upon completion of 2-day training.**