

RFQ (REQUISITION FOR QUOTATION).**RFQ NO: 068/2025/HR&OD/WELLNESS/RFQ
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY WELLNESS DAY
MATERIALS**

DESCRIPTION:	Appointment of a service provider to supply wellness day materials:
CONTRACT DURATION:	One Month
PROPOSED BID PROCESS:	RFQ
BRIEFING SESSION:	N/A
CLARIFICATION DEADLINE:	16 October 2025 @ 14H00
ISSUE DATE:	14 October 2025
CLOSING DATE:	23 October 2025 @ 11H00 a.m.
BID VALIDITY PERIOD:	30 days
ENQUIRIES	tenders06@tcta.co.za
SUBMISSION OF PROPOSALS:	1st Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Cnr Olievenhoutbosch Road and Jean Avenue, Highveld Extension 73, CENTURION 0157
PROPOSAL TO BE SUBMITTED	1 Original hard copy, 1 soft copy
ACCESS CODE REQUEST TO TCTA BUILDING ON THE DAY OF SUBMISSION	tenders06@tcta.co.za

BACKGROUND

The Trans-Caledon Tunnel Authority (TCTA) is a state-owned entity responsible for financing and implementing bulk raw water infrastructure in South Africa. The well-being of employees is a foundational aspect of supporting TCTA's business success. TCTA launched a Wellness Programme in December 2020 with the aim to provide professional psychological and associated medical assistance to its employees to help them cope with the changing and demanding environment in the workplace. The FY 2025/26 programme includes an in-person wellness day in November 2025. Wellness activities planned for the day include preparing wellness care packages for staff, charity care packages and capturing the day with a photobooth. Several materials and goods are required to support the implementation of these activities. The 211 wellness care packages, 2100 stickers, one photo booth, 4 wellness prizes and 230 charity gifts must be delivered to the TCTA offices in Centurion. Hundred and five (105) individually packed wellness care packages, one life-size photo booth cardboard cut-out, 4 wellness prizes and 2100

small round self-adhesive stickers must be delivered to TCTA's offices by 13 November 2025. Hundred and six (106) individually packed wellness care packages and 230 individually packed Charity Gift Boxes must be delivered to TCTA's offices by 25 November 2025.

SCOPE OF WORK

Service providers are required to provide the following items:

A – 211 WELLNESS CARE PACKAGES:

Contents:

1. 211 wearable health trackers
2. 211 paper gift bags
3. 211 wellness cards

SPECIFICATIONS FOR WELLNESS CARE PACKAGES

Wearable Health Tracker Specifications:

FEATURE/SPECIFICATION	MINIMUM REQUIREMENT (COMPULSORY)
Released	2024 onwards
Display Type	AMOLED
Screen Size	1.47"
Screen/Display Brightness	≥500 nits
GPS	Build in
Battery Life (Typical)	Up to 7 days
Heart Rate Monitor	Yes
SpO2 Monitoring	Yes
Always-On Display	Yes
App Integration	Android and IOS
Sleep Tracking	<ul style="list-style-type: none"> Auto sleep tracking, Light, Deep, REM stages Total sleep duration & SpO₂ overnight tracking
Workout Modes	100
Water Resistance	5 ATM

Stress-monitoring features	Yes
Colour	Black, Grey or Dark Blue.
Warranty	6 months as per the Consumer Protection Act.

Paper Gift Bags Specifications

- Gift bag: Navy blue/black or white craft paper bag for the health tracker. Size 23cm tall x 16cm wide x 8cm deep.

Wellness Card Specifications

- Size: 4.38" W x 5.75" H
- TCTA logo printed on the front side in colour
- Message on the backside of the card of no more than 50 words. (Wording will be confirmed)

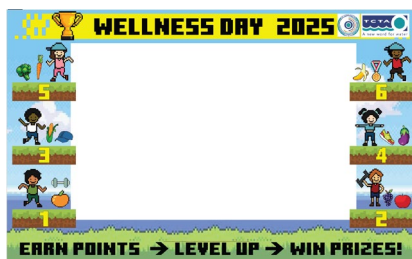
Packaging and Delivery Specifications

- Service provider to deliver the 211 individually packed wellness care packages, each containing one health tracker and one printed greeting card, to TCTA's offices at Byls Bridge Office Park Building 9 Corner Olievenhoutbosch & Jean Avenue Doringkloof, Centurion.
- Delivery dates:
 - 105 of the individually packed health trackers in their paper bags with printed greeting cards must be delivered to TCTA's offices by 13 November 2025.
 - 106 of the individually packed health trackers in their paper bags with printed greeting cards must be delivered to TCTA's offices by 25 November 2025.

B - LIFE SIZE PHOTOBOOTH:

- One (1) photobooth stand-alone cardboard photo booth/photo frame cut-out for employees to stand behind and take photos.
- The photobooth must be able to stand upright without external support.
- Size: height 220cm & width 250cm.

Picture:



C – ONE CHARITY GIFT PACKAGECONTENT:

- 1xHB Pencil: Wood graphite pencil
- 1xRuler: 30 cm length, break resistant plastic, dual markings (cm/mm)
- 1xEraser: Minimum size - 40mm x 20mm x 10mm
- 1xSharpener: Single-hole pencil sharpener. Plastic or metal casing with steel blade.
- 1xBlue pen: Ballpoint, Medium point, 1.0 mm.
- 1 set of 12 colour wooden pencils
- 1 set of 12 wax crayons
- A4 exam pad minimum 100 sheets.
- 1xPencil bag: Clear PVC, 30 cm with zip.
- 1x Paper carry bag. A4 size - 210mm x 297mm for the charity gift content to fit into.

Packaging and Delivery Specifications for charity packages

- Service provider to deliver the 230 individually packed charity gift bags ready for distribution to TCTA's offices at Byls Bridge Office Park Building 9 Corner Olievenhoutbosch & Jean Avenue Doringkloof, Centurion by 25 November 2025.

D – WELLNESS GIFTS FOR WINNERS:

- Wellness Winner Prize 1:
 - 1xWhite Large Size Unisex Cotton Waffle Bathrobe,
 - 1xWhite Bath Towel 70 × 140 cm,
 - 1xLuxury Scented Foam Bath 300ml,
 - 1xScented Candle in Glass Container 6–7 cm diameter × 8–9 cm height,
 - 1xAromatherapy Essential Oil 10 ml, and
 - 1xLaminated Giftbag to place contents into.
- Wellness Winner Prize 2
 - 1xWhite Bath Towel 70 × 140 cm,
 - 1xLuxury Scented Foam Bath 300ml,
 - 1xScented Candle in Glass Container 6–7 cm diameter × 8–9 cm height,
 - 1xAromatherapy Essential Oil 10 ml, and
 - 1xLaminated Giftbag to place contents into.
- Wellness Winner Prize 3
 - 1xWhite Bath Towel 70 × 140 cm,
 - 1xLuxury Scented Foam Bath 300ml,
 - 1xScented Candle in Glass Container 6–7 cm diameter × 8–9 cm height,
 - 1xAromatherapy Essential Oil 10 ml, and
 - 1xLaminated Giftbag to place contents into.
- Runner Prize
 - 1xUnisex Adjustable Navy Blue Light Weight Breathable Sport Cap,
 - 1xSP 30 sunblock 200ml,
 - 1x 750ml navy blue/black/white BPA free water sipper/bottle with straw lid and straw,
 - 1xMultipurpose lightweight navy blue sweat towel with zip pocket, and
 - 1xLaminated Giftbag to place contents into.

Packaging and Delivery Specifications for wellness winner gifts

- Service provider to deliver the 4 individually packed wellness gifts to TCTA's offices at Byls Bridge Office Park Building 9 Corner Olievenhoutbosch & Jean Avenue Doringkloof, Centurion by 13 November 2025.

E – ROUND SELFADHESIVE STICKERS:

- 1x 700 small self-adhesive round yellow (neon) stickers L9mm x W9mm
- 1x 700 small self-adhesive round light green (neon) stickers L9mm x W9mm
- 1x 700 small self-adhesive round light orange (neon) stickers L9mm x W9mm

Delivery Specifications for charity packages

- Service provider to deliver the stickers to TCTA's offices at Byls Bridge Office Park Building 9 Corner Olievenhoutbosch & Jean Avenue Doringkloof, Centurion by 13 November 2025.

COMPANY EXPERIENCE REQUIRED

The company must demonstrate experience in the supply and delivery of goods which must be supported by Two (2) reference letters, purchase orders or award letters on client's letter head with contact person. This will be measured under the mandatory criteria

PERSONNEL EXPERIENCE REQUIRED

Project N/A

DELIVERABLES

The selected service provider must be able to provide the following.

- A - 211x Wellness Health Trackers with cards, individually packed.
- B - 1x Life size photo booth cardboard cut-out.
- C - 230x Charity Gift Packages with content individually packed
- D - 4x Wellness Prizes, each individually packed.
- E - 2100 small round yellow, orange and light green stickers

- **Delivery Address:** Service provider to deliver the goods to TCTA offices at Byls Bridge Office Park Building 9 Corner Olievenhoutbosch & Jean Avenue Doringkloof, Centurion.
- **Delivery Date:** 105 individually packed wellness care packages, Life size photo booth cardboard cut-out, 4x Wellness Prizes and 2100 small round self-adhesive stickers to TCTA's offices by 13 November 2025.
- **Delivery Date:** 106 individually packed wellness care packages and 230x individually packed Charity Gift packages to TCTA's offices by 25 November 2025.

RETURNABLES			
MANDATORY		NON-MANDATORY	
Three (3) signed reference letters on client's letter head with contact person and number in respect of the supply and delivery of similar goods.		Standard Bidding Documents (SBD 1, SBD 6.1 & SBD 4)	
Itemised RFQ PRICING SCHEDULE that covers all scope of work		Valid BBBEE Certificate issued by the Verification Agency accredited by SANAS, Valid DTIC BBBEE Certificate, Valid Sworn Affidavit for EME or QSE, Consolidated BBBEE for Joint Venture tenderers issued by a Verification Agency an accredited by SANAS. No points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE A .	
NB: Bidders who fail to submit the above mandatory criteria will be disqualified.		SARS Tax Compliance Tax Pin. Bidders to populate their Tax Compliance Status Pin on SBD 1 and provide the letter of authority or board resolution for the authorized representative.	
TRANSFORMATION GOALS			
N/A			
RFQ PRICING SCHEDULE			
Pricing Schedule (All pricing must include warranty)			
Description	Quantity	Unit Price	Total Price
A - Wellness Care Packages	211		
B - Life Size Photo Booth Cardboard Cut-Out.	1		
C - Charity Gift Packages	230		
D – Wellness Winner Prize 1	1		
D – Wellness Winner Prize 2	1		
D – Wellness Winner Prize 3	1		
D – Runner Winner Prize	1		
E - Small Round Stickers	2100		
<u>DELIVERY</u> Courier Service Fees (delivery of goods by 13 November & 25 November 2025, to TCTA offices at Byls Bridge Office Park Building 9 Corner Olievenhoutbosch & Jean Avenue Doringkloof, Centurion.)	2		
Total Excl. Vat			
Vat @ 15%			
Total			

Bidders must provide pricing in accordance with the following parameters:

- The pricing must be market related.
- Prices must be firm and unconditional.

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in **ANNEXURE A**.

PREFERENTIAL POINTS

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80
 Specific Goals = 20
 Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid. Bidders can obtain TCTA's standard conditions of bid upon request or on TCTA's website.

ANNEXURES

A	B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
B	SBD 1 – INVITATION TO BID
C	SBD 4 – BIDDERS DISCLOSURE
D	SBD 6.1 – IN TERMS OF PPR 2022

ANNEXURE A: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	068/2025/HR&OD/WELLNESS/RFQ	CLOSING DATE:		CLOSING TIME:	11h00am
DESCRIPTION	Appointment of a service provider to supply wellness day materials:				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
tenders06@tcta.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Procurement Officer		CONTACT PERSON		
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders06@tcta.co.za		E-MAIL ADDRESS	tenders06@tcta.co.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
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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 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**

3. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

4. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE 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:

.....

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

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

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.

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to 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

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.

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);

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
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable

- taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right)
 \end{array}$$

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM

- 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:

