

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR SERVICE PROVIDERS FOR THE PROVISION OF A COMPREHENSIVE ORGANISATIONAL REDESIGN ANALYSIS INCLUSIVE OF JOB EVALUATION AND SALARY BENCHMARKING REPORTS TO TRADE & INVESTMENT KWAZULU-NATAL.

| | |
|----------------------------------|--|
| RFQ No. | RFQ202627/13 |
| RFQ ISSUE DATE | 17 JUNE 2026 |
| COMPULSORY SITE BRIEFING SESSION | N/A |
| RFQ DESCRIPTION | REQUEST FOR SERVICE PROVIDERS FOR THE PROVISION OF A COMPREHENSIVE ORGANISATIONAL REDESIGN ANALYSIS INCLUSIVE OF JOB EVALUATION AND SALARY BENCHMARKING REPORTS TO TRADE & INVESTMENT KWAZULU-NATAL. |
| CLOSING DATE & TIME | 30 JUNE 2026 @ 12h00 PM. |
| LOCATION FOR SUBMISSIONS | quotations@tikzn.co.za (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE) |

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

KwaZulu-Natal Office
 Trade & Investment House, 1 Arundel Close,
 Kingsmead Office Park, Durban, 4001,
 South Africa
 PO Box 4245, Durban, 4000, South Africa
 +27 (0) 31 368 9600
 +27 (0) 31 368 5888

Gauteng Office
 Financial Place, 99 George Storrar Avenue,
 Groenkloof, Pretoria, 0181
 +27 (0) 12 346 4386/6763
 +27 (0) 12 346 4774
 info@tikzn.co.za
 www.tikzn.co.za / www.exportkzn.co.za

DIRECTORS: Mr M B Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Dr J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Cllr M N Zulu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Mr Z Sibisi (Company Secretary)



REQUEST FOR QUOTATION (RFQ)

REQUEST FOR SERVICE PROVIDERS FOR THE PROVISION OF A COMPREHENSIVE ORGANISATIONAL REDESIGN ANALYSIS INCLUSIVE OF JOB EVALUATION AND SALARY BENCHMARKING REPORTS TO TRADE & INVESTMENT KWAZULU NATAL.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal (TIKZN) is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. The purpose of the training is to equip the management committee with skills, competencies, tools and mindset necessary to lead with impact and influence.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
 - 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

The organization's ability to deliver on its mandate, to attract investment, promote trade, and drive economic growth, depends on the organisational design/structure adopted, its relevance to and alignment with the set strategic goals and capability of its employees. TIKZN has recently approved a new 5-year corporate strategy/strategic plan, necessitated a review and restructure the organisation to ensure that it is fit for purpose and adequately positioned to drive TIKZN's strategic agenda effectively.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to invite suitably qualified, legally registered and experienced service providers to submit quotations for the provision of a comprehensive organisational redesign analysis inclusive of job evaluation and salary benchmarking exercise and produce reports to Trade and Investment KwaZulu Natal. The comprehensive analysis will provide full spectrum of organisational redesign process, which will include but not limited to desktop analysis of current organogram versus newly approved corporate strategy, job evaluation and grading, salary benchmarking and propose new salary scales and provision of implementation roadmap. The organisational redesign is needed for alignment with strategy, improve efficiency, enhanced collaboration across teams/units, scalability and to be more agile and responsive to market dynamics.

4. SCOPE OF WORK

| No | Description | Quantity |
|----|---|----------|
| 1. | <p>Phase 1: Organisational Diagnostic and Current-State Assessment This phase should include a detailed assessment of the current organisational structure and operating model, including:</p> <ul style="list-style-type: none"> • Review of the current organogram, job profiles, policies, and strategic documents • Assessment of alignment between the current structure and the corporate strategy • Review of role clarity, duplication, reporting lines, spans of control, and decision-making effectiveness • Identification of capability and capacity gaps affecting strategy execution <p>Deliverable: A Current-State Organisational Diagnostic Report outlining key findings, risks, gaps, improvement opportunities and proposed implementation plan.</p> | |
| 2. | <p>Phase 2: Benchmarking and Future-State Organisational Design This phase should focus on benchmarking and developing future-state design options, including:</p> <ul style="list-style-type: none"> • Benchmarking against relevant local and international Investment Promotion Agencies and similar organisations • Clear criteria for selecting benchmarking comparators. • Benchmarking of organisational structure, workforce size, role design, and governance • Development of at least two future-state design scenarios aligned to strategic priorities. <p>Each option should include:</p> <ul style="list-style-type: none"> • Strategic rationale • High-level cost implications • Workforce and role impact • Key risks and benefits <p>Deliverable: A Future-State Organisational Design and Benchmarking Report.</p> | |
| 3. | <p>Phase 3: Job Evaluation and Grading This phase should cover job evaluation across the approved future-state structure, including:</p> <ul style="list-style-type: none"> • Review and standardisation of job profiles. The methodology to include interviewing incumbent of positions. • Job evaluation using the Paterson Job Grading System • Validation and moderation of grading outcomes • Clear documentation of grading decisions <p>Deliverable: A Job Evaluation and Grading Report, including all graded job profiles.</p> | |
| 4. | <p>Phase 4: Salary Benchmarking and Structure Review This phase should include:</p> <ul style="list-style-type: none"> • Use of credible and relevant salary benchmarking data • Alignment to a defined pay philosophy • Development of revised salary scales on a total cost-to-company basis | |

| | | |
|----|---|--|
| | <ul style="list-style-type: none"> Affordability and cost impact analysis, including identification of pay compression risks <p>Deliverable: A Salary Benchmarking and Revised Salary Structure Report.</p> | |
| 5. | <p>Phase 5: Implementation and Change Management Planning This phase should focus on practical implementation planning, including:</p> <ul style="list-style-type: none"> Phased implementation timelines. Governance and decision-making structures. Change management and communication approach. Key risks, dependencies, and mitigation measures. <p>Deliverable: An Organisational Redesign Implementation and Change Management Plan.</p> | |
| 6. | <p>Reporting and Engagement</p> <ul style="list-style-type: none"> A formal report should be submitted at the end of each phase. The service provider should be available to present findings to management and relevant stakeholders, as required. Progression between phases should be subject to TIKZN approval. | |
| 7. | <p>Duration of the project</p> <p>To complete the entire project within six (6) months.</p> | |

5. EVALUATION PROCESS

5.1 Phase 1: Mandatory Requirements

The bidder must complete the section below by answering **YES or NO**. If, Yes, please attach proof.

| NO. | REQUIREMENT | COMPLY: YES OR NO |
|-----|---|----------------------|
| 1 | <p>Company/Bidder Accreditation with relevant bodies The bidder must submit a copy of the certificate or accreditation list as proof of accreditation with the relevant accreditation bodies/council. The accreditation/certification must be on the letterhead of the relevant accreditation body.</p> | |
| 2 | <p>Professional Registration of Key Personnel with relevant bodies The key personnel responsible for the assignment must be professionally registered with recognised professional bodies relevant to their areas of expertise. The key personnel include Project Manager or HR Specialist, Work Study/Organisational Development Specialist and Remuneration Specialist. Proof of current registration or membership must be submitted.</p> | |

NOTE: Failure to meet all the mandatory requirements will lead to the bidder being disqualified and not further evaluated for (Phase 2).

5.2 **Phase 2: SCM Administrative Requirements**

- 5.2.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.2.2 The SBD 4 form must be completed, signed by the authorised company representative.
- 5.2.3 The SBD1 form must be completed, signed by the authorised company representative.
- 5.2.4 The POPIA consent form must be completed, signed by the authorised company representative.
- 5.2.5 The bidder must submit SBD 6.1 preference points claim form.
- 5.2.6 The bidder must submit company profile.

Failure to provide the above information may lead to the bidder's proposal not being considered further.

5.3 **Phase 3: Functionality Criteria**

- 5.3.1 Only bid proposals that meet administrative and mandatory requirements will be further evaluated on functionality criteria.
- 5.3.2 The Bidder must score a minimum of 70% on Phase 3: functionality criteria to proceed to phase 4: Price and Specific goals scoring.
- 5.3.3 The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

| GUIDELINES FOR CATEGORY CRITERIA | FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION) | | WEIGHT |
|--|---|----|-----------|
| Technical Approach: Conceptual Grasp - Methodology, knowledge and proven track record in respect of the subject matter. | Bidders are advised of the following minimum requirements: Knowledge of organisational diagnosis and assessment, organisational design, job evaluation and grading. Salary benchmarking and structure review. | | 30 |
| | Unsatisfactory (Proposal fails to demonstrate an understanding of TIKZN's requirements. Methodology is absent, incomplete, or does not address organisational redesign, job evaluation, grading, salary benchmarking and organisational structure review. No evidence of relevant experience is provided) | 0 | |
| | Satisfactory (Proposal demonstrates a basic understanding of the assignment. Methodology addresses some of the required components but lacks sufficient detail, innovation, or integration. Limited evidence of experience in conducting organisational redesign, job evaluation and salary benchmarking assignments of similar scope and complexity. | 10 | |
| | Good (Proposal demonstrates a good understanding of the assignment and provides a structured methodology covering organisational diagnosis, organisational redesign, job evaluation, grading and salary benchmarking. Relevant experience is demonstrated through similar projects, although some aspects of the methodology require further detail). | 15 | |
| | Very Good (Proposal demonstrates a thorough understanding of the assignment and presents a clear, detailed and logical methodology covering all aspects of the project. The bidder demonstrates | 20 | |

| GUIDELINES FOR CATEGORY CRITERIA | FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION) | | WEIGHT | | | | | | | | | | |
|--|--|----|--|---|---------------------------------------|----|---------------------------------------|----|---|----|--|----|----|
| | <p>strong experience in conducting organisational redesign, job evaluation and salary benchmarking assignments within public sector entities, state-owned entities or comparable organisations. Deliverables, stakeholder engagement and implementation approaches are clearly articulated)</p> | | | | | | | | | | | | |
| | <p>Excellent (Proposal demonstrates an exceptional understanding of the assignment and presents a comprehensive, innovative and highly detailed methodology that fully addresses organisational diagnosis, organisational design, operating model review, job evaluation and grading, salary benchmarking, implementation planning and change management. The bidder provides substantial evidence of successfully completing multiple assignments of similar size and complexity, with clear outcomes and lessons learnt. The methodology demonstrates a practical approach to implementation and alignment with public sector best practices.</p> | 30 | | | | | | | | | | | |
| <p>Key Personnel:</p> <p>The points will be allocated per number of years' experience of the company. The Evaluation Committee may, at its own discretion, opt to consider the total years of experience of the combined team who will be working on the project.</p> | <p>Demonstrate ability of the individual/team to render the service and the expertise of three key staff members in the project. This must be supported with the submission of an organogram and CVs of team members i.e. must be suitably qualified personnel and registered with the professional Council/bodies. The key staff/ personnel must include Business/Project Manager, Work Study/Organisational Development Specialist or HR Specialist and Remuneration Specialist/Analyst. Relevant track record and reputation. Sound knowledge and unique selling points or competitive edge. Expertise in the industry. Proven credibility with a broad range of stakeholders from major private sectors and industry players as well as government.</p> <table border="1" data-bbox="627 1442 1406 1626"> <tr> <td>No experience</td> <td>0</td> </tr> <tr> <td>1-2 years' experience of the team</td> <td>10</td> </tr> <tr> <td>3-5 years' experience of the team</td> <td>15</td> </tr> <tr> <td>6-10 years' experience of the team</td> <td>20</td> </tr> <tr> <td>More than 10 years' experience of the team</td> <td>30</td> </tr> </table> | | No experience | 0 | 1-2 years' experience of the team | 10 | 3-5 years' experience of the team | 15 | 6-10 years' experience of the team | 20 | More than 10 years' experience of the team | 30 | 30 |
| No experience | 0 | | | | | | | | | | | | |
| 1-2 years' experience of the team | 10 | | | | | | | | | | | | |
| 3-5 years' experience of the team | 15 | | | | | | | | | | | | |
| 6-10 years' experience of the team | 20 | | | | | | | | | | | | |
| More than 10 years' experience of the team | 30 | | | | | | | | | | | | |
| <p>Number of Completed Similar Projects in the Government and Private Sector in the last 5 years.</p> | <p>The bidder must attach duly signed relevant reference letters to qualify for the indicated points. This must be supported by references on your clients' letterhead and signed by the respective company representative including contact details (telephone numbers and emails addresses) and must not be more than 5 years old.</p> <table border="1" data-bbox="627 1845 1406 2033"> <tr> <td>One or no reference letter attached/irrelevant reference letter attached</td> <td>0</td> </tr> <tr> <td>2 relevant reference letters attached</td> <td>5</td> </tr> <tr> <td>3 relevant reference letters attached</td> <td>10</td> </tr> <tr> <td>4 and above relevant reference letters attached</td> <td>20</td> </tr> </table> | | One or no reference letter attached/irrelevant reference letter attached | 0 | 2 relevant reference letters attached | 5 | 3 relevant reference letters attached | 10 | 4 and above relevant reference letters attached | 20 | 20 | | |
| One or no reference letter attached/irrelevant reference letter attached | 0 | | | | | | | | | | | | |
| 2 relevant reference letters attached | 5 | | | | | | | | | | | | |
| 3 relevant reference letters attached | 10 | | | | | | | | | | | | |
| 4 and above relevant reference letters attached | 20 | | | | | | | | | | | | |
| <p>Workplan:</p> | <p>The bidder is expected to provide an example of organisational redesign plan including all activities, costs and timeframes</p> | | 20 | | | | | | | | | | |

| GUIDELINES FOR CATEGORY CRITERIA | FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION) | WEIGHT | |
|--|--|------------|----|
| The workplan should include Deliverables/Milestones/Timeframes and Resource Allocation. | outlining the various workflow items/tasks required for this project. | | |
| | No program | | 0 |
| | Adequate program (work items shown) | | 5 |
| | Good program (work items shown and timeframes) | | 10 |
| | Very good program (work items shown, timeframes and costing/pricing) | | 15 |
| | Excellent program (work items shown, timeframes, costing/pricing and resource allocation as well as additional offerings). | 20 | |
| Total points on functionality | | 100 | |

5.4 Phase 4: Price and Specific Goals Scoring

5.4.1 Pricing Considerations

- a) Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders' total price weighs 80 points.
- c) Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.

The following essential services will be required for the duration of the contract, and must be priced on the table below:

| Item number | Description | Quantity | Unit Price | Total Price |
|--|---|----------|------------|-------------|
| 1. | Phase 1: Organisational Diagnostic and Current-State Assessment | | | R. |
| 2. | Phase 2: Benchmarking and Future-State Organisational Design | | | R. |
| 3. | Phase 3: Job Evaluation and Grading | | | R. |
| 4 | Phase 4: Salary Benchmarking and Structure Review | | | R |
| 5. | Phase 5: Implementation and Change Management Planning | | | R |
| SUB-TOTAL | | | | R. |
| VAT @ 15% | | | | R. |
| TOTAL COST (including VAT @15%) | | | | R. |

NB: Bidders are still required to submit their Quotation on a company letterhead.

5.4.2 Specific Goals

- a) The bidder must submit the SBD 6.1 preference points claim form.
- b) Bidders' specific goals weigh 20 points.

| Specific Goals Criteria | Points |
|--|--------|
| Black Ownership: 51% or more = 20 points The bidder with less than 51% black ownership will score 0 points Proof of Claim: CSD Report/Company Registration (CIPC)/BBBEE Certificate/Affidavit. | 20 |

| | |
|---------------------|-----------|
| Total Points | 20 |
|---------------------|-----------|

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the requirements.

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

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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

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.

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

**Consent to Process Personal Information
in terms of
Protection of Personal Information Act No. 4 of 2013**

(MANDATORY FOR ALL INTERACTIONS WITH TIKZN)

I, the undersigned _____
(Full Name and Surname)
(Hereinafter be referred to as the "Data Subject")

ID number _____
(If not available, date of birth & passport number)

Address _____

hereby give my consent to Trade & Investment KwaZulu-Natal (TIKZN), who is a Responsible Party¹ to process² my Personal Information for the following purposes:

| | |
|-----|--|
| | Providing me with advice, products and services that suit my needs as requested |
| YES | To conduct Central Supplier Database ("CSD") reference searches |
| YES | To process my applications and requests |
| | To notify me of new services, opportunities that may be of interest to me |
| YES | To confirm, verify and update my details |
| YES | To comply with any legal and regulatory requirements |
| | To conduct qualification verifications, credit checks, reference checks, criminal record checks, psychometric assessment and/or reporting to regulating authorities. |
| | Add further details of purposes: |

I furthermore authorise TIKZN to verify my identity and any information I have provided. This personal information will not be shared with any third parties without my specific approval and will not be sold, distributed or leased to third parties unless my permission has been granted or required by law to do so.

I furthermore unconditionally indemnify TIKZN against any liability which results or may result from furnishing information in this regard.

TIKZN will not be liable for any damages of any kind arising from my use of their services, including but not limited to direct, indirect, incidental, punitive and/or consequential damages.

I further understand that should I not give my consent to the processing of my personal information for the purpose specified above, then TIKZN will not proceed with said purpose.

Signed at _____ on this ____/____/____
(Place) (Day) (Month)(Year) (Signature of Employee)

¹ "responsible party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

² "processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:
(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
(b) dissemination by means of transmission, distribution or making available in any other form; or
(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

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

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

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

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

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|---------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|
| | 20 | 20 |
| Black Ownership: 51% or more = 20 points Proof of Claim: CSD Report/Company Registration (CIPC)/BBBEE Certificate/Affidavit. The bidder with less than 51% black ownership will score 0 points. | 20 | |

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:

- 4.7.
- 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 because 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 because 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: | |
| | |
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| | |