



REQUEST FOR QUOTATION (RFQ)

RFQ: 109/2025/CSO/WISA/RFQ

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY CORPORATE BRANDING ITEMS AND SECURE SPACE AT THE WISA 2026 BIENNIAL CONFERENCE & EXHIBITION

DESCRIPTION: (AS PER PROCUREMENT PLAN)	Appointment of a service provider to supply corporate branding items and secure space at the WISA 2026 biennial conference & exhibition
DURATION:	Once off
PROPOSED BID PROCESS:	RFQ
BRIEFING SESSION:	N/A
CLARIFICATION DEADLINE:	16 March 2026 @ 11H00 a.m.
ISSUE DATE:	11 March 2026
CLOSING DATE:	20 March 2026 @ 11H00 a.m.
BID VALIDITY PERIOD	30 days
ENQUIRIES	tenders06@tcta.co.za
SUBMISSION OF PROPOSALS:	tenders06@tcta.co.za
DELIVERY ADDRESS & DELIVERY DATE	<p><u>Service providers must deliver goods to the Exhibition Stand 17 & 18:</u></p> <p>The Cape Town International Convention Centre (CTICC) Address: Convention Square, 1 Lower Long St, Cape Town City Centre, Cape Town, 8001 Tel: +27 (0)21 410 5000 Email: info@cticc.co.za <u>Delivery Date: 21 July 2026</u></p>

BACKGROUND

Water Institute of Southern Africa (WISA) is the leading professional body for the water sector in Southern Africa. As a volunteer-based, non-profit institution, WISA advances sector development through knowledge exchange, professional standard-setting and stakeholder representation. Its membership spans utilities, government departments, engineering firms, consultants and academic institutions, positioning it as the principal platform for sector-wide engagement.

The WISA 2026 Biennial Conference & Exhibition, convened under the theme “Rethink Amanzi – Securing Our Future,” constitutes the flagship event on the WISA calendar. The conference attracts Service providers are required to liaise directly with WISA Conference organisers to secure the additional 3m × 3m exhibition stand adjacent to or integrated with TCTA’s complimentary stand.

Ensure the combined exhibition footprint totals 6m × 3m (18 sqm).

Manage all documentation, invoicing and payment processes related to the additional exhibition package.

SCOPE OF WORK

TCTA is looking to appoint a service provider to secure exhibition space and brand corporate gift handouts.

Images displayed below are for illustration purposes only, TCTA will select the suitable option based on sample quality.

Service providers are required to quote on good high-quality products.

WISA EXHIBITION SPACE AND BRANDED GIFTS

Quantity	Item Description	Scope of work
1	Procurement of Additional Exhibition Space	<p>TCTA as a WISA member has secured a free 3m x 3m exhibition space and is looking for a service provider to secure and pay for an addition 3m x 3m exhibition space at the WISA 2026 Biennial Conference and Exhibition.</p> <p>TCTA has tentatively secure stand no is 17 &18.</p> <p>Service providers are required to liaise directly with WISA Conference organisers to secure the additional 3m × 3m</p>

		<p>exhibition stand adjacent to or integrated with TCTA's complimentary stand.</p> <p>Ensure the combined exhibition footprint totals 6m × 3m (18 sqm).</p> <p>Manage all documentation, invoicing and payment processes related to the additional exhibition package.</p>
100	Altitude Slider Mints	<p>Sliding lid mint box filled with peppermint-flavoured sugar-free mints. FDA approved. Add your full colour logo using our Direct to Print branding</p> <ul style="list-style-type: none"> - 8 (l) x 3.5 (w) x 1.1 (h) - Metal - Bulk packed - Branding: pad print 
100	Sanitising Screen Cleaner with Phone Stand	<p>3-in-1 sanitising spray and wipe tool with the built-in cloth section.</p> <p>9.6 (l) x 2.3 (w) x 2.3 (h)</p> <ul style="list-style-type: none"> - PP & cloth - 17ml - Bulk packed - Branding: Pad Printing 
100	Altitude Absolutely Desk Pad	<p>Flap on this desk pad and useful sticky notes and tags.</p> <ul style="list-style-type: none"> - 20.8 (l) x 28.7 (w) x 1 (h) cm

		<ul style="list-style-type: none"> - paper & PU - the memo pad is 19.5 x 20.5 cm and has 50 sheets (100 pages) of white, unlined 80g/m2 paper - the first pad of sticky notes is 8 x 5 cm and has 50 sheets (100 pages) of white, unlined 80g/m2 paper - the second pad of sticky notes is 8 x 10 cm and has 50 sheets (100 pages) of white, unlined 80g/m2 paper - sticky tags in 5 colours, 25 of each - bulk packed - Branding: Screen Print 
100	Pictor Ball Pen in Box	<p>Material: Aluminium & Chrome</p> <p>Size: Box - 15.5cm (l) x 3cm (w) x 2cm (h)</p> <p>Ink Colour: Black</p> <p>Branding: Laser Engraving</p> 
100	Sleet Auto-Open Compact Umbrella	<p>Umbrella auto-open, wind-resistant umbrella, featuring a strong frame with eight ribs, for extra strength in windy conditions. Black coating underneath.</p> <ul style="list-style-type: none"> - 110 (d) cm - Black coating underneath - Auto open push-button control switch on the handle - 8 panels - Rubberised finish on the handles - Serendipio side winder on umbrella cover - Bulk packed <p>Branding: Screen Print</p>

		
1	Delivery	<p>Service providers must deliver goods to the Exhibition Stand 17 & 18:</p> <p>The Cape Town International Convention Centre (CTICC) Address: Convention Square, 1 Lower Long St, Cape Town City Centre, Cape Town, 8001 Tel: +27 (0)21 410 5000 Email: info@cticc.co.za Delivery Date: 21 July 2026</p>

COMPANY EXPERIENCE REQUIRED

Bidders must submit at least two (2) signed PDF reference letters indicating event management projects successfully completed in the last 5 years. Reference letters must be on the client's letterhead, with all contact details. Alternatively, Bidders must complete Annexure A attached in the RFQ document. TCTA reserves the right to verify all references provided. Unverifiable references will not be considered.

PERSONNEL EXPERIENCE REQUIRED

Service providers must manage their personnel.

DELIVERABLES

Service providers must secure and pay and addition 3m x 3m exhibition space from the WISA event.

100	<i>Altitude Slider Mints</i>
100	<i>Sanitising Screen Cleaner with Phone Stand</i>
100	<i>Altitude Absolutely Desk Pad</i>
100	<i>Pictor Ball Pen in Box</i>
100	<i>Sleet Auto-Open Compact Umbrella Compact</i>

DELIVERABLES

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RETURNABLES

NO.	DOCUMENT TYPE	DESCRIPTION	STATUS
1.	Compliance	Bidders must submit at least two (2) signed reference letters indicating event management projects they have successfully completed in the last 5 years. These reference letters must specifically pertain to the event management for corporate, government, or institutional clients. Reference letters must be on the client's letterhead, with contactable persons. Alternatively, bidders may complete Annexure A. Bidders who fail to provide reference letters or to complete Annexure A will not be considered further. TCTA reserves the right to verify the references provided. Unverifiable references will not be considered.	Mandatory
2.	Compliance	The pricing must be provided in the RFQ pricing schedule as provided. Bidders who do not submit a pricing schedule or a partially completed pricing schedule will be disqualified.	Mandatory
4.	Compliance	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 B .	Non-Mandatory
5.	Standard National Treasury Bidding Documents (SBD)	<ul style="list-style-type: none"> • SBD 1 • SBD 4 • SBD 6.1 	Non-Mandatory
7.	Administrative	Proof of registration on the National Treasury Central Supplier Database (CSD)	Non-Mandatory

TRANSFORMATION GOALS

N/A

PROPOSED FUNCTIONALITY CRITERIA

N/A

SPECIFIC GOALS**B-BBEE**

The following table will be used to calculate the score out of 20 for BBEE:

B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

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

A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

-All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

PRICING SCHEDULE

Quantity	Item Description	Price Per Item	Amount
1	Exhibition Space		
100	Altitude Slider Mints		
100	Sanitising Screen Cleaner with Phone Stand		
100	Altitude Absolutely Desk Pad		
100	Pictor Ball Pen in Box		
100	Sleet Auto-Open Compact Umbrella Compact,		
1	Delivery		
Total Excl. Vat			
VAT 15%			
Total Including Vat			

Price must be reflected Excluding and Including VAT

All prices must include disbursements

Prices must be firm and unconditional.

NB: The bidders must complete the pricing schedule as presented. Bidders who fail to submit prices as presented above will not be considered for price and preference evaluation. Prices must be firm and unconditional

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.

ATTACHMENTS

A	COMPANY EXPERIENCE: REFERENCE LETTERS / ANNEXURE A
B	B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
C	SBD 1 – INVITATION TO BID
D	SBD 4 – BIDDERS DISCLOSURE
E	SBD 6.1 – IN TERMS OF PPR 2022

ANNEXURE A: COMPANY EXPERIENCE

CLIENT NAME (The client company that services were provided to)	DESCRIBE THE PROJECT SCOPE	START DATE (MONTH & YEAR) MM/YYYY	END DATE (MONTH & YEAR) MM/YYYY	NAME & SURNAME OF CONTACT PERSON	EMAIL ADDRESS	CONTACT NUMBER

ANNEXURE B: 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

ANNEXURE C: SBD 1 – REQUEST FOR BID

PART A: REQUEST FOR BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	109/2025/CSO/WISA/RFQ	CLOSING DATE:	20/03/2026	CLOSING TIME:	11H00 a.m.
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY CORPORATE BRANDING ITEMS AND SECURE SPACE AT THE WISA 2026 BIENNIAL CONFERENCE & EXHIBITION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Tenders06@tcta.co.za					
BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER	N/A	TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	tenders09@tcta.co.za	E-MAIL ADDRESS		E-MAIL ADDRESS	tenders09@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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	1. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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 <input type="checkbox"/> NO				
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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

1. 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, 2017, 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).

2. 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 VENTURE OR CONSORTIUMS / 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:

ANNEXURE D: SBD 4 – 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 the following 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?

2.3.1 If so, furnish the following particulars:

.....
.....
.....

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.

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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

ANNEXURE E: 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 all bids:

- 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 bid 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 bid 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:

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

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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:

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

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)

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

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

5.4. 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:

