



## REQUEST FOR PRICE QUOTATION

### For office use only:

<b>Reference No:</b>	<b>SCM-005/2025:</b> The Department of Trade and Industry ( <b>the dtic</b> ) invites interested service providers to submit quotations for the provision of catering services for General meetings; EXBO; Risk meetings; Audit meetings. etc.; for as and when required for a period of ten months (10) months within the prescribed threshold for RFQs.
<b>Date RFQ Issued:</b>	<b>17 April 2025</b>

Request for Quotation on behalf of the Department of Trade, Industry and Competition (**the dtic**)

**The dtic** hereby invites suitable service providers to provide the Department with a quotation in accordance with requirements as per Annexure A.

### Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	<b>MAAA</b>
Contact person	
Email address	
Telephone number	

### Enquiry and Closing Details

#### For office use only:

Contact person	Dorah Rashopola
E-mail address	DRashopola@thedtic.gov.za
Telephone number	
<b>Closing date and time for quotation</b>	<b>06 May 2025 @ 16h00</b>
Quotations to be e-mailed to <b>the dtic</b> provided email	<a href="mailto:RFQs@thedtic.gov.za">RFQs@thedtic.gov.za</a>

### Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date and time will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and **20 points for preferential procurement specific goals.**
4. No quotation will be considered from service providers employed by the state.
5. **Quotations should be valid for a minimum period of 60 days from the date the RFQ closed.**
6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. **Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the SBD 6.1 claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific goals are not claimed irrespective of the relevant proofs attached.**  
**HDI(Race, Women and People with disabilities)**
  - **Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)**
  - **Proof of Race and women-attach latest CSD report**



**Small Medium Micro Enterprises (SMME's)**

- Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 17

**Local Procurement (Provincial / Municipal)**

- Proof of address (municipal rates/ bank statements/ lease agreement / affidavit or any latest statement not older than three months containing proof of address)

**B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)**

- B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit fully completed as per BBBEE guide paragraph 17

9. *Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.*
10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
11. All prices quoted MUST be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.
12. All quotations must be strictly in accordance with Annexure A.
13. Incomplete pricing will lead to automatic disqualification as it will not be possible to compare the price with other bid prices.
14. Additional pricing may also lead to automatic disqualification as it will not be possible to compare the price with other bid prices.
15. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
16. Price offered by the service provider scoring the highest points must be reasonable and market related.
17. Prospective bidders to take note that the award of this service may be subject to price negotiations with the preferred service provider(s).
18. Parking and travel between the prospective bidder's home/office and **the dtic** will be borne by the service provider.
19. Where applicable, the successful service provider(s) will be subject to the condition that both the service provider and its personnel providing the service be subjected to vetting process as determined by **the dtic**.

**Please note:**

**EVALUATION CRITERIA**

- Quotations will be evaluated based on the 80/20 preference, where 80/20 principle will apply to all procurement with a rand value of up to R50 million (all applicable taxes included)<sup>1</sup>. 80 Points will be allocated for price and 20 points will be used for preferential procurement in line with the specific goals.
- Refer to SBD 6.1 form for specific goals
- Contract will be awarded to the bidder who scores the highest total points<sup>2</sup>
- This RFQ is in line with the PREFERENTIAL PROCUREMENT REGULATION 2022

<sup>1</sup> "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

<sup>2</sup> "highest total points" equals the point scored for price added to the points for preferential procurement and RDP goals.



**the dtic**

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA



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**the dtic - together, growing the economy**

the dtic Customer Contact Centre: 0861 843 384  
the dtic Website: [www.thedtic.gov.za](http://www.thedtic.gov.za)



## POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## ANNEXURE A

### 1. SCOPE OF WORK AND DELIVERABLES

- 1.1 The preferred service providers must be prepared to cater for all dietary preferences including but not limited to religions, culture and vegetarians' kosher, Halaal with valid certifications from respective bodies where applicable.
- 1.2 Catering must be provided at the venue where the meeting is held which is **the dtic** Campus, 77 Meintjies Street, Sunnyside, Pretoria.
- 1.3 Food must be kept warm where necessary and must be sealed /wrapped until served.
- 1.4 The service provider must leave the premises clean and tidy after providing the services.
- 1.5 The service provider must set up 30 minutes before the requested time slot.
- 1.6 Food must be prepared and served in a professional manner as per the health standards.
- 1.7 The food must be of high quality and freshly prepared and acceptable to **the dtic**.
- 1.8 No utensils, dishes and equipment may be washed at **the dtic** premises / meeting venue.
- 1.9 The meals served will be of high quality and prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- 1.10 No food to be prepared on **the dtic** premises.
- 1.11 Only glass, stainless steel or ceramic containers may be utilized for serving food.
- 1.12 The two successful service providers will be used on a rotation basis to provide food services. The first order will be placed with the bidder that reached the highest scores on price and preferential goals during evaluation and the second order will be placed with the bidder that scored the second highest points and/or to the third bidder that scored the third highest points (If **the dtic** wishes to). From there the services will be rotated. This requirement is only applicable if more than one service provider gets to be appointed.
- 1.13 Service providers are required to provide rate per person per ranges provided on the specification.
- 1.14 If a service provider is not available/able to deliver on request of **the dtic**, the service provider must decline in writing and the alternate service provider will then be requested to deliver with no prejudice to **the dtic**.

### 2 MANDATORY REQUIREMENTS/DOCUMENTS

- 2.1 Certified Health Certificate/Permit in the name of bidding company/third party issued in





**the dtic**

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Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

terms of Government Notice no **R638** of **22 June 2018** in respect of the handling of food in the manner specified.

2.2 Affidavit confirming the agreement between the bidder and the third party must be submitted with this RFQ.

2.3 Certified Halaal certificate from respective bodies in the name of the bidding company /third party. Agreement document between the bidder and the third party must be submitted with the RFQ document.

2.4 the dtic have the right to inspect/examine the bidder's or third party's workplace.

**FAILURE TO PROVIDE THE PROOF REQUIRED IN PAR. 2.1, 2.2 and 2.3 OR FAILURE TO BE IN POSSESSION OF THE REQUIRED CERTIFICATION WILL LEAD TO AUTOMATIC DISQUALIFICATION.**

<b>Requirement list / Specifications</b>	
<b>SUBJECT:</b> The Department of Trade and Industry (the dtic) invites interested service providers to submit quotations for the provision of catering services for General meetings; EXBO; Risk meetings; Audit meetings. etc.; for as and when required for a period of ten (10) months within the prescribed threshold for RFQs	
<b>LOCAL PROCUREMENT</b>	
<b>PROVINCE: NATIONAL</b>	
<b>MUNICIPALITY: NATIONAL</b>	
<b>Description</b>	
<b>Breakfast (Option 1 or Option 2)</b>	
<p style="text-align: center;"><b>Option 1 Breakfast</b></p> <ul style="list-style-type: none"> <li>- Tea (variety) and coffee, (include sweeteners and sugar, low fat and full cream milk, sliced lemon and chilled freshly squeezed orange and fruit cocktail juice</li> <li>- bottled water 70% still and 30% sparkling</li> <li>- Assorted savoury vegetable muffins and fresh scones served with grated cheddar, butter balls and preserves</li> <li>- Filled butter croissant</li> <li>- Assorted Danish pastries</li> <li>- Seasonal Whole Fresh Fruit</li> </ul> <p style="text-align: center;"><b>Option 2 Breakfast (Hot Breakfast)</b></p> <ul style="list-style-type: none"> <li>- Tea (variety) and coffee, (include sweeteners and sugar, low fat and full cream milk, sliced lemon and chilled freshly squeezed orange and fruit cocktail juice</li> <li>- bottled water 70% still and 30% sparkling</li> <li>- Scrambled Eggs</li> <li>- Rashers of Crispy Bacon</li> <li>- Fried Tomatoes &amp; Grilled Mushrooms</li> <li>- Beef Sausages</li> <li>- Baked Beans</li> <li>- Toasted Whole Wheat &amp; White Bread served with Preserves &amp; Butter</li> </ul>	
<b>Lunch (Halaal friendly)</b>	
<b>Lunch</b>	



**STARCH OPTION (Two options)**

- Pap
- Cous cous
- Rice
- Tini
- Samp
- Dumpling or Steamed bread

**Meat Option ( Two options)**

- Beef or Lamb ( curry or stew)
- Fish ( fried or grilled)
- Chicken ( roost or curry)

**Vegetables Option (Two options)**

- Corn and Carrots
- Broccoli, butternut and courgette cheese
- Cream spinach
- Spinach (with papers and potatoes)
- Baked/slowly cooked butternuts (with cinnamon)
- Mashed Pumpkin
- Sweet Potatoes glazed (with honey and butter)
- Baked mixed vegetables (with basil pesto sauce)
- Grilled/roasted mix seasonal vegetables
- Baked Potatoes (with cheese and white sauce)
- Carrots glazed (with honey)
- Ratatouille
- Green beans (with garlic sauce)
- Steamed fresh seasonal mix veggies

**Salad Option (Two options)**

- Three Beans Salad
- Coleslow Salad
- Beetroot
- Chakalaka
- Chicken Potatoes Salad
- Grilled veggies and fresh salad
- Fresh herbs Garden Salad
- Greek salad
- Tuna and Macaroni salad
- Mushroom, corn, spinach and peppers salad
- Carrots and Butter beans Salad
- Potato & Egg Salad
- Cucumber & Crème Fraiche Salad with Dill
- Carrots and pineapple
- German Potato Salad (no mayonnaise)
- Salsa salad



**Vegetarian (Two options)**

- Roasted brinjal and sugar bean moussaka
- Baby marrow, tomato and Swiss chard quinoa
- Butternut and sage risotto
- Sesame haloumi with harissa eggplant, tomato and courgette
- Cape Malay vegetable curry

Variety of soft drinks (330 ml)

The service provider to provide a rate per person per range as follows:

Item No.	Range	Menu options	Rate Excl VAT	Rate Incl VAT
1	10-20 Officials	Breakfast (Option 1) and Lunch		
		Breakfast (Option 1) only		
		Breakfast (Option 2) and Lunch		
		Breakfast (Option 2) only		
		Lunch only		
2	21-40 Officials	Breakfast(Option 1) and Lunch		
		Breakfast (Option 1) only		
		Breakfast(Option 2) and Lunch		
		Breakfast (Option 2) only		
		Lunch only		
3	41-60 Officials	Breakfast(Option 1) and Lunch		
		Breakfast (Option 1) only		
		Breakfast(Option 2) and Lunch		
		Breakfast (Option 2) only		
		Lunch only		
4	61-80 Officials	Breakfast(Option 1) and Lunch		
		Breakfast (Option 1) only		
		Breakfast(Option 2) and Lunch		
		Breakfast (Option 2) only		
		Lunch only		
5	81-100 Officials	Breakfast(Option 1) and Lunch		
		Breakfast (Option 1) only		
		Breakfast (Option 2) and Lunch		



		Breakfast (Option 2) only		
		Lunch only		
6	101 Officials and above	Breakfast (Option 1) and Lunch		
		Breakfast (Option 1) only		
		Breakfast (Option 2) and Lunch		
		Breakfast (Option 2) only		
		Lunch only		
7	Variety of soft drinks (330 ml)			
8	Bottled water 500ml (70% still and 30% sparkling)-Still			
	Sparkling			

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:** Should a vendor have reason to believe that the specification is not open to promote competition or that it is written based on a particular brand / product / entity; the vendor shall notify the SCM Unit of **the dtic** within three (3) calendar days after publication of the RFQ.



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION)</b>					
<b>BID NUMBER:</b>	SCM-005/2025	<b>CLOSING DATE:</b> 06 MAY 2025		<b>CLOSING TIME:</b>	16:00
<b>DESCRIPTION</b>	The Department of Trade and Industry (the dtic) invites interested service providers to submit quotations for the provision of catering services for General meetings; EXBO; Risk meetings; Audit meetings. etc.; for as and when required for a period of ten (10) months within the prescribed threshold for RFQs.				
<b>BID RESPONSE DOCUMENTS</b>					
Service providers are required to submit their proposal by email to <a href="mailto:RFQs@thedtic.gov.za">RFQs@thedtic.gov.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Dorah Rashopola/ Bongani Mudau		CONTACT PERSON		
TELEPHONE NUMBER	012 394 3470/5946		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	RFQs@thedtic.gov.za		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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]		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 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

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

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

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

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

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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



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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total Points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

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 (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)
HDI (Race / Women/ People with disability )		2		
Local Procurement		6		
SMME's		2		
B-BBEE		10		

#### **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:** .....

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