



**REQUEST FOR QUOTATION (RFQ)**

**RFQ NO: 021/2026/HR&OD/DESIGN/RFQ**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DIAGNOSE, DESIGN, FACILITATE AND EMBED TEAM EFFECTIVENESS IMPROVEMENTS IN CONFLICT MANAGEMENT, LEADERSHIP ALIGNMENT, WAYS OF WORKING, DECISION-MAKING, TRUST, PERFORMANCE ACCOUNTABILITY AND CROSS-FUNCTIONAL COLLABORATION WITHIN TWO DIVISIONS.**

<b>DESCRIPTION:</b>	Appointment of a service provider to provide diagnose, design, facilitate and embed team effectiveness improvements in conflict management, leadership alignment, ways of working, decision-making, trust, performance accountability and cross-functional collaboration within two divisions.
<b>DURATION:</b>	10 Months
<b>PROPOSED BID PROCESS:</b>	RFQ
<b>DIVISION UNIT:</b>	HR&OD
<b>ISSUE DATE:</b>	09 June 2026
<b>CLARIFICATIONS DEADLINE:</b>	12 June 2026 @ 14:00 p.m.
<b>CLOSING DATE:</b>	17 June 2026 @ 11:00 a.m.
<b>RFQ VALIDITY PERIOD</b>	30 Days (from RFQ closing date)
<b>SUBMISSION OF PROPOSALS:</b>	<a href="mailto:tmolatudi@tcta.co.za">tmolatudi@tcta.co.za</a>
<b>ENQUIRIES</b>	<a href="mailto:tmolatudi@tcta.co.za">tmolatudi@tcta.co.za</a>

**BACKGROUND**

TCTA recognises that the effectiveness of its divisions is critically dependent on how teams and employees align around purpose, decision-making, conflict management, collaboration, trust accountability. There is a need to intentionally strengthen the way divisional teams function as systems, ensuring clarity of mandate, trust, aligned leadership behaviour and disciplined execution.

The organisation therefore seeks to appoint a service provider to provide experienced team effectiveness facilitation to support two divisions (approximately 20 people in one division and 45 in

the other, respectively) in enhancing leadership alignment, ways of working and collective performance. The service provider will be required to work systemically within the divisions to address root causes, identify gaps and embed improved team effectiveness practices into daily operations. This is to be completed in conjunction with TCTA OD personnel.

## SCOPE OF WORK

### DETAILED DESCRIPTION OF GOODS/SERVICES

The following will be required from the successful bidder:

- The service provider must contract (Leadership Alignment Summary document) with each Divisional Executive regarding, among other things, the following items:
  - What “effective” looks like for this division
  - Effectiveness must be defined across agreed dimensions using a recognised team effectiveness model, ensuring consistency across divisions while allowing contextual divisional tailoring.
  - Expected intervention outcomes
  - Team effectiveness outcomes in terms of strategic alignment to the divisional scorecard, divisional strategy and the organisational objectives
  - Effectiveness and alignment of divisional individual performance contract content to job roles.
  - Success criteria/indicators (behavioural and performance)
  - Boundary management and confidentiality
- The service provider must conduct a team effectiveness diagnosis, for each division consisting of:
  - Online divisional team effectiveness survey for each division looking at, among other things, current team effectiveness maturity, leadership capability, culture and team dynamics
  - Individual KPA alignment with roles profiles and divisional scorecards
  - One-on-One interview with each Divisional Executive
  - 1 x focus group interview with each divisional management team to clarify issues in the survey.
  - 1 x focus group interview with each divisional team to clarify issues in survey.
- The service provider must provide a baseline diagnostic assessment feedback report (data sources to include the culture survey and recommendations) for each division and must co-design a tailored team effectiveness intervention roadmap with a comprehensive implementation plan, based on the feedback report. The feedback report and the roadmap must include the following:
  - The provider must outline the intervention methodology, including sequencing, duration, and integration of individual, team, and leadership-level interventions.
  - Identification of key risks and mitigation strategies, including leadership alignment risks and change resistance customised for each division.

- Short, medium and long-term interventions (all medium and long-term interventions should have comprehensive implementation details).
- The implementation plans must define a structured, phased approach for the implementation period.
- The service provider must provide a measurement framework that tracks progress against the agreed indicators at the defined intervals, linking behavioural shifts to business performance outcomes.
- o The service provider must implement 3 x facilitated team effectiveness workshops (this must be customised for each division and not be generic) for each division, addressing issues in the feedback report. The workshops must focus on the following:
  - Operating principles
  - Conflict engagement and accountability conversations
  - Trust building and repair (if required)
  - Role clarity
  - Execution discipline
- o The service provider must facilitate a 1 Day workshop to enable Divisional leadership, the OD team and the HRBPs to independently diagnose any further future team dynamics issues, reinforce team agreements, address misalignment early and enable productive conflict management. The workshop must be very practical focusing mainly on application and include the following:
  - Interactive exercises, case-based learning and role-plays
  - Provide each participant with a workshop manual
  - The manual must contain effective and practical team effectiveness methodologies, team diagnostic tools, checklists, job aids, conflict frameworks and protocols, escalation mechanisms, alignment tools (e.g. role clarity, decision rights, etc.) and facilitation guides.

The service provider must provide a close-out report, customised per division. The reports should contain observations and value-add recommendations for further improvement for each division, as well as if the leadership alignment document has been achieved and to what extent

### COMPANY EXPERIENCE REQUIRED

Bidders must have completed at least a minimum of two (2) projects in conducting team effectiveness or similar initiatives in the last 10 years.

### PERSONNEL EXPERIENCE REQUIRED

- Bidders must submit a **one-page CV** of the facilitator demonstrating at least three (3) years' experience for the service requested in the scope of work.
- The appointed service provider must manage their personnel.

### DELIVERABLES

- 1 x leadership alignment document with each Divisional Executive
- Systemic divisional team effectiveness diagnosis with each division consisting of:
  - Online divisional team effectiveness survey for each division.
  - Individual KPA alignment with roles profiles and divisional scorecards (The mis/alignment with implications and recommendations should be in the baseline report)
  - One-on-one interview with each Divisional Executive.
  - 1 x focus group interview with each divisional management team to clarify issues in the survey.
  - 1 x focus group interview with each divisional team to clarify issues in survey.
- 1 x baseline diagnostic feedback report, based on above diagnosis, for each division plus team effectiveness intervention roadmap with comprehensive implementation plans.
- 3 x facilitated team effectiveness workshops (this must be customised for each division not generic) for each division.
- 1-full-day facilitated workshop, with workshop manual, to enable divisional leadership, the OD team and the HRBPs to self-diagnose any further team dynamics issues.
- 1 x close-out report for each division, as per scope.

## RETURNABLES

MANDATORY	NON-MANDATORY
<p><b><u>COMPANY EXPERIENCE:</u></b></p> <p><b><u>ANNEXURE A completed in full.</u></b> Bidders are to submit Annexure A fully completed demonstrating two projects in the last 10 years. Alternatively, bidders must submit signed reference letters on the client’s letterhead showing the start and end date of the projects and contactable references.</p> <p><b>No points will be allocated if ANNEXURE A is not fully completed or if signed reference letters are not submitted</b></p>	<p>SCM Bidding Forms: SBD1, SBD 4 &amp; SBD 6.1 must be fully completed and signed.</p>
<p><b><u>PERSONNEL EXPERIENCE:</u></b></p> <p>Bidders must submit a one-page CV of the team effectiveness Facilitator clearly demonstrating at least three (3) years’ experience for the service requested in the scope of work.</p>	<p>A valid BBEE Certificate issued by a Verification Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Consolidated BBEE for Joint Venture tenderers issued by Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE <b>(Refer to Annexure F and G). Bidders must</b></p>

	<p>complete one of the Sworn Affidavit applicable to their company (EME/QSE). No points will be awarded if the bidders' Sworn Affidavit does not comply with the minimum requirements for Valid Sworn Affidavits outlined in ANNEXURE B.</p>
Fully Completed Pricing Schedule as incorporated in the RFQ document. Bidders may not modify or reproduce the pricing schedule provided in the RFQ document.	CSD Registration Report

**BIDDERS WHO FAIL TO SUBMIT ANY MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED FOR FURTHER EVALUATION.**

**FUNCTIONAL CRITERIA**

SECTION	Evaluation criteria	Points
<b>Company experience</b>	<p>The company must have completed at least a minimum of two (2) completed projects in the last 10 years in conducting team effectiveness services or similar. <b>A bidder must complete Annexure A in full or submit reference letters to score points as follows:</b></p> <ul style="list-style-type: none"> <li>• A bidder with less than two (2) completed projects in the last 10 years, in conducting team effectiveness services or similar = <b>0 Points</b></li> <li>• A bidder with at least two (2) completed projects in the last 10 years, in conducting team effectiveness services or similar = <b>7 Points</b></li> <li>• A bidder with three (3) or more completed projects in the last 10 years, in conducting team effectiveness services or similar = <b>10 Points</b></li> </ul> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• <b>No points will be allocated if ANNEXURE A is not completed in full or if reference letters are not attached</b></li> </ul>	<b>10 Points</b>

	<ul style="list-style-type: none"> <li>• No points will be allocated if there are no contactable references under ANNEXURE A.</li> <li>• TCTA reserves the right to contact these organisations.</li> </ul>	
<b>CV of the proposed Experiential Learning Facilitator</b>	<p>0-2 years working experience in the provision of team effectiveness or similar services = <b>0 Points</b></p> <p>3-5 years working experience in the provision of team effectiveness or similar services = <b>7 Points</b></p> <p><b>More than 5 years working experience in the provision of team effectiveness or similar services = 10 Points</b></p>	<b>10 Points</b>
<b>TOTAL POINTS</b>		<b>20</b>
<b>Bidders must obtain a minimum of 14 points out of 20 points to qualify for evaluation on Price and Specific Goals. Bidders that score less than 14 points for functionality will be disqualified at this stage.</b>		

## SPECIFIC GOALS

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

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

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

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

Price = 80  
 Specific Goals = 20  
 Total Score = 100

## TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid.

## ANNEXURES

<b>A</b>	COMPANY EXPERIENCE
<b>B</b>	B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
<b>C</b>	SBD 1 – INVITATION TO BID
<b>D</b>	SBD 4 – BIDDERS DISCLOSURE
<b>E</b>	SBD 6.1 – IN TERMS OF PPR 2022
<b>F</b>	SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
<b>G</b>	SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

## PRICING SCHEDULE

### APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DIAGNOSE, DESIGN, FACILITATE AND EMBED TEAM EFFECTIVENESS IMPROVEMENTS IN CONFLICT MANAGEMENT, LEADERSHIP ALIGNMENT, WAYS OF WORKING, DECISION-MAKING, TRUST, PERFORMANCE ACCOUNTABILITY AND CROSS-FUNCTIONAL COLLABORATION WITHIN TWO DIVISIONS.

Items	Activity	Quantity	Unit Price (VAT Excl)	Total Cost for ten (10) Months
1	Leadership alignment document for each Divisional Executive, as per scope.	2		R
2	Divisional team effectiveness survey for each division, as per scope.	2		R
3	Divisional one-on-one Team effectiveness interview with each Divisional Executive as per scope.	2		R
4	Focus group interview with each divisional management team as per scope.	2		R
5	Focus group interview with each divisional team, as per scope.	2		R
6	Baseline diagnostic feedback report for each division plus roadmap plus implementation plan, as per scope.	2		R
7	Facilitated divisional, team effectiveness workshops, as per scope	6		R
8	Full day facilitated workshop, with workshop manual, to enable divisional leadership, the OD team and the HRBPs to self-diagnose any further team dynamics issues, as per scope	1		R

<b>9</b>	Close-out report with recommendations for each division, as per scope	<b>2</b>		R
<b>SUB-TOTAL</b>				<b>R</b>
<b>VAT@15%</b>				<b>R</b>
<b>TOTAL BID PRICE FOR THE PERIOD OF TEN (10) MONTHS</b>				<b>R</b>

### **PRICING INSTRUCTIONS**

- If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.
- Price must be reflected Excluding and Including VAT.
- All prices must include disbursements.
- Prices must be firm and unconditional.

**ANNEXURE A: COMPANY EXPERIENCE**

<b>No</b>	<b>Client Name</b>	<b>Description of project/s completed of team effectiveness or similar activities</b>	<b>Project Start Date(must show month and year)</b>	<b>Project End Date (must show month and year or ongoing)</b>	<b>Contact Person Name and contact details (email address and/or contact number)</b>
1					
2					
3					
4					
5					

**SIGNATURE: ..... NAME OF BIDDER..... (Of person authorised to sign on behalf of the Bidder)**

## **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.

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	021/2026/HR&OD/DESIGN/RFQ	CLOSING DATE:	17 JUNE 2026	CLOSING TIME:	11: 00 A.M.
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DIAGNOSE, DESIGN, FACILITATE AND EMBED TEAM EFFECTIVENESS IMPROVEMENTS IN CONFLICT MANAGEMENT, LEADERSHIP ALIGNMENT, WAYS OF WORKING, DECISION-MAKING, TRUST, PERFORMANCE ACCOUNTABILITY AND CROSS-FUNCTIONAL COLLABORATION WITHIN TWO DIVISIONS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<a href="mailto:tmolatudi@tcta.co.za">tmolatudi@tcta.co.za</a>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	RECEIVING OFFICER		CONTACT PERSON	RECEIVING OFFICER	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:tmolatudi@tcta.co.za">tmolatudi@tcta.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tmolatudi@tcta.co.za">tmolatudi@tcta.co.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <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

#### 3. BID SUBMISSION:

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

#### 4. TAX COMPLIANCE REQUIREMENTS

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

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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**

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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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.

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);

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

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

**2. DEFINITIONS**

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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.)***

CRITERIA OF SPECIFIC GOALS	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	

3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

**ANNEXURE F**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If applicable)</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ol style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation-             <ol style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ol> </li> </ol>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ol style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and underdeveloped areas;</li> <li>(e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ol>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Commissioner of Oaths  
 Signature & stamp  
 Date \_\_\_\_\_

## ANNEXURE G

### SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If applicable)</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ul> </li> </ul>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and underdeveloped areas;</li> <li>(e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

6. Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

Signature & stamp

Date: