

**REQUEST FOR QUOTATION - INVITATION FOR GOODS AND/ OR SERVICES**

**Procurement Less than R 1 000 000 (Including Vat)**



**REQUEST FOR QUOTATION**

**National Prosecuting Authority South Africa**

**D12826**

**LITIGATION MANAGEMENT SOFTWARE AND SUPPORT**

**INSTRUCTIONS**

Please read the request in full **BEFORE** completing the RFQ. The RFQ is to be completed in full.

Please complete and submit the following:

- NPA request for quote
- Quote in your quote format
- SBD4
- SBD6.1
- Detailed proposal in which you indicate how you propose to provide the services to the NPA. The proposal **MUST** include the following:
  - Delivery timelines and method (from receipt of order until received at end user)
  - Process as to how support will be provided

Note – Please use the table on page 2 of this document as a checklist to ensure all documents are included in your submission. Submissions will be evaluated in terms of the criteria as per page 3 of this document.

In order to submit a quotation, your company must be registered on the Central Supplier Database (<https://secure.csd.gov.za>). Please remember that it is now your responsibility to maintain your data on the CSD and to ensure your company is compliant and that the tax status remains positive at all times.

NOTE – Your submission is to be delivered to the NPA Head Office and placed in the **SCM box at the main reception area** (please **DO NOT** place documents in the tender box at the main entrance). Physical address is as follows:

**SUPPLY CHAIN MANAGEMENT (RFQ)  
NATIONAL PROSECUTING AUTHORITY  
VGM BUILDING  
123 WESTLAKE AVENUE  
WEAVIND PARK  
SILVERTON  
PRETORIA**

If submissions are sent via courier/messenger, it is your responsibility to ensure they reach the NPA by the stated closing date & time.



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**D12826****DOCUMENTS CHECK LIST**

Service Providers (SP's) are requested to use the checklist below for documents to be submitted with the RFQ.

NO	DOCUMENTS	DOCUMENTS ATTACHED (YES/NO)
1.	Central Supplier Database (CSD) <b>Registration Report</b> (to verify compliance) and not older than 1 week as per the closing date	
2.	Company profile <b>(including specific confirmation that bidders full time nature of business includes printing services)</b>	
3.	Bidders must provide proposed approach/methodology, proposal and operational/works schedule indicating project activities, timeframes, deliverables and delivery lead times. The plan should cover the full scope of work.	
4.	Quotation/proposal with detailed pricing schedule	
5.	Certified copies of Identity Documents of Directors / Owners	
6.	Completed and signed NPA RFQ document – see pages 4 - 6	
7.	Correctly completed and signed SBD4 and SBD 6.1 – see pages 9 - 16	

**NOTE – It is not necessary to submit any other documents other than those indicated above.**

**\* NOTE – CSD compliance is measured as follows:**

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| a. Business Status                   | - Must be IN BUSINESS            |
| b. Restricted Supplier               | - Must be NO                     |
| c. Banking Details                   | - Must be VERIFICATION SUCCEEDED |
| d. Overall Tax Status                | - Must be TAX COMPLIANT          |
| e. Directors - Restricted Supplier   | - Must be NO                     |
| f. Directors – Government Employee** | - Must be NO                     |

Points a. and b. are found on page 1 of the CSD report. Points c. and d. will follow the addresses section and points e. and f. are found under each individual director's details – found on the last pages of the CSD report (if the company has multiple directors then ALL the listed director's individual compliance must reflect as NO in order for the supplier to be compliant).

**\*\*NOTE** – Government employees includes but is not restricted to the following - Persons employed by National, Provincial or Local Government, inc any entities run/managed by any Organ of State. Persons employed by any State-Owned Entity are also excluded.

**D12826**

## **EVALUATION CRITERIA**

The following criteria will be used to evaluate this RFQ -

1. **Screening** – RFQ will be checked to ensure all documents are submitted, are signed (where relevant), are correct/valid and that the service provider is compliant in all aspects. **The bidders MUST submit documentation from the OEM to confirm that the bidder is allowed/appointed to sell the applicable software. If the bidder is the OEM, then the proposal is to indicate as such.**
2. **Methodology** – Proposal
3. **Compliance** – as per the CSD compliance criteria indicated on page 2 above
4. **Presentation** – short listed SP's will be requested to do a short presentation (in person) on their proposal for the project. The purpose is to determine if the SP has understood the brief and that based on their proposal and the presentation, that they will be able to provide the services needed to achieve the project outcomes.
5. **Pricing** – the proposal will be evaluated using the 80/20 points system as indicated in the SBD6.1 (pages 12 – 16). Failure to fully complete the SBD6.1 could result is no points being allocated for the specific goals.

### **NOTE**

Points 1 to 4 above will be measured on a **COMPLY/NOT COMPLY** basis.

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Procurement Less than R 1 000 000 (Including Vat)



National Prosecuting Authority  
South Africa

**REQUEST FOR QUOTATION**

National Prosecuting Authority South Africa

2023 / 14/02/2023 11:24:51

<b>RFQ ISSUE DATE:</b>	<b>14/02/2023</b>
<b>BUSINESS UNIT:</b>	<b>NPA</b>
<b>RFQ NUMBER:</b>	<b>D12826</b>
<b>REGION/AREA:</b>	<b>NATIONAL</b>
<b>DESCRIPTION OF GOODS/SERVICES:</b>	<b>REQUEST FOR SERVICE PROVIDER TO SUBMIT QUOTATIONS FOR THE FOLLOWING GOODS/SERVICES: LITIGATION MANAGEMENT SOFTWARE</b>
<b>RFQ CLOSING DATE:</b>	<b>22/02/2023 BY 11H00</b>
<b>SUPPORTING DOCUMENTS</b>	<b>1. SBD 4 (DECLARATION OF INTEREST) 2. SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022)</b>
<b>BRIEFING SESSION:</b> Time Date Venue	<b>N/A</b>
<b>TECHNICAL ENQUIRIES:</b>	<b>Via e-mail only to <a href="mailto:rfq@npa.gov.za">rfq@npa.gov.za</a></b>
<b>RFQ ENQUIRIES:</b>	<b>Via e-mail only to <a href="mailto:rfq@npa.gov.za">rfq@npa.gov.za</a></b>
<b>SUBMISSION:</b>	<b>Complete Quotation to be delivered to the NPA Head Office (see page 1 for details)</b>

NPA requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on or before the date stipulated. Late and incomplete / missing documentations will invalidate the quotation submitted. NPA is not obliged to accept the lowest or any submission received. NPA reserves the right to accept the whole or any portion of a quotation.

Where applicable, this RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Regulations 2022



National Prosecuting Authority  
South Africa

**REQUEST FOR QUOTATION - INVITATION FOR GOODS AND/ OR SERVICES**

Procurement Less than R 1 000 000 (Including Vat)

**RFQ NR D13093**

<b>Company Name:</b>	
<b>CSD Supplier Number:</b>	<b>MAAA</b>
<b>Contact Person:</b>	
<b>Position of the contact person:</b>	
<b>Physical address of the company:</b>	
<b>E-mail address:</b>	
<b>Tel/Cell number:</b>	
<b>Quotation Validity:</b>	<b>60 days commencing from the closing date</b>

The specific goals allocated points in terms of this RFQ / 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)
GOAL - HDI AT LEAST 51% BLACK OWNED	5	10		
GOAL - AT LEAST 51% BLACK WOMAN OWNED	2	5		
GOAL - AT LEAST 51% BLACK YOUTH OWNED	2	3		
GOAL - AT LEAST 51% BLACK PERSON WITH DISABILITY	1	2		

**CONDITIONS**

1. All goods or services purchased will be subject to NPA Policies & Procedures.
2. It is the responsibility of the bidder to ensure that they are successfully registered on the Central Supplier Database and that they are compliant in all aspects of their registration.
3. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered **before an official order has been received.**
4. Only suppliers who are registered as VAT vendors are entitled to quote prices which are VAT inclusive
5. I certify that the information supplied is correct and I have read and understood the General Conditions of Contract and accept it. The GCC's are available on the National Treasury website - [http://ocpo.treasury.gov.za/Buyers\\_Area/Legislation/Pages/Practice-Notes.aspx](http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/Practice-Notes.aspx) - under 2010 section.
6. I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

<b>NAME &amp; CAPACITY OF BIDDER:</b>		<b>SIGNATURE:</b>	
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**REQUEST FOR QUOTATION - INVITATION FOR GOODS AND/ OR SERVICES**  
**Procurement Less than R 1 000 000 (Including Vat)**

**RFQ NR – D12826**

ITEM NO	DESCRIPTION	QUANTITY REQUIRED	SPECIFICATION ATTACHED (Y/N)	UNIT OF MEASURE	PRICE PER UNIT OF MEASURE	TOTAL PRICE (INC VAT AS APPLICABLE)
1	Supply, install, setup (inc initial training) of litigation management software	1	See page 7 - 8	EA	R	R
2	Support for 36 months	36	See page 7 - 8	Per month	R	R
	<b>NOTE –</b> <ul style="list-style-type: none"> <li>Contract will be for 36 months and/or to a maximum of R 1 000 000,00.</li> <li>Price to be fixed for full period.</li> <li>Payment will only be done for services rendered and in arrears.</li> <li>Official order will be issued before any work is to commence.</li> <li>Appointed SP will be required to sign SLA.</li> </ul>					

**Conditions**

**TOTAL PRICE INCLUSIVE OF VAT:**

**R** \_\_\_\_\_

1. In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
2. All goods or services purchased will be subject to the General Conditions of Contract as issued by National Treasury.
3. All prices quoted must be inclusive of Value Added Tax (VAT) – where applicable.
4. Prices quoted must include delivery charges and goods must be delivered to the address provided.
5. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
6. The NPA reserves the right to decline any quotation/s received from the supplier.

**IF NOT BIDDING, INDICATE SO AND RETURN DOCUMENTS TO THE RELEVANT PROCUREMENT OFFICIAL**

**NAME OF BIDDER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## **SPECIFICATION FOR LITIGATION MANAGEMENT SOFTWARE**

1.	Bidder must provide a project schedule addressing all components that need to be deployed
2.	Project Implementation Project Management Software installation and configuration of entire solution at Head office and regions
3.	Start-up of system services and testing
4.	Provide a Project schedule
5.	Maintenance and Support Three (3) year maintenance and support, Support hours, 8 hours per month
6.	Training of the solution for 6 administrators, ±50 users
7.	<p><b>Litigation Management Practice Management</b></p> <ul style="list-style-type: none"> <li>• Automatically allocates file numbers to new matters (files).</li> <li>• Matter filtering: by LAD official (Fee Earner) Matter type Last stage reached Date instructed / court date / prescription date</li> <li>• Archiving matters / un-archiving matters</li> <li>• Allocate file notes</li> <li>• Send emails directly from address book</li> <li>• Capturing and accessing names, address and further details pertaining to particular parties involved in matters stored in accessible address book.</li> <li>• Customizable searches by name, address, telephone number, ID number and email address.</li> </ul> <p><b>Single Screen Interface</b></p> <ul style="list-style-type: none"> <li>• Show parties attached to matters by their specific role in that matter.</li> <li>• Ability for user to correspond via email with the parties from one central screen.</li> <li>• Letters and emails to be sent from single screen and a copy is stored and archived in document log for the matter.</li> <li>• Insert file notes directly into each matter.</li> <li>• Easy access to latest status update of each matter.</li> <li>• Ability to filter each matter by status.</li> </ul> <p><b>Diary System with alerts</b></p> <ul style="list-style-type: none"> <li>• Reminders are inserted per matter.</li> <li>• Personal and customizable reminders;</li> <li>• Overdue warnings;</li> <li>• Supervisor access to reminders of officials and filter them by matter, date, and status (complete/incomplete),</li> <li>• Ability to email reminders to various parties involved in the matter.</li> </ul> <p><b>Administration and Document Handling</b></p> <ul style="list-style-type: none"> <li>• Generating management reports per official / fee earner and each matter.</li> <li>• Document Log keeping track of all correspondence for each matter incoming and outgoing, for and by all officials including emails, incoming documents (scanned), and outgoing letters and documents;</li> <li>• Original document storage in the document log and automated conversion to PDF;</li> <li>• Automated and searchable document log;</li> <li>• Storage and archiving each letter generated directly off the system.</li> </ul>

	<b>Accounting and Bookkeeping</b> Management and administration of financial aspects for each matter
8.	<b>Reports</b> System must have capability of producing customizable reports, for example: <ul style="list-style-type: none"> <li>• Security audit trails</li> <li>• Audit trail of documents, access, modifications, sent, receipt of documents,</li> </ul>
9.	<b>Browser Access</b> E.g., Google Chrome or Microsoft Edge, etc
10.	The system must allow for multiple signatories on a document and process flows; The system must have embedded security for access, storage and preserve user privacy;
11.	<b>Compatibility:</b> The Head Office data centre (Pretoria, VGM Building) is made up of HP Blade technology as a physical hardware platform. and are further optimized by using Microsoft HyperV virtualization technology. In addition, the Storage Area Network (SAN) is NetApp The 22 regional sites are made up of HP Proliant and are housed in APC Environmental Rack each with its own cooling unit and UPS. The solution proposed must be compatible / integrate with the following server platforms and applications: Microsoft Windows Server 2016, later version; <ul style="list-style-type: none"> <li>• Microsoft Active Directory 2016 and Exchange 2016, later version;</li> <li>• Microsoft SQL 2016 or later version;</li> <li>• Microsoft System Centre Configuration Manager, Operations Manager, Windows Software Update Service;</li> <li>• Microsoft SharePoint 2007 and Higher;</li> <li>• Microsoft Office 2019.</li> </ul>
12.	<b>Security</b> The system \ solution must have the following capabilities: <ul style="list-style-type: none"> <li>• Users to have unique usernames and passwords;</li> <li>• Solution to be able to integrate with Microsoft Active Directory, single sign on;</li> <li>• Assign different user roles</li> <li>• The solution to also be accessible via a secure portal,</li> <li>• The solution to be accessible remotely through the Virtual Private Network;</li> <li>• Security audit trails, enabling system administrators view of access history of all registered users.</li> </ul>



## SBD4 - 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 institution	State

- 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:

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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 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

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

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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.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN

TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN

MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## 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
PRICE	80
SPECIFIC GOALS	20
<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:

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

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:

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

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)
GOAL - HDI AT LEAST 51% BLACK OWNED	5	10		
GOAL - AT LEAST 51% BLACK WOMAN OWNED	2	5		
GOAL - AT LEAST 51% BLACK YOUTH OWNED	2	3		
GOAL - AT LEAST 51% BLACK PERSON WITH DISABILITY	1	2		

#### 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.  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>	..... ..... ..... .....