



NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

REQUEST FOR QUOTATION (RFQ)

To:	All participating bidders	From NYDA	Mmabatho Tseko
Date:	26/03/2026	Number of Pages	16
Contact details	087 158 6378	Mmabatho.Tseko@nyda.gov.za	
Project description	Procurement of Performance Management Training (Blended Delivery)		
RFQ number	RFQ2026/058-05706/NYDA		

CLOSING DATE: 31/03/2026 at 17:00

SUBMISSION EMAIL ADDRESS: Quotations2@nyda.gov.za

Issued by:

National Youth Development Agency
7 Naivasha Road
Sunninghill
2191

Name of Bidder:

ADDRESS :

LAND LINE : **Cell No:**

EMAIL:

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ2026/049-05706/NYDA	CLOSING DATE:	31 March 2026	CLOSING TIME:	17:00
DESCRIPTION	Request for Quotation – Performance Management Training (Blended Delivery)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL YOUTH DEVELOPMENT AGENCY					
7 NAIVASHA ROAD					
SUNNINGHILL					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Quotations2		CONTACT PERSON	Mmabatho Tseko	
TELEPHONE NUMBER	087 158 6345		TELEPHONE NUMBER	087 158 6378	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Quotations2@nyda.gov.za		E-MAIL ADDRESS	Mmabatho.Tseko@nyda.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART THE QUESTION BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

- | |
|--|
| 1. BID SUBMISSION: |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7). |

- | |
|---|
| 2. TAX COMPLIANCE REQUIREMENTS |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 2.6 WHERE NO TCS 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:

A. ADMINISTRATIVE COMPLIANCE

	QUOTATION DATA	Compliance			
		Yes	No	Noted	If no, indicate deviation
1.	EVALUATION PROCESS				
1.1	<u>STAGE ONE:</u> ADMINISTRATION COMPLIANCE				
1.1.1	<p>All quotes will be evaluated to determine compliance with quotation requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <p>(a)Eligibility/mandatory requirements</p> <p>Quotes will only be compliant if bidder has submitted the following documents:</p> <ul style="list-style-type: none"> • A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin prior to the award of the bid. • SBD1 - Invitation to bid • SBD 4 (Bidders Disclosure) - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive • A completed and signed pricing schedule using the template provided • Three (3) References letters from previous clients for similar comprehensive programs <p>Failure to provide any mandatory information required will result in the submission being considered non-responsive</p>				
1.2	<p><u>STAGE TWO</u></p> <p>PRICE AND SPECIFIC GOALS</p> <p>In order for the bidder to claim specific goals:</p> <ul style="list-style-type: none"> • The bidder must indicate how they claim points for each preference point system in the SBD 6,1 form, and; • A BBBEE Certificate/Sworn Affidavit must be attached. <p>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.</p>				

	QUOTATION DATA	Compliance			
		Yes	No	Noted	If no, indicate deviation
1.2.1	Price and Specific Goals evaluation will only be done to bidders who went pass Stage 1				
1.3	ADJUDICATION OF BID				
1.3.1	The bid shall be awarded at the sole and absolute discretion of NYDA. NYDA hereby represents that it is not obliged to award this bid to any bidder. NYDA is entitled to retract this bid at any time as from the date of issue and is not obliged to award this bid to the bidder that quotes the lowest.				
1.3.2	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of NYDA regarding this bid from the date the offer is submitted until the date of award of the bid.				
1.4	Awarding of contract				
1.4.1	This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and specific goals will amount to 20 points. The award of business will be made to a bidder who has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder				
1.4.2	NYDA reserves the right to award this bid in full or in Part.				
1.4.3	No service rendered or delivery to be made without a purchase order. Services rendered or goods delivered without a purchase order will not be paid for.				
1.4.4	NB: SHOULD THE APPOINTED SERVICE PROVIDER DECIDE TO OUTSOURCE THE SERVICES OR WORK UNDER THIS RFQ, THEY MUST ENSURE THAT THEY DO NOT APPOINT A PERSON OR COMPANY OWNED BY A PERSON WORKING FOR THE STATE. FAILURE TO ADHERE TO THIS CLAUSE WILL LEAD TO DISQUALIFICATION AND CANCELLATION OF PURCHASE ORDER AND OR CONTRACT				

B. Terms of Reference

The National Youth Development Agency (NYDA) invites you to submit a quotation for the **Performance Management Training programme for 43 managers**. The NYDA is classified as a National Public Entity as listed in Part A of Schedule 3 of the Public Finance Management Act, which report to the Minister of Women, Youth and Persons with Disabilities. The agency derives its mandate from the National Youth Development Act No 54 of 2008. The organisation has a **Performance Management Policy, Reward and Recognition Framework** and a **Recruitment and Selection Policy** (including provisions on employment periods), which serve as the relevant frameworks guiding performance management and probation within the NYDA. The training should be comprehensive and practical, equipping managers with advanced skills to proactively manage performance, provide constructive feedback, and support employee development aligned with NYDA's strategic objectives.

1. Training Scope and Content

The training programme must comprehensively cover, but not be limited to, the following areas:

Foundations and Frameworks

- Legislative framework and codes of good practice on performance management, probation, and related areas.
- Ethical, legal, and organisational considerations in performance management and Probation.
- The relationship between National Priorities/mandate, Shareholder Compact, Government Planning and Performance Management.
- Theory of Change at Organisational Performance and Individual Performance.
- Integration of Performance Management and other Planning strategic documents
- Principles, values, philosophy, and strategic objectives of performance management in achieving organisational goals.
- Interfaces of Performance Management to other Human Resources related functions.
- The relationship between Performance Management to the Organisational Culture.
- Types and approaches to performance management.
- Performance management trends and future outlook.
- Organisational performance versus team and individual performance.
- Linking divisional performance to organisational goals.
- Building a performance culture that promotes professionalism, ethical behaviour, and accountability.
- Roles, responsibilities, and accountabilities in performance management, considering the service delivery model (43 Branches and Head Office) and the HR Business Partnering Model.
- Risk identification and mitigating control measures in performance management.
- Embedding organisational mission, vision, values, and competencies into performance management.
- Institutionalising a high-performance culture and developing high-performing teams.
- Compliance requirements, due dates, and activities within performance management.
- Change management principles and practices in performance management.
- Glossary of Terms/Terminology- Performance Management.

Planning and Contracting

- Understanding the performance cycle/process (mid-year and annual evaluations)
- Balanced Scorecard methodology at Organisational Performance and Individual Performance for performance management
- Setting clear perspectives, Key Performance Areas (KPA), Key Performance Indicators (KPIs), and weights:
 - In line with **SMART principles**
 - Aligned to strategic plan, annual performance plans, operational plan, and divisional strategies.
 - Considering resource requirements and enabling conditions
- Strengthening compulsory Key Performance Areas and Key Performance Indicators
- Types of Key Performance Indicators (KPIs) and their applications
- Practical demonstration of performance contracting
- Quality assurance of the Performance Contracts to mitigate risks during performance assessments/moderations.
- Practical Challenges and solutions in Planning and contracting Phase of PM.

Development

- Developing, implementing, and monitoring the Personal Development Plan (PDP)
- Integrating the PDP into the organizational skills and development plans (including Workplace Skills Plan) considering limited financial resources.
- Practical challenges and solutions in the Development Phase.

Monitoring, Coaching and Support

- Monitoring performance and recognizing early signs of poor performance, including behavioral and performance “red flags”.
- Providing constructive feedback and applying effective coaching techniques
- Leading high-performance conversations, including difficult conversations
- Applying best coaching methods to drive high-performance results
- Implementing strategies to improve performance, including motivation, engagement, and retention strategies.
- Practical challenges and solutions.

Performance Monitoring, Reviews and Assessment/Evaluations

- Performance Evaluation Rating Scale.
- Conducting mid-year and annual performance assessments.
- Evidence collection and documentation best practices.
- Practical demonstration of performance monitoring
- Practical demonstration of performance assessment
- Reducing bias and ensuring objective assessments
- Practical challenges and solutions

Performance Moderations

- Objectives, principles, procedures, roles and responsibilities.
- Performance Management Calibration and Calibrated Rating Scale

- Understanding and moving beyond the bell curve; performance distribution analysis at individual, programme, and divisional levels (e.g., Corporate Services, Finance, Operations, ICT, Office of the CEO, and Office of the Chairperson/Deputy Chairperson) and analysis.
- Practical demonstration of performance moderations
- Practical challenges and solutions

Managing Performance Outcome

Rewards and Recognitions

- Principles, values, Philosophy and Strategic Objective of Rewards and Recognitions.
- Reward and recognition for performance in the public sector/ NYDA context
- Reward and Recognition Trends and applications
- Practical challenges and solutions

Managing unsatisfactory, poor performance and corrective action.

- Identifying causes of poor performance and applying diagnostic techniques
- Addressing poor performance issues promptly and effectively
- Developing, implementing, and reviewing Performance Improvement Plans (PIPs) and Templates
- Managing poor performance and corrective measures in compliance with policies, procedures, and legislation
- Understanding incapacity processes due to poor work performance versus ill health contributing to poor performance.
- Practical challenges and solutions

Mechanism for the resolutions of Performance Matters

- Mechanism to address complaints, grievances, Appeals and disputes in performance management.
- Practical Challenges and Solutions

Performance Management Reporting and Governance

- Preparation and presentation of performance management reports including Bell Curve/ Performance Distribution (i.e., performance agreements/contracting, performance evaluations, and moderations) to Operations Executive Management (OPSEXCO), Executive Management Committee (EMC), Human Resource and Remuneration Committee, and the Board
- Comparative performance management reporting over a three (3) or five (5) year period
- Calculation and analysis of performance scores based on ratings and weighting of individual Key Performance Indicators (KPIs).
- Drafting motivation for Performance linked to Rewards for the Organisational Level, Programme Level and each Division for Performance Reward: (e.g., Corporate Services, Finance, Operations, ICT, Office of the CEO, and Office of the Chairperson/Deputy Chairperson) for incorporation into the report for Performance Reward.
- Practical Challenges and Solutions

Applied Learning

- Benchmarked Best case study on performance management that relate to NYDA Context.
- Practical exercises tailored to NYDA's operational context
- Case studies tailored to NYDA programmes and Divisions
- Role-plays and simulations of real managerial conversations
- Hands-on practice using the NYDA electronic performance management system, including capturing goals, uploading evidence, navigating digital workflows, and resolving common system errors

Probation Management

- Understanding the probation cycle, Principles and process
- Managing probation: setting expectations, providing support, recognising red flags, and making informed decisions
- Aligning probation management with overall performance management processes
- Probation monitoring and coaching
- Conducting probation assessments, Quarterly reports and determining extensions where necessary
- Developing, implementing, and reviewing **Performance Improvement Plans (PIPs)** during probation.
- Probation Management Templates and relevant Forms
- Practical Challenges and Solutions

Non- Compliance to Performance Management.

- Managing consequences for non-compliance during planning, contracting, monitoring/interim evaluation, and final assessment.

2. Training Delivery Requirements

- Duration: 2 days thorough program
- Format: Blended training
- Venue: Hybrid (i.e. MS Teams (Online) and Sunninghill (NYDA to provide))
- Methodology: Highly interactive, including workshops, group discussions, role-plays, and case studies, Video etc
- Materials: Comprehensive training manuals, handouts, digital resources, and practical templates
- Assessment: Pre-and post-training evaluation to measure knowledge, skills, and practical application.

3. Trainer Requirements

- Proven experience delivering performance management training to managers, preferably in public sector or similar organizations
- Strong facilitation, coaching, and interpersonal skills
- Ability to tailor content to NYDA's operational context
- Knowledge of best practices in performance management, employee development, and leadership

4. Proposal Submission Requirements

Interested training providers should submit:

- Detailed training program and methodology covering the above scope and more, emphasizing practical skills for proactive performance management

- Trainer profile(s) with relevant five (5) years' experience in performance management in Corporate Organisation or Public Sector, Public Entities or Organ of state. Please note that the organisation may verify the experience with the organisation (Please provide a detailed CV with the contact details (Telephone/Cellphone and Email and Physical Address) of each employer indicated in the CV)
- Trainer with a National Diploma/a Degree qualifications in Human Resources and or Industrial/ Organisational Psychology, or equivalent qualification. Please note that the organisation may verify the qualification.
- Proposed training schedule and duration
- Cost breakdown, including training materials, travel, and other expenses (no hidden cost)
- Three (3) References letters from previous clients for similar comprehensive programs. Please note that the organisation may verify the references.
- Sample training materials, manuals or templates to demonstrate content quality
- NB!! The appointed service provider may be required to present their proposed training materials and methodology to the designated committee prior to implementation for review and approval. The committee may provide inputs, and the documents may need to be revised and resubmitted.

Please note that if the submitted training materials and methodology do not meet the organisation's requirements, the training may be cancelled at the discretion of the organisation.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Detailed and Practical relevance training program and methodology covering the above scope and more **(in any correct sequence not only the sequence provided above)**, emphasizing practical skills for proactive performance management
- Trainer profile(s) with relevant five (5) years' experience in performance management in Corporate Organisation or Public Sector, Public Entities or Organ of state. Please note that the organisation may verify the experience with the organisation (Please provide a detailed CV with the contact details (Telephone/Cellphone and Email and Physical Address) of each employer indicated in the CV)
- Trainer with a National Diploma/a Degree qualifications in Human Resources and or Industrial/ Organisational Psychology, or equivalent qualification. Please note that the organisation may verify the qualification.
- Proposed training schedule and duration
- Cost breakdown, including training materials, travel, and other expenses (no hidden cost)
- Three (3) References letters from previous clients for similar comprehensive programs.
- Cost-effectiveness and value for money
- Evidence of successful delivery of similar performance management training: Service providers must submit case studies or descriptions of similar training programs, training evaluation reports, and sample training materials (e.g., agenda, course outline, or slides)

6. Certification

- Participants must be issued with Completion Certificate upon successful completion of the training.

C. Price schedule

DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE EXCLUDING VAT
Performance Management Training Programme	43	R	R
Total Excluding VAT		R	R
		VAT	R
Total Including VAT		R	R

COMPANY NAME : _____

SIGNATURE OF BIDDER: _____

CAPACITY : _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

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

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

May 2011

**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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed)
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	(To be completed by the organ of state)	by the tenderer)
At least 51% owned by black people that are youth	8	
At least 51% owned by women	8	
AT least 10% owned by persons with disability	4	

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:

