

TENDER No.:	TIA003/2025
DESCRIPTION:	PANEL OF EXECUTIVE SEARCH AND RECRUITMENT AGENCY SERVICE PROVIDERS FOR TECHNOLOGY INNOVATION AGENCY TENDER
ADVERT DATE:	06 June 2025
DEADLINE AND E-MAIL ADDRESS FOR ENQUIRIES	17 June 2025 at 10:00am. Applicants to e-mail nana.modiba@tia.org.za for enquiries (not for tender submissions) - please write TIA003/2025 ENQUIRIES on the subject line).
CLOSING TIME AND DATE	07 July 2025 at 11:00am
DELIVERY DETAILS:	Electronic submissions: Tenders@tia.org.za <i>Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject 'Part 1, Part2 or Part 3'.</i> <u>E.G. TIA003/2025 – PART 1 (on the subject line)</u>
REQUIRED TENDER VALIDITY:	120 days after closing date
CONTACT PERSON:	Mapule Msiza (nana.modiba@tia.org.za – not for tender submissions) and state TIA003/2025 on the subject line for enquiries about the tender
DURATION OF CONTRACT	36 Months



1. BACKGROUND

- 1.1 The Technology Innovation Agency (TIA) is a schedule 3A public entity of the Department of Science, Technology and Innovation, in terms of the Public Finance Management Act, 1999 and established in terms of the Technology Innovation Agency Act, 2008. The Agency is set up as a public entity with the aim of stimulating and intensifying technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations.
- 1.2 TIA's core business objective is to support the development and commercialisation of competitive technology-based services and products. The Agency primarily uses South Africa's science and technology base to develop new industries, create sustainable jobs and help diversify the economy.

2. PURPOSE

- 2.1 TIA seeks to procure services that will support the Talent Acquisition process as follows:
 - 2.1.1 To procure a **Panel of Executive Search service providers** to broaden the reach of suitably qualified candidates when filling Executive positions and;
 - 2.1.2 To procure a **Panel of Recruitment Agencies** to reduce the recruitment cycle times and access staff-on-demand during peak periods.
- Bidders should specify the Panel they are applying for and provide the necessary supporting documentation.**

3. SOLUTION DESCRIPTION

- 3.1 Due to operational requirements of the Human Resources unit, there exist a need to appoint a panel of service providers that can assist TIA to recruit and search for



suitable candidates to fill vacant positions. The evolving capacity needs of TIA requires the use of experienced service providers that can provide effective Recruitment and/or Executive Search services.

- 3.2 To fully capacitate the organisation on a continuous basis, TIA seeks to appoint a Panel of Executive Search service providers and a Panel of Recruitment Agencies that can be utilised and rotated as required.

4. BUSINESS PROBLEMS AND ISSUES

Business problems and issues associated with the lack of service providers to assist with the Talent Acquisition process is as follows:

- 4.1 Long cycle times to fill positions at all levels;
- 4.2 Lack of a database with experienced candidates who possess the requisite skills-mix, leading to inability to source suitably qualified candidates;
- 4.3 Limited accessibility to available resources to fill positions to meet operational requirements during peak periods;

5. OBJECTIVES

The following strategic benefits will be delivered from the procurement of Executive Search and/or Recruitment Agencies Panels:

- decreased recruitment process by reducing the cycle times;
- a database of suitably qualified and experienced candidates to sources when implementing the staff-on-demand approach during peak periods;
- improved quality and objectivity of the recruitment process; and
- candidates' retention services

6. SCOPE OF WORK

- 6.1 Successful bidders for Recruitment Agency services are expected to:
- 6.1.1 Use the defined functional requirements as basis for solution implementation to cater for the full implementation life cycle which involves scoping, researching, sourcing,

interviewing, conducting risk assessments and present suitably qualified candidates to TIA to be interviewed; liaise with the candidate always and provide feedback to all candidates involved in the recruitment process.

6.1.2 Successful bidders for Executive Search Services must be able to scope the assignment, conduct research, interview candidates, conduct risk assessments, present the shortlist of candidates to be interviewed, provide feedback to candidates at the end of the recruitment and selection process; provide candidate retention services after appointment.

6.1.3 Provide the organisation with candidates to fill temporary or fixed-term contract positions as and when required by TIA.

7 FUNCTIONAL REQUIREMENTS

The functional requirements defined below:

7.1. TIA will manage the placing of adverts in the media through the Supply Chain Management (SCM), however the service provider is required to assist TIA with the recruitment and Executive Search process as described under the functional specifications.

7.2 TIA reserves the right to directly advertise, recruit and fill any vacant positions at any time using in-house recruitment platforms .

7.3 The service provider / s will be required to assist with the process of filling the current and future vacant positions of any of the following categories, as and when required:

1. Top Management vacancies
2. Senior Management vacancies
3. Middle Management vacancies
4. Professionally qualified/junior management vacancies

5. Semi-Skilled vacancies

7.4 **Expected Deliverables:**

- The Service provider to provide specialist recruitment and/or Executive Search services to TIA.
- Defined research methodology to be used during the process of Executive Search (if bidding for Executive Search).
- Conduct initial screening interviews to verify CVs and assess some behavioural characteristics of candidates
- Defined Turnaround times for each phase of the recruitment value chain
- Provide a quality list of candidates for TIA to consider for shortlisting and interviewing.
- Provide TIA with qualification checks, ITC, reference checks where required
- Provide feedback to interviewed candidates, whether the placement was successful or not
- Act as a liaison between the TIA and the candidates
- Constantly act objectively with the highest level of confidentiality throughout the process
- Federation of African Professional Staffing Organisation (APSO) Certificate or association with the equivalent professional body.

8 **GENERAL TERMS AND CONDITIONS**

- 8.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 8.2 A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.



- 8.3 Kindly note that TIA is entitled to:
- 8.3.1 Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
 - 8.3.2 Verify any information contained in a proposal;
 - 8.3.3 Not appoint any bidder;
 - 8.3.4 Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
 - 8.3.5 Disqualify proposals that contain an omission of disclosure of material information, that is factual inaccurate, and/or contains a misrepresentation of facts. This could also lead to the cancellation of any subsequent contracts;
 - 8.3.6 Not accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, TIA shall be entitled to appoint the contractor who was rated 2nd (second), and so on;
 - 8.3.7 Award this RFP as a whole or in part without furnishing reasons;
 - 8.3.8 Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability;
 - 8.3.9 The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein);
 - 8.3.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document; and



8.3.11 The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

9 EVALUATION CRITERIA

9.1 The Recruitment services tender will be evaluated based on the criteria requirements listed below.



Evaluation Criteria for Recruitment Agencies	Weight	Maximum Score
<p>1. Experience of the recruitment agency (Provide the Company profile)</p> <ul style="list-style-type: none"> • 10 years and more = 5 • 8-9 years = 4, • 6-7 years= 3 • 4-5 years,= 2 • 3 years and less = 1 	0.3	5
<ul style="list-style-type: none"> • Contactable references (Reference letters not older than 7 years). Written letters of successful placements for positions at various levels within the organisation, provided by previous clients with contactable references. • 5 = 5 letters from past recruitment service clients; • 4 = 4 letters from past recruitment service clients; • 3 = 3 letters from past recruitment service clients; • 2 = 2 letters from past recruitment service clients; • 1 = 1 letters from past recruitment service clients; 	0.2	5
<p>2. Competence: Provide a methodology applied to fill vacancies including capability to conduct risk assessments at different levels of the organisation and timelines of each phase.</p> <ul style="list-style-type: none"> • 5= Comprehensive methodology for Recruitment services submitted: the methodology comprises of the scope, research, sourcing of candidates, risk assessments (provide evidence of implementing with time timelines). • 1= Non comprehensive methodology submitted • 0= No methodology submitted 	0.3	5

3. Project Team Experience in Recruitment Services <ul style="list-style-type: none"> • 5 = 5 years or more • 3 = 3 to 4 years • 1 = 3 years and below 	0.2	5
Total weighted= score/Maximum possible score	1.0	100%
Minimum qualifying score (expressed as percentage)		75%

9.2 Tenders for the Executive Search services will be evaluated based on the criteria requirements listed below.

Evaluation Criteria for Executive Search services	Weight	Maximum Score
4. Experience of an Executive Search firm (Provide company profile) <ul style="list-style-type: none"> • 10 years and more = 5 • 8-9 years = 4, • 6-7 years= 3 • 4-5 years,=2 • 3 years and less = 1 	0.2	5
5. Contactable references not older than 7 years- (Prior experience in rendering Executive Search services) Written letters of successful Top and Senior Management placements using Executive Search services, provided by previous clients with contactable references. <ul style="list-style-type: none"> • 5 = 5 letters from previous clients • 4= 4 letters from previous clients • 3 = 3 letters from previous clients • 2 = 2 letters from previous clients • 1 = 1 letter from previous client. 	0.3	5
6. Competence: Provide a methodology applied to fill vacancies using Executive Search services including capability to conduct risk assessments at different levels of the organisation and timelines of each phase. <ul style="list-style-type: none"> • 5= Comprehensive methodology for Executive Search services including retention services submitted: the methodology 	0.3	5

<p>comprises scope, research, sourcing of candidates, risk assessments provide evidence of implementation.</p> <ul style="list-style-type: none"> • 1= Non-comprehensive methodology submitted (some elements from the above are excluded). • 0= No methodology submitted. 		
<p>7. Executive Search Project Plan in conjunction with the comprehensive methodology indicating timelines to fill vacant positions. The bidder must provide evidence from previous assignments in the Science and Technology space.</p> <ul style="list-style-type: none"> • 5= evidence of filling positions within 3 months or less; • 3= evidence of filling positions within 4 months; • 1 = evidence of filling positions within 5 months or more 	0.2	5
Total weighted= score/Maximum possible score	1.0	
Minimum qualifying score (expressed as percentage)		75%

9.3 Specific Goals- 80/20 preferential point system

Specific Goal	Points	Proof
At least 51% Black ownership	10	Share register or Central Supplier Database report
Less than 51% Black ownership	0	
At least 51% Black Women ownership	10	Central Supplier Database report or Share Register with the copy of and ID
Less than 51% Black Women ownership	0	
Total points for specific goals	20	
Price	80	Quotation
Total	100	

10 MANDATORY REQUIREMENTS

- 10.1 Proposals will be disqualified or excluded under the following conditions:
 - 10.1.1 Submission after the deadline;
 - 10.1.2 Proposals submitted at incorrect location
 - 10.1.3 Service Providers not registered on Central Supplier Database (www.csd.gov.za)
 - 10.1.4 Service Providers whose tax matters are not in order when TIA appoints
 - 10.1.5 Federation of African Professional Staffing Organisation (APSO) Certificate or equivalent

11 COSTING

Bidder to provide detail cost breakdown for the following:

- 11.1 Cost for appointment of candidates on a permanent basis and specify if any, man hours required for implementation.
- 11.2 Cost for appointment of candidates on a temporary or fixed-term basis.
- 11.3 Cost for conducting risk assessments (verification of educational qualification, credit and criminal records, as well as reference checks)

12 PERIOD OF APPOINTMENT

- 12.1 Successful bidder will be subject to the signing of agreements with TIA for a period of 36 months (3 years), subject to performance measures.

STANDARD BIDDING DOCUMENTS

SBD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (<i>NAME OF DEPARTMENT/ PUBLIC ENTITY</i>)			
BID NUMBER:		CLOSING DATE:	
DESCRIPTION			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (<i>STREET ADDRESS</i>)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

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]					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ 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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p>



- 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:

.....

SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

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.



Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, 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 applicable legislation.

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

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.



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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE
TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to 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
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the

time of bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	
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:

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

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 (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)
At least 51% Black ownership		10		
Less than 51% Black ownership		0		
At least 51% Black Women ownership		10		
Less than 51% Black Women ownership		0		

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 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]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and



(e) forward the matter for criminal prosecution, if deemed necessary.

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