



THE SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED

REQUEST FOR QUOTATION DOCUMENT

RFQ SANRAL ER: 2022/4004/020

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING
ON BUSINESS WRITING AND REPORTING**

ISSUE DATE: 09 NOVEMBER 2022

ISSUED BY: SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED

**SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LIMITED
58 VAN ECK PLACE
MKONDENI
PIETERMARITZBURG
3200**

NAME OF SERVICE PROVIDER:

TABLE OF CONTENTS

FORM A: FORM OF OFFER (SBD 7)	6
FORM B: EVALUATION AND SELECTION CRITERIA.....	8
FORM C: SCOPE OF ENGAGEMENT/SPECIFICATION/TOR.....	9
FORM D: PRICING SCHEDULE:.....	111
FORM E: CENTRAL SUPPLIER DATABASE.....	12
FORM F: CERTIFICATE OF TAX CLEARANCE (INCORPORATING SBD 2).....	133
FORM G: BIDDER'S DISCLOSURE (SBD 4)	14
FORM H: PREFERENCE POINTS CLAIM FORM (INCORPORATING SBD6.1).....	17



The South African National Roads Agency SOC Limited (SANRAL) invites quotations from service providers who are registered on the CSD for the **APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING ON BUSINESS WRITING AND REPORTING**

Quotations are to be **emailed** to The South African National Roads Agency (SOC) Ltd per email: ProcurementER4@sanral.co.za.

Closing date: Wednesday, 23 November 2022
Closing time: 11:00

Only e-mail quotations will be accepted. No late quotations will be accepted.

The heading of the e-mail must be clearly marked "**Quotation**" as well as the title "**RFQ SANRAL ER 2022/4004/020 - APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING ON BUSINESS WRITING AND REPORTING**"

Please provide your postal address and contact telephone numbers as part of the body of the e-mail.

Queries relating to issues arising from these documents may be addressed to:

Procurement Administrator: Tel: No. (033) 392 8100, E-mail: ProcurementER4@sanral.co.za

ELIGIBILITY TO PROVIDE A QUOTATION:

Only service providers who are:

- a) Registered on National Treasury Central Supplier Database (CSD).
- b) BBBEE compliant and are between level 1 & 2 and are EME are legible to quote.
- c) Tax compliant prior to award.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SANRAL ER: 2022/4004/020	CLOSING DATE: 23 NOVEMBER 2022		CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING ON BUSINESS WRITING AND REPORTING				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE FOLLOWING EMAIL ADDRESS					
ProcurementER4@sanral.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Procurement Administrator		CONTACT PERSON	Procurement Administrator	
TELEPHONE NUMBER	033 392 8100		TELEPHONE NUMBER	033 392 8100	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	ProcurementER4@sanral.co.za		E-MAIL ADDRESS	ProcurementER4@sanral.co.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]					
2.1 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]		2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> NO					<input type="checkbox"/> YES
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> NO					<input type="checkbox"/> YES
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> NO					<input type="checkbox"/> YES
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> 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:
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. 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
2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.4 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.
2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.8 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.9 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:

.....

FORM A: FORM OF OFFER (SBD 7)

The South African National Roads Agency SOC Limited
58 Van Eck Place
Mkondeni
Pietermaritzburg 3200

Sir,

CONTRACT No: **SANRAL ER: 2022/4004/020**

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING ON BUSINESS WRITING AND REPORTING

I/we further confirm that by submitting this offer the bidder accepts the conditions of tender and offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of tender and the conditions of contract identified in the contract data.

A. PRICE OFFERED

THE OFFERED TOTAL OF THE PRICES (INCLUSIVE OF VALUE ADDED TAX) BROUGHT FORWARD FROM PRICING SCHEDULE IS

..... (in words)

(R in figures)

I/we confirm that if any difference between the total of the Pricing Schedule Summary and the amounts stated above exists, the total in the Pricing Schedule Summary shall apply.

B. PREFERENCE CLAIMED

I/we claim the following B-BBEE contributor status level: Tenderer's B-BBEE Verification Certificate. In the event of any difference between the above stated status level and the Verification Certificate shall apply.

You may accept this offer by signing and returning to the bidder one copy of the Form of acceptance before the end of the period of validity stated in the tender data, (or at the end of any agreed extension thereof), whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

Notwithstanding anything contained in a covering letter to this tender, I/we declare this offer is submitted entirely without deviations or qualifications. Schedule of Deviations or Qualifications by the bidder and that it is made free from any fraud, corruption, and misrepresentation.

Willing and able to commence immediately once appointed, subject to each and every case being dealt with within 14 days of each assignment. I/We agree that the appointment will be for a period not exceeding 12 months unless otherwise agreed to by both parties.

Yours faithfully

SIGNATURE:
.....

DATE:

NAME (IN CAPITALS):

CAPACITY:

NAME AND ADDRESS OF ORGANISATION:

.....

NAME AND SIGNATURE OF WITNESS:

SIGNATURE:
.....

DATE:

NAME (IN CAPITALS):

CAPACITY:

.....

FORM B EVALUATION AND SELECTION CRITERIA

1.1. Compliance Criteria

Without limiting the generality of SANRAL's other critical requirements for this Requester for Quotation, Service Provider(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective Service Provider(s). During this phase Service Providers' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements.

Table 1: Documents that must be submitted for Compliance

Document that must be submitted	Non-submission may result in disqualification	
Invitation to Bid – SBD 1		Complete and sign the supplied pro forma document
Form A: Form of Offer		Complete and sign the supplied pro forma document
FORM B: Evaluation and Selection Criteria		
Form C: Scope of Engagement		Failure to quote in line with the specified requirements and standards in the scope of engagement
Form D Pricing Schedule		All items to be priced in line with the quantities listed in this form.
Form E: Central Supplier Database		Complete and sign the supplied pro forma document
Form F: Tax Status Tax Clearance Certificate – SBD 2		It is a condition of this request for quotation that the taxes of the successful proposer must be in order or that satisfactory arrangements been made with SARS to meet proposer's tax obligations
Form G: Bidder's Disclosure – SBD 4		Complete and sign the supplied pro forma document
Form H: Preference Point Claim Form – SBD 6.1		Submission of B-BBEE Certificate for preference points

FORM C: SCOPE OF ENGAGEMENT/SPECIFICATION/TOR

SCOPE OF ENGAGEMENT

The South African National Roads Agency (SOC) Limited wishes to invite **SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT TRAINING FOR BUSINESS WRITING AND REPORTING**

The SANRAL's lifelong learning philosophy is entrenched in its business objectives. Employees from all levels of the organisation pursue education programs which are beneficial for both the organisation and the individual.

TRAINING OUTCOMES AND CONTENT MUST BE UNDER THE FOLLOWING MAIN AREAS (NOT LIMITED TO) :

BUSINESS WRITING AND REPORTING FOR 80 DELEGATES

- Preparation and design of documents
- Correspondence and language
- Electronic and traditional correspondence
- Visual business communication
- Introduction to report writing
- Report simulations
- Proposals
- Executive summary
- Writing for minutes
- Email etiquette
- The functions of communication
- Barriers to effective communication
- Report writing skills – Sentences; tips on joining words and punctuation
- Some common report writing faults to avoid
- Writing good paragraphs
- Writing and improving the quality of business and technical reports.
- Compile technical reports ensuring content and format are appropriate.

A: Impact of training:

- The invaluable skills needed to become a better, all-round written communicator.
- The confidence to express yourself clearly through skilful business writing.
- The tools to express yourself clearly through written correspondence with others
- The formal writing skills to communicate with professionalism

B: Recipients of training:

- Nominated delegates
- In total **80** estimated delegates will be trained

C: Training Requirements:

- The training provider must provide qualified training facilitator;
- Both the training provider and the facilitator must have proven track record of training in business writing & reporting training;

- Therefore, the training Provider must provide the following which will form part of the evaluation:
 - Facilitator's accreditation as an approved and registered training facilitator
 - Facilitator's CV & Qualifications
 - Course outline / Brochure
- Training provider must also provide the training materials.
- Training quotation to be per delegate and should exclude venue, travelling and accommodation cost of the facilitator. (SANRAL will use their own travel agency such arrangements)
- Once awarded, the training provider must meet with SANRAL to discuss training dates, training material including the incorporation of SANRAL procedures in the training.
- This course must be online and must not exceed 2 days.
- The training should be completed by **15 December 2022**.

D. Certification

- Delegates must be issued with a Certificate of attendance or competency on the last day of the training subject to completion.

FORM D PRICING SCHEDULE:

All-inclusive costs per delegate/person excluding venue, accommodation and traveling cost of the facilitator as the disbursement related to Travel and Accommodation are subject to National Treasury's cost containment measures Instruction note no.04 of 2017/2018 and SANRAL will make the provision thereof in its budget.

TYPE OF TRAINING	STAFF COMPLIMENTS	UNIT PRICE (R) EXCL.VAT	PRICING (R) EXCL. VAT
Facilitation			
Other Costs			
SUBTOTAL			
VAT @15%			
GRAND TOTAL (carried forward to form of offer)			

FORM E: CENTRAL SUPPLIER DATABASE

Tenderers who are not registered on the National Treasury Central Supplier Database at close of quote, shall submit a copy of their proof of registration, with their quote submission. Bids received service providers who have not submitted proof of their registration with the Central Supplier Database will not be considered.

Failure to satisfy the eligibility criteria is a breach of the Conditions of this quote and as such, results in instant disqualification.

The service providers shall provide a printed copy of the Active Supplier Listing on the National Treasury Central Supplier Database (www.treasury.gov.za).

Name of Service Provider:

Central Supplier Database Supplier Number:

Central Supplier Database 36 Digit Code/reference Number:

FORM F: CERTIFICATE OF TAX CLEARANCE (INCORPORATING SBD 2)

IT IS A CONDITION OF THIS REQUEST FOR QUOTATION THAT THE TAXES OF THE SUCCESSFUL PROPOSER MUST BE IN ORDER, OR THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH SOUTH AFRICAN REVENUE SERVICES (SARS) TO MEET THE PROPOSER'S TAX OBLIGATIONS.

THE SERVICE PROVIDER MUST BE TAX COMPLIANT. THE RECOMMENDED SERVICE PROVIDER WHO BECOMES NON-COMPLIANT, PRIOR TO AWARD, SHALL BE NOTIFIED AND MUST BECOME COMPLIANT WITHIN 7 WORKING DAYS OF THE DATE OF BEING NOTIFIED. A RECOMMENDED SERVICE PROVIDER WHO REMAINS NON-COMPLIANT AFTER THE 7 WORKING DAYS OF BEING NOTIFIED, SHALL BE DECLARED NON-RESPONSIVE.

The bidder shall complete the declaration below.

I, (name)
the undersigned in my capacity as (position)
on behalf of (name of company)
herewith grant consent that SARS may disclose to the South African National Roads Agency SOC Limited (SANRAL) our tax compliance status. For this purpose, our unique security personal identification number (PIN) is our tax reference number is
and our tax clearance certificate number is

In the event of a Joint Venture / Consortium, each member shall comply with the above requirement.

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING ON BUSINESS WRITING AND REPORTING

Notes to tenderer:

1. Definitions:

1.1 "State" means:

- i) any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- ii) any Municipality of Municipal Entity;
- iii) Provincial Legislature;
- iv) National Assembly or the National Council of Provinces; or
- v) Parliament.

1.2 "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.
- 3. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated, and tenderer will be ultimately blacklisted.

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

Is the bidder, or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise¹, employed by the State?

YES	NO

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 interest¹ in the enterprise, in the 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

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO

If so, please furnish particulars:

.....

.....

.....

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

If so, please 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 I understand that the accompanying tender and any other tender shall be disqualified in the event that I, including a Joint Venture partner, or Key Person participate in more than 1 (one) tender.
- 3.4 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.
- 3.5 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.

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.

- 3.6 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.
- 3.7 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.
- 3.8 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

FORM H: PREFERENCE POINTS CLAIM FORM (INCORPORATING SBD6.1)

Notes to bidder:

1. **The certificate shall:**
 - have been issued by a verification agency accredited by the South African National Accreditation System (SANAS); or
 - be in the form of a sworn affidavit or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
 - be valid at the original advertised tender closing date; and
 - have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data C.2.15).
2. **A valid BBEE Certificates shall contain:**
 - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
 - Value-Added Tax number, where applicable.
 - The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
 - B-BBEE status with corresponding procurement recognition level.
 - The relevant Codes used to issue the B-BBEE verification certificate.
 - Date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
 - Financial period which was used to issue the B-BBEE Verification Certificate
3. **A valid Sworn Affidavit shall contain:**
 - Name/s of deponent as they appear in the identity document and the identity number.
 - Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
 - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
 - Percentage black ownership, black female ownership and whether they fall within a designated group.
 - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
 - Financial year-end as per the enterprise's registration documents, which was used to determine the total revenue. **The valid format of the Financial Year-End is Day/Month/Year**
 - B-BBEE status level. An enterprise can only have one status level.
 - Date deponent signed and date of Commissioner of Oath must be the same.
 - Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest, and
4. **In the event of a Joint Venture (JV), a project specific (SANRAL project number indicated) consolidated B-BBEE verification certificate in the name of the JV, shall be attached.**
5. **The attached verification certificate and the associated assessment report shall identify:**
 - (a) The name and domicilium citandi et executandi of the bidder.
 - (b) The registration and VAT number of the bidder.
 - (c) The dates of granting of the B-BBEE score and the period of validity.
 - (d) The expiry date of the verification certificate.
 - (e) A unique identification number.
 - (f) The standard and/or normative document, including the issue and/or revision used to evaluate the bidder.
 - (g) The name and/or mark/logo of the B-BBEE verification agency.
 - (h) The category (Generic, QSE, EME) in which the bidder has been measured.
 - (i) The B-BBEE status level.

- (j) The South African National Accreditation System (SANAS) logo on the verification certificate once verification agencies have been accredited.
 - (k) The B-BBEE procurement recognition level.
 - (l) The score achieved per B-BBEE element.
 - (m) The % black shareholding.
 - (n) The % black women shareholding.
 - (o) The % black persons with disabilities shareholding
 - (p) The % black youth shareholding
 - (q) The % black people living in rural or underdeveloped areas or townships shareholding
 - (r) The % black military veterans shareholding
 - (s) The value-added status of the bidder.
6. The Employer will not be responsible to acquire data that it needs for its own reporting systems, and which may not form part of a verification agency's standard certificate format. The bidder, at its own cost, must acquire any missing specified data listed in 5 above from its selected verification agency and have it recorded on the certificate. Alternatively, such missing data must be supplied separately, but certified as correct by the same verification agency and also attached to this form.
-

FORM H: PREFERENCE POINTS CLAIM FORM (INCORPORATING SBD6.1 (CONT.))

Notes to bidder:

1. This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution
2. **NB: BEFORE COMPLETING THIS FORM, THE bidder MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THIS TENDER DOCUMENT.**

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - 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 (a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (f) **“functionality”** means the ability of a bidder to provide goods or services in accordance

with specifications as set out in the tender documents.

- (g) **“prices”** includes all applicable taxes less all unconditional discounts.
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

80/20 or 90/10

Where:

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted? (*Tick applicable box*)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be sub-contracted:%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor:
- iv) Whether the sub-contractor is an EME or QSE (*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with a Targeted Enterprise:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:
- 8.2 VAT registration number:
- 8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM (**Tick applicable box**)

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION (**Tick applicable box**)

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g., transporter, etc.

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have:
(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES:

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS
.....