



REQUEST FOR QUOTATION (RFQ)

OPENING DATE	19/05/2026
CLOSING DATE AND TIME	04/06/2026 @11h00
QUOTATION NUMBER	MBTC-SCM/86/2026
TELEPHONE	069 831 8200
E-MAIL	scm@mandelabaytheatre.co.za lutho@mandelabaytheatre.co.za
ENQUIRIES	Lutho Daweti Thembela Liwani
SUPPLIER DETAILS	
NAME OF SUPPLIER	
CONTACT PERSON	
TELEPHONE	
EMAIL ADDRESS	
ADDRESS	
THE UNDERNEATH SPECIAL CONDITIONS ARE TO BE ADHERED TO, FAILURE TO COMPLY WILL RESULT IN IMMEDIATE DISQUALIFICATION.	
SPECIAL CONDITIONS:	<ul style="list-style-type: none">a) It is COMPULSORY for the suppliers to complete the MBTC RFQ forms and to attach valid quotations of the company with a letterhead.b) The price must be V.A.T. inclusive.c) Price must include delivery.d) Supplier to adhere to the closing date and time of the quotation request.e) Quotation must be valid for a period of 90 days.f) Supplier must break down the prices when quoting.g) Complete the attached SBD 4, SBD 6.1h) Evaluation criteria: 80/20i) No prepayment/upfront payment will be paid by Mandela Bay Theatre Complex.j) CSD registration is COMPULSORY

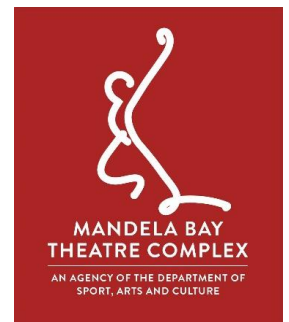


REQUEST FOR QUOTATION (RFQ)

Quotations can be e-mailed back to: scm@mandelabaytheatre.co.za
l) For hand delivery: 68 Cape Road, Gqeberha
Att. Ms. Lutho Daweti
Please provide the CSD Supplier number: **MAAA** _____

SPECIFICATION : Development of SOPs for Mandela Bay Theatre Complex

No.		Quantity	Unit Price	Total Price
	TERMS OF REFERENCE ATTACHED			
	<u>Total</u>			
	<u>VAT (only if VAT registered)</u>			
	<u>Total Price incl/excl Vat</u>			



REQUEST FOR QUOTATION (RFQ)

1. Is the Price Firm.....Yes/No
2. Is the Delivery Firm.....Yes/No
3. Is the offer strictly to specification if No state deviation?

Signature.....

Company Stamp and Date



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT, REVIEW AND STANDARDISATION OF STANDARD OPERATING PROCEDURES (SOPs)

1. BACKGROUND

The Mandela Bay Theatre Complex (MBTC) is mandated to serve and advance the performing arts sector within the Eastern Cape. This includes promoting cultural expression through theatre, dance, music, and storytelling while preserving the province's artistic heritage.

As a public entity operating within the Republic of South Africa, MBTC is required to ensure that its operations are governed by clear, consistent, and compliant processes. Standard Operating Procedures (SOPs) are critical to achieving this objective by ensuring uniformity, efficiency, accountability, and adherence to applicable legislation and internal policies.

A review has identified that existing SOPs across the organisation require updating, standardisation, and alignment with current operational practices and regulatory frameworks.

2. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to appoint a suitably qualified and experienced service provider to develop, review, standardise, and document Standard Operating Procedures (SOPs) for MBTC's operational and administrative functions in line with applicable legislation, public sector best practice, and internal governance requirements.

3. OBJECTIVE OF THE ASSIGNMENT (S)

The objectives of this assignment are to:

- Ensure all key business processes are supported by documented SOPs.
- Promote consistency and quality in operational processes.
- Improve efficiency and productivity across the organisation.
- Strengthen compliance with applicable legislation and internal policies.
- Reduce operational risks, errors, and inefficiencies.
- Improve accountability through clearly defined roles and responsibilities.

4. SCOPE OF WORK

The appointed service provider will be required to undertake the following:

No.	Scope	Description
4.1	SOP Framework Development	<ul style="list-style-type: none">• Develop a comprehensive SOP framework aligned with MBTC operations and governance requirements
4.2	SOP Development and Standardisation	<ul style="list-style-type: none">• Review existing SOPs and identify gaps• Develop and standardise SOPs across all departments• Ensure a consistent format, structure, and quality of documentation
4.3	Process Mapping	<ul style="list-style-type: none">• Develop process maps and workflow diagrams where

		applicable <ul style="list-style-type: none"> Clearly document step-by-step workflows for key processes
4.4	Compliance Alignment	Ensure all SOPs align with <ul style="list-style-type: none"> Public Finance Management Act (PFMA) Preferential Procurement Policy Framework Act (PPPFA) Occupational Health and Safety Act Labour Relations Act Basic Conditions of Employment Act National Treasury Instructions MBTC internal policies and delegations
4.5	Documentation and Record Management	<ul style="list-style-type: none"> Develop SOP manuals for each department Establish a SOP register and version control system Define required records (e.g., reports, checklists, forms, approvals)
4.6	Risk and Compliance Considerations	<ul style="list-style-type: none"> Identify risks associated with processes Recommend mitigation measures and control mechanisms Incorporate safety and escalation procedures
4.7	Stakeholder Engagement	<ul style="list-style-type: none"> Engage with Executive Management and relevant stakeholders Present draft SOPs for review and incorporate inputs
4.8	Final Deliverables	<ul style="list-style-type: none"> Final approved SOP manuals Editable electronic copies of all documents Handover report summarising work completed

5. DURATION OF WORK

The assignment must be completed within **30–60 working days** from the date of signing the Service Level Agreement (SLA), subject to an agreed project plan.

6. CONFIDENTIALITY AND OWNERSHIP

- All information obtained during this assignment shall remain confidential.
- No information may be disclosed without prior written approval from MBTC.
- All documents, SOPs, and materials developed will remain the intellectual property of MBTC.

7. FINANCIAL IMPLICATIONS

- Bidders must provide a detailed cost breakdown of services
- No work will commence without an official purchase order
- Payment will be made within 30 days upon receipt of a valid invoice and supporting documents
- Payment is subject to satisfactory completion of services

8. EVALUATION CRITERIA

Stage 1: Functionality (Minimum Threshold: 70%)

- Project team experience and qualifications (20 points)
- Relevant company experience (20 points)
- Demonstrated expertise in SOP development (20 points)
- Proposed methodology (32 points)
- Training and knowledge transfer (8 points)

Only bidders scoring 70 points or more will proceed to Stage 2.

Stage 2: Price and Specific Goals

The **80/20 preference point system** will be applied in line with PPR 2022:

- 80 points: Price
- 20 points: Specific goals (Black, locality, youth, women, disability)

PRICING

No	Rate	Amount
1.	Hourly	
2.	Estimated Hours	
3.	Total Amount	

9. FUNCTIONALITY CRITERIA

9.1 Technical Requirements (Stage 1)

The functional / technical criterion that was utilized to test the capability of service providers was set as follows:

Value: 1=Poor; 2=Below Standard; 3=Meets Minimum; 4=Good; 5=Excellent

#	Sub-Criteria	Weight	Value					Actual Score
1.	Project Team Experience and Qualifications The service provider must provide detailed information on the proposed project team, clearly demonstrating that assigned personnel possess the necessary qualifications, skills, and relevant	20	0 Points	5 Points	10 Points	15 Points	20 Points	

<p>experience to successfully deliver on the assignment.</p> <p>The submission must include:</p> <ul style="list-style-type: none"> • Curriculum Vitae (CVs) of all key personnel assigned to the project • Academic and professional qualifications which include SAQA-aligned qualifications and/or demonstrated relevant experience. Recognised degrees, diplomas, or certifications in Business Management / Industrial Engineering / Operations Management / Project Management / Business Analysis / Quality Management, or equivalent • Years of experience in SOP development, process mapping, or organisational improvement • Roles and responsibilities of each team member in the project 		<p>No relevant qualifications or experience; team structure unclear; no evidence of capability.</p>	<p>Limited or weakly relevant qualifications and/or experience; roles not clearly defined; low confidence in ability to deliver.</p>	<p>Relevant qualifications (e.g., diploma/degree) or relevant experience in similar work; team roles defined; acceptable capability</p>	<p>Relevant qualifications and solid experience in similar projects (e.g., SOPs, process mapping); clear team structure; good evidence of capability to deliver quality work.</p>	<p>Strong, relevant qualifications (degrees and/or recognised certifications) and extensive proven experience; well-structured team with clearly aligned roles; strong, credible examples of high-quality results.</p>	
<p>2. Relevant Company Experience</p> <p>The service provider must submit a detailed company profile demonstrating proven experience in SOP development, process mapping, or organisational process standardisation.</p> <p>The profile must include at least three (3) to five (5) completed projects undertaken within the past five (5) years, similar in scope and complexity to this assignment. For each project, the following must be provided:</p> <ul style="list-style-type: none"> • Name of client/organisation • Contactable reference details • Project description and scope of work • Duration (start and end dates) • Value of the project (where applicable) <p>Only experience supported by verifiable information will be considered for scoring. Failure to provide the required information will result in no points being allocated for this criterion.</p>		<p>0 Points</p>	<p>5 Points</p>	<p>10 Points</p>	<p>15 Points</p>	<p>20 Points</p>	
<p>3. Demonstrated Expertise in SOP Development</p>	<p>20</p>	<p>0 Points</p>	<p>5 Points</p>	<p>10 Points</p>	<p>15 Points</p>	<p>20 Points</p>	

<p>The service provider must demonstrate specialist expertise in the development, review, and standardisation of Standard Operating Procedures (SOPs) or similar process documentation.</p> <p>This must be supported by a minimum of five (5) reference letters for similar projects successfully completed within the past five (5) years. Each reference letter must:</p> <ul style="list-style-type: none"> • Be on the client’s official letterhead • Be signed and dated • Clearly describe the scope of work performed, specifically related to SOP development or process standardisation • Include the name of the client organisation and contactable reference details <p>Only reference letters that meet the above requirements will be considered for evaluation purposes.</p> <p>Quality and relevance of reference projects in relation to SOP development and process standardisation.</p> <p>Failure to provide the required number of valid and compliant reference letters will result in no points being allocated for this criterion.</p>		1 – 2 letters	3 letters	4 letters	5 letters	6 letters and above
<p>4. Proposed Methodology</p> <p>The service provider must submit a detailed proposed methodology outlining the approach to be followed in executing the assignment. The methodology must clearly demonstrate an understanding of the scope of work and include the following:</p> <ul style="list-style-type: none"> • A step-by-step approach to the development, review, and standardisation of Standard Operating Procedures (SOPs) • Proposed techniques for process mapping and workflow analysis • Stakeholder consultation and engagement approach • Quality assurance and review mechanisms • Project timelines, milestones, and 	32	0 Points	8 Points	16 Points	24 Points	32 Points
		1 Poor	2 Average	3 Good	4 Very Good	5 Excellent

<p>deliverables</p> <p>The methodology must be specific to this assignment and aligned with public sector governance requirements and best practices. Generic or copied methodologies that are not tailored to the scope of this assignment will not be considered.</p> <p>The proposed methodology must be limited to a maximum of 5 pages and must clearly link proposed activities to the expected deliverables outlined in the Terms of Reference.</p> <p>Failure to provide a sufficiently detailed and assignment-specific methodology will result in no points being allocated for this criterion.</p>							
<p>5. Training and Knowledge Transfer</p> <p>The extent to which the service provider presents a clear, credible, and well-structured approach to training and knowledge transfer that is likely to enable staff to apply SOPs independently, ensure knowledge retention within the organisation, avoid long-term dependency, and deliver sustainable benefits beyond the project.</p>	8	0 Points	2 Points	4 Points	6 Points	8 Points	
		1	2	3	4	5	
		No clear training or knowledge transfer approach provided, or proposal is vague and not credible; does not address independence, knowledge retention, or sustainability	Basic approach mentioned but lacks detail, structure, or supporting methods; limited consideration of knowledge retention and independence; approach appears weak or unclear.	Adequate and structured approach described; includes training and documentation methods; indicates how knowledge will be transferred and retained; independence is addressed at a basic level	Well-defined, detailed, and practical approach; includes clear methods for training delivery, competency assurance, documentation, and handover; demonstrates how dependency will be avoided and knowledge embedded	Comprehensive, robust, and highly credible approach; includes detailed methodology, tools, evaluation methods, and handover strategy; clearly demonstrates how staff competence, full independence, knowledge retention, and long-term organisational benefit will be achieved.	
Threshold	70						
Total	100						

NB:

*Bidders who fail to meet a minimum score of 70 out of 100 points in Stage 1 will be eliminated and not proceed for

evaluation in Stage 2 (Points awarded for price and specific goals) of the assessment.

*By completing this RFQ you are consenting that MBTC can confirm your business relations with any of your former clients.

9.2 Points Awarded for Price and Specific Goals (Stage 2)

Points awarded for Price:

The 80/20 or 90/10 Preference Point Systems

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

$$Ps=80 \left(1 - \frac{Pt-Pmin}{Pmin} \right)$$

$$Ps=90 \left(1 - \frac{Pt-Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Points awarded for specific goals

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth (100% ownership)	4	
Youth (61 - 99% ownership)	3	
Youth (31 - 60% ownership)	2	
Youth (1 - 30% ownership)	1	
Youth ownership 0%	0	
Women (100% ownership)	4	
Women (61 - 99% ownership)	3	
Women (31 - 60% ownership)	2	
Women (1 - 30% ownership)	1	
Women ownership 0%	0	
Black100% ownership)	4	

Black (61 - 99% ownership)	3	
Black (31 - 60% ownership)	2	
Black (1 - 30% ownership)	1	
Black ownership 0%	0	
People living with disabilities	4	
Locality	4	
Based in Nelson Mandela Bay Metro	3	
Based in Eastern Cape Based in neighbouring provinces	2	
Based in other provinces	1	
Outside RSA	0	

10. DELIVERABLES SUMMARY

The service provider must deliver:

- A comprehensive SOP framework;
- Department-specific SOP manuals;
- Process maps and workflow diagrams;
- SOP register and version control framework;
- Draft and final SOP presentations to management;
- Final approved SOP documents; and
- A detailed project handover report.

11. SUBMISSION PROCEDURES

The deadline for submission of proposals is **04 June 2026 at 11h00**. Interested parties are expected to submit the following:

- a) A short but detailed proposal (not more than 5 pages) on the proposed approach/ methodology to the assignment, highlighting specific outputs and related costs for each phase.
- b) Timetable/Program for the duration of the project.
- c) A company profile detailing similar experience with contactable references.
- d) The proposal must correspond and adequately respond to the scope of service as outlined above in this communication and be VAT inclusive.
- e) The proposal must be emailed to scm@mandelabaytheatre.co.za
- f) Enquiries related to the scope of services required should be directed to the Office of the Chief Executive Officer via email to xoliswa@mandelabaytheatre.co.za , copy inathi@mandelabaytheatre.co.za and Supply Chain Management (SCM) related queries to be directed at scm@mandelabaytheatre.co.za.
- g) Bidders must disclose any potential conflict of interest relating to MBTC officials, employees, or board members

12. GENERAL

Bidders shall take note of the following conditions

- a) Bidders must be registered with the National Treasury Central Supplier Database (CSD).
- b) MBTC does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- c) The award of this bid may be subjected to price negotiation with the preferred bidder(s).
- d) Bids which are late, incomplete or unsigned will not be accepted.
- e) MBTC reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- f) Only bidders that have met a minimum score of 70 out of 100 points in Stage 1 will be eligible to proceed for evaluation in Stage 2 (Point awarded for price and Specific Goals) of the assessment.
- g) Service providers who are not registered with the National Treasury Central Suppliers Database (CSD) must visit www.csd@treasury.gov.za to register their organisation.
- h) The following bid document must accompany the submission:
 - I. A copy of the CSD Report or MAAA Number.
 - II. A complete attached standard bidding document, SBD 4, and SBD 6.1.
 - III. Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit.
 - IV. Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid. Additionally, such companies must submit an official signed business agreement by both parties. If the service provider does not meet this requirement, it will be disqualified.
- i) In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to contractors who reside within the Eastern Cape.
- j) Bids submitted are to hold good for a period of 90 days from the bid closing date.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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

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.

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

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.

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 IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
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:

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

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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth (100% ownership) Youth (61 - 99% ownership) Youth (31 - 60% ownership) Youth (1 - 30% ownership) Youth ownership 0%	4 3 2 1 0	
Women (100% ownership) Women (61 - 99% ownership) Women (31 - 60% ownership) Women (1 - 30% ownership) Women ownership 0%	4 3 2 1 0	
Black 100% ownership) Black (61 - 99% ownership) Black (31 - 60% ownership) Black (1 - 30% ownership) Black ownership 0%	4 3 2 1 0	
People living with disabilities	4	
Locality Based in Nelson Mandela Bay Metro Based in Eastern Cape	4	

Based in neighbouring provinces	3	
	2	
Based in other provinces	1	
Outside RSA	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered

as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

