

RFO NUMBER	RFO/MICT/02/2026
RFO DESCRIPTION	APPOINTMENT OF A RECYCLING SERVICE PROVIDER TO DISPOSE THE MICT SETA REDUNDANT ICT ASSETS
RFO ISSUE DATE	29 April 2026
BRIEFING SESSION	06 May 2026 COMPULSORY SITE INSPECTION 10:00AM UNTIL 11:00
EXTENDED CLOSING DATE & TIME	11 May 2026 @ 11:00 AM South African Time, RFO submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact rfqs@mict.org.za before the closing date of this RFO.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

MICT SETA: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFO submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS-issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than six (06) months		
CIPC Document		
Shareholding Certificate		
Bidder’s eligibility: Form A		

Note: This RFO must be completed by the authorised company representative

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFO, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFO.
- b. No RFO shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 MICT SETA reserves the right to:

- a. Not evaluate and award RFO that do not comply strictly with the requirements of this RFO.
- b. Make a selection solely on the information received in the RFOs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFO.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFO shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFO at any stage
- f. Accept a separate RFO or any RFO in part or full at its own discretion.
- g. Cancel this RFO or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFO or RFO, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFO Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFO submission may lead to elimination of our RFO submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

REQUIREMENT DESCRIPTION: APPOINTMENT OF A RECYCLING SERVICE PROVIDER TO DISPOSE THE MICT SETA REDUNDANT ICT ASSETS

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority ("MICT SETA") is established in terms of section 9(1) of the Skills Development Act, 1998 (Act No. 97 of 1998), and is responsible for achieving South Africa's skills development and economic growth within the following five sub-sectors: advertising, film and electronic media, electronics, information technology and telecommunications.

2. PURPOSE

The MICT SETA intends to appoint a credible service provider to conduct secure disposal and recycling of its ICT equipment in an appropriate and environmentally friendly manner. The appointment of an ICT disposal/recycling service provider will ensure that the disposal of the MICT SETA ICT assets comply with the necessary legal requirements under environmental and data laws. See detailed list of these ICT Assets in annexure "A".

3. SCOPE OF WORK

The Successful bidders will be responsible for the below-mentioned scope of works but not limited to:

- 3.1. Provide collection and transportation service of assets at MICT SETA (Head office).
- 3.2. The service provider is required to give MICT SETA an offer on these ICT assets as one lot.
- 3.3. The appointed service provider must provide the MICT SETA with a certificate of destruction to ensure that the disposal of the ICT assets complied with the environmental standards and regulations. Destruction certificate must be issued within five (5) working days post collection.
- 3.4 The appointed service provider will work with MICT SETA staff to compile a list of assets collected from the premises in order for MICT SETA to remove the assets from the asset register.
- 3.5. Awarded may be made to the service provider that will give a competitive / higher offer to MICT SETA.
- 3.6. Transaction should be at no cost to the MICT SETA.
- 3.7. The awarded service provider will be expected to remove the assets within ten (10) working days upon receipt of proof of payment.
- 3.9. Awarded bidder will provide MICT Seta with proof of payment to the MICT SETA account within Five days upon receipt of acceptance letter.

4. List of ICT assets to be disposed:

NO	Description	Extended description/ Serial number	Short Asset ID	Current location
1.	Laptop	HP Laptop, SN:2CE042238D	4096	ICT room Server room
2.	Laptop	HP Laptop, SN:2CE0451FRH	4100	ICT room Server room
3.	Mecer 18.5" 16X9 TFT LCD Monitor	1012090195	1165	ICT room Server room

4.	Mecer 18.5" 16X9 TFT LCD Monitor	SN: VGA19391012091149	1279	ICT room	Server
5.	Mecer Proficient PTM with C15-650 CPU	1012090131	1156	ICT room	Server
6.	Monitor - Mecer	1012091075	1122	ICT room	Server
7.	Colour LazerJet Printer	HP LazerJet, SN: CNCF329782	0322	ICT room	Server
8.	IPAD	DN6G3F14DFJ3	0521	ICT room	Server
9.	Laptop	5cb2280pbk	1173	ICT room	Server
10.	Laptop MacBook Pro 17 inch	Serial no. SC02H22SDDV11	4408	ICT room	Server
11	Laptop	5CB2280PHH	1215	ICT room	Server
12.	Ipad	DMPK23D1F18Y	1219	ICT room	Server
13.	CPU	Mecer Desk Sn: IW310H0373	1183	ICT room	Server
14.	CPU	IW018Z0433	4636	ICT room	Server
15.	Laptop	2CE3120C92	4632	ICT room	Server
16.	Monitor - Mecer	VGA17031209142009	4642	ICT room	Server
17.	CPU	iw213hi1719	1200	ICT room	Server
18.	Laptop	HP Laptop, SN:2CE3250C66	1185	ICT room	Server
19.	CPU Mecer	iw411h2277	1157	ICT room	Server
20.	CPU Mecer	CPU Mecer, SN:IW328H1098	1159	ICT room	Server
21.	Monitor - Mecer	SN:VGA20551309031834	0593	ICT room	Server
22.	Desktop - CPU	IW411H2108	0047	ICT room	Server
23.	Ipad	dmpn14ycf4yg	1227	ICT room	Server
24.	Laserjet Printer - HP	HP printer CP 1525nColour	0427	ICT room	Server
25.	Ipad	dmpn155mf4yg	1226	ICT room	Server
26.	Laptop - HP	CND4330YRQ	0148	ICT room	Server
27.	Laptop	CND507268M	5032	ICT room	Server
28.	Ipad - Board member	DMPPCFEMG5YL	5093	ICT room	Server
29.	Ipad - Board member	DMPP72LSG5YL	1211	ICT room	Server
30.	Ipad - Board member	dn6g3ckqdfj3	1217	ICT room	Server

31.	Ipad - Board member	dmpp62vzg5yl	1220	ICT room	Server room
32.	Ipad - Board member	DMPS32R2G5YL	1212	ICT room	Server room
33.	Ipad - Board member	dmpp99tmg5yl	1218	ICT room	Server room
34.	Ipad - Board member	DMQNV86QG5YL	1221	ICT room	Server room
35.	Ipad - Board member	F6QRM0QLG5YL	1225	ICT room	Server room
36.	Meccer Screen	Screen	1179	ICT room	Server room
37.	Laptop	CND52393MT	1207	ICT room	Server room
38.	Laptop	CND52393MK	5312	ICT room	Server room
39.	CPU- Mecer	IW533H0518	5142	ICT room	Server room

NO	Description	Extended description/ Serial number	Short Asset ID	Current location	
40.	Monitors - Mecer	1012091130	1020	ICT room	Server room
41.	Monitors - Mecer	SN: VGA20551504071181	1139	ICT room	Server room
42.	Laptop- Dell	FZ4FS32	0169	ICT room	Server room
43.	Laptop	5cd62953jk	1171	ICT room	Server room
44.	Laptop HP	Laptop HP 5CD62953H1	0579	ICT room	Server room
45.	HP Laptop 15.6"	5CD72605VO	5441	ICT room	Server room
46.	HP Laptop 450 G4	5cd747fgf1	1194	ICT room	Server room
47.	HP Laptop 450 G4	5CD72605V8	0512	ICT room	Server room
48.	HP Laptop 450 G4	5CD72605SW	0357	ICT room	Server room
49.	HP Laptop 450 G4	5CD72605TG	0348	ICT room	Server room
50.	HP Laptop 450 G4	5CD72605RW	0580	ICT room	Server room
51.	Mecer prelude micro ATX Tower	IW720N1188	0106	ICT room	Server room
52.	Mecer Tower - Monitor	VGA20551500471233	1047	ICT room	Server room
54.	HP Laptop 450 G4	5CD72605TF	5463	ICT room	Server room
55.	HP Laptop 450 G4	5CD72605SM	1184	ICT room	Server room
56.	Mecer prelude micro ATX Tower	IW720N1178	1243	ICT room	Server room

57.	Mecer prelude micro ATX Tower	IW720N1179	1118	ICT room	Server
58.	Mecer prelude micro ATX Tower	IW720N1194	1260	ICT room	Server
59.	Mecer prelude micro ATX Tower	IW720N1217	1117	ICT room	Server
60.	Mecer Tower - Monitor	VGA1012019163	1119	ICT room	Server
61.	HP Laptop	5cd8024wfr	0878	ICT room	Server
62.	Apple iPad Pro 10,5"/64	DMPVC2MVJ2D1	5506	ICT room	Server
63.	Laptop HP	CND8120G8J	1214	ICT room	Server
64.	Dell Inspiron	5M7WCL2	1162	ICT room	Server
65.	Dell Laptop	10 February 1900	5685	ICT room	Server
66.	Dell Laptop	8LK9YQ2	0522	ICT room	Server
67.	Dell Laptop	GCCQXR2	0292	ICT room	Server
68.	Dell Desktop	75DKZT2	0048	ICT room	Server
69.	Dell Desktop	SERVICE TAG- 75GCZT2	5717	ICT room	Server
70.	Dell Desktop	Service Tag:75BCZT2	1384	ICT room	Server
71.	Dell Monitor	CND-01M2XX-QDC00-8711PMU-A05	0323	ICT room	Server
72.	Dell Laptop	FY271W2	1023	ICT room	Server
73.	Dell Laptop	GWM41W2	0924	ICT room	Server
74.	HP ProBook	CND919619X	0513	ICT room	Server
75.	HP ProBook	CND91961C9	0232	ICT room	Server
76.	HP Notebook	CND93308S8	5792	ICT room	Server
77.	HP Notebook	CND93019MO	0391	ICT room	Server
78.	HP Notebook	CND93019MD	5794	ICT room	Server
79.	HP Notebook	CND93308NK	5788	ICT room	Server
80.	Apple 11inch iPad Pro WiFi 128GB	DMPCV1XDPTRK	0014	ICT room	Server
81.	Laptop Asus X543U	L5N0GR01871420B	0002	ICT room	Server
82.	Laptop Asus X543U	L5N0GR018588520A	0024	ICT room	Server
83.	Laptop Asus X543U	L5N0GR018553206	0023	ICT room	Server

84.	Laptop Asus X543U	L5N0GR01866520C	0025	ICT room	Server room
85.	Laptop Asus X543U	L5N0GR01B358203	0026	ICT room	Server room
86.	Laptop Asus X543U	L5N0GR018539208	0036	ICT room	Server room
87.	Laptop Asus X543U	L5N0GR018716201	1354	ICT room	Server room
88.	Laptop Asus X543U	L5N0GR018720208	0035	ICT room	Server room
89.	Laptop Asus X543U	L5N0GR018708207	0028	ICT room	Server room
90.	Laptop Asus X543U	L5N0GR018537200	0031	ICT room	Server room
91.	Laptop Asus X543U	L5NOGR018629204	0027	ICT room	Server room
92.	Laptop Asus X543U	L5NOGRO1865120C	0297	ICT room	Server room
94.	Laptop Asus X543U	L5N0GR01862820B	0034	ICT room	Server room
95.	Laptop Asus X543U	L5N0GR018705208	0003	ICT room	Server room
96.	Laptop Asus X543U	L5N0GR01868920A	0004	ICT room	Server room
97.	Laptop Asus X543U	L5N0GR01859620A	0033	ICT room	Server room
98.	Latitude 7410 Business Laptop	SN:DCNH353	0524	ICT room	Server room
99.	Dell Laptop		0581	ICT room	Server room
100.	HP Laptop		0655	ICT room	Server room
101.	HP Laptop		1213	ICT room	Server room
103.	HP Laptop		1172	ICT room	Server room
104.	MacBook Laptop		1201	ICT room	Server room
105.	HP Laptop		1169	ICT room	Server room
106.	HP Laptop		1235	ICT room	Server room
107.	Lenovo Laptop		0560	ICT room	Server room
108.	Lenovo Laptop		0555	ICT room	Server room
109.	HP Laptop		0140	ICT room	Server room
110.	HP Laptop	S/N: 5CD8024WJK		ICT room	Server room
111.	HP Laptop			ICT room	Server room
112.	HP Laptop	S/N: SCD72605SG		ICT room	Server room

113.	HP Laptop	S/N: 5CD72605TC		ICT room	Server room
114.	HP Laptop	S/N: 5CD72605H		ICT room	Server room
115.	ProBook HP Laptop		0576	ICT room	Server room
116.	HP Laptop		0569	ICT room	Server room
117.	HP Laptop	no tag number		ICT room	Server room
118.	HP Laptop	S/N: CZC118ILND		ICT room	Server room
119.	HP Laptop	no tag number		ICT room	Server room

NO	Description	Extended description/Serial number	Short Asset ID	Current location
120.	HP Laptop		5031	ICT Server room
121.	HP Laptop	no tag number		ICT Server room
122.	HP Laptop	S/N: 5CD72605V1		ICT Server room
123.	HP Laptop		0126	ICT Server room
124.	HP Laptop		1208	ICT Server room
125.	Meccer Laptop		1202	ICT Server room
126.	HP Laptop		0573	ICT Server room
127.	CPU Mecer		1271	ICT Server room
128.	CPU Mecer		1182	ICT Server room
129.	CPU Mecer		1123	ICT Server room
130.	CPU Mecer		4133	ICT Server room
131.	CPU Mecer		1180	ICT Server room
132.	CPU Mecer		1167	ICT Server room
133.	CPU Mecer		1177	ICT Server room
134.	I Pad		5512	ICT Server room
135.	I Pad		5513	ICT Server room
136.	I Pad		5504	ICT Server room
137.	I Pad		5699	ICT Server room

138.	CPU Mecer		1158	ICT Server room
139.	CPU Mecer		1265	ICT Server room
140.	CPU Mecer		1199	ICT Server room
141.	Meccer Monitor		1944	ICT Server room
142.	MacBook Laptop		0520	ICT Server room
143.	HP Laptop	5CG6223XT2		ICT Server room
144.	HP Laptop		0650	ICT Server room
145.	HP Laptop	C02Z20Z20EFLVCG		ICT Server room
146.	Ipad	DNG120TDFJ3		ICT Server room
147.	HP Laptop		0602	ICT Server room
148.	HP Laptop		0614	ICT Server room
149.	MacBook Laptop		1699	ICT Server room
150.	MacBook Laptop		1170	ICT Server room
151.	HP Laptop		1540	ICT Server room
152.	HP Laptop		0675	ICT Server room
153.	HP Laptop		0663	ICT Server room
154.	HP Laptop		2305	ICT Server room
155.	HP Laptop		0606	ICT Server room
156.	Meccer Monitor		0224	ICT Server room
157.	Meccer Monitor		1022	ICT Server room
158.	Meccer Monitor		0172	ICT Server room
159.	Meccer Monitor		1166	ICT Server room
160.	Meccer Monitor		0105	ICT Server room
161.	Meccer Monitor		0181	ICT Server room
162.	Meccer Monitor		1261	ICT Server room
163.	Meccer Monitor		1224	ICT Server room
164.	Meccer Monitor		1239	ICT Server room

165.	Meccer Monitor		0050	ICT Server room
166.	Meccer Monitor		0120	ICT Server room
167.	Dell Monitor		1152	ICT Server room
168.	Meccer Monitor		0596	ICT Server room
169.	Meccer Monitor		5778	ICT Server room
170.	Meccer Monitor		1178/1957	ICT Server room
171.	Meccer Monitor		1244	ICT Server room
172.	Meccer Monitor		1961	ICT Server room
173.	Meccer Monitor		1264	ICT Server room
174.	Meccer Monitor		1882	ICT Server room
175.	Meccer Monitor		1223	ICT Server room
176.	Meccer Monitor		0327	ICT Server room
177.	IPAD	F9FYKOFHJF89		ICT Server room
178.	Meccer Monitor		0324	ICT Server room
179.	IPAD		1667	ICT Server room
180.	Dell Desktop		1147	ICT Server room
181.	Vostro Desktop		1274	ICT Server room
182.	Meccer Desktop		0590	ICT Server room
183.	Meccer Desktop		1262	ICT Server room
184.	Meccer Desktop		0564	ICT Server room
185.	Projector		1011	ICT Server room
186.	Meccer Desktop		1238	ICT Server room
187.	Dell Desktop		0519	ICT Server room
189.	Dell Desktop		0562	ICT Server room
190.	HP Laptop		0444	ICT Server room
191.	Dell Laptop		1491	ICT Server room
192.	HP Laptop	CM05510RTV		ICT Server room

193.	Meccer Desktop		1238	ICT Server room
194.	HP Laptop		0591	ICT Server room
195.	HP Laptop		0369	ICT Server room
196.	HP Laptop	CN04355PK9		ICT Server room
197.	HP Laptop	LSN050185902		ICT Server room
198.	HP Laptop	CN05510R60		ICT Server room
199.	HP Laptop	1186/4471		ICT Server room
200	HP Laptop	CND43510ZT		ICT Server room
201.	HP Laptop		1175	ICT Server room
202.	HP Laptop		1195	ICT Server room
204.	HP Laptop		1168	ICT Server room
205.	HP Laptop	3271JG5	3271JG5	ICT Server room
206.	Dell Desktop	GWM41W2		ICT Server room
207	HP Laptop	5CD7051P42		ICT Server room
208.	HP Laptop	5CD8024WJ5		ICT Server room
209.	HP Laptop		1174	ICT Server room
210.	HP Laptop		0578	ICT Server room
211.	HP Laptop	CND81911RV		ICT Server room
212.	Meccer Laptop	KKW950JU000		ICT Server room
213	HP Laptop	5CD72605T9		ICT Server room
214.	Meccer Laptop		1193	ICT Server room
215.	Ipad Apple	DMPCT7WKPTRK	0021	ICT Server room
216.	Ipad Apple	DMPCL3JEPTRK	0020	ICT Server room
217.	Lenovo Laptop		0553	ICT Server room
218	CPU Mecer		1256	ICT Server room
219.	Zbook Laptop		0724	ICT Server room
220.	Dell Monitor		1275	ICT Server room

5. PRICING SCHEDULE

Name of bidder: _____

RFO number: _____

Closing date: _____

RFO shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFO price (Total) should be included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price	Total Cost (Excl. VAT)
1.	APPOINTMENT OF A RECYCLING SERVICE PROVIDER TO DISPOSE THE MICT SETA REDUNDANT ICT ASSETS		R	R
Sub-Total			R	
VAT@15%			R	
TOTAL PRICE (INCLUDING VAT)			R	

Complete below:

1. Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: _____

Capacity under which this quote is signed: _____

Signature: _____

Date: _____

7. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFO received will be evaluated on Mandatory requirements and highest price specific goals.

7.1 Stage 1– Mandatory Requirements

a) Compulsory site inspection

Compulsory site inspection will be part of the acquisition process for all participating Service Providers. Non-attendance will thereof automatically disqualify any prospective bidder.

Evidence required:

Signing of attendance Register of the Compulsory Site inspection to be held on 06 May 2026. Representatives are required to sign the attendance register and write name of the bidder, name of representative, and contact details on Compulsory site Inspection attendance register

b) Accreditation

Bidder must be accredited by the e-Waste Association of South Africa (eWASA) or the Institute of Waste Management of Southern Africa (IWMSA).

Evidence required:

The Bidder must submit a valid copy of Membership Certificate from the e-Waste Association of South Africa (eWASA) or the Institute of Waste Management of Southern Africa (IWMSA) and the certificate will be vetted with the relevant institutions for validation i.e. (EWASA) or (IWMSA).

c) Experience

Bidders must have a 2 years experience in recycling Information Communication Technology equipment (ICT).

Evidence required:

The bidder must submit two (2) signed reference letters from clients indicating the provision of Information and Communication Technology (ICT) equipment recycling services within the past five (5) years. The letters must be on the client's official letterhead and must state the date of issue, period of service, and project value.

d) Provide previously issued ICT destruction certificate

The bidder must provide previously issued ICT destruction certificate to other organizations with the following:

Key Elements of a Valid Certificate

A compliant destruction certificate should include the following information:

- Date and Time: When the destruction took place.
- Unique ID Number/bar code number of the asset.
- Client Details: Name and address of the organization whose equipment was destroyed.
Destruction Method: Specifics on how the item was destroyed (e.g., physical shredding, degaussing, or data wiping).
- Authorized Signature: A signature from the technician or officer who performed the destruction.

NOTE: BIDDERS THAT DO NOT MEET THE MANDATORY CRITERIA WILL BE ELIMINATED FROM FURTHER EVALUATION PROCESS.

7.2. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidder/s or RFO submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFO will be awarded to the bidder scoring the highest points.

Specific Goals to be evaluated out of **20 Points**:

Specific Goal Criteria	Points
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	05
Enterprise owned by historically disadvantaged youth.	05
Total	20

****Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC Documents and a valid share certificate (Indicating % shareholding by each director)
- Certified ID Copies of the company's directors as per CIPC documents. (**certified copies must not be older than six (06) months**)

Failure on the part of a service provider to submit proof or documentation required in terms of this RFO/Tender (in cases where it a tender) to claim points for specific goals, will be interpreted to mean the preference points for specific goals are not claimed.

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

2.1.2. 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;

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.

- 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 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

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.

PREFERENCE PROCUREMENT CLAIM FORM

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

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

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

1 GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **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:

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

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where:

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to 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)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

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:

