



REQUEST FOR QUOTATIONS (RFQ)

<p>You are hereby invited to submit Quotation for the requirements of SAFCOL SOC LTD</p>		
RFQ number:	RFQ/ICT/029/2022	
RFQ Issue Date	02 February 2023	
Closing date and Time	17 February 2023 At 12:00PM	
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None	
Briefing Session Date and Time: (IF APPLICABLE)	None	
RFQ validity period:	60 days (commencing from the RFQ Closing Date)	
RFQ Description:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE ACQUISITION OF AUDITING SOFTWARE TOOL	
RFQ responses must be emailed to :	OR	Zwelakhe Fakude 013 754 2700 ext 2921 / 063 705 1195
E-mail address		RFQCentralINSP@safcol.co.za <small>PLEASE USE THE RFQ NUMBER AND DESCRIPTION ON THE SUBJECT LINE OF THE EMAIL WHEN RESPONDING TO THIS RFQ</small>

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent, .
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- Safcol reserves the right not to make an appointment for this RFQ.

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification
6. Failure to complete, sign, and submit the required standard bidding documents

I hereby accept the above-mentioned conditions

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

TERMS OF REFERENCE/SCOPE OF WORK

DESCRIPTION OF GOODS/SERVICE REQUIRED: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE ACQUISITION OF AUDITING SOFTWARE TOOL

1. **PURPOSE**

SAFCOL is a state-owned forestry company listed as a Schedule 2 public entity in terms of the Public Finance Management Act 1 of 1999. It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development, in the long term, of the forestry industry according to accepted commercial management practice in South Africa.

It also has operations in Mozambique through an interest held by its wholly owned subsidiary Komatiland Forest (Pty) Ltd in Indústrias Florestais De Manica, SARL (“IFLOMA”).

The purpose of this Request for Proposal (RFP) is to appoint a service provider to supply an audit management software tool to the SAFCOL Group Internal Audit department. At least 10 software licenses are required by SAFCOL’s Internal Audit Group.

2. **BACKGROUND**

SAFCOL has an established internal audit function whose role is to provide independent assurance to the Audit and Risk Committee of the SAFCOL Board regarding whether risk management, governance and internal control processes are operating effectively. The internal audit function has two reporting lines, administratively to the Chief Executive Officer and functionally to the Audit and Risk Committee of the board.

The internal audit function normally comprises 9 officials, 2 senior managers, 2 managers and 2 auditors, headed by the Chief Audit Executive, with the addition of at least 2 interns. The function provides assurance to SAFCOL Management and the Board through execution of a risk based internal audit plan which is approved by the Audit and Risk Committee.

2.1 Objectives of the required goods / services

The function currently does not have any audit management software and maintains internal audit project files manually. The current manual process has several limitations which includes inefficiencies and misalignment with the internal audit methodology, and to a certain extent, inability to detect certain irregularities especially when dealing with high volumes of transactions.

Procuring an audit tool with all the necessary built-in capabilities will eliminate these inefficiencies

and misalignment with the internal audit methodology. It will also enable the team to detect certain irregularities, using basic data analytics.

2.2 Expected benefits are:

The software will serve as an audit management tool for internal audit reviews/projects. It will also serve as a case management tool for forensic investigations. It should therefore assist to enhance the existing security controls over confidential information, and to improve easy access and retrieval of archived internal audit and investigation files.

SCOPE OF WORK

3. TECHNICAL AND FUNCTIONALITY REQUIREMENTS

The anticipated scope of work will include but it is not limited to:

3.1 Methodology and Frameworks

- The audit software should be configured to conform to general Forensic and Internal Audit Methodologies.
- The audit software should have a built-in internal controls framework such as COSO and COBIT.

3.2 Software functionality

The software should be able to carry out all the phases of audit, including forensic audits namely:

3.2.1 Planning

- Ability to import audit plans which are on Microsoft (MS) programs and also ability to create maintain and monitor audit plans in the software;
- Capability to have pre-loaded generic process flows and also the ability to generate and upload MS programs such as Visio, PowerPoint, Excel, PDF, etc.
- Capability to generate engagement letters/audit planning documentation and relevant planning documentation for investigations.
- Ability to generate and load Request for Information and Audit Notification documents.
- Facilitate a risk-based audit approach, in line with the below Risk Management requirements.
- Enable efficient and effective project management of the planning phase i.e. in-line with requirements outlined for Project Management and Monitoring below.

3.2.2 Project Execution

- Capability to have pre-loaded audit programs and the ability to generate audit program as per the Internal Audit Methodology.
- Ability to generate replicas (e.g. working outside of the network) to minimize consumption of data.
- Capability to have pre-loaded generic working papers and the ability to generate audit working papers as per the Internal Audit Methodology

- Capability to have a pre-loaded generic forensic investigation working papers and the ability to generate forensic working papers as per the Forensic Audit Methodology
- Ability to store and retrieve audit evidence.
- Ability to hyperlink to stored evidence and to save the hyperlinks to the evidence.
- Ability to manage or to limit access to audit files and stored information only to authorized internal auditors and managers, including restricted access to forensic files and the related information for management and monitoring purposes.
- Ability to cross-reference (hyperlink) audit evidence to working papers and the audit programme.
- Enable efficient and effective project management of the execution phase i.e. in-line with requirements outlined for Project Management and Monitoring below.

3.2.3 Reporting

- Ability to generate internal audit reports as per Internal Audit Methodology.
- Ability to generate forensic reports as per Forensic Audit Methodology.
- Ability to create a database of all the findings and also categorize them as per period, business department, location and value of the risk if applicable.
- Ability to identify recurring and new audit findings.
- Functionality for organizational management to provide their management comments, action plans and timelines electronically.
- Functionality to generate follow-up reminders to management to respond and provide evidence for findings raised.
- Ability to generate client satisfaction surveys with deadlines.
- Enable efficient and effective project management of the reporting phase i.e. in-line with requirements outlined for Project Management and Monitoring below.

3.2.4 Risk management

- Ability to import risk registers which are on MS programs format.
- Ability to analyses the risks before and post audit in terms of impact, likelihood, and current controls.
- Ability to generate Risk and Control Matrix with the outcome of the risk measurement.

3.2.5 Project Management and Monitoring

- Capability to create Automated project plans, Gantt charts during project planning.
- Facilitate resource planning and work allocations, project and monitoring individual project hours through timesheets.
- Ability to outline and monitor project hours, define tasks, task timeframes, interdependent tasks, deliverables and the ability to generate alerts when dates of deliverables are about to be reached or have been passed.
- Ability to inform internal auditors and management when they have tasks on the system and when their tasks due dates have passed.

- Ability to assess the status of audit working papers i.e. whether in progress, complete or signed-off.
- Ability to draw a statement of internal controls for the relevant financial year based on the audit findings database.
- Ability to retain an audit trail of reviews of the various sections of the file (Planning to Reporting).

3.2.6 Access to the Software

- Access to the system must be customised according to SAFCOL Security Policy and authentication standards.
- Strict security controls must be put on projects files as they are of a confidential nature.
- Audit trail functionality to log/record system activities as defined by Internal Audit department.

3.3 Hardware and Software Infrastructure

The software should be able to operate on SAFCOL IT network, i.e.:

- The software must support both 32 bit and 64 bit operating system.
- Support for Windows Server 2012, Windows Server 2016 and Windows Server 2019.
- The software must be 100% compatible with Microsoft Active Directory, DHCP and DNS.
- The audit software (system) must operate based on client-server architecture.
- The software must be “Fat/thick” client (install software on PC).
- The solution must also support offline operation, i.e. ability to use the software whilst not connected to the main application. Once connected to the network the “Fat/thick” client should immediately update the application with work that has been done off-line.
- The client software must support windows 10 for laptops. The solution must support remote access (offsite) via Virtual Private Network (VPN) platform.

3.4 Database Requirements

The audit software should be compatible and should support Microsoft SQL.

3.5 Implementation of the audit software

- Service provider must provide consulting services for the implementation of the software licenses for Internal Auditors.
- Implementation should be done in accordance with SAFCOL IT software development and implementation guide.

3.6 Software training

- Service Provider will be required to provide technical training to the personnel within Internal Audit department.
- Provide training manuals to the trained software users.

3.7 Software Maintenance

- The successful bidder or supplier will be required to provide software maintenance.
- System checks should be done at least once per quarter with the maximum of 32 hours per annum.
- The software maintenance contract period will be over 3 years. The service provider should provide the total quotation price that should include the maintenance fee for the duration of the contract.

3.8 Support

- The successful bidder or supplier will be required to provide support to software users. The support services must cover both telephonic and on-site support.
- Telephonic support should be free and limited to business hours.
- A total of 10 hours per month should be catered for, for On-site support which will be on a “as and when required” basis. The On-site support fee should include travelling costs.
- On-site support hours can be carried over from month to month within a contract year.
- The support contract period will be over 3 years. The support fee should be broken down for over the three years, including any escalations, i.e. CPI.

3.9 Service Level Agreement

The successful bidder will enter into a Contract and Service Level Agreement with SAFCOL after the appointment.

4. PROPOSAL SPECIFICATIONS

4.1 Demonstration

As part of the functional evaluation, service providers will be required to demonstrate the system capabilities before the evaluation committee.

Please Note: SAFCOL Group shall retain the right to investigate any information provided and may call for any supporting information. Any misrepresentation will result in a potential service provider being disqualified and excluded from any further involvement in this process.

5. PROPOSED FUNCTIONAL EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on Price and on Specific goals provided in terms of the Preferential Procurement Policy Framework Regulations of 2022.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

All bidders who score less than 80 out of 100 points for functionality will not be considered further.

Service Providers will be shortlisted and will be invited to do a demonstration on their proposals i.e. system capabilities at their own cost. Evaluation will be conducted in accordance with SAFCOL's Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022.

Therefore functional evaluation will include Part A (evaluating the competencies of the project team) and Part B (evaluating the system capabilities).

RETURNABLE DOCUMENTS

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Clearance
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- CSD Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

..... Name (print) Signature
..... Capacity Date

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Mandatory Requirements

Phase 3: Functionality Evaluation

Phase 4: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors

Phase 2: Mandatory Requirements

DESCRIPTION	COMPLY	DO NOT COMPLY
<p><u>Software ownership</u> The bidder must provide proof of ownership or contract agreement with the system developers. This is evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Valid proof of ownership or contract agreement with the system developers is attached. (Compliant) • Valid proof of ownership or contract agreement with the system developers is not attached. (Non-compliant) 		

Phase 3 Functionality Evaluation

The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

TECHNICAL EVALUATION CRITERIA	METHOD OF EVALAUTION	POINTS ALLOCATION
PART A: COMPETENCY EVALUATION		
<p>1. <u>Company Experience – (15)</u></p> <p>Bidders must demonstrate that they have provided similar internal audit software services, to other clients in the Internal Audit profession. Attach copies of reference letters. Reference letters must indicate the following:</p> <ol style="list-style-type: none"> 1. Client’s company letterhead; 2. Client’s contact details 3. Description and timing/duration of work performed; and 4. Client signature. 	<p>No reference letter</p> <p>1 reference letter (3)</p> <p>2 reference letters (6)</p> <p>3 reference letters (9)</p> <p>4 reference letters (12)</p> <p>5 reference letters (15)</p>	<p>0</p> <p>3</p> <p>6</p> <p>9</p> <p>12</p> <p>15</p>
<p>2. <u>Project team Experience / Experience for Software Technician/Specialist and the Project Manager/Leader – (20)</u></p> <p>Specify Project Manager and Technician.</p> <p>Service Providers must demonstrate that they possess relevant competencies to successfully perform the required scope of work and the project team must be certified to provide the software service.</p>	<p>0 - 4 Years</p> <ul style="list-style-type: none"> • Project Manager/Leader • Software Technician/ Specialist <p>More than 4 years - 10 Years</p> <ul style="list-style-type: none"> • Project Manager/Leader (5) • Software Technician/ Specialist (5) <p>More than 10 Years</p> <ul style="list-style-type: none"> • Project Manager/Leader (10) • Software Technician/ Specialist (10) 	<p>0</p> <p>10</p> <p>20</p>
<p>3. <u>Project Plan - 15</u></p> <p>The bidder must provide a detailed project plan clearly indicating the criteria;</p> <ul style="list-style-type: none"> • Presentation/demonstration of the system to the Internal Audit team • Installation of the system • Training to Staff members <p>System maintenance and support plans</p>	<p>No project plans provided</p> <p>Project plans does not have all the required criteria and/or project timelines are longer than 3 months</p> <p>Project plans include all criteria but project plans timelines are greater than 30 days and less than 3 months.</p> <p>Project plans clearly include all criteria and project plans timelines are within 30 days.</p>	<p>0</p> <p>5</p> <p>10</p> <p>15</p>
PART B: SYSTEM CAPABILITIES – DEMONSTRATION		

(Service Providers will be required to demonstrate live application (via teams to SAFCOL Evaluation committee. Service providers will be required to demonstrate the below requirements in order to be scored)

<p>4. Internal audit software capability (5) Internal auditors regularly work outside of the office (Plantations, IFLOMA and Timbadola) therefore the system must have a functionality to enable users to work off-line without causing conflict, e.g. the system must be able to generate replicas (working outside the network) to minimize consumption of data. This is evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • System unable to generate replicas (Non-compliant) • System generate replicas without errors (Compliant) 	<ul style="list-style-type: none"> • System unable to generate replicas (0) • System generates replicas without errors (5) 	<p>5</p>
<p>5. Methodologies – (45) The bidders must demonstrate the audit software methodology as per the below stated audit process:</p> <p><u>PLANNING: (5)</u></p> <ol style="list-style-type: none"> 1. Import audit strategy / three-year audit plan (1) 2. Resource planning and allocations (1) 3. Project planning (objective, scope, timeframes, etc) (1) 4. Ability to generate audit planning documents for approval (1) 5. Ability to analyse risks (impact and likelihood) (1) 	<ul style="list-style-type: none"> • Planning – up to 5 points 	<p>Up to 45 points</p>
<p><u>EXECUTION (16)</u></p> <ol style="list-style-type: none"> 6. Ability to create audit programme (2) 7. Ability to create and import working papers (Working papers should outline the audit objectives, Risks, Audit procedures, Results, Conclusions). (2) 8. Cross reference (hyperlink) evidence to audit procedures/working papers. (2) 9. Ability to create audit findings outlining (i.e. finding, criteria, observation, root cause, impact, recommendation, management comments/action plan, implementation date, auditor’s comments) (3) 10. Cross reference (hyperlink) audit results to audit findings. (2) 11. Ability to review and sign-off audit procedures and evidence. (2) 12. Generate risk and control matrix. (2) 13. Generate summary of audit findings. (1) 	<ul style="list-style-type: none"> • Execution – Up to 16 points 	

<p><u>REPORTING (11)</u></p> <p>14. Generate audit report outlining: 15. Distribution list, (1) 16. Executive Summary, (1) 17. Assessment of Controls , (1) 18. Detailed Findings outlining the criteria, observation, root cause, impact, recommendation, management comments/action plan, implementation date, auditor’s comments (3) 19. Ability to rate audit finding (high, medium, Low) (1) 20. Ability to grade audit report(add conclusions) (1) 21. Project tracking reports (1) 22. Ability to review and sign-off audit reports (1) 23. Generate client satisfaction survey (1)</p>	<ul style="list-style-type: none"> • Reporting - Up to 11 points 	
<p><u>FOLLOW-UP / MONITORING (4)</u></p> <p>24. Functionality to generate follow-up reminders to management for findings overdue (1) 25. Ability to load supporting evidence against actioned findings (1) 26. Visualise audit finding status (i.e. open, in-progress and closed) (1) 27. Ability to draw statement of internal controls of the relevant financial year based on the audit findings database (1)</p> <p><u>PROJECT MANAGEMENT (9)</u></p> <p>28. Ability to create and visualise Automated project plans and status against plans i.e. Gantt charts project planning. (2) 29. Ability to monitor individual project hours through timesheets. (2) 30. Ability to outline and monitor project hours, define tasks, timeframe tasks, interdependent tasks, deliverables and also the ability to generate alerts when deliverables dates are about to be reached or have been passed. (2) 31. Ability to inform internal auditors and management when they have tasks on the system and when their tasks due dates have passed.(1) 32. Ability to assess the status of audit working papers i.e. whether in progress, complete or signed-off. (1) 33. Ability to retain an audit trail of reviews of the various sections of the file (Planning to Reporting) (1)</p>	<ul style="list-style-type: none"> • Follow-up / monitoring - Up to 4 points • Project Management – Up to 9 points 	
<p>TOTAL</p>		<p>100</p>
<p>MINIMUM POINTS FOR FUNCTIONALITY</p>		<p>80</p>

Phase 4: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

SPECIFIC GOALS FOR THIS RFQ AND POINTS THAT MAY BE CLAIMED ARE INDICATED AS PER TABLE BELOW:

Criteria	Points
(80/20 system)	
100 % Black Ownership	8
</> 51- 99.99% Black Ownership	2
> 51% PWD owned entities	3
100% Youth Owned	3
>30 % Women Owned	2
Reconstruction Development Programme Objectives Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION: -

No.	Procurement Requirement	Required Proof Documents
2.1	100 % Black Ownership = 8 Points </> 51- 99.99% Black Ownership = 2 Points	<ul style="list-style-type: none"> • CIPC registration documents • Full CSD Report
2.2	Who are women =2 Points	<ul style="list-style-type: none"> • BBEE certificate/sworn affidavit • Consolidated BEE certificate in cases of Joint Venture • Full CSD Report • ID Document
2.3	Who has a disability = 3 Points	<ul style="list-style-type: none"> • VALID BBEE certificate/sworn affidavit • Full CSD Report • Dr's Letter confirming disability status
2.4	Who is a youth = 3 Points	<ul style="list-style-type: none"> • VALID BBEE certificate/sworn affidavit • ID Document • Consolidated BEE certificate in cases of Joint Venture • Full CSD Report
2.5	B-BBEE status level contributors from level 1 to 4 which are QSE or EME =2 Points	<ul style="list-style-type: none"> • VALID BBEE certificate/sworn affidavit • Consolidated BEE certificate in cases of Joint Venture • CSD Report
2.6	Implementation of RDP goals (Locality) Points=2	<ul style="list-style-type: none"> • VALID BBEE certificate/sworn affidavit • Consolidated BEE certificate in cases of Joint Venture • Full CSD Report • Physical address endorsed from traditional Chiefs councils or Municipality
2.7	Joint Venture	<ul style="list-style-type: none"> • Consolidated BEE certificate in cases of Joint Venture

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

	Full Name	Identity Number	Name of State institution
2.2			

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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.

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
SBD4

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

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 **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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20

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

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 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 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 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 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 the 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)
100 % Black Ownership	8	
</> 51- 99.99% Black Ownership	2	
> 51% PWD owned entities	3	
100% Youth Owned	3	
>30 % Women Owned	2	
Reconstruction Development Programme Objectives Promotion of SMMEs (Entities that are EME or QSE)	2	

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:

