



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFB)

The Department of Justice and Constitutional Development invites all interested parties to submit bids for requirements as stipulated below:

DOCUMENT NUMBER:	RFQ 004 2024
RFB ISSUE DATE:	18 April 2024
RFB CLOSING TIME AND DATE:	24 April 2024
DESCRIPTION:	Supply and Delivery of Office Stationery
PERIOD:	For a once off period
RESPONSES TO THIS RFB SHOULD BE FORWARDED TO:	<u>RFQ.SCM@justice.gov.za</u>
ENQUIRIES:	E-Mail Address: <u>RFQ.SCM@justice.gov.za</u>

PART A

SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT					
BID NUMBER:	RFQ 004 2024	CLOSING DATE:	24/04/24	CLOSING TIME:	11h00AM
DESCRIPTION	SUPPLY AND DELIVERY OF OFFICE STATIONERY				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MUST BE EMAILED TO <u>RFQ.SCM@justice.gov.za</u> ONLY					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	<u>RFQ.SCM@justice.gov.za</u>		E-MAIL ADDRESS	<u>RFQ.SCM@justice.gov.za</u>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					

YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

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

YES NO

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

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

PART C:

SCM PRE COMPLIANCE CHECK APPLICABLE TO THIS BID

Without limiting the generality of the Department and other critical requirements on this Bid, bidder(s) must submit the documents listed in below table. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on SCM compliance with the listed administration and mandatory bid requirements.

DOCUMENT THAT MUST BE SUBMITTED		
INVITATION TO BID – SBD 1	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
WRITTEN QUOTATION (IN A BIDDER'S LETTERHEAD)	YES	<ul style="list-style-type: none">• Complete
DECLARATION OF INTEREST – SBD 4	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – SBD 6.1	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
GOOD STANDING ON TAX AFFAIRS	NO	<ul style="list-style-type: none">• The bidder must be in good standing with SARS in respect of any relevant legislative tax commitments and must provide together with the bid response a SARS pin number for verification purposes.

DOCUMENT THAT MUST BE SUBMITTED

REGISTRATION ON CENTRAL SUPPLIER DATABASE (CSD)	NO	<p>Bidders must be registered on the Central Supplier Database (CSD).</p> <ul style="list-style-type: none">• If you are not registered proceed to complete the registration of your company prior to submitting your Bid. Visit https://secure.csd.gov.za to obtain your vendor number.• Submit a recent detailed proof of CSD report.
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**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

PART D – BID SPECIFICATION

SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF STATIONERY OF THE JUSTICE AND CONSTITUTIONAL DEVELOPMENT.

1. SCOPE OF WORK

Supply and Delivery of stationery

DETAILED SPECIFICATIONS: *(Bidders are required to mark with a cross/tick on the YES column as an indication that they comply with the specification. Failure to comply with any of the below mandatory requirements will result in the disqualification of the bidder's proposal).*

ITEM NO	QTY / UOM	Stationery Requirements	UNIT PRICE	TOTAL PRICE
1.1	20 Each	Batteries AA (Duracel Packet of 2)		
1.2	20 Each	Batteries AAA(Duracel Packet of 2)		
1.3	20 Each	5 M Extension Cord (Ellies)		
1.4	20 Each	10 M Extension Cord (Ellies)		
1.5	20 Each	3 M Extension Cord (Ellies)		

1.6	40 Each	Multi Plug 12/10 Way (Ellies)		
1.7	50 Each	White PVC File Design s file 25 mm with clear overlay (Treeline)		
1.8	100 Each	White PVC File Design s file 50 mm with clear overlay (Treeline)		
1.9	150 Each	White PVC File Design s file 70 mm with clear overlay (Treeline)		
1.10	400 Each	Arch Lever File A4 (2 Hole Standard 75 mmTreeline)		
1.11	150 Each	Arch Lever File Mini A4 (2 Hole Standard 52 mmTreeline)		
1.12	800 Each	Quotation Folder Red Transparant Cover (Bantex 3240)		
1.13	120 Each	Quotation Folder BlueTransparant Cover (Bantex 3240)		
1.14	40 Box	Rubber Band No 64 100 gram (Trefoil)		
1.15	40 Box	Rubber Band No 32 100 gram (Trefoil)		
1.16	40 Box	Rubber Band No 38/39 100 gram (Tefoil)		
1.17	40 Packet	Rubber Band No 69 100 gram (Trefoil)		
1.18	100 Box	Indian Filing Tags 76 mm (Treasury Tags - Lace Tags SDS)		
1.19	100 Box	Indian Filing Tags 102 mm (Treasury Tags - Lace Tags SDS)		
1.20	20 Box	File Fastner (Double metal prong fastener 80mm (Teeline)		
1.21	180 Each	Fold Back Clip 25 mm (Croxley)		
1.22	180 Each	Fold Back Clip 51 mm (Croxley)		
1.23	50 Box	Paper Clip Silver 33 mm (Treeline)		
1.24	50 Box	Paper Clip Silver 50 mm (Treeline)		
1.25	180 Each	Permanent Marker Artline 70 Black		
1.26	40 Each	Whiteboard Marker Black (Penflex)		
1.27	200 Each	Highlighter Yellow (Colosso)		

1.28	100 Each	Highlighter Green (Colosso)		
1.29	100 Each	Highlighter Pink (Colosso)		
1.30	100 Each	Highlighter Orange (Colosso)		
1.31	50 Each	Highlighter Red (Colosso)		
1.32	30 Each	Highlighter Purple (Colosso)		
1.33	600 Each	Bic Medium Crystal Black Pen		
1.34	600 Each	Bic Click Black Pen		
1.35	60 Each	Pilot V-Ball (Grip Rollerball) Pen Red		
1.36	144 Each	Pilot V-Ball (Grip Rollerball) Pen Black		
1.37	288 Each	Pentel BK 77 Superb Black Pen		
1.38	20 Each	Heavy Duty Stapler (Rexel Goliath)		
1.39	120 Pad	Writing Pad (Exam Pad Treeline)		
1.40	60 Each	Clutch Hotshot Pencil		
1.41	60 Each	Lead Pentel 0.5 mm		
1.42	144 Each	Pencil HB (Steadtler Traditional)		
1.43	50 Book	Shorthand Notebook (A5 144 pages Treeline)		
1.44	80 Each	Scissor (Maped Essentials 21mm)		
1.45	120 Each	Ruler Plastic 30cm (Shatterproof)		
1.46	48 Each	Prestik Bostik 100gram		
1.47	120 Each	Glue Pritt 20 gram		
1.48	30 Each	Punch 2 Hole (Rexel V230 30 sheets)		
1.49	120 Each	Eraser White (Steadtler Traditional 58 x 13 x 12mm)		
1.50	80 Each	Stapler (Paperpro Quantum)		
1.51	60 Each	Finger Thimble Size 1 (Treeline)		

1.52	120 Box	Staples Rexel Standard 26/6 No 56		
1.53	80 Packet	Clear Plastic Pockets Multi Punched (100 sheets in pack 100 micron Treeline)		
1.54	10 Packet	Sheet Plastic Frosted (Different Colours Blue,Green,Red, Yellow Treeline)		
1.55	60 Each	Finger Thimble Size 0 (Treeline)		
1.56	500 Set	Index Set A4 Assorted Colours (10 Division no writing Treeline)		
1.57	50 Roll	Tape Legal Ribbon Pink		
1.58	60 Each	Stick Notes Small (Post it)		
1.59	80 Each	Calculator (12 digits with decimal selection)		
1.60	120 Each	Glue Stick Pritt 40/43 gram		
1.61	120 Each	Post it Flags (Sign Here Printed 45 x 25mm)		
1.62	40 Packet	Film Index 5 Colours 45 x 12mm		
1.63	72 Each	Packaging Buff (Scotch)		
1.64	300 Each	A4 Archives Filling box (Fullcap 368mm x268mm x95mm)		
1.65	600 Each	Filling Boxes with Lids A3		
		GRAND TOTAL		

2. DELIVERABLE

2.1 The stationery must be delivered at 329 Pretorius Street, Momentum Building, Pretoria.

3. GUIDE FOR PRE-QUALIFYING DURING THE VARIOUS STAGES OF EVALUATION

Bidders are advised to, amongst others, observe compliance requirements and use the listed elements as a "Pre-Submission Checklist" for a bid response. Omissions or errors from the bidders' side including incorrectly completing and failure to supplying these

documents will compromise and may invalidate the bid:

- a) SBD 1 (Invitation to Bid);
- b) Bidder must provide together with the bid response a SARS pin number for verification purposes;
- c) SBD 4 (Declaration of interest);
- d) SBD 6.1 (Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022); **preference will be given to bidders with the QSE and EME status;**

4. DURATION

This will be a once off delivery at 329 Pretorius Street, Momentum Building, Pretoria.

5. GCC

Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions are available on the National Treasury website (www.treasury.gov.za).

6. PAYMENT

Advance payment will not be made and, payments shall be processed on the satisfactory supply and delivery. Invoices shall be entertained in terms of the PFMA and therefore paid within (30) days on receipt of a valid invoice.

7. VAT

The price quoted by the prospective supplier must include Value Added Tax (VAT).

8. POLICIES & PROCEDURES

The successful supplier must at all times comply with DoJ & CD's policies and procedures as well as maintain a high level of confidentiality of information.

9. CONFIDENTIALITY

All information, documents and reports must be regarded as confidential and may not be

made available to any unauthorized person or institution without the written consent of the Director General or his delegate. At the end of the contract period or termination of the contract, all information (customers' personal information, transactional information and other relevant information) will become the property of DoJ & CD.

10. COSTS

DoJ & CD will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bid.

It must be noted that the price tendered must be inclusive of all costs (VAT, Delivery, Warranty / guarantee, installation cost etc.).

Bidders are requested to submit their price quotes, which require prices to be quoted on a fixed price basis for duration of the contract.

11. COVER QUOTING

Bidders submitting two or more offers on the same bid under same or different names without declaring interest will be disqualified.

12. CONTACT PERSONS

All enquiries must be sent to RFQ.SCM@justice.gov.za

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

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:

$$Ps = 8 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black person/s		10		
Enterprises with ownership of 51% or more by person/s who are women		5		
Enterprises with ownership of 51% or more by person/s who are youth		3		
Enterprises with ownership of 51% or more by person/s with disability		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:

