

# Request for Quotation

**Region: Bloemfontein**

<b>QUOTE REQUESTED FROM:</b>	<b>QUOTE SUBMITTED TO:</b>
<b>Supplier:</b>	<b>Date issued: 30 / 05 / 2025</b>
<b>Email address:</b>	<b>For Supply Chain Management and Technical Enquiries</b> Email Address: <a href="mailto:procurement@vcwater.co.za">procurement@vcwater.co.za</a>
<b>Street address:</b>	<b>Please submit via email with subject line/ drop off at Vaal Central Water Head Office:</b>
<b>Contact name:</b>	Request for Quote: Supply and Delivery of Stationery
<b>Telephone No:</b>	Reference Number: VCW25/116
<b>Fax No:</b>	To:
<b>COMPALSORY VISIT: N/A</b>	Quotation closing date: <b>10 / 06 / 2025</b>

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## 1. Details of Goods / Services sought:

Please provide a quote for goods and / or services as detailed in the specification section.

Please note that this is **NOT** an instruction to proceed with the supply of any goods and / or services (unless and until the Department signs and returns the Acceptance section below).

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## 2. Details of Quote:

Please complete your response to this Request for Quotation for goods and / or services in the spaces provided below.

### **Delivery Address (Vaal Water Destination):**

02 Mzuzu Street  
Pellissier  
Bloemfontein  
South Africa

## Scope of work:

You're hereby requested to submit a written Quotation for **Supply and Delivery of Stationery.**

	Description	Quantity
	<b>Stationery</b>	
1	Paper Copy A4 Rotatrim 80gsm	800 (160 boxes)
2	Bin Waste	15
3	LC Payslips	7
4	Archive Storage Box 080023	200
5	Desk Tidy	15
6	Battery LR-03-AAA (Lithium) (2 pack)	40
7	Battery LR6-AA (Lithium) (per battery)	60
8	Manuscript Book A5	30
9	Calculator 12 Digit	30
10	Paper Clips 32mm	30
11	Paper Clips Giant	30
12	Wavy King Size Paperclips	30
13	Clip Foldback 19 mm	360 (30 boxes)
14	Clip Foldback 32 mm	360 (30 boxes)
15	Clip fold back 41mm	240 (20 boxes)
16	Clip Fold Back 51mm	120 (10 boxes)
17	Magic clip dispenser 4.8mm	15
18	Nicler Clips - Box of 50 (4.8mm)	60
19	Pencil Clutch	30
20	Containers Pro Filing	100
21	Correction Pen	30
22	Memo Cube Holders	15
23	Eraser	15
24	Expanda custodian (code 44500)	300
25	Heavy Duty 074005	200
26	File folder deep tint blue	100
27	File: Tidy Files - Archive Files Ref. No. 07001	50
28	Frosted Sheets Blue (Treeline) (per sheet)	200
29	Frosted Sheets Clear (Treeline) (per sheet)	100
30	Frosted Sheets Yellow (Treeline) (per sheet)	100
31	Glue Stick 40gm	15
32	Highlighters - Stabilo Boss : Pink	20
33	Highlighters - Stabilo Boss : Orange	20
34	Highlighters - Stabilo Boss : Green	30
35	Highlighters - Stabilo Boss : Yellow	20

36	Highlighters - Stabilo Boss : Blue	20	
37	Highlighters - Stabilo Boss : Violet	30	
38	Index Jan-Feb	50	
39	A4 PVC dividers 1-31	50	
40	Index ABC	50	
41	PVC Keyring Tags	100	
42	075504 - Dark Orange	30	
43	075514 - Dark Grey	30	
44	075505 - Dark Purple	20	
45	Alpha Labels 015002 - Dark Pink	20	
46	075525 Mink	10	
47	015016 Brown	30	
48	A3 Laminating Pouch 250micron (per pack of 100)	2	
49	A4 Laminating Pouch 250micron (per pack of 100)	2	
50	Artline 700 - Black	30	
51	Whiteboard Marker - Green	3	
52	Whiteboard Marker - Blue	3	
53	Whiteboard Magnetic Eraser	5	
54	Whiteboard Marker - Red	3	
55	A4 Paper Copy - Yellow	3	
56	Paper Copy A4 - Pink Pastel	5 (1 box)	
57	Copy paper A4 Red	5 (1 box)	
58	Copy Paper A4 Orange	3	
59	Copy Paper A4 Peach	3	
60	Pen Green	30	
61	Pen Black - Pilot V-ball 0.7	15	
62	Pen Red Pentel BK77 superb	30	
63	Leads 0.5mm	50	
64	Pens Blue	30	
65	Pilot V-Pen M Black Fountain	15	
66	Bic Pens Black Click	60	
67	Bic Pens Black Crystal Ballpen	60	
68	Pencil	30	
69	Sign Here Post It Notes 3M	100	
70	Prestik 100gr	10	
71	Punch (Premium B-40)	30	
72	Punch Maxi - HD2300 Rexel	2	
73	Power Punch - KW933	2	
74	PVC Pockets A4 Punched	100	
75	Ruler	30	
76	Sharpener one hole metal	15	

77	Ink Black - Stamp Pad	2
78	Staples 26/6 Rexel	50
79	Stapler Full Strip (Elegant M-800)	30
80	Staple Remover SR100	40
81	Staple Remover Kangaro SR300	5
82	Letter Tray (3 Tier Mesh)	10
	<b>Electrical</b>	
83	Lamp - 26w / 840 PLC 2 pin lamp (G24b)	50
	<b>IT</b>	
84	SAMSUNG CLTY506L YELLOW	2
85	SAMSUNG CLTM506L MAGENTA	2
86	SAMSUNG CLTK506L BLACK	2
87	SAMSUNG CLTC506L CYAN	2
88	Logitech Keyboard USB	20
89	Logitech MK330 Wireless Desktop	15
90	Extension Cord 5m	10
91	Extension Cord 3m	10
92	Extension Cord 10m	5
93	Mouse - Logitech Optical Wheel - USB	20
94	Mouse Pads - Proline	15
95	Plug adaptors two pin round	30
96	Multi Plug (7 way)	30

#### COMPLETION OF QUOTATION/BID DOCUMENTS:

- Quotation must be completed in your company letterhead. Failure to comply *shall* invalidate your RFQ.
- All returnable documents must be completed in full and must be addressed to Vaal Central Water.
- This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with SARS to meet the bidder's tax obligations.
- Your quotation must include total price and all applicable taxes.
- The bidder must submit proof of B-BBEE status level of contributor for quotations with the Rand value equal to or above R30 000, failing which the bidder will score 0 out of 20 for B-BBEE.
- Quotations equal to R30, 000.00 and up to a Rand value of R50 million inclusive of all applicable taxes shall be evaluated on 80\20 point system.
- Quoted price must include delivery and estimated delivery date must be stated.
- Minimum Quotation Validity Period is 60 days.

### 3. Compulsory returnable documents:

The following documents must accompany your Quotation:

Valid Tax Clearance Certificate/ Tax Compliance Status

Valid BBBEE Certificate / Affidavit

CSD Registration

SBD Form 1

SBD Form 4

SBD Form 6.1


*Only respondents who submit fully completed Quotations incorporating all Returnable schedules duly completed and signed will be eligible to have their submissions evaluated.*

### 4. Offer:

The Supplier offers to supply the goods and / or services detailed in the Specification (i) at the fees and charges offered (ii) within the period offered and **signed for and on behalf of the Supplier by** (who represents that they have the authority to bind the Supplier):

Name and position.....

Signature.....

Dated this..... day of .....20.....

**SBD 1**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	VCW25/116	CLOSING DATE:	10/06/2025	CLOSING TIME:	12H00
DESCRIPTION	<b>SUPPLY AND DELIVERY OF STATIONERY.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ELECTRONIC SUBMISSION: <a href="mailto:procurement@vcwater.co.za">procurement@vcwater.co.za</a>					
HAND DELIVERY: 2 Mzuzu Street, Pellissier, Bloemfontein, 9322					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
	<input type="checkbox"/>	NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
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 PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
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 ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

## 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

## 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |  |  |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

## SBD 4

### 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 interest<sup>1</sup> in the enterprise,

<sup>1</sup> 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.

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**

- 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

SBD 6.1

## 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 **80/20** preference point system.
- b) **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:

	<b>POINTS</b>
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<b>PRICE</b>	
<b>SPECIFIC GOALS</b>	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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.)***

CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS	Requirements	Number of points( 80/20 system)	Number of points allocated (80/20 system) (To be completed by the Tenderer)
Blacks and people who had no franchise on national elections before 1994 constitution (more than 50% ownership)	Certified ID copy and CIPC registration/ CSD report	5	

CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS	Requirements	Number of points( 80/20 system)	Number of points allocated (80/20 system) (To be completed by the Tenderer)				
Women (more than 50% ownership)	Certified ID copy and CIPC registration/ CSD report	3					
Youth (more than 50% ownership)	Certified ID copy and CIPC registration/ CSD report	3					
People with disability (more than 50% ownership)	Medical report sanctioned by qualified professional and CIPC registration/ CSD report	2					
Located in a specific Local Area of Supply for work to be done  Free State and Northern Cape Provinces	Official Municipal Rates Statement which is in the name of the bidder  Or  Valid Lease agreement which is in the name of the bidder (accompanied by owners Official Municipal Rates Statement)  Or  Permission to Occupy from Local Chief in the case of Rural areas which is in the name of the bidder	3					
CATEGORIES OF RDP GOALS							
Promotion of BBBEE companies	Sworn affidavits/ CIPC/ BBBEE certificate	4	BBBEE level	1	2	3	4+
			Points(80/20)	4	3	1	0
			Please tick applicable column				
Total Points							

#### 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.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....