



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

(“The DSI”)

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER FOR FUMIGATION SERVICES AT
THE DEPARTMENT OF SCIENCE AND INNOVATION (DSI) FOR A PERIOD OF
TEN MONTHS**

N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.*

1. BACKGROUND

The Department of Science and Innovation (DSI) is housed at Building 53, within the CSIR Campus. The DSI has a gross area of 15290sqm including the canteen and twelve kitchenettes. The DSI is a three-storey building. The DSI is also responsible for fumigation services at the two entities i.e. National Intellectual Property Management Office (NIPMO-508sqm) and National Advisory Council on Innovation (NACI-495sqm). The contract for fumigation services will commence on 1 September 2024. The DSI is in the process of relocating to a new office. If the relocation occurs before the contract expires, the contract will terminate.

2. PURPOSE

The purpose of this request is to procure the services of the service provider who will be able to perform the work as per specifications for a period of ten months.

3. SPECIFICATION

The appointed service provider will be expected to carry out the condition assessment as follows: -

3.1 Monthly service at DSI

Fumigating of all the enclosed offices, basement store rooms, guardrooms canteen, open areas, kitchenettes, meeting rooms and pause areas in the building:

- a) treatment of cockroaches; ants, dust mites and spider,
- b) spraying cupboards;
- c) lay out gel baits inside the cupboards to prevent cockroach infestation; and
- d) supply 114 bait stations and maintenance thereof

Initiate:
SRT

3.2 Once Off

The appointed service provider shall be required to supply and install the material enlisted below:

- a) bird spikes at the edge of the roof top-currently there is 200sqm bird spikes around the building
- b) bird proof netting in front of the air-cons ducts- square meters are estimated between 20-25sqm

3.3 Quarterly service: DSI office

The appointed service provider shall be responsible for the supply and quarterly maintenance of twelve eagle eyes.

4. Project Management

- 4.1 The successful bidder will be required to submit a safety file within ten working days of contract assumption which must not be limited to: risk assessment, material safety data sheet, medical certificates of those who will be working in elevated position, training certificates for working in elevated position, proof of identification and Valid Letter of Good Standing.
- 4.2 Ensure that at all times the correct Personal Protective Clothing and depicting the name of the company.
- 4.3 The Service provider will be required to provide the services during weekends for DSI offices.

5. PRICING SCHEDULE

- 5.1 All prices quoted must include VAT and should be linked with specific tasks to be undertaken.
- 5.2 A service provider should comply with the specification.
- 5.3 The service provider shall be expected to provide a quotation based on the table below (*table to be placed on own letterhead and not to be completed on this form*):

SERVICE	AMOUNT INCL VAT
Once off service	
Supply and Installation of bird spikes	
Supply and installation of bird proofing netting	
Monthly service	
Fumigation of DSI offices	
Quarterly service	
Maintenance of eagle eyes	

6. SITE VIEWING

- 6.1 Site viewing will be carried out on an appointment basis. An email to be sent to Nombulelo.Dlalisa@dst.gov.za and copying the Supplier Chain Practitioner who sourced the quotation.

7. EVALUATION OF PROPOSALS

- 7.1 The evaluation process will comprise of the following phases:

- a) Screening for Compliance;
- b) Functional Evaluation; and
- c) Price and Specific Goals Evaluation.

initiate:

7.2 Screening for Compliance

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation; failure to submit the following will result in disqualification:**

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.

N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.*

7.3 Functionality Evaluation

initiate:

- a) Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of fifty percent (50%).
- b) The DSI panel members will individually evaluate the responses received against the following criteria as set out below:

PHASE 2: FUNCTIONALITY EVALUATION					
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent					
CRITERIA					WEIGHT
1 Experience and Expertise:					
Bidders must also submit a list of references for current and previous projects in fumigation services, which must cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered (iii) contact person, (iv) his/her contact details (e-mail, telephone, address)					30
0-1 year	2-3 years	4-5 years	6-7 years	8yrs and above	
1	2	3	4	5	
2 Staff Capacity Knowledge in the pest/fumigating industry - CV of the Project Manager to be assigned to this project must accompany the proposal. The values will be awarded as follows:					30
1 -2 years	3-4 years	5-6 years	7-8 years	9 and above	
1	2	3	4	5	
3 Methodology Methodology should not be limited to: a) Project plan b) Communication plan c) Contingency plan d) Company OHS policy e) Risk plan in line with the project					30
Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more of the elements listed above)	
1	2	3	4	5	

initiate:

4 Capacity to render the service					20
Capacity to deliver should not be limited to the following: a. List of equipment's to be used. b. ISO certification c. List of consumables to be used d. Sample of PPE t e. operation and scheduling capability					
Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more of the elements listed above)	
1	2	3	4	5	
TOTAL SCORE					
MINIMUM THRESHOLD SCORE					50

c) Service Providers must take note that any proposal not meeting a minimum score of 50 percent on functional proposal will be disqualified and will not be considered for the next Phase.

d) The following rating values for evaluation will be used:

i. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

Value	Description
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

ii. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

initiate:

- iii. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
- iv. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- v. Service providers will not rate themselves but need to ensure that all information is supplied as required. The DSI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

7.4 Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a valid certified BBBEE certificate or Sworn Affidavit.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value of up to R50 000 000.00:

initiate:

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

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.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal specified for the tender, as per the table below:

Table 1 – Specific goals

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
EMEs and QSEs	
Companies owned by black people	10
Companies owned by women	5
Companies owned by youth people	
Companies owned by people with disabilities	
Companies owned by black people living in rural or underdeveloped areas	
Companies owned by black people living in townships	5

initiate:

- i. A bidder must submit proof of its Specific goals' status and claim points on Standard Bidding Document SBD6.1.
- ii. Bidder to claim points for their specific goal(s) ownership as follows:
 - a) Points allocated for EME or QSE as follows:
 - i. EME: 100% of points allocated and
 - ii. QSE: 50% of points allocated.
 - b) The formula for the calculation of specific goals will be as follows:

$$\frac{(\text{Share percentage} \times \text{points allocated for specific goal})}{\text{Max percentage of ownership (100\%)}}$$
 - Formula to be used for each specific goal you claim points for.
 - Points for each specific goal claimed will be calculated together to get a final score out of 20 points.
- iii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- iv. A bidder may not be awarded points for specific goals status if the bid documents indicate that the bidder intends subcontracting more than 25% of the value of the contract to any person or company that does not have the points that the bidder qualifies for (at least), unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- v. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- vi. The points scored must be rounded off to the nearest two decimal places.
- vii. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
 - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
 - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.

- If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
 - If a market-related price is not agreed in all the afore-mentioned respects, the Department must cancel the tender.
- viii. In the event that two or more tenderers score an equal total number of points, (1) the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
- ix. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.

8. AWARDING OF THE BID

- 8.1 The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.
- 8.2 The successful service provider will be required to enter a formal contract with DSI for a period of ten months.

9. SUBMISSION OF PROPOSALS

- 9.1 The closing date for submission of proposals is 28 October 2024.

- 9.2 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.

10. CONTACT PERSONS

10.1 Technical Enquiries can be directed to:

Ms Nombulelo Dlalisa

Deputy Director: Facilities Management

Nombulelo.Dlalisa@dst.gov.za

- 10.2 Enquiries relating to operational SCM issues should be addressed to the SCM Practitioner who sourced quotations or acquisition@dst.gov.za.

initiate:

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DSI2024/10/18	CLOSING DATE:	28 October 2024	CLOSING TIME:	15H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR FUMIGATION SERVICES AT THE DEPARTMENT OF SCIENCE AND INNOVATION (DSI) FOR A PERIOD OF TEN MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Via e-mail to SCM practitioner who sourced.					
DSI Building No 53, CSIR campust, 627 Meiring Naude Road, Brummeria, Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Lize Kern		CONTACT PERSON	Ms Nombulelo Dlalisa	
TELEPHONE NUMBER	082 944 0013		TELEPHONE NUMBER		
FACSIMILE NUMBER	086 681 0017		FACSIMILE NUMBER		
E-MAIL ADDRESS	Lize.Kern@dst.gov.za		E-MAIL ADDRESS	Nombulelo.Dlalisa@dst.gov.za	
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 PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<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 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 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:

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 **YES/NO**
 / 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?

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
 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

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.

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**

- (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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10

preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EMEs and QSEs		
Companies owned by black people	10	
Companies owned by women	5	
Companies owned by youth		
Companies owned by people with disabilities		
Companies owned by black people living in rural or underdeveloped areas		
Companies owned by black people living in townships	5	

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:

.....

.....

.....



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

PERSONAL INFORMATION AND THE POPI ACT

In order to participate in the Department of Science and Innovation's (DSI) supply chain management process the bidder and / or potential service provider, and where quote, tender or related Bid is successful, the service provider who has been awarded the tender or contract, and who will provide the DSI with goods and / or services as the case may be, including without detracting from the generality thereof, any juristic or natural person, or any person who may be acting on behalf of /or in a representative capacity in respect of the bidder and / or potential service provider, and / or the successful service provider and from whom DSI will receive Personal Information in connection with and / or related to the quote, tender, Bid or subsequent award and conditions of Contract, (hereinafter referred to as the "Data Subject", you will have to provide the DSI with certain information which is personal to you, including your name and identity number, address, contact details including email and phone numbers, race, details of assets in your possession and images of yourself ("Personal Information"). In terms of a law known as the Protection of Personal Information Act 4 of 2013, (POPIA) everyone has the right to privacy including the right to the lawful collection, retention, dissemination and use of one's Personal Information. In order to give effect to this right, the DSI is under a duty to provide you with a number of details pertaining to the use of and subsequent processing of your Personal Information, before such information is used or processed. In accordance with this requirement, the DSI sets out under the attached document known as the "DSI section 18 informed consent document for Security Access" the reasons why your Personal Information is required and how the Department of Science and Innovation will use and handle this information.

Kindly ensure that you obtain a copy of this document from Reception.

You may also download this document by clicking here
[www.dst.gov.za/legislation/privacy_data/section 18 POPI informed consent document](http://www.dst.gov.za/legislation/privacy_data/section_18_POPI_informed_consent_document)

Please read the document before you enter our premises and / or provide the DSI with the required Personal Information.

By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the abovementioned section 18 informed consent document for the DSI Supply Chain Management Unit.