



Glenwood office park  
Block B  
Corner Oberon & Sprite street  
Faerie Glen  
Pretoria  
0043  
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Tel: (012)845 2000 - Fax: 086 529-7701  
Website: [www.idt.org.za](http://www.idt.org.za)

## **INDEPENDENT DEVELOPMENT TRUST**

# **REQUEST FOR PROPOSAL FOR THE PROVISION OF SECURITY SERVICES AT THE INDEPENDENT DEVELOPMENT TRUST NATIONAL HEAD OFFICE IN PRETORIA FOR A PERIOD OF TWELVE (24) MONTHS**

**BID NUMBER: IDTFAC11/2023**

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# **TERMS OF REFERENCE**

## **1. BACKGROUND**

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority. The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; “The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life”.

## **2. PURPOSE**

The main purpose for this bid is to appoint a service provider that complies with Private Security Industry Regulation Act (Act No. 56 of 2001) as amended to provide security services at the:

Independent Development Trust  
Glenwood Office Park, Block B,  
Cnr Oberon and Sprite Streets  
Faerie Glen  
Pretoria East 0043

The services will be required for a period of 24 months starting 1 November 2023 to 31 October 2025.

Independent Development Trust (IDT) requires a professional service provider who can assist in the safeguarding of its assets, employees, vehicles and patrolling services by providing daily physical guarding, access and egress controls.

**3. MANDATORY REQUIREMENTS TO BE PROVIDED FOR THE SERVICE BY THE SERVICE PROVIDER:**

<b>INFORMATION REQUIRED (tick applicable box)</b>	<b>SUBMITTED</b>	<b>NOT SUBMITTED</b>
CSD Number (Central Supplier Database Number )		
SARS Tax Compliance Status PIN		
PSIRA (Private Security Industry Regulatory Authority) registration number and certificate		
Letter of good standing from the Department of Labour (COIDA, FEM, or RMA)		
UIF (Unemployment Insurance Fund) for the Security personnel to be place at the clients site		
PAYE (Pay-As-You-Earn) for the Security personnel to be place at the client's site		
Respondent must provide the proof on public liability insurance		
SBD FORMS ( SBD 1,SBD 4 and SBD6.1)must be completed in full and signed		

**4. THE SERVICE REQUIRED**

- a) The service provider to provide guarding services per shift (time frames, example 06:00 – 18:00) and Night Shift (18:00 – 06:00).
- b) Two Grade C security guard for day shift (male and female) and one for night shift (male) is required for monitoring the CCTV cameras, physical guarding and front desk control and admin services.
- c) Physical Guarding Services should also cover public holidays and the annual IDT shutdown period which is between 20<sup>th</sup> December and 10<sup>th</sup> January of every year.
- d) The IDT does not provide any transport to and from the premises (site). The approved Service Provider must ensure that their appointed security personnel are punctual as per the work shift outlined above.
- e) Security Guards should always be dressed in appropriate dress codes (corporate) as determined by the Service provider. The dress code must also be made available at the time of responding to the BID for record keeping purposes. i.e. (Pictures as an Attachment)
- f) Daily liaison must be maintained between the Security Guard and the IDT Security official.
- g) Monthly liaison will be required between the client and Service Provider to discuss matters of mutual interest.

- h) The necessary action must be taken in order to deter anyone from damaging or removing any unthorised property of the IDT.

## 5. SECURITY GUARD DUTIES

- a) When arriving on site security officer must do a proper building inspection to ensure that no incidents occurred (Security related incidents.). A formal handover of duties between guards must take place.
- b) Recording of all security related incidents appropriately for follow-up purposes. The Service provider must provide stationery and other relevant recording items (e.g. Occurrence Books and visitor books) All occurrences, however minor, must be reported and entered in appropriate records
- c) Take necessary action to apprehend any person who commits any offence at the property and the incident must be reported to both the IDT security official and the security company management immediately.
- d) All Security incidents must be reported as soon as possible to the IDT official (Daily briefing from the security guard on duty)
- e) Do patrols of the building during the day to ensure no unauthorized persons is wandering around the building and offices.
- f) Always Receive clients / tenants and visitors as the first point of contact.
- g) Keep the client informed of any suspicious persons / activities within the building.
- h) Before going off duty ensure that all offices are locked and windows are closed.
- i) Security officer on duty must always be aware and conduct checks on offices/employees working late.
- j) Monitor the CCTV cameras and act on anything suspicious (As an enhancement of the guarding function)
- k) Safeguarding at all times the assets provided by the client (keys, access cards)

## 6. ADDITIONAL INFORMATION

Number of floors	2
Number of basement	1
Square meter of the area	6000 m <sup>2</sup>
IDT Head Office staff compliment	188

## **7. EVALUATION OF THE TENDER**

The evaluation process will comprise of the following phases:

### **Phase 1: Mandatory and Administrative Requirements;**

### **Phase 2: Functionality Evaluation**

1. company experience (CIPC and reference letters)
2. infrastructure (office in GP, )
3. Supervisors experience and qualifications

### **Phase 3: Pricing**

The following rating values for evaluation will be used:

- a) Each panel member will rate each individual criterion on the score sheets as indicated for each criterion.
- b) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the scores for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- c) The service providers that meets the required minimum score on functionality will be evaluated further on price and specific goals.
- d) The panel responsible for scoring the respective bids will evaluate and score all bids based on the functionality requirements.
- e) Service providers will not rate themselves but need to ensure that all information is supplied as required. The IDT panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

### **Phase 1: Mandatory and Administrative Requirements**

- a) Refer to paragraph 3 of this document
- b) Failure to comply with mandatory requirements will invalidate your bid

### **Phase 2: Functionality Evaluation**

Bids will be evaluated for functionality in this stage, based on achieving a minimum score of 70 points. The IDT panel members will individually evaluate the responses received against the criteria as set out below:

## **8. FUNTIONALITY EVALUATION**

This bid will be adjudicated on points for functionality and preference on the 80/20 scoring model (80 points for price and 20 points for specific goals).

Item	Score	Points scored
<b>1. Functionality</b>	<b>100</b>	
<p><b>COMPANY EXPERIENCE</b></p> <p><b><u>CIPC registration document</u></b> (25 points)</p> <p>Company experience in providing security services of a similar nature. (this will be on company registration documents)</p> <p>1 year = 5 points 2 years = 10 points 3 years = 15 points 4 years = 20 points 5 years and above = 25 points</p> <p><b><u>Client Reference Letters:</u></b> (25 points)</p> <p>Client references in provision of security services should be submitted on company letterheads with verifiable contact details.</p> <p>Reference letters between 1-3 = 15 Reference letters between 4-6 = 20 Reference letters 7 and above = 25</p> <p><b>The letters must be signed, and dated.</b></p>	50	
<p><b>INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>An office that is equipped as per PSIRA requirement and be recognized by PSIRA as the registered office in terms of accreditation, that include at least a telephone line, e-mail address or fax number and is accessible 24 hrs.(elaborate)</li> </ul>	20	

<p>The company must provide the proof that it has office in Gauteng Province</p> <p><b>1. verifiable proof of residence e.g. title deed/lease agreement, etc (10)</b></p> <p><b>AND</b></p> <p><b>2. Signed company letterhead (10)</b></p>		
<p><b>Capacity:</b></p> <p>The company should have a payroll system that processes the statutory deductions (UIF, etc.)</p> <p>A sample of an employment contract and a payslip to be provided <b>(6)</b></p> <p>The Project Implementation Plan must include, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Activities during Pre-Project Implementation Phase <b>(6)</b></li> <li>2. Activities during Project Implementation Phase <b>(6)</b></li> <li>3. Attach images of tools for the execution of tasks (e.g. daily schedules, vehicle, uniform etc.) <b>(6)</b></li> <li>4. Monitoring of the Project <b>(6)</b></li> </ol>	30	
<b>Total functionality points</b>	<b>100 points</b>	
<b>Minimum functionality threshold</b>	<b>70 points</b>	

Service provider to start work on the 1 November 2023	(Yes / No) Kindly circle the appropriate option
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### Phase 3: Price

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the IDT on the 80/20 preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to service providers on the basis of:
- The bid price (maximum 80 points)
  - Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

Service providers can only claim B-BBEE credential provided they submit an original or certified B-BBEE issued by a SANAS accredited institution or a certified sworn affidavit.

- b) The following formula will be used to calculate the points for price in respect of service providers with a Rand value above R 500,000.00:

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price VAT inclusive of bid under consideration

$P_{\min}$  = Comparative price VAT inclusive of lowest acceptable bid

For this bid the maximum number of Broad-Based Black Economic Empowerment Status points that could be allocated to a service provider is indicated in the following section.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 System)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant Contributor	0

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to zero (0) points allocated for evaluation on price and B-BBEE:

- The points scored by a service provider in respect of the points indicated above will be added to the points scored for price.
- Service providers are requested to complete the various preference claim forms in order to claim preference points.
- Only a service provider who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE Status.



- d) Supply Chain Management may, before a bid is adjudicated or at any time, require a service provider to substantiate claims it has made with regards to B-BBEE Status.
- e) Points scored will be rounded off to the nearest 2 decimals.
- f) In the event that two or more bids have scored equal total points, the contract will be awarded to the service provider scoring the highest number of points for B-BBEE Status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- g) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

## **7. BID AWARD & CONTRACT CONDITIONS**

- a. Bidders must submit their bid proposals in line with the bid specifications. Failure to comply shall invalidate the bid.
- b. The appointed bidder may be subjected to security clearance.
- c. The contract shall be concluded between IDT and the successful service provider.
- d. Service Provider must always comply with safety regulations during operations.

## **8. PRICE and B-BBEE**

Price and preference point scoring:

- a) The applicable point system is 80/20 where 80 is for price and 20 for B-BBEE level of contribution.
- b) A certified copy of the B-BBEE certificate issued by a SANAS accredited agency or a sworn in affidavit confirming the B-BBEE level of contribution in case of Emerging Micro Enterprises (EME). This is for claiming of preference point and failure to submit shall mean that a zero score will be allocated.

## **9. TECHNICAL AND SUPPLY CHAIN MANAGEMENT ENQUIRIES**

[Security2023@idt.org.za](mailto:Security2023@idt.org.za)

**RFQ CLOSING DATE: 02 OCTOBER 2023 @ 12:00pm**

**COMPULSORY SITE VISIT: 14 SEPTEMBER 2023 @ 12:00PM**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON				CONTACT PERSON			
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
<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							
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	
<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 THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
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

<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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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: .....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5	Tax	Reference	Number:
	.....		

2.6 VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- |     |  |                 |
|-----|--|-----------------|
| 2.7 | Are you or any person connected with the bidder presently employed by the state? | <b>YES / NO</b> |
|-----|--|-----------------|

- 2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:  
.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:  
.....  
.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Position

.....  
Date

.....  
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	
<b>PRICE</b>	<b>90</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>10</b>	<b>20</b>
<b>TARGETED GROUP</b>		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</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:

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

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 or 90 points is allocated for price on the following basis:

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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)
Women	3	6		

Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

**Source Documents to be submitted with the Bid or RFQ**

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

**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:** .....

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