



SOUTH AFRICAN LIBRARY FOR THE BLIND

REQUEST FOR THE PROVISION OF INTERNAL AUDIT SERVICES

1. INTRODUCTION

The South African Library for the Blind's mandate is subject to and operates in accordance with the South African Constitution and the South African Library for the Blind Act 91 of 1998 for which it was established.

The South African Library for the Blind is a Schedule 3A public entity recognized under the South African Public Finance Management Act. It is one of the public entities under the Department of Sport, Art and Culture.

The South African Library for the Blind (SALB) renders a library and information service to blind and print-handicapped readers through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information.

The SALB is governed by a Board and its structure consists of the Chief Executive's Office, Finance and Supply chain management, Compliance, Human Resources, Information Communications and Technology (ICT), Production and Standards, and Library and Information Services (LIS) department.

2. BIDS BY THE SERVICE PROVIDERS

2.1.The SALB hereby invites service providers to submit a quotation for the provision of Internal Audit Services in accordance with the specifications described below;

2.2.The contract with the successful bidder will be for a period of three years;

2.3.Bidders are solely responsible for their own costs in preparing their bids.

3. THE SERVICE LEVEL AGREEMENT

3.1. The award is subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the tender;

3.2. The SLA shall be between the SALB and the successful bidder.

4. SUBMISSION OF BIDS

4.1 Any bids received after the closing date and time for submission will not be considered;

4.2 The tender shall be submitted via email to noncedo.brukwe@salb.org.za

4.3 Enquiries regarding the bid may be directed to Noncedo Brukwe:

Tel: +27 (0)46 622 7226

Email: noncedo.brukwe@salb.org.za

Physical Address: The South African Library for the Blind

112 B High Street, Makhanda, Eastern Cape, South Africa, 6139

5. FINANCIAL ACTIVITIES AND INFORMATION

5.1 The SALB is funded through the government grants received from the Department of Sport, Art and Culture.

5.2 The SALB currently has a staff compliment of 76

5.3 To further understand the SALBs businesses and access to annual reports, the service provider is encouraged to visit the website <https://www.saib.org.za/governances/reports>.

6. MANDATORY REQUIREMENTS:

All bid responses that do not meet the Mandatory Technical Requirements will be disqualified and will not be considered for further evaluation on the Other Technical Requirements.

The Mandatory Requirements are as follows:

Mandatory requirement	Compliant	Non-Compliant
Membership with the following professional bodies (at least one employee per professional body):		
<ul style="list-style-type: none">• Institute of Internal Auditors South Africa (IIASA) or equivalent.,• Independent Regulatory Board for Auditors (IRBA) or equivalent• South African Institute of Chartered Accountants (SAICA) or equivalent.• Information Systems Audit and Control Association (ISACA) or equivalent.	(Please attach proof of current status of membership)	
This bullet is applicable to Partner / director and staff who will be involved in a project. SALB reserves the right to verify the membership during evaluation.		
The Internal audit firm must have membership with any professional bodies listed above.	(Please attach proof of membership)	

7. PRICING

- 7.1 It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed internal auditor. Financial proposals will be compared over the three-year period. Pricing must be inclusive of all relevant overheads including travel costs and VAT.

6.2 Pricing Instructions:

- ❖ All prices shall be including VAT.
- ❖ All prices shall be tendered in accordance with the units specified in this schedule below.
- ❖ All prices tendered must include all expenses, disbursements and costs (e.g. transport, overheads, accommodation, inflation, etc.) that may be required in and for the execution of the work described in the Specification, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful).
- ❖ All prices tendered will be final and binding.
- ❖ All prices in the pricing schedule will be considered when awarding the tender.

6.3 The following indicative hours on a table below must be used to quote. During the course of the SLA with the successful bidder, the hours may be adjusted subject to applicable National Treasury's prescripts governing supply chain management in public entities.

6.4 The hours quoted below are an estimate of the hours that will be required and will be used for evaluation purposes.

No	Audit Area	Total Hours	Total costs in Rand Amount excl VAT		
			Year 1	Year 2	Year 3
Mandatory requirements					
1	Annual internal audit plan and three year rolling internal plan	10			
2	Attendance and reporting at Audit, Risk and Finance Committee meetings (4 per annum)	40			
3	Strategic Risk Assessment Facilitation	16			
4	Audit committee charter review	16			
Risk-based audits					
4	Finance Management Review	120			
5	Supply Chain Management Review	150			
6	Human Resources and Payroll Review	100			
7	Information Systems review & ICT reviews	80			
8	High Level review of Annual Financial Statements Review & Review of Annual Report	60			
9	Quarterly Audits of Performance Information	120			
10	Annual performance plan review	60			
11	Risks, Ethics and Fraud Management Review	36			
12	Follow up reviews – management action plans on audits	60			
13	Governance and Compliance reviews: <ul style="list-style-type: none">SALB's compliance with its policiesSALB's compliance with PFMASALB's compliance with National Treasury regulations and guidelinesSALB's compliance with any other applicable laws and regulationsOversight Committees;Policies;Risk Management;Fraud and Corruption and whistleblowing policy;Management Control (i.e., Delegation of	100			

No	Audit Area	Total Hours	Total costs in Rand Amount excl VAT		
			Year 1	Year 2	Year 3
	Authority)				
14	Ad-hoc audits	60			
TOTAL EXCL VAT		100			
DISBURSEMENTS					
GROSS TOTAL					
VAT					
TOTAL INCL VAT					

TOTAL PROJECT COST (BASED ON THE ESTIMATED ANNUAL HOURS ABOVE)

#	Period	Total rands amount incl VAT
1	Year 1	
2	Year 2	
2	Year 3	
	Total bid price for 3 years	

8. SCOPE OF WORK

7.1 Develop a three-year risk based internal audit rolling plan;

7.2 Conduct risk-based audits over the three-year period covering, not limited to, finance, supply chain management, human resource management, information systems and communication technology management, operational aspects including programme performance information, compliance with applicable laws and regulations, review of the quarterly compliance reports, annual report, annual technical review of annual financial statements, as well as governance,

7.3 Facilitate annual strategic risk assessment workshops;

7.4 Review the effectiveness of the current policies and internal control procedures;

7.5 Review the reliability and integrity of financial and performance information;

7.6 Conduct follow-up audits where applicable;

- 7.7 Submit quarterly reports to the Audit, Risk and Finance Committee of the Board;
- 7.8 Liaise with the external auditors, who in the case of the SALB, is the Auditor-General of South Africa;
- 7.9 Attend Audit, Risk and Finance Committee meetings; and
- 7.10 Any other activity as assigned by the Audit, Risk and Finance Committee of the SALB and SALB Board and agreed with the successful bidder in writing, before execution of the activity.

9. EXPECTED OUTPUTS AND DELIVERABLES

- 8.1 Rolling three year strategic and annual internal audit plan;
- 8.2 Quarterly internal audit reports;

10. EVALUATION CRITERIA

9.1 Proposals will be evaluated on the basis of the (80/20) point system of the Preferential Procurement Policy Framework Act (PPPFA) 2000, as indicated below.

a) Functionality Assessment

Bidders should score a minimum of 70 points on functionality in order to proceed to price and BBBEE evaluation.

❖ Bidders are required to score a minimum of 70 points on functionality to qualify to be evaluated for the next level (BBBEE and Price). Bidders who do not score the minimum of 70 points on functionality will be disqualified and not be evaluated on price and BBBEE.

NO	FUNCTIONAL AREAS	WEIGHT																		
1	<p>Experience and skills of the proposed internal audit core management team (Partners/ Director, Internal Audit Manager, Internal Audit Senior) to conduct the audit as indicated in the Scope of Work :</p> <p><i>(include CV's and qualifications of the core management team and the audit team in your submission clearly marked for each of the levels that will be assessed):</i></p> <ul style="list-style-type: none">• Past experience in similar work of this nature• Past experience in programme performance audits• Ability of the bidder to fulfil the requirements of the SALB• Experience will be assessed independently at different levels of management (i.e. Partner/Director; Audit Manager; and Audit Senior) and experience that will be considered is internal and external audit. <p>Audit Partner / Director:</p> <table><tr><td>Audit Partner / Director: Professional registration and 10 years+ senior management experience-(15 points)</td><td>15</td></tr><tr><td>Audit Partner / Director: Professional registration and 5-9 years senior management experience (10 points)</td><td></td></tr><tr><td>Audit Partner / Director : Professional registration and 2-5 years senior management experience (5 points)</td><td></td></tr><tr><td>Audit Partner /Director : Professional registration and 0 - 1 years or more experience (zero points)</td><td></td></tr></table> <p>Audit Manager:</p> <table><tr><td>Audit manager: NQF level 8 qualification and 6 years internal audit / audit management experience or more (10 points)</td><td>10</td></tr><tr><td>Audit manager: NQF level 8 qualification and 2 - 5 years internal audit / audit management experience (5 points)</td><td></td></tr><tr><td>Audit manager: NQF level 8 qualification and Less than 2 years years' internal audit / audit management experience (zero)</td><td></td></tr></table> <p>Audit Senior/Supervisor:</p> <table><tr><td>Audit Senior: NQF level 7 qualification and 4 Years internal /external audit or more experience</td><td>5</td></tr><tr><td>Audit Senior: NQF level 7 qualification and less than 4 years' experience (zero points)</td><td></td></tr></table>	Audit Partner / Director: Professional registration and 10 years+ senior management experience-(15 points)	15	Audit Partner / Director: Professional registration and 5-9 years senior management experience (10 points)		Audit Partner / Director : Professional registration and 2-5 years senior management experience (5 points)		Audit Partner /Director : Professional registration and 0 - 1 years or more experience (zero points)		Audit manager: NQF level 8 qualification and 6 years internal audit / audit management experience or more (10 points)	10	Audit manager: NQF level 8 qualification and 2 - 5 years internal audit / audit management experience (5 points)		Audit manager: NQF level 8 qualification and Less than 2 years years' internal audit / audit management experience (zero)		Audit Senior: NQF level 7 qualification and 4 Years internal /external audit or more experience	5	Audit Senior: NQF level 7 qualification and less than 4 years' experience (zero points)		30
Audit Partner / Director: Professional registration and 10 years+ senior management experience-(15 points)	15																			
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Audit Senior: NQF level 7 qualification and less than 4 years' experience (zero points)																				
2	<p>The proposal must contain the details of the proposed approach and methodology in line with the scope of work.</p>	20																		

NO	FUNCTIONAL AREAS	WEIGHT
	<p>20 = Meet the requirements within the scope of work</p> <p>10 = Partially meets the requirements within the scope of work</p> <p>0 = Does not meet the requirements as per the scope of work</p>	
3	<p>Project management and implementation plan indicating timelines and tasks, including the ability to meet deadlines</p> <ul style="list-style-type: none"> • Bidder must allocate a project manager; • The proposal should contain a work plan showing tasks, timelines including project monitoring and reporting; • The project plan should cater for risk management, mitigation strategy and compliance requirements; • The project management plan should contain clear turnaround times. <p>30 = Meet all the requirements</p> <p>20 = Meet three of the four requirements</p> <p>10 = Meets two (2) of the four (4) requirements</p> <p>5 = Meets one (1) of the four (4) requirements</p> <p>0 = Does not meet the requirements</p>	30
4	<p>References on internal audit projects to demonstrate internal capacity to deliver on the specific outputs</p> <ul style="list-style-type: none"> • The bidder should submit reference letters from contactable clients that were serviced in the past 36 months. <p>20 = Provided Five reference letters</p> <p>15 = Provided four reference letters</p> <p>10 = Provided three reference letters</p> <p>5 = Provided Two reference letters</p> <p>0 = Provided one or less reference letters</p>	20
TOTAL		100

B) POINTS FOR PRICE

The final proposal will be evaluated on the basis of the PPPFA 80/20 point system as

follows:

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

Where:

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{\min} = Comparative price of lowest acceptable bid or offer.

C) POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL OF CONTRIBUTOR

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

A bid will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points for BBEE.

D) EVALUATION OF BIDS THAT SCORED EQUAL POINTS

- i. In the event that two or more bids have scored equal total points, the successful bid will be the one that scored the highest points for B-BBEE.
- ii. If two or more bids have equal points, including equal preference points for BBBEE, the successful bid will be the one scoring the highest score for functionality.

11. REQUIRED DOCUMENTS

10.1 The following documents must accompany the tender documents:

- a) Copy of company registration certificate or sworn affidavit
- b) Detailed proposal;
- c) Proof of accreditation/registration with the Institute of Internal Auditors and/or Independent Regulatory Board of Auditors;
- d) Certified Copy of B-BBEE Certificate or sworn affidavit
- e) Central Supplier Database (CSD) number.
- f) Curriculum Vitae of each team member to be assigned to the project;
- g) Certified copies of qualifications of each team member to be assigned to the project; and
- h) The reference letters from past internal audit clients that were serviced in the last 36 months.
- i) SBD Forms

12. GENERAL

11.1 The SALB has no obligation to award the tender to any specific bidder;

11.2 Bidders must be registered on the National Treasury's Central Supplier Database

11.3 The SALB will check the Tax Compliant Status of the bidders. Bidders are requested to submit a Copy of the Tax Clearance Certificate or a tax compliance status PIN with the bid.

13. CLOSING DATE FOR SUBMISSION OF BID DOCUMENTS

12.1 The closing date for submission of bid documents is 17 March 2025 at 11h00.

S.A. LIBRARY FOR THE BLIND
P.O. BOX 115
GRAHAMSTOWN, 6140
SOUTH AFRICA
TEL: 046-622 7226

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
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					
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		TCS PIN: <input type="checkbox"/> Yes <input type="checkbox"/> No	OR B-BBEE STATUS LEVEL SWORN AFFIDAVIT	CSD No: <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			
		NAME:			
[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 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)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
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

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 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.

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 Institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

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)
HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution)		8		
Women		4		
Youth		4		
People with disabilities		2		
Implementation of RDP goals (The promotion of SMMEs)		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

