



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION PRICE QUOTATIONS

INSTRUCTIONS:

- All Request for Quotations (RFQ) responses **MUST** be accompanied by the attached **SBD 1, SBD 3.1, SBD 4, SBD 6.1 & POPIA** consent form fully completed and signed. **(Only the attached SBD Forms must be returned)**.
- Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (where applicable), and thereafter 80/20-points scoring basis. 80 points price and 20 points for specific goals.
- Bidders who wish to claim points for specific goals applicable for this **RFQ**, must ensure that the SBD 6.1 claim form is completed. Proof or evidence for claiming points for specific goals as **stipulated on the SBD 6.1**.
- For local production and content as determined by DTI, suppliers should submit completed and signed SBD 6.2 as well as **annexure C**.
- **Quotation should be dated and signed on the company's letterhead.**
- Quotations should be valid for a minimum period of 90 days from the date of the quotation.
- All prices quoted must be VAT inclusive, service providers who are not registered for VAT must indicate this clearly on their quotation.
- For construction/maintenance/alterations related services submit proof of **CIDB registration**.
- Late responses will not be considered.
- **All Quotation responses MUST be submitted via email of the sender**

DETAILS OF SUPPLIER			
SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:	21 October 2025		

SUBMIT QUOTATION TO:			
NAME & SURNAME:			
TEL NO:		EMAIL:	quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):		24 October 2025	
CLOSING TIME FOR QUOTATION(S):		11:00	
DELIVERY ADDRESS FOR GOODS /SERVICES		123 FRANCIS BAARD STREET – DHET - PRETORIA	
BRIEFING SESSION		N/A	
VALIDITY PERIOD		90 DAYS	

PLEASE QUOTE ON THE FOLLOWING ITEM(S)		
ITEM	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)
1	APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE NATIONAL STUDENT FINANCIAL AID SCHEME ACT, 1999 (ACT NO. 56 OF 1999) AND DEVELOP A FIRST DRAFT OF THE NATIONAL STUDENT FINANCIAL AID AMENDMENT BILL.	01

NB: FAILURE TO COMPLY WITH THE SPECIFICATION WILL LEAD TO IMMEDIATE DISQUALIFICATION AS THIS WILL BE USED FOR EVALUATION AND COMPARISON.

NB: FAILURE TO QUOTE ALL ITEMS WILL LEAD TO IMMEDIATE DISQUALIFICATION AS THIS WILL BE USED FOR EVALUATION AND COMPARISON.

- Please make sure you attach your signature, date and validity period on the quotation.
- Please put the RFQ number on the subject line when sending the quotation and required documents.
- The Department reserves the right to verify the information provided by the bidders and also confirming the financial capacity and the ability of the shortlisted bidders.
- Failure to comply with the above requirements may lead to disqualification of your proposal.



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTOR:
LEGAL AND LEGISLATIVE SERVICES -
EDUCATION INSTITUTIONS

REQUEST FOR QUOTATION
APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE NATIONAL STUDENT
FINANCIAL AID SCHEME ACT, 1999 (ACT NO. 56 OF 1999) AND DEVELOP A FIRST DRAFT
OF THE NATIONAL STUDENT FINANCIAL AID AMENDMENT BILL

RFQ Reference number	RFQ431/2025
RFQ Advertisement date	21 October 2025
RFQ Closing date and time	24 October 2025 at 11:00 pm (South African standard time)
RFQ validity period	90 days
RFQ submission address	Bid responses to be sent via e-mail to: quotation@dhet.gov.za
Enquiries	Mr David Ntuli

1. INTRODUCTION

- 1.1 In response to various challenges and developments in the Post-School Education and Training Sector (“PSET Sector”) and on the express directive of the Parliament Portfolio Committee on Higher Education and Training (“PCHET”) and the Minister of Higher Education and Training, since 2022, the Chief Directorate: Legal and Legislative Services (“CD: LLS”) has embarked on a project to review and amend various legislation administered by the Department, namely: Higher Education Act, 1997, NQF Act, 2008, CET Act, 2006, Skills Development Act, 1998 and the National Student Financial Aid Act, 1999. Hitherto, four (4) draft amendment Bills have been developed with different Annual Performance Plan (“APP”) targets in the current financial year. This work was undertaken in collaboration with various legislation drafting service providers (“consultants”) who were appointed to assist the CD: LLS due to severe staff scarcity and incapacity.
- 1.2 In the current financial year, one of the CD: LLS’s targets is to review the NSFAS Act, 1999 and develop the NSFAS Amendment Bill and share same with the PCHET and the internal stakeholders for preliminary inputs by January 31, 2026, at the very latest. Regrettably, there have been inordinate delays in securing funding for this project, which has adversely affected the value chain and the stringent timelines of the project.

2. PURPOSE OF THE RFQ

Given the constricted timelines to develop the first draft of the amendment Bill, the CD: LLS requires the services of a suitably qualified service provider to collaborate with it in this project. It is thus critical to speed up the procurement process to appoint a suitable service provider to commence with the work without further delays.

3. SCOPE OF WORK - Specific goals - (deliverables)

- 3.1 The project covers :
- 3.1.1 The review of the NSFAS Act;
 - 3.1.2 Consulting stakeholders and interested parties;
 - 3.1.3 Developing of a first draft of the amendment Bill;
 - 3.1.4 Producing a matrix document explaining the rationale for the amendments;

- 3.1.5 The consideration, analysis and integration of comments received from stakeholders and the public into the draft amendment Bill;
 - 3.1.6 The compiling of the SEAIS documents;
 - 3.1.7 Drafting of Government Notices for publication in the *Gazette*;
 - 3.1.8 Managing the legislative drafting process up to the introduction of the amendment Bill in Parliament.
- 3.2 The successful bidder or service provider will be expected to, *inter alia*, consider various applicable legislative and policy documents, including but not limited to:
- 3.2.1 The White Paper on PSET;
 - 3.2.2 Other relevant legislation (including draft Bills) and policies administered by the Department, other departments, Quality Councils, professional bodies linked to PSET institutions;
 - 3.2.3 Any relevant foreign legislation;
- 3.3 The successful bidder will work in collaboration with the Department's Chief Directorate: Legal and Legislative Services, which will coordinate the project.

4. TIMELINE OF THE BID PROCESS

- 4.1 The validity period and possible withdrawal of the offers after the closing date and time of this RFQ is **30 days**.

Activity	Due date
RFQ sent to potential service providers	21 October 2025
Clarification of queries on the scope of work	22 October 16h00
RFQ closing date	24 October 2025

- 4.2 All dates and times in this RFQ are determined in accordance with South African standard time.

5. EVALUATION CRITERIA

5.1 The Project Manager has set minimum standards that bidders need to meet as a precursor to evaluation and selection as a successful bidder.

5.2 The minimum standards consist of the following criteria:

Phase 0: Administrative criteria	Bidders <u>must</u> submit <u>ALL</u> documents stipulated in paragraph 7.3 below.
Phase 1: Mandatory/pre-qualification criteria	Bidders <u>must</u> submit <u>ALL</u> documents stipulated in paragraph 7.4 below. Only bidders that comply with <u>ALL</u> the criteria set out in paragraphs 7.3 and 7.4 will proceed to Phase 2.
Phase 2: Price and specific goals (deliverables)	Bidders will be evaluated on an 80/20 points system (i.e., 80 points for price and 20 points for specific goals)

5.3 Phase 0: Administrative compliance

5.3.1 Bidders are required to submit the following documents for administrative compliance, together with a quotation:

- Valid company registration documents;
- Director's certified ID copy;
- SARS Tax Pin issued by SARS;
- B-BBEE certificate/affidavit;
- CSD summary report.

5.4 Phase 1: Mandatory/ pre-qualification criteria:

5.4.1 Without derogating from the generality in paragraph 7.3.1, the following are other mandatory requirements of this Bid: prospective bidders must submit all the documents listed in the tables below:

Table 01: Documents to be submitted for pre-qualification

Documents that must be submitted by bidders (each legal persona of consortium/ JV) and each subcontractor	YES/NO	Non-submission of completed shall result in disqualification.
POPI Act Form		Complete and sign the attached <i>pro-forma</i> document.
SBD 4: Declaration of interest		Complete and sign the attached <i>pro-forma</i> document.
SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations, 2022		Complete and sign the attached <i>pro-forma</i> document.
SBD 3.1: Pricing schedule – firm prices		Complete and sign the attached <i>pro-forma</i> document.
Registration on the Central Supplier Database (CSD report)		i. The bidder must be registered as a service provider on the Central Supplier Database (CSD). ii. Submit proof of registration
Pricing Schedule		Submit fully detailed pricing proposal together with bidding documents.
Tax Status		In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence. Pin number may be provided for tax verification status

5.4.2 Each document must be completed and signed by a duly authorised representative of the prospective bidding company.

5.4.3 During this phase, bid responses will be evaluated with emphasis on documentary compliance with the listed administrative and mandatory bid requirements.

NOTE: The above requirements are mandatory or prerequisites for bidders to qualify for the next evaluation stage. Failure to submit one or more of the above-listed documents may result in the disqualification of the bidder.

5.5 Phase 2: Price and specific goals

5.5.1 The last phase of evaluation will focus on the pricing and the Department of Higher Education and Training's specific goals as per the table below.

5.5.2 For bidders to qualify for specific goals points, they need to fully complete the SBD forms attached and furnish supporting proof documents as requested.

5.5.3 In terms of the Preferential Procurement Regulations, 2022 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), responsive bids will be adjudicated by the Department on the 80/20 preference point system, in terms of which points are awarded to bidders based on:

- (i) **Bid price (maximum 80/20 points); and**
- (ii) **Specific goals (maximum 20 points) = 100**

5.5.4 The points scored for specific goals must be added to the points scored for price, and the total must be rounded off to the nearest two decimal places.

5.5.5 The table below provides the specific goals, their criteria of measurement and the proof to be offered by the bidder for a bidder to qualify for 20 points

Specific goals allocation table

Table 02:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT												
NO	SPECIFIC GOAL	REFEREN CE	CRITERIA	80/20		CLAIM	90/10		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65,00	7,20		65,00	3,60		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD	Y	N
			75%-99% black owned	50,00	5,54		50,00	2,77			specify	
			60%-74% black owned	40,00	4,43		40,00	2,22				
			51%-59% black owned	30,00	3,32		30,00	1,66				
			0-50% black owned	10,00	1,11		10,00	0,55				
			None	0,00	0,00		0,00	0,00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40,00	4,43		40,00	2,22		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of	Y	N
			75%-99% women owned	30,00	3,32		30,00	1,66			specify	
			60%-74% women owned	20,00	2,22		20,00	1,11				
			51%-59% women owned	10,00	1,11		10,00	0,55				
			0-50% women owned	5,00	0,55		5,00	0,28				
			None	0,00	0,00		0,00	0,00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0,50	0,06		0,50	0,03		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0,30	0,03		0,30	0,02			specify	
			60%-74% owned by persons with disabilities	0,20	0,02		0,20	0,01				
			0-59% owned by persons with disabilities	0,10	0,01		0,10	0,01				
			None	0,00	0,00		0,00	0,00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25,00	2,77		25,00	1,39		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of	Y	N
			75%-99% youth owned	15,00	1,66		15,00	0,83			specify	
			60%-74% youth owned	10,00	1,11		10,00	0,55				
			51%-59% youth owned	5,00	0,55		5,00	0,28				
			0-50% youth owned	2,50	0,28		2,50	0,14				
			None	0,00	0,00		0,00	0,00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	50,00	5,54		50,00	2,77		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20,00	2,22		20,00	1,11			specify	
			GEN	0,00	0,00		0,00	0,00				
			None	0,00	0,00			0,00				
		TOTAL				180,50	20,00		180,50	10		
LEGEND	Specific goal	If additional specific goals are selected, then total points must be adjusted to equal 20										
	Points selection	The sub-category for points may vary as approved as long as the total point do not exceed 20										
	Criteria	For SMME, the number of employees & turn-over as approved by Dept: Small Business Development applies										
	Proof/ evidence	Other or additional criteria may be approved										

5.5.6 A bidder must submit proof or evidence for claiming points for special goals as indicated above. A bidder must also complete a preference form (SBD 6.1) in detail to claim points for specific goals.

5.5.7 A bidder who fails to submit proof or evidence of a specific goal claimed may not be disqualified, but may only score points out of 80 for price and score 0 points out of 20 for specific goals.

5.5.8 The points scored by a bidder for specific goals must be added to the points scored for price for the total points.

5.5.9 The points scored must be rounded off to the nearest two decimal places.

6. Documents to be submitted in support of the quotation

6.1 In addition to the documents listed in Table 01, bidders **MUST** submit the following documents:

6.1.1 Copy of the company profile;

6.1.2 Copies of at least three (3) verifiable reference or testimonial letters/ affidavits or similar documentary evidence of previous legislative or policy drafting projects.

6.1.3 Proof of bidder's experience in the PSET Sector;

6.1.4 Copy of the Legal Practice Council Registration Certificate; and

6.1.5 Project Schedule.

6.2 **Failure to submit one or more of the above-listed documents will result in the disqualification of the bidder at the pre-qualification stage.**

7. Submission of quotations/proposals

7.1 Proposals/ quotations **must** be submitted electronically to: quotation@dhnet.gov.za

7.2 **Strictly no proposals/quotations will be accepted after the closing date and time.**



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COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



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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	<i>Select (x) the correct box</i>
☐	☐	

- 2.1.1 If yes, 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 with any person who is employed by the Department of Higher Education & Training?

YES	NO	<i>Select (x) the correct box</i>
☐	☐	

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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 related² enterprise whether or not they are bidding for this contract?

Select (x) the correct box

YES	NO

The department will use CSD and CIPC to verify information

2.3.1 If so, furnish particulars (an additional schedule with the heading "Additional Declaration" may be included:

.....

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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF 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

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 "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ 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.



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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 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

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 The maximum points for this tender are allocated as follows:

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	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) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** 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;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“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
- (g) **“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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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,
 - (c) 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: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT

N O	SPECIFIC GOAL	REFER ENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribut ion	Point s Claim ed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvanta ged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID’s as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54			specify	
			60%-74% black owned	40.00	4.43				
			51%-59% black owned	30.00	3.32				
			0-50% black owned	10.00	1.11				
			None	0.00	0.00				
2	Persons historically disadvanta ged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID’s as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32			specify	
			60%-74% women owned	20.00	2.22				
			51%-59% women owned	10.00	1.11				
			0-50% women owned	5.00	0.55				
			None	0.00	0.00				
3	Persons historically disadvanta ged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03			specify	
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Developme nt of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID’s as well as CSD (Central Supplier Database) to be 35 years and younger	Y	N
			75%-99% youth owned	15.00	1.66			specify	
			60%-74% youth owned	10.00	1.11				
			51%-59% youth owned	5.00	0.55				
			0-50% youth owned	2.50	0.28				
			None	0.00	0.00				
5	Developme nt of SMMes	RDP 3.10; 3.1.4	EME	50.00	5.54		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20.00	2.22			specify	
			GEN	0.00	0.00				
			None	0.00	0.00				
			TOTAL	180.50	20.00				

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	• Certified medical certificate or substantive proof.
Development of Youth	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :.....

7.2. VAT registration number :.....

7.3. Company registration number :.....

7.4. 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]

7.4.1. Describe principal business activities.

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.....

7.4.2. Company classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.4.3. Total number of years the firm has been in business?

.....

7.5. Consortium / Joint Venture

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

- 8.1. 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:	
	
	