

## REQUEST FOR QUOTATION (RFQ)

**To:** Prospective Bidders

**From:** Supply Chain Management

**Date:** Thursday, 07 March 2024

**Subject:** **Terms of Reference: Supply, Deliver, Rigging, Installation, Testing, Commissioning of Emergency Diesel Backup Generator for the sefa Durban Regional Office.**

## TERMS OF REFERENCE

### 1. PURPOSE OF THE SPECIFICATION

1.1. The purpose of issuing this Request for Quotation (RFQ) is to appoint a Service Provider (SP) for the supply and installation of a backup power generator, adhering to the specifications outlined below.

### 2. BACKGROUND

2.1. Having a Emergency backup power solution is vital for our office in Durban due to the frequent challenges they face with internet connectivity and day-to-day business operations when power is unavailable.

2.2. These offices heavily rely on a stable internet connection to conduct essential tasks and maintain seamless communication. In instances where power outages occur, the lack of connectivity hampers productivity and disrupts critical operations. Implementing a backup power generator for these offices is a proactive measure to ensure continuous access to the internet and uninterrupted business activities, mitigating the adverse effects of power disruptions and enhancing the overall efficiency of our operations in Durban Office.

#### *\*Note for SCU only*

<b>RFQ No.</b>	POS0000003420
<b>Issue Date</b>	07 March 2024
<b>Closing Date and Time</b>	22 March 2024 @ 11h00am
<b>Extended Closing Date and Time</b>	N/A
<b>Closing date for questions and answers</b>	N/A
<b>Method of submission.</b>	<b>Via email: <a href="mailto:lindiwed@sefa.org.za">lindiwed@sefa.org.za</a></b>



### 3. SCOPE OF WORK

- 3.1. Sefako is intending to appoint a service provider for supply, deliver, rigging, installation, testing, commissioning of emergency diesel backup generator as per specification. This will include construction of all foundations and stand required by the bidder for the installation of the equipment and all cable and items required to complete the project. Including quarterly service maintenance plan for a period of one (1) year
- 3.2. The service provider must supply, install and commission the Emergency Power Supply System to feed the Office Main DB and Information Technology UPS.including cables installation ,trunking ,DB and other materials required to complete the project
- 3.3. All work and equipment shall be in accordance with the approved SABS Standards and shall comply with the Occupational Health and Safety Act, and current regulations of all other codes applicable to this work.
- 3.4. It is the contractor's responsibility to ensure that all circuits are designed to carry the load. The contractor must ensure that the phases are properly balanced.
- 3.5. Circuit breakers, isolators and wiring to be correctly sized for each unit as per SANS 10142 wiring regulations.
- 3.6. The Contractor shall ensure that full Tank fuel is provided for testing and commissioning.
- 3.7. The contractor is responsible to provide cable routes and cabling from main DB to the Generator set.
- 3.8. PVC Conduit should be terminated in wall or extension boxes by means of adaptors.
- 3.9. Earth continuity shall be maintained throughout the complete installation.
- 3.10. The Contractor should issue the certificate when installation completed and the detail diagram
- 3.11. One year maintenance and services
- 3.12. Detailed brochures of all equipment offered shall be presented together with the tender documents.
- 3.13. The delivery and installation should be done with 3 weeks

**Instalation Site :** Each generator will be installed on the location below:

1. 1st Floor, Block B, 46 Essex Terrace, Westville, 3630, Kwazulu Natal

## 4. Specification

### 4.1. Detailed Specifications

ITEM	DESCRIPTION	QTY	PICTURE / DRAWING / NOTES
	<p><b>Generators:</b></p> <p><b>Ultra-Silent Diesel Generator (New Generator)</b></p> <ul style="list-style-type: none"> <li>• 15kva Generator</li> <li>• Three-phase,</li> <li>• Rated Frequency 50 Hz</li> <li>• Canopy Type: Silent weather resistant enclosure</li> <li>• Noise Rating: Silent</li> <li>• Integrated Diesel Tank Capacity: 180-200LTS</li> <li>• Fuel Consumption @ 75% Load: 3.64 l/h</li> <li>• Dimensions: 2055mm X 930mm X 1130mm</li> <li>• Dry Weight: 766kg</li> <li>• PRIME POWER 15KVA</li> <li>• STANDBY POWER 16.5kVA</li> <li>• ENGINE SPEED 1500rpm</li> <li>• GOVERNOR SYSTEM Electronic</li> <li>• Maximum 16.5kVA standby power at 230/400v @ 50Hz 1500rpm</li> <li>• Ideal for home and small business applications</li> <li>• Silent canopy which can stand outside with lockable doors</li> <li>• Automatic changeover (ATS), maintenance free batteries and</li> <li>• trickle charger included</li> <li>• Long range diesel tank allows for longer run times (180l)</li> <li>• H-specification Insulation, brushless alternator with AVR provides</li> <li>• stable output</li> <li>• Four-way protection system included</li> </ul>	2	 <p>*Please note that the attached picture is for illustration purposes only.</p> <p><b>Control Systems</b></p> <ul style="list-style-type: none"> <li>• Auto Mains Failure Control Panel, Replaceable fuel filter, oil filter, dry element air filter, Control with Stromer Automatic Transfer Switch</li> <li>• Cooling radiator and fan - 420 Smartgen Electronic Controller</li> <li>• Exhaust silencer - Emergency stop push button.</li> <li>• Maintenance free battery including rack and cables - Static Battery Charger</li> </ul> <p>Generating set control module 420 Smartgen features</p> <ul style="list-style-type: none"> <li>• This module is used to monitor a mains supply and automatically start a standby generating set</li> <li>• Monitors engine performance and AC power output</li> <li>• LCD and LED alarm indication</li> <li>• Front panel configuration of timers and alarm trip points</li> <li>• Front panel configuration of timers and alarm trip points</li> <li>• Provides signal to change over switch panel</li> <li>• Shutdown alarms</li> <li>• STOP/RESET - MANUAL - AUTO - START</li> </ul>



	<ul style="list-style-type: none"><li>• Powerful four-cylinder 1500rpm water cooled 4DW81-23D series</li><li>• diesel engine</li><li>• Easy to use digital controller with auto and manual start options</li><li>• Peace of mind of earlier of one year/1000 hour warranty vs</li><li>• traditional 3000rpm sets at six months/500 hours</li><li>• Improved fuel consumption and better reliability/longer lifespan</li><li>• than 3000rpm units</li><li>• Automatic Mains Failure and Automatic Transfer Switching (AMF + ATS),</li><li>• More Powerful Performance;</li><li>• Hands-off Operation;</li><li>• Safer Power for Sensitive Electronics;</li><li>• Easier Service and Installation;</li><li>• Meets environmental requirement</li><li>• Low noise</li><li>• Generator canopy with fire suppression</li><li>• SMS Alert and weekly Programmeble</li></ul>		<ul style="list-style-type: none"><li>• Metering via LCD Display:</li><li>• Engine hours run ; Plant battery volts</li><li>• Engine temperature degrees C</li><li>• Engine speed RPM</li></ul>
<b><u>Compliance:</u></b>			
	<ul style="list-style-type: none"><li>• 12 months warranty</li></ul>		
	<ul style="list-style-type: none"><li>• Certificate of compliance (COC) after installation, testing and commissioning</li><li>• Installation circuit diagram</li></ul>		
<b><u>Site Assessment</u></b>			
	Site assessment to be conducted at Durban sefa Offices		
<b><u>Service Level agreement</u></b>			
	<p>The SLA will provide for the following:</p> <ul style="list-style-type: none"><li>• Escalation procedure on who to contact in case of a problem/emergency experienced</li><li>• Turn-around time on responding to call-outs: Normal call-outs: 8 hours Emergency call-outs: 1 hour</li><li>• Turn-around time on resolving faults: 1 day</li></ul>		



	Maintenance and Service
	Diesel Refile

#### 4.1.1 PRICING SCHEDULE

<b>The price quotations must be inclusive of all applicable taxes (including VAT): Description of Service.</b>	<b>Quantity</b>	<b>Unit Price in Rands</b>	<b>Total Price in Rands</b>
Once of installation Cost for Generator			
Generator Price			
<b>Sub-Total</b>			
<b>Vat @ 15%</b>			
<b>Grand Total Inclusive of VAT</b>			

#### 4.1.2 Call Consumption

<b>The price quotations must be inclusive of all applicable taxes (including VAT): Description of Service.</b>	<b>Per Litre / Per Maintenance and Services</b>	<b>Quantity</b>	<b>Total Price in Rands</b>
1 year Maintenance and Services			
As and when required	R _____		
Diesel Full Tank Price	R _____ per litre	200 Litres	
<b>Sub-Total</b>			
<b>Vat @ 15%</b>			
<b>Grand Total Inclusive of VAT</b>			

**Bidders are requested to submit a quotation on their letterhead.**

Bidder must provide Data sheet of the Servers and Storage Area Network that clearly indicates the proposed options or configurations as part of the valuation. If features are listed in the supplied datasheets which are not included in the pricing schedule the bidder must CLEARLY indicate which features are not included in the proposal and excluded from the pricing.



## 5. EVALUATION CRITERIA

The request for proposal (RFP) will be evaluated in three (3) stages as follows:

- **STAGE 1** - Administrative Compliance Requirements (Initial Screening Process)
- **STAGE 2** – Mandatory Requirements
- **STAGE 3** - Price and Preference (Specific Goals).

### 5.1. STAGE 1: ADMINISTRATIVE COMPLIANCE REQUIREMENTS:

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.  
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of a CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time of the RFQ.
- (d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Commissioner of Oath stamps the Affidavit and indicate the ownership percentages and or specific goals of the Bidding entity.
- (e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

**Note:**

- If the bidder is listed on the National Treasury List of Restricted Suppliers, it shall result in disqualification of the bid.
- If any of its Directors are Listed on the Register of Defaulters, it shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and/or CSD it shall result in disqualification of the bid.

**Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.**



#### 4.1.3 STAGE 2: MANDATORY REQUIREMENTS

No	Mandatory requirements	Comply / Not Comply
1	<p>The bidder must submit a minimum of two reference letters, where a bidder has successfully completed a minimum of two (2) Electrical Generator installation or similar electrical Projects in the last five (5) years, each with a value greater than R300 000.</p> <p><b>(sefa reserves the right to contact any of the references).</b></p> <p><i>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer.</i></p> <p><b>Appointment Letters and Purchase Orders will not be accepted.</b></p>	
2	The bidder must provide a valid proof or documents to show that standby generators comply with South African National Standard (SANS 10142-1:2003) and ISO SANS 8528	
4	The bidder must be registered with Engineering Council of South Africa (ECSA) ECSA, provide copy of registration.	
5	The bidder should have a CIDB grading of 2EB / 2EP or higher, provide copy of registration.	
6	<p>The bidder must provide a proof that their company has footprint (office) in KwaZulu-Natal. The bidder must submit one or more of the below-listed documents.</p> <ul style="list-style-type: none"><li>• Copy of Utility Bill (within three months) or</li><li>• Lease agreement or</li><li>• Title Deed or</li><li>• Proof of residence from the Councillor/ Mayors Office</li><li>• Company Registration documentation outlining the physical address of the company.</li></ul>	

All bidders who do not comply with all the mandatory requirements will be disqualified and not be considered for further evaluation.



## 5.2. PRICE AND SPECIFIC GOALS

5.2.1. Only bidders who scored 60 points or more out of a 100 on the functional evaluation will be evaluated further on Price and Specific Goals and 80/20 preferential points will apply.

5.2.2. This RFP will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFP price is estimated to be less than R 50 000 000.00, RFP responses will be evaluated on the 80/20 price & specific goals.

5.2.3. This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100 points</b>

Specific Goals for this tender and points that may be claimed are indicated in the table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women's Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
<b>TOTAL POINTS</b>	<b>20</b>

Black ownership: 100% Black-owned entities will score **10 points** and between 51% - 99%black-owned entities will score **4 points**.

### Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.



**Black Designated Group means:**

- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.
- b) Black people who are youth as defined in the National Youth Commission Act of 1996.
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- d) Black people living in rural and underdeveloped areas.
- e) Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.

**6. COMMUNICATION**

- 6.1. **sefa** may communicate with bidders where clarity is sought after the bid's closing date and before the contract's award or to extend the validity period of the bid, if necessary.
- 6.2. Any communication to any **sefa** official or a person acting in an advisory capacity for the State regarding this bid between the closing date and the bid award by the bidder is discouraged.
- 6.3. All communication between the bidder and the Supply Chain Management office must be done in writing.



## 7. ENQUIRIES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** inquiries regarding this RFQ MUST be addressed to the Supply Chain Office at [lindiwed@sefa.org.za](mailto:lindiwed@sefa.org.za)

**Please note:**

1. Quotations should be e-mailed to **sefa** by **11:00 am** on closing date.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: \_\_\_\_\_
4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
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5. Is/are the price(s) firm for the duration of the contract? \_\_\_\_\_
6. Is the offer strictly to specification? \_\_\_\_\_
7. If not to specification, state deviation(s). \_\_\_\_\_
8. All Prices must be **VAT inclusive if the Service Provider is a VAT vendor**; if no indication is given, prices will be evaluated as inclusive.
9. **No quotations received after the closing time and date will be accepted.**
10. The tenderer is responsible for verifying **receipt** of any email forwarded to this office.
11. If you are unable to quote, please email this page back to the sender and state the reason below Reason for no quote: \_\_\_\_\_
  - a. This quotation is subject to the general conditions of the contract unless otherwise stated by the issuer

I/we agree that the offer herein shall remain binding upon me /us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.

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Signature of Tenderer

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Name and Capacity

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Date

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offer regarding 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 is listed in the Register for Tender Defaulters and the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors/trustees / shareholders/members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,  
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 proprietors/directors/trustees/shareholders / members/ partners or any person with a controlling interest in the enterprise in the table below.

Full Name	Identity Number	Name of State institution

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



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

#### **2.4 DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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



3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**



**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**

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**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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



**80/20**

**or**

**90/10**

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

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:

**80/20**

**or**

**90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### **4. POINTS AWARDED FOR SPECIFIC GOALS**

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



an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) <i>(To be completed by the organ of state)</i>	Number of points claimed (80/20 method) <i>(To be completed by the tenderer)</i>
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	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 proprietor

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:** .....



## Dear Prospective Bidders

**sefa** takes a zero-tolerance approach to fraud, corruption and bribery.

**sefa** is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663



**FRAUD ALERT!**

**sefa** warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663

**sefa**