



REPUBLIC OF SOUTH AFRICA

Office of the Chief Justice Private Bag X 10, Marshalltown, Johannesburg, 2107 • 188 14<sup>th</sup> Road, Noordwyk, Midrand • Tel: 010 493 2500 • Fax: • Website: [www.judiciary.org.za](http://www.judiciary.org.za)

**REQUEST FOR QUOTATION FORM**

<b>Request for quotation description</b>	<b>ORGANISATIONAL RESILIENCE TRAINING</b>
<b>Request date</b>	<b>23 JANUARY 2026</b>
<b>OCJ quote reference number:</b>	<b>HR:2026/JAN/23</b>
<b>RFQ issued date</b>	<b>23 JANUARY 2025</b>
<b>Closing date and time:</b>	<b>30 JANUARY 2026 AT 11:00</b>
<b>Proposed date of the training</b>	<b>FEBRUARY 2026</b>
<b>Requested by</b>	<b>Aphiwe Nthompe</b>
<b>Compulsory briefing session</b>	<b>NO</b>

You are hereby requested to provide the Office of the Chief Justice with a price quotation as per the attached specifications.

**Conditions of the RFQ:**

1. All prices must be firm and must be inclusive of VAT (Only if a bidder is a VAT Vendor).
2. Prices must be valid for at least 60 days from the quotation date.
3. The delivery period must be indicated on SBD 3.
4. All required documentation to be submitted with your proposal/quotation are attached with this request.
5. Proposals submitted after the closing date and time will not be considered.
6. All proposals must be forwarded to [OCJQuotations@judiciary.org.za](mailto:OCJQuotations@judiciary.org.za) and no hand delivered proposals will be accepted
7. Successful service provider will be subjected to company screening as per the OCJ's Screening Policy
8. The general conditions of contract as published by National Treasury will apply to all contracts entered into between the OCJ and the supplier.
9. Required returnable Documents: Duly completed and signed SBD forms (SBD1, SBD 3 SBD 4 & SBD 6.1)
  - NB: SBD 6.1 Should be accompanied by the following documents where specific goals is applicable:
    - Letter from a Medical Doctor confirming a disability.

Bidders must reduce all telephonic enquiries to writing and send it to the above email address

**ENQUIRIES SHOULD BE DIRECTED TO BELOW OFFICIALS**

**Supply Chain Management**

**Specifications**

Name:		Name:	
Contact		Contact	
Email:		Email:	

**NB: OCJ HRM Practitioners must complete / amend / choose the relevant field highlighted in Yellow Colour Below**

1. SPECIFICATIONS	
<b>Type of training</b>	Classroom
<b>Preferred Location for Training</b>	Venue – Midrand
<b>Course material</b>	Yes
<b>Facilitator</b>	Yes
<b>Number of delegates</b>	20
<b>Duration</b>	3 days
<b>Catering</b>	Yes (morning tea, breakfast, lunch and afternoon tea)
<b>Venue</b>	Yes
<b>Request for a detailed course outline</b>	Yes
<b>Assessment approach</b>	The course is non-credit bearing learners will only perform formative assessment activities during the contact session.
<b>Accredited Certificates of Competency</b>	Yes
ACCREDITATION	
<ol style="list-style-type: none"> <li>1. Training providers must attach proof of accreditation with the relevant SETA / body</li> <li>2. Facilitator must have at least One (1) year relevant experience,</li> <li>3. Facilitator must be certified at least with one of the ISO standards (ISO 22301 or ISO 22316 or ISO 22336).</li> <li>4. Bidder must attach at least one (1) reference letter of similar training conducted in the Public Service with a successful completion.</li> </ol>	
OBJECTIVES	
<ol style="list-style-type: none"> <li>1. Understand the principles and pillars of organisational resilience and how they apply in the judiciary/public sector environment.</li> <li>2. Apply a risk-based mindset in continuity planning and operational decision-making.</li> <li>3. Strengthen collaborative approaches across departments and court operations to enhance resilience.</li> <li>4. Align resilience with strategic outcomes and legislative mandate</li> </ol>	

5. Recognise the interdependencies between BCM, ICT continuity, risk management, and crisis leadership.
6. Support a culture of resilience, adaptability, and preparedness across all levels of the organisation.

### COURSE CONTENT

1. 1. Foundations of Organisational Resilience
2. Defining organisational resilience and its relevance in public service
3. Principles from international frameworks (e.g., ISO 22316, ISO 22301, ISO 31000)
4. Legislative and governance context for resilience in South Africa
5. Characteristics of resilient organisations
6. Resilience Through a Risk-Based Lens
7. Integrating risk management with resilience planning
8. Threats and disruption scenarios affecting court operations
9. Risk appetite and tolerance in continuity planning
10. Identifying gaps in preparedness and response
11. Strategic Mindset and Decision-Making
12. Strategic foresight and scenario planning
13. Building resilience into strategic and operational plans
14. Crisis leadership and decision-making under uncertainty
15. Enabling proactive vs. reactive responses
16. Collaboration and Stakeholder Engagement
17. Multi-level collaboration for resilience (Court managers, BCM Champions, Risk, ICT)
18. Communication and coordination during crisis and recovery
19. Aligning departmental plans with resilience goals
20. Governance roles: BCM committees, executive leadership, DCOs
21. Practical Application and Integration
22. Organisational self-assessment tools for resilience
23. Building and sustaining a culture of resilience
24. Linkage to BCM plans, risk registers, and training programmes
25. Planning for testing, exercising, and lessons learned

## 2. EVALUATION AND SELECTION CRITERIA

The OCJ has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

**Table: Evaluation and Selection Criteria**

<b>Administration Compliance (Gate 0)</b>	<b>Price and Preference Points Evaluation (Gate 1)</b>
<p>Bidders must submit all documents as outlined in paragraph below.</p> <p>Only bidders that comply with ALL these criteria will proceed to Gate 1.</p>	Gate 1 will only apply to bidder(s) who have met all the mandatory requirements on Gate 0.

## **2.1. Gate 0: Administration Compliance**

*Table: Administration Compliance*

<b>MANDATORY DOCUMENTS</b>	<b>HOW TO COMPLETE THE DOCUMENTS</b>	<b>DISQUALIFICATION FOR NON-SUBMISSION</b>
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	YES
Pricing Schedule	Complete and sign the supplied pro forma document. Fully completed pricing schedule. A fully completed pricing schedule on the prescribed template must be submitted. (i.e., <b>SBD 3.3 – pricing schedule</b> ) (NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED SBD)	YES
Bidder's Disclosure form – SBD 4	Complete and sign the supplied pro forma document	YES
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Preference Points	NO
Medical Certificate	Non-submission will lead to a zero (0) score on Preference Points for Disability	NO
Compliance with the Specification	Product supplied must comply with the specification on the specification above	YES
Bidder's Experience	Bidder must attach at least <b>one (1)</b> references of similar training conducted in the Public Service with a successful completion. (reference letters must have the names, addresses, telephone numbers, fax numbers and e-mail addresses of the organizations/institutions for which work accomplished and briefly describe the type of services provided for them).	YES
Facilitator must have at least One (1) year relevant experience.	Attach Copie(s) of Facilitator(s) CVs/ resume(s)	YES

Facilitator must be certified at least with one of the ISO standards (ISO 22301 or ISO 22316 or ISO 22336).	Attach Copie(s)	YES
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## 2.2. Gate 1: Price and Preferential Points Evaluation (80+20) = 100 points

- i. Only bidders that have met mandatory requirement on in Gate 0 will be evaluated in Gate 1 for price and Preferential Points. Price and Preferential Points will be evaluated as follows:
- ii. In terms of Regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
  - a) The bid price (maximum 80 points)
  - b) Specific Goals (maximum 20 points)
- iii. Stage 1 – Price Evaluation (80 Points)
  - a) The following formula will be used to calculate the points for price:

Where

$Ps$  = Points scored for price of tender under consideration

$Pt$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

Criteria	Points
Price Evaluation  $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

- iv. Stage 2 – Preferential Points Evaluation (20 Points)
- v. Stage 3 (80 + 20 = 100 points)
- vi. The Price and Preferential points will be consolidated.
- vii. Preferential Points allocation
  - a) A maximum of 20 points may be allocated to a tenderer for the Specific Goals in accordance with attached SBD 6.1.

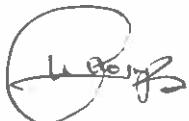
### 3. PRICING SCHEDULE

- 3.1. The pricing must be completed as per the attached Pricing Schedule – SBD 3.3

#### **VERY IMPORTANT:**

**PLEASE TAKE NOTE: ALL OVERHEADS AND OPERATIONAL EXPENDITURE ARE INCLUSIVE IN THE VAT QUOTATION PRICE.**

Submitted by:



Aphrae Nthompe  
Name: Aphrae Nthompe

Rank: HEP PRAC

Date: 23/01/2024

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	HR:2026/JAN/23	CLOSING DATE:	30 JANUARY 2026	CLOSING TIME:	11:00
DESCRIPTION	ORGANISATIONAL RESILIENCE TRAINING				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Tendani Netshisaulu		CONTACT PERSON		
TELEPHONE NUMBER	010 493 2613		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:TNetshisaulu@judiciary.org.za">TNetshisaulu@judiciary.org.za</a>		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

Name of Bidder: .....

Bid No.: .....

**Request for Quotation: ORGANISATIONAL RESILIENCE TRAINING**

SBD 3.3

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO.: .....

CLOSING TIME : ..... CLOSING DATE.....

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

## Request for Quotation: ORGANISATIONAL RESILIENCE TRAINING

ACTIVIES		NUMBER OF LEARNERS	NUMBER OF DAYS	TOTAL COST
1. ORGANISATIONAL RESILIENCE ( <i>Training costs should be inclusive of Training Manuals</i> )	R.....	20	03 Days	R.....
2. Venue			03 Days	R.....
3. Catering Services				
- Morning Tea	R.....	20	03 Days	R.....
- Breakfast	R.....	20	03 Days	R.....
- Lunch	R.....	20	03 Days	R.....
- Afternoon Tea	R.....	20	03 Days	R.....
TOTAL COST EXCLUDING VAT				R.....
VAT 15%				R.....
TOTAL COST INCLUDING VAT				R.....

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

4. Period required for commencement with project after acceptance of bid .....
5. Estimated man-days for completion of project .....
6. The pricing provided by the bidder shall be firm for the contract period and shall not be subject to any price adjustments (such. CPI, ROE, etc.).

Any enquiries regarding bidding procedures may be directed to the –

OFFICE OF THE CHIEF JUSTICE  
188 14<sup>th</sup> Road Noordwyk  
Midrand  
Johannesburg

Or for technical information –

Email: [SCMrequest@judiciary.org.za](mailto:SCMrequest@judiciary.org.za)  
Tel: 010 493 2500

Name of Bidder: ..... Bid No.: .....

**Request for Quotation: ORGANISATIONAL RESILIENCE TRAINING**

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Company Representative: Name

Position in Company

Signature

Date

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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<sup>1</sup> 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 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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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.

**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



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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E-mail: info@judiciary.org.za  
www.judiciary.org.za

**SBD 6.1**

## **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**  
*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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www.judiciary.org.za

### 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

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

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.

***(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.)***



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

<b>The specific goals allocated points in terms of this tender</b>		<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<b>SMME (EME/QSE)</b>		4	
<b>Enterprise with ownership of:</b>	51% or more by black person/s	4	
	34% to 50% by black person/s	3	
	17% to 33% by black person/s	2	
	1% to 16% by black person/s	1	
	0% by black person/s	0	
<b>Enterprise with ownership of:</b>	51% or more by person/s who are woman	4	
	34% to 50% by person/s who are woman	3	
	17% to 33% by person/s who are woman	2	
	1% to 16% by person/s who are woman	1	
	0% by person /s who are woman	0	
<b>Enterprise with ownership of</b>	51% or more by person/s who are youth	4	
	34% to 50% by person/s who are youth	3	
	17% to 33% by person/s who are youth	2	
	1% to 16% by person/s who are youth	1	
	0% by person/s who are youth	0	
<b>Enterprise with ownership of</b>	51% or more by person/s with disability	4	
	34% to 50% by person/s with disability	3	
	17% to 33% by person/s with disability	2	
	1% to 16% by person/s with disability	1	
	0% by person/s with disability	0	
<b>TOTAL PREFERENCE POINTS CLAIMED OUT OF 20</b>			

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

188, 14th Road, Noordwyk, Midrand, 1685

Private Bag X10, Marshalltown, 2107

Tel: +27 10 493 2500 (Switchboard)

E-mail: info@judiciary.org.za

www.judiciary.org.za

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)

Page 5 of 5

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....