
REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EXTERNAL QUALITY ASSESSMENT REVIEW TO DETERMINE WHETHER THE WORK OF INTERNAL UNIT IS IN CONFORMANCE WITH THE INTERNATIONAL STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING (ISPIIA) OF THE INSTITUTE OF INTERNAL AUDITORS

BENEFICIARY	DEPARTMENT OF TRADITIONAL AFFAIRS
CONTACT PERSON	GLADMAN NDLOVU
PHYSICAL ADDRESS	509 PRETORIUS STREET, PENCADIA 1,3 RD FLOOR, ARCADIA, PRETORIA, 0001.
PROJECT NAME	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EXTERNAL QUALITY ASSESSMENT REVIEW
CLOSING DATE	08 MARCH 2024 @ 11H00
FORM OF SUBMISSION	Email: DTAQuotations@cogta.gov.za OR Hand delivery OR Postal address

1. PURPOSE

The purpose of these Terms of Reference is to procure the services of a Service Provider to conduct an external Quality Assessment Review (QAR) to determine whether the work of internal unit is in conformance with the International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors.

2. INTRODUCTION AND BACKGROUND

- 2.1 Internal Audit is required to be subjected to an External Quality Assessment every 5 years as required by the International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors and its approved Internal Audit Charter.
- 2.2 The DTA's Internal Audit Unit was subjected to an external quality assessment during 2018/2019 financial year to ensure compliance with the International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors.

3. INVITATION FOR QUOTATIONS

- 3.1 Quotations are requested from qualified independent assessor or independent assessment team (Accounting, Auditing and Consulting companies and firms, individuals and consortia) to conduct an external quality assessment review as prescribed by the International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors. **The services will be required for the assessment as detailed in paragraph 6.2 below.**

4. DURATION OF THE PROJECT

The project should be completed within a period of 2 months from the date of appointment.

5. OBJECTIVES OF THE PROJECT

To appoint a service provider who can under the management of the DTA Internal Audit unit conduct the 5 year external quality assessment review and issue a report on whether the work of Internal Audit conforms with the IIA's definition of Internal Auditing, Code of ethics and the International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors.

6. SCOPE OF WORK AND TIMELINES

6.1. The successful Service Provider will be required to perform the following functions:

- a) Perform the assessment under the management of the Internal Audit Unit.
- b) Perform the external assessment using the International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors.
- c) Develop an assessment report that highlight all areas of conformance and non-conformance with the IIA's definition of Internal Auditing, Code of ethics and ISPPIA and have suggestions to improve the effectiveness of the internal audit activity and promoting ideas to enhance the activity's image and credibility.
- d) Present an assessment report to the management of DTA and the Audit Committee.
- e) Sign off on all reports/documents within the prescribed time as per the contract.
- f) Provide DTA with a final sign off assessment report (manual and soft copy).

6.2. Detail Project Scope

No	Project Activities	Section audited	Project Scope	Knowledge/Skills Required
	External Quality Assurance Review			
1.	Review conformance with IIA's definition of Internal Auditing, Code of ethics and International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors	Internal Audit Unit	➤ Review conformance and non-conformance with IIA's definition of Internal Auditing, Code of ethics and International Standards for the Professional Practice of Internal Auditing (ISPPIA) of the Institute of Internal Auditors	➤ Knowledge of ISPPIA and IIA standard 1300 relating to quality assurance assessments

6.3. DELIVERABLES OF THE SERVICE AND TIMEFRAMES

DELIVERABLES	TIMEFRAMES	PAYMENT TO THE SERVICE PROVIDER
Project plan outlining the deliverables and timeframes of the audit project	1 week after signing of the contract	-
Weekly progress reports on project to CAE	Weekly	-
1 st Draft Assessment report	1 week after execution of assessment	50%
2 nd Draft Assessment report	2 weeks after execution of assessment	30%
Final Assessment report	1 week after engagement with management	20%

7. SPECIFICATION

Required Expertise of the independent assessor or independent assessment team (Service Provider):

- a) Knowledge of International Standards for the Professional Practice of Internal Auditing (ISPPPIA) and IIA standard 1300 relating to quality assurance assessments;
- b) Three years or more experience in performing external QAR's;
- c) Capacity to execute the QAR review;
- d) Generic skills:
 - The ability to analyse/interpret data
 - Report writing and presentation.
- e) Applicable qualifications/certifications
 - Three year tertiary qualification in Internal Audit
 - Team Members should be affiliated with the Institute of Internal Auditors South Africa.

8. EVALUATION SYSTEM/CRITERIA 80/20

8.1. EVALUATION METHODS

The bid will be evaluated in two (2) stages –

STAGE 1 –PREQUALIFICATION

Mandatory requirements-failure to submit the mandatory requirements will disqualify this bid from further consideration.

1. A detailed company profile.
2. Proposal (a detailed project plan)
3. Proof of membership affiliation with a professional body.
4. Completed and appropriately signed Standard Bidding Documents: SBD 4.

Non-Mandatory Requirements

1. CSD report
2. Tax Clearance Pin
3. SBD 1, SBD3,1, and SBD 6.1

8.2. STAGE 2 PRICE AND SPECIFIC GOALS /BBBEE

DTA will advance specific goals as contemplated in section 2(1)(d) of the PPR 2022, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994.

DTA will utilize the following specific goals" as contemplated in section 2(1)(d) of the Preferential Procurement Regulation 2022 (PPR 2022)

	POINTS	
SPECIFIC/PREFERENTIAL GOALS	80/20	90/10
B-BBEE compliance based on section10 of the BBBEE Act (53 of 2003 as amended by act 46 of 2013).	8	4
Black ownership (51% or More)	4	2
Women ownership (51% of More)	4	2
Youth	2	1
People with Disabilities	2	1

B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

9. SPECIAL CONDITIONS

- The service provider must provide the department with detailed CV's of the team leader and the staff members that will be working on the project.
- The service provider should provide the department with at least five (5) credible references of clients in the public sector to whom IT general reviews have been performed.
- The Department may conduct a site inspection during evaluation stage where deemed necessary. Service providers must provide their full physical address of their offices/plant of operation.

9.1. TRADITIONAL AFFAIRS RIGHTS

Traditional Affairs reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed. This RFQ does not commit Traditional Affairs to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this RFQ, or to procure or contract for services. Traditional Affairs reserves the right to modify or cancel in whole or in part this RFQ, to reject any and all proposals, to accept the proposal it considers most favorable to Traditional Affairs' interests at its sole discretion. Traditional Affairs further reserves the right to reject all proposals and seek new proposals when Traditional Affairs considers such a procedure to be in its best interest. If there is any evidence indicating that two or more bidders are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such bidders shall be rejected. The evidence of such practices shall be reported to the relevant authorities.

Traditional Affairs reserves the right to hold discussions and/or negotiations with any individual or qualified company, to interview or not, to request additional information or revised proposals or to request best and final offers if it is in the best interest of Traditional Affairs to do so. However, Traditional Affairs may make an award without conducting any interview or negotiations; therefore, recommended service providers are encouraged to submit their best proposal at the outset.

9.2. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF MATERIAL

All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to DTA. The service provider shall give DTA all the required assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance of this Contract shall remain the property of DTA and must be handed over to DTA within one month of the completion of the contract.

All service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted DTA emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify DTA against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

9.3. AMENDMENTS AND VARIATION

The terms of reference together with the offer made by the successful bidder and the acceptance thereof by DTA as well as the General Conditions of Contract shall constitute the formal agreement between DTA and the successful bidder. No amendment of this agreement, variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to in writing and signed by both parties.

The service provider shall be appointed as an independent contractor and DTA shall not be held liable for any obligations or liabilities arising out of the actions of the service provider.

The service provider does not have the right to bind DTA in any way during the execution of his /her mandate under this contract.

9.4. ASSESSMENTS

Assessments of the performance of the service provider will be conducted during the relevant periods in line with activities referred to in paragraph 5.2 and in accordance with the key deliverables. If there is dissatisfaction with the performance, written notice outlining the deficiencies will be provided to the service provider who will have 14 days to rectify the deficiency, failing which the contract will be terminated.

9.5. TERMINATION OF THE CONTRACT

If the service provider does not commence to work on the project, and after 14 days written notice addressed to his/her domicile address to start still fails to start to work on the project, this contract may be cancelled forthwith.

This contract may be cancelled for reasons other than poor performance or breach of contract, by giving the service provider 14 days' written notice to rectify or address the cause of concern where-after DTA shall have the right to summarily cancel the contract upon written notice to the service provider.

9.6. COMMUNICATION

All contract technical communication must be done via the Director: Internal Audit who is the designated contract Manager for the contract. Any other communication must be addressed to the Supply Chain Management office in writing by email: DTAQuotations@cogta.gov.za.

9.7. VETTING

The appointed service provider must produce a valid security clearance certificate or agree to be subjected to a security clearance before commencing with the project.

9.8. CONFIDENTIALITY

The existence of this agreement will be kept confidential as between the Company, DTA and the Appointed Consultant. It is recorded that each of the parties have agreed not to disclose details of the negotiations in this matter and the content of this Agreement and to regard them as consisting of confidential information. The parties specifically undertake not to disclose any such confidential information to any third party whomsoever (other to their respective shareholders) without the prior written consent of the other of them, save as may be required by law.

9.9. COSTING

Costing should be inclusive of VAT, taxes and all costs associated with the project. No additional charges will be accepted by the department after issuing an official purchase order to the successful service provider.

9.10. REQUEST FOR PROPOSALS

All service providers are required to submit the proposals within the prescribed due date after the invitation of the RFP.

10. ENQUIRIES

Submit all enquiries preferable in writing for the attention of:

Administrative enquiries: **Gladman Ndlovu**
: Email address: **DTAQuotations@cogta.gov.za**
: (012) 334-0652

Technical enquires: **Mr Joseph Appel**
: Email address: **Josepha@cogta.gov.za**
: (012) 334-4974

10ART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DTA/RFQ/QAR/2023-24	CLOSING DATE:	08/03/2024	CLOSING TIME:	11h00
DESCRIPTION	REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EXTERNAL QUALITY ASSESSMENT REVIEW TO DETERMINE WHETHER THE WORK OF INTERNAL UNIT IS IN CONFORMANCE WITH THE INTERNATIONAL STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING (ISPPIA) OF THE INSTITUTE OF INTERNAL AUDITORS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
509 Pretorius Street					
Pencardia 1 Building, 3 rd Floor					
Arcadia					
0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Hellen Mokoka		CONTACT PERSON	Judy Mokgothu	
TELEPHONE NUMBER	012 334 4910		TELEPHONE NUMBER	012 334 0655	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	dtaquotations@cogta.gov.za		E-MAIL ADDRESS	dtaquotations@cogta.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

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, 2017, 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 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:

**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: DTA/RFQ/QAR/2023-24

Closing Date: 08/03/2024

Closing Time: 11:00

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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Grand Total inclusive of all cost

- Brand and model
- Country of origin

| Does offer comply with specification? *YES/NO
| If not to specification, indicate deviation(s)
| Period required for delivery
| *Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)
.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **90/10** preference point system.

b) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DTA'S SPECIFIC GOALS		POINTS	
SPECIFIC/PREFERENTIAL GOALS		80/20	90/10
B-BBEE compliance based on section 10 of the BBBEE Act 53 of 2003 as amended by act 46 of 2013		8	4
Black ownership (51% or More)		4	2
Women ownership (51% of More)		4	2
Youth		2	1
People with Disabilities		2	1
B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

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:

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