

OUR REF	RFQ 201937
ENQUIRIES	Lekgolo Lebepe
TELEPHONE	012 428 6157
DATE	19 March 2026

RFQ 201937: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ELECTRONIC ASSET VERIFICATION SERVICES FOR OUR PROPERTY, PLANT, AND EQUIPMENT.

Dear Bidder

The South African Bureau of Standards (SABS) hereby invites suitably qualified service providers to provide electronic asset verification services it's property, plant, and equipment.

The details of the service to be provided are provided below.

Please note the following:

- Scope of services specified on page 3
- Closing date specified on page 13
- SABS Procurement terms and conditions (accessed on the sabs website)
- **Bidders must submit the following documents with the quotations:**
 - National Treasury Central Supplier Database (CSD) registration report
 - A valid copy of BBBEE certificate/ Sworn Affidavit (to claim specific goals)
 - SBD 4 Bidders Disclosure Form
 - SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulation 2022

1. Background

The SABS is a statutory body established in term of Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to:

- develop, promote and maintain South African National Standards;
- promote quality in connection with commodities; and
- render conformity assessment services and matters connected therewith.

2. Request for Quotation (RFQ)

This RFQ serves as an invitation to submit a quotation **to provide electronic asset verification services it's property, plant, and equipment assets**, subject to General Conditions of the Contract (GCC)

The Bidder is requested to supply its quotation, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in this document.

By submitting a quotation in response to this RFQ or participating in this RFQ process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFQ document.

3. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of RFQ process are and will be covered by the non-disclosure agreement to be signed between the SABS and the Bidder.

4. No Contract

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. The SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the SABS and the Bidder, and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFQ.

5. No Obligation to Proceed

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFQ process

6. Validity of Proposals

The Bidder's quotation shall remain valid for a period of one hundred and twenty (120) days from the closing date. The SABS may at any time prior to the expiry of the bid validity period, extend the above validity period by sixty (60) days by written notice to the Bidders. In that event, the SABS will not require any consent from the Bidders, and bidders will not be required or permitted to amend any of their quotations.

The SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their quotations, prior to expiry thereof, if it has already invoked the extension referred to above and it is in the SABS' interest to further extend the bid validity period. Such a request shall be in writing. The Bidder is not obliged to extend the validity period. Also, bidders will not be required or permitted to amend any of their quotations.

7. Scope of Work

The SABS is seeking proposals from qualified companies to provide electronic asset verification services for its property, plant, and equipment assets. The purpose of this is to ensure that all assets are accurately recorded, verified, and assessed for condition, and that the Fixed Asset Register is up-to-date and compliant with internal and regulatory requirements.

The verification will cover approximately **33,000 assets** across all SABS sites, including storage areas, laboratories, and offices. Bidders are expected to provide **fully trained and experienced personnel**, use **2D barcode scanning technology**, perform condition assessments of non-technical assets, and deliver **comprehensive inventories, photo documentation, and reconciliation of missing assets**.

This document will outline the **scope of work, deliverables, team requirements, and evaluation criteria** for the services to be provided.

Company Background

The SABS offices are situated nationally. Below is a list of sites as well as approximate number of assets per site.

Site	No of Assets
Cape Town	685
Port Elizabeth	110
East London	380
Durban	630
Richards Bay	350
Secunda	480
NETFA – Olifantsfontein	1225
Groenkloof Pretoria	23500
Cape Town	685

Assets categories include:

- ICT equipment e.g. computers, laptops, switches etc.
- Laboratory Equipment – Balances, pH-Meters, Specialist analytical equipment etc.
- Office Equipment – Furniture, appliances, electronic equipment.
- Facilities Equipment – pumps, motors, boilers, chillers, air conditioners etc.

Quotes should be detailed and specify the services and cost per site based on project plan as per example below.

Cost breakdown per site

Pricing Table – Asset Verification (Per Site)

Site	Number of Assets	Notes	Price Quote (ZAR)	Optional Track 2 / Reconciliation (ZAR)
Cape Town	685	One building with offices and labs		
Port Elizabeth	110	Offices only		
East London	380	One building with lab and offices		
Durban	630	One large building mostly offices		

Richards Bay	350	One building lab and offices		
Secunda	480	2 buildings, lab and offices		
Netfa – Olifantsfontein	1,225	Large site, ~7 buildings, Electrical Test Facility		
Groenkloof Pretoria	23,500	Large site, ~20 buildings, includes offices, labs, and plantrooms		
VAT				
TOTAL				

Instructions to Bidders:

1. Provide a fixed quote per site based on the number of assets listed.
2. Include optional pricing for Track 2 / reconciliation work (finding missing assets, custodian follow-up, updating inventories).
3. Prices should cover all personnel, travel, scanning devices, and deliverables as per the Scope of Work.
4. Any assumptions (e.g., number of verifiers, time per asset) must be clearly stated.

OBJECTIVE

To conduct a comprehensive annual physical verification of all Property, Plant and Equipment (PPE) reflected in the SABS Fixed Asset Register (FAR), including:

- Full reconciliation of asset records
- Custodian confirmation
- Condition assessment – nontechnical assets
- Delivery of verified inventories
- Complete photographic evidence

The project will only be deemed complete upon formal acceptance by SABS Asset Management, including reconciled inventories, “Assets Not Found” register, photo folder, and final reports.

PROJECT STRUCTURE – TWO-TRACK APPROACH

- Track 1 – Physical Verification Team

Objective: Rapid and complete physical verification of assets.

- Scope:
 - Verify existence, location, custodian, BU, condition, and capture photographs of all assets.
 - Electronically scan all barcoded assets using a 2D barcode system.
 - Flag duplicate barcodes, assets not found, and assets not on FAR.
 - Capture mandatory fields:

- Barcode, description, serial number (if applicable)
- Building, floor, location/room
- Custodian name
- Business Unit (BU)
- Asset condition
- Photograph (date/time stamped)
- **Deliverables:**
 - **Raw scanned data per building/floor/location**
 - Includes mandatory fields: barcode, description, serial number (if applicable), building/floor/location, custodian, BU, asset condition (non-technical assets), and photo reference.
 - **Preliminary “Assets Not Found” register**
 - Initial list of assets not located during scanning.
 - **Duplicate barcode report (preliminary)**
 - Identified duplicates during scanning.
 - **Complete photo folder (single folder, barcode-named)**
 - Each photo linked to scanned asset record.
 - Date/time stamped.
 - **Preliminary summary of assets scanned per location**
 - Simple counts to give SABS visibility of progress and coverage.
- **Complete photo folder with all photos named by barcode**
 - Naming convention: [Barcode].jpg
 - Example: A123456.jpg
 - Single folder: no complex folder structure required

Duration: 3–4 months

Track 2 – Reconciliation Finalization Team

Objective: Parallel reconciliation and closure of verified assets.

- Scope:
 - Start once a sufficient batch of assets has been scanned (~25–30%).
 - Perform reconciliation against FAR in real-time.
 - Investigate and follow up on assets not found:
 - Revisit locations

- Consult custodians
- Check for duplicate, damaged, or relabeled barcodes
- Review of relevant inventory records
- Obtain custodian sign-off per building/floor/location.
- Investigate and document write-offs or disposals.
- Update the scanned asset dataset with corrected information, including custodian, BU, and location where discrepancies were identified. SABS will update the FAR using this dataset.
- Validate photographs against asset records.
- Prepare building-based and master inventory files.

Deliverables:

- **Updated Scanned Asset Dataset**
 - Includes corrections for custodian, BU, location, and other discrepancies found during reconciliation.
 - Used by SABS to update FAR.
- **Assets Not Found Register**
 - Detailed documentation of investigation steps, revisits, custodian consultations, and observations on damaged, relabeled, or duplicate barcodes.
- **Assets Found but Not on FAR Register**
 - Newly discovered assets identified during verification that are not yet in FAR.
- **Duplicate Barcode Report**
 - All instances of duplicate barcodes discovered during reconciliation.
- **Updated Custodian G BU Report**
 - List of scanned assets where custodian or BU information was corrected.
- **Condition Assessment Report (Non-Technical Assets Only)**
 - Summary of furniture, office equipment, and other non-technical PPE.
 - Recommendations for repair, replacement, or write-off.
- **Building-based Inventory Files**
 - Verified inventories per building/location, incorporating all reconciled information.
- **Final Reconciliation Report**
 - Comprehensive report showing all verification and reconciliation activities, including status of assets (verified, missing, new, duplicates).
- **Write-off Recommendation Schedule**

- Documented recommendations for assets that cannot be located after proper investigation.
- **Executive Summary Report**
 - High-level summary of methodology, findings, and issues encountered during reconciliation.
- **Complete Photo Folder (Optional Index)**
 - Single folder with photos named by barcode, linked to reconciled asset records.

Duration: 3–6 months, overlapping with Track 1

1.1 Project Phasing and Duration

Phase	Duration	Notes
Verification (Track 1)	3–4 months	Rapid scanning of all sites/assets

Phase	Duration	Notes
Reconciliation C Finalisation (Track 2)	3–6 months (overlapping from Month 2)	Recon starts once sufficient assets verified; continues until closure
Total Project Duration	5–6 months	Milestone-driven, not date-driven; completion upon formal SABS acceptance

Note: Completion may extend if reconciliation and custodian signoffs require additional time. Milestones govern payment, not fixed dates.

PHYSICAL VERIFICATION REQUIREMENTS

- Segregate verified assets from those not yet verified.
- Identify duplicate barcodes and report to SABS Asset Management.
- Identify assets on FAR not found physically.
- Identify assets found physically but not on FAR.
- Achieve a minimum verification rate of 90% before finalisation.

DATA CAPTURE SYSTEM REQUIREMENTS

- The SABS will provide the current Fixed Asset Register in excel format.
- The appointed service provider will be required to conduct electronic asset verifications using a web based mobile application system capable of scanning 2D barcodes. The system must allow for upload and download of data in excel. The system must allow for the capturing and linking of photographs to individual assets to enhance data accuracy and completeness
- Must use a **web-based mobile application** capable of:
 - Scanning 2D barcodes

- Real-time reconciliation with FAR (Excel-based)
- Tracking assets not found per location
- Flagging assets scanned but not on FAR
- Flagging duplicate barcodes
- Linking photographs to asset records
- Allowing post-verification updates and re-opening of locations
- SABS must have **administrative access for 12 months after completion of the verification process.**
- Proposals must detail the technology to be used, including scanning devices, database integration capabilities (at least excel), and compliance with data security standards.
- Successful bidders may be required to demonstrate the system to be used.
- Full raw data, system backup, and photo folders must be delivered in **open formats (JPG/PNG).**
- Proprietary restrictions that prevent SABS editing or access are not permitted.

2. PHOTOGRAPHIC RECORDS

- A clear photograph(s) must be taken of **each verified asset.**
- Each photograph must **clearly show the asset and barcode.** (More than one photo can be taken.)
- Photographs must be **date and time stamped.**
- All photographs must be delivered in a **single electronic folder.**
- **File Naming Convention (Mandatory):**
[Barcode].jpg Example: A123456.jpg
- **Format:** JPG or PNG (no proprietary formats or password protection).
- **Payment is contingent** on delivery of the complete photo folder with correct file naming and quality check by SABS.

CUSTODIAN SIGN-OFF

- Service provider arranges verification sessions with custodians.
- Provide inventories per custodian for review and obtain signed confirmation.
- Reschedule where custodians are unavailable; escalate via SABS management.
- Business units are **not responsible for reconciliation.**

CONDITION ASSESSMENT

- Non-technical assets (furniture, office equipment) assessed as:
 - Good / Fair / Poor / Obsolete
- Summary report with recommendations.

TEAM REQUIREMENTS

PROJECT MANAGER

- Post-matric qualification in Engineering, Commerce, Finance, or related field, with at least 3 years' project management experience.
- Minimum **3 years' experience managing large-scale asset verification projects of similar nature.**
- **Responsibilities**
- **Day-to-Day Management**
 - Monitor progress of Track 1 (physical verification) and Track 2 (reconciliation) teams.
 - Ensure deadlines and milestones are being met per site and overall.
 - Manage any operational or logistical issues arising onsite.
- **Data Analysis Decision-Making**
 - Analyze scanned data daily/weekly to identify assets **not yet verified.**
 - Determine which sites/locations need follow-up or additional verification.
 - Ensure accuracy and completeness of asset data before reconciliation.
- **Stakeholder Coordination**
 - Schedule and oversee meetings with site managers, custodians, and business unit representatives.
 - Liaise with SABS representatives regarding discrepancies, missing assets, and verification issues.
- **Reporting**
 - Provide regular status reports to SABS management.
 - Ensure that all reconciliations, photo folders, and inventory updates are delivered according to agreed timelines.
- **TEAM LEADERS**
- Post-matric qualification.
- Minimum **2 years' experience leading asset verification teams.**
- Responsible for supervising asset verifiers, ensuring scanning quality, and managing site-level deliverables.
- **ASSET VERIFIERS**
- **Education:** Minimum matric qualification.

- **Experience:** Must have **prior, verifiable experience performing asset verification** using the same or similar scanning software, including:
 - Barcode scanning
 - Photographing assets with proper naming conventions
 - Recording all mandatory fields (barcode, description, serial number, building/floor/location, custodian, BU, asset condition for non-technical assets)
 - **Performing visual condition assessments of non-technical assets**
(furniture, office equipment, PPE).
- **Responsibilities:**
 - Conduct scanning of all assets according to the Scope of Work.
 - Capture photographs and record all mandatory fields accurately.
 - Perform visual condition assessments of non-technical assets and report findings according to Scope..
- **Evidence Required:** Before the start of the project the supplier must provide a list of verifiers with **proof of prior asset verification experience**, including software used, number/type of assets verified, duration of previous assignments, and experience performing condition assessments.
- **Team Size**
- Supplier must provide a **team large enough to complete scanning and reconciliation of all assets within the 3–6 month timeline.**
- Supplier must provide **capable personnel to perform the reconciliation of missing assets, custodian follow-ups, and inventory finalization.**
- **Exact team size** must be proposed by the bidder, with a rationale showing how it ensures deadlines will be met.

DELIVERABLES

The service provider must provide:

- Verified Asset Register
- Assets Not Found Register
- Assets Found but Not on FAR Register
- Duplicate Barcode Report
- Updated Custodian C BU Report

- Condition Assessment Report
- Building-based Inventory Files per room
- Final Reconciliation Report
- Write-off Recommendation Schedule
- Executive Summary Report
- Complete Photo Folder with all photos named by barcode

PERFORMANCE AND PAYMENT

- Payment linked to **verification milestones and asset coverage:**
- **60% payment – Completion of scanning**
 - At least **75% of total assets verified** (physically located, scanned, with required data and photos).
 - Preliminary “Assets Not Found” register submitted.
- **30% payment – Completion of reconciliation and custodian signoffs**
 - At least **80% of total assets verified/reconciled**.
 - All follow-ups and re-visits completed for verified assets.
- **10% payment – Final acceptance of inventories and photo folder**
 - At least **85% of total assets fully accounted for**, including verified assets, reconciled missing assets, and documented write-offs.
 - Complete photo folder delivered and quality-checked.
 - Final building-based inventories approved.
- **Retention:** A percentage of total contract value may be withheld until formal project completion and SABS acceptance.

SABS Support: The SABS will provide facilitation for custodian coordination, site access, and progress monitoring to assist the supplier in meeting verification milestones. Detailed roles and responsibilities will be agreed prior to project commencement.

SOUTH AFRICAN BUREAU OF STANDARDS – Established in terms of Section 2 of the Standards Act, 1945, as amended

Gauteng Head Office

1 Dr Lategan Road, Groenkloof
Private Bag X191
Pretoria, 0001
Tel +27 (0) 12 428 7911
Fax +27 (0) 12 344 1568

West Coast Region

Liesbeek Park Way, Rosebank
PO Box 615, Rondebosch,
Cape Town, 7701
Tel +27 (0) 21 681 6700
Fax +27 (0) 21 681 6701

East Coast Region

15 Garth Road,
Waterfall Park
PO Box 30087,
Mayville, 4058
Tel +27 (0) 31 203 2900
Fax +27 (0) 31 203 2907

FUNCTIONALITY EVALUATION

No	Selection Criteria	Weighting
	Functionality will be measured on a scale of 0-5. No submission:0, Very poor:1, Poor:2, Average:3, Good:4, Excellent:5	
1	Company Experience Track Record	20%
	<p>Provide a list of projects of <u>similar nature and types of assets</u> as well as relevant reference letters on company letterhead. Reference letters on company letterhead indicating previous asset verification projects with assets similar to SABS (≥20,000 assets, PPE, lab equipment, furniture, office equipment). Signed reference letters showing project size, asset types.</p> <p>0 = No reference letters 2 = One satisfactory reference 3 = Two satisfactory references 4 = Three satisfactory references with consistent positive feedback 5 = More than three excellent references</p>	
2	Project Manager	20%
	<p>Post matric qualification in Engineering/Commerce/Finance or related field. Project Management experience required. Relevant experience managing asset verification projects of similar nature. (Not infrastructure). CV showing qualifications and prior project experience.</p> <p>1 = <1 year, 2 = 1–3 years, 3 = 4–5 years, 4 = 5–6 years, 5 = >6 years</p>	
3	Team Leaders	20%
	<p>Experience leading teams and asset verifications of similar nature. CVs showing leadership in prior verification projects</p> <p>1 = <1 year, 2 = 1–2 years, 3 = 2–3 years, 4 = 3–4 years, 5 = >4 years</p>	
4	Proposed Methodology Approach	20%
	<p>Detailed methodology including scanning, two-track verification, missing asset investigation, custodian engagement, timelines. Written methodology, including a Gantt chart showing timelines and resource allocation</p> <p>1 = methodology incomplete/generic, 2 = partially detailed, 3 = adequate, 4 = detailed,</p>	

No	Selection Criteria	Weighting
	Functionality will be measured on a scale of 0-5. No submission:0, Very poor:1, Poor:2, Average:3, Good:4, Excellent:5	
	5 = highly detailed and tailored.	
5	Use of Technology	20%
	Meets minimum requirements (2D barcode scanning, mandatory fields, photos, Excel export, tracking assets not found) as per par.4 System demo, screenshots, specification sheet, prior usage evidence 1 = does not meet, 5 = fully meets or exceeds requirements	
TOTAL SCORE		100%
Bidder must acquire a minimum total score of 75%		

8. Timelines

MILESTONES	DATE AND E-MAIL ADDRESS
Closing Date and Time No late submissions will be accepted.	25 March 2026 at 11:00 am
Method of submission.	Responses should be submitted via email ONLY elvis.lebepe@sabs.co.za It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.

9. Preference Points

Only Bidders who meet the specified requirements will be evaluated further on 80/20 preference points system of 2022. (Pricing and Specific Goal)

10. Quotation

The quotation should but not limited to the following:

- Rate per person
- Transportation cost (If applicable)
- Disbursement
- Fixed price, Where foreign currencies are involved, bidders should make provision for forward cover.

11. Contact information

All enquiries regarding this RFQ must be e-mailed/directed to elvis.lebepe@sabs.co.za and 012 428 6157. Bidders must not contact any other SABS' personnel regarding this RFQ, as it may lead to the Bidder's disqualification. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

12. Advance payment

The SABS will not make an upfront or advance payment to a successful Bidder. Payment will only be made in accordance to the delivery of service or goods that will be agreed upon by the SABS and the successful Bidder.

13. Responsibility for costs

Under no circumstances shall the SABS be responsible for any of the Bidder's costs associated with the preparation and/or submission of its quotation, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

14. Bidder's contractual terms

The SABS will not be bound by any legal or contractual terms as may be included in the Bidder's quotation, in response to this RFQ.

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

Full Name	Identity Number	Name of State institution

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:

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.

2.3 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 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.

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.

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 2022/22 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, 2023

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.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

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

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

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

Specific Goal	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)
Persons historically disadvantaged on the basis of race	100% black ownership		10		
	75% - 99% black ownership		8		
	60% - 74% black ownership		6		
	51% - 59% black ownership		4		
	0% - 25% black ownership		2		
	0% black ownership		0		
Persons historically disadvantaged on the basis of gender	100% black women ownership		6		
	51% - 99% black women ownership		4		
	30% - 50% black women ownership		2		
	0% black women ownership		0		
	100% owned by persons living with disabilities		4		

Persons historically disadvantaged on the basis of disability	51% - 99% owned by persons living with disabilities		2		
	0% - 50% owned by persons living with disabilities		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company.....

4.5. registration number:

4.6. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.7. 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:

