



REQUEST FOR PROPOSAL / QUOTATION

RFQ Number	NO-243/2024
Issue Date	24 February 2025
Closing Date	28 February 2025, by no later than 23:30pm
Submission information and Delivery Address	Please forward your responses either via email or hand delivered on or before the closing date as follows: Via Email – bmasingi@sedfa.org.za; bmasingi@seda.org.za OR <u>Hand delivered</u> Small Enterprise Development and Agency (Sedfa) The Fields Office Block A 1066 Burnett Street Hatfield 0833 Contact Details Ms. B Masingi at Tel: (012) 441-1000 or (012) 441-1226



TERMS OF REFERENCE

1. Purpose

The purpose of this RFQ is to identify a service provider with the relevant experience, knowledge, skills and capabilities to plan, create, implement, film and edit a series of 10 (ten) “Masterclass” capacity building events for Enterprise and Supplier Development (ESD) Practitioners that are part of the Enterprise and Supplier Development Community of Practice (ESD CoP). Each event will be facilitated and presented by one or more technical expert/s, and will be a detailed exploration and factual learning experience, with examples and case studies, of a specific aspect of ESD.

2. Background

Other than the State, large private sector companies and State-Owned Enterprises are the primary providers of supply chain opportunities for SMMEs through ESD. The ESD strategies and programmes of these entities are implemented by (internal) corporate ESD practitioners; these practitioners, through their decisions and programme implementation, can thus have an enormous impact on reducing the currently high failure rate of small businesses.

The National Department of Small Business Development (DSBD), together with Sedfa and with support from the EU funded EDSE programme and private sector partners launched a Enterprise and Supplier Community of Practice (ESD CoP) in June 2023. The ESD CoP will serve as a platform where practice can be shared and a body of knowledge and experience can be provided for ESD practitioners to enable the improved implementation of ESD strategies and programmes by Corporates/SOE/Government for the benefit of SMMEs.

Other than informal and occasional ad-hoc training sessions offered by individuals, there is currently no structured learning material or audio-visual content available for ESD practitioners to educate them on:



- The legislative and regulatory framework of ESD as a component of the Broad-Based Black Economic Empowerment framework and other transformation legislation and policy instruments;
- The practice of ESD with regard to the sector codes for major industry sectors;
- The effective practice of ESD to achieve optimal B-BBEE compliance while achieving meaningful and sustainable impact.
- Case studies, best practices, research, lessons and examples on ESD strategies and programmes locally, regionally and internationally as relevant to a South African ESD practitioner.

There is a lack of interactive and topical teaching events for ESD practitioners. A Masterclass programme will give ESD practitioners the benefit of hearing from experienced executives and provide information and advice that can enable improved ESD practitioner understanding of ESD programme development and implementation within their organisations.

The ESD CoP is developing a foundational e-learning course for ESD practitioners. The materials and information from the masterclass series will be used to inform and enhance this elearning course. The masterclasses will also serve as the basis for creating a continued professional development series for ESD practitioners with the ESD CoP and its partners. For more information on the ESD CoP to assist with the development of proposals for the RFQ, the ESD CoP website can serve as reference information - <http://esdcommunity.net>

The DSBD, Sedfa, ESD CoP Masterclass event series is therefore intended to:

- Leverage the experience and knowledge of key executives and managers in the ESD space.
- Improve practitioner understanding of the ESD regulatory environment, sector codes, practice and reporting.
- Facilitate an interactive learning experience with the class content enriched via questions, debate and discussion.
- Improve delivery and impact of ESD programmes and benefits for SMMEs to support access to supply chains.



Note that the target learners for the Masterclasses are ESD practitioners. ESD practitioners are not necessarily ESD consultants that implement ESD programmes for SMMEs on behalf of Corporates/SOE/Government. The masterclasses are targeted at ESD practitioners within Corporates/SOE/government and not SMME training/capacity building sessions as part of ESD programme implementation.

ESD practitioners are deemed as professionals responsible for the development and implementation of ESD and related organisational strategies, programmes and policies. While being responsible for the planning, managing and reporting on activities and resources allocated to ESD programmes; they are also accountable for the oversight, monitoring evaluation and reporting of the delivery against the planned programme outcomes and impacts.

3. Scope of Work

The Service Provider (SP) will be required to produce and film 10 (ten) masterclasses to provide interactive learning experiences with a range of experienced ESD expert practitioners. The detailed scope of work is as follows:

a) Inception report including a detailed project plan and agreed masterclass topics

The SP will be briefed by the DSBD, Sedfa and ESD CoP once appointed. Details of the specific expectations from the project in line with the proposal will be provided. A discussion and agreement on the final topics for the masterclass will be done based on the proposed topics from the SP in the proposal.

A standard branding and design format will need to be used for all the masterclasses. This will need to be designed and developed by the SP and used throughout all the masterclass events and as part of the video developed of the masterclasses. This will include backgrounds, slide presentations templates, programme templates, invitation templates, flyer templates, event evaluation form templates, etc. This will also need to be handed over to the DSBD, Sedfa and ESD CoP for future usage. The proposed branding and design will need to be provided as part of the inception report for sign-off.



Following the briefing, the SP will provide an Inception report based on and updating the proposal with a detailed project plan and timelines and details of each masterclasses event based on the agreed topics and the series branding items.

b) 10 x ESD practitioner masterclasses on agreed priority thematic areas

At least 2 of the masterclasses need to be physical events and the others can be virtual or hybrid. The events can be held nationally, provincially or in specific regions. The SP will need to indicate and justify this in the proposal.

All the masterclasses are to be recorded and therefore 10 x video recording of the masterclass events are to be provided. The recordings will need to be edited and design and layout work done for use by DSBD, Sedfa and ESD CoP on the website platform and/or the elearning course. The recordings will be utilised on website platform and need to be in a high resolution as well as low resolution format to be utilised on the platforms.

Prior to each event the SP will be responsible for

- finalising the event programme and information,
- confirm presenters and experts on the programme and ensure they are briefed and ready to present
- presentations/slides and inputs need to be ready and prepared
- all branding and design aspects need to be in place
- manage event invitations
- manage and finalise all logistics arrangements, including video recording of the event

During the event the SP will be responsible for managing all aspects of the event to ensure a smooth implementation of a professional masterclass event.

Each event will need to be evaluated by participants after the completion of the event so that ongoing improvements can be captured and made to the series.



An event summary report needs to be provided that can be placed on the DSBD, Sedfa and ESD CoP website and shared with participants at the event. This event report need to capture the purpose, outcomes and key information/content covered and provided in the event.

In the case of physical events the venue and catering costs need to be included in the proposal for up to 50 participants.

c) Closure report and handover

A project closure report need to be developed by the SP when the project reaches completion. This report needs to capture lessons and experiences from the masterclass series implemented and recommendations for future series of this nature and continued professional development of the ESD practitioner.

All Video stock footage /clips/infographics, etc need to be kept as they will need to be provided to Sedfa at closure and hanover stage for future usage.

4. Project Deliverables & Time Frames

The project will be contracted in March 2025 and needs to be concluded by August 2025.

The deliverables are as follows:

1. Inception report including a detailed project plan and agreed topics
2. 10 x ESD practitioner masterclasses on agreed priority thematic areas
3. 10 x event reports after the completion of each event
4. 10 x evaluation reports based on event evaluation forms completed after each event
5. 10 x video recording of the masterclass events referred to in no. 2 - edited, designed and layout for use on the ESD CoP platform and/or the elearning course.
6. Video stock footage /clips/infographics, etc
7. Design format/branding and logo for the masterclass series that can be utilised in future DSBD, Sedfa and ESD CoP masterclasses



8. Closure report and handover

All deliverables are agreed and signed off by the DSBD, Sedfa and ESD CoP.

5. Sedfa's Roles and Responsibilities

Sedfa will respond timeously to all material submitted for review.

6. Travel and Accommodation

No travel or accommodation costs will be entertained or be payable unless included in the initial approved quotation, in which case they will need to comply with Sedfa's standard travel and accommodation allowances.

7. Information required in the Proposal/Quotations

- i. Details and examples of similar or relevant projects completed - masterclasses and similar capacity building and training events;
- ii. Details of the relevant experience of the team member(s) responsible for content and production;
- iii. Details of what equipment / resources are in-house and what will be outsourced or hired, where applicable.

8. Evaluation of the Proposal

8.1 Phase 1: SCM Document Assessment Criteria

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

8.2 Phase 2: Functionality Criteria



The following criteria will be used for evaluating all price quotations that met the assessment criteria on functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	Experience/Track Record - Masterclasses or similar capacity-building / learning events The service provider must provide reference letters showing experience of at least 5 years in implementing Masterclasses or similar ESD capacity building exercises. Five years experience = 30 points Four years experience = 25 points Three years experience = 20 points Two years experience = 10 points Less than two years = 0 points If reference letters are not attached, points will not be allocated.	30
2	Experience/Track Record - Team proposed Team must have 5 to 10 years experience in the ESD environment. Provide CVs with relevant ESD experience in developing content and masterclasses. 10+ years in ESD projects = 30 points 5 to 10 years ESD projects = 20 points 5 years ESD projects = 15 points Below 5 years = 0 points If CVs are not attached, points will not be allocated.	30
3.	Technical Capability - Filming and production, design, layout and editing Provide a company profile showing: • 5 to 10 years experience in video recording of the masterclass events, edited, designed and layout for use on the ESD CoP platform and/or the elearning course. • Educational learning production, online learning. 10+Years filming and production design = 40 points 5 to 10 years = 30 points	40



	1 to 5 years = 20 0 years = 0 points If a company profile is not attached, points will not be allocated.	
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

8.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ								Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise								8	
Small Enterprise								5.6	
Medium Enterprise								3.2	
Large Enterprise								0.8	
Ownership (Align to BBBEE points allocation)								2	
L1	L2	L3	L4	L5	L6	L7	L8		
2	1.75	1.50	1.25	1	0.75	0.25	0		



Targeted Group: Youth	6	
Target Group: Non-Youth	1.8	
Spatial: Rural	4	
Spatial: Townships	2.4	
Spatial: City	0.8	

9. TERMS AND CONDITIONS

- a) Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- b) No late price quotations will be accepted under any circumstances.
- c) Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- d) Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- e) Suppliers/service providers must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies of Shareholders/Directors/Members/Partners
- f) Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- g) Service providers/suppliers must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services (SARS) certifying that the taxes of the service provider/supplier are in order must be submitted at the closing date and time of the RFQ/Bid.
- h) The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable)



- i) Consultant's travel arrangements must be in line with the government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometers according to the rates set by the Department of Transport] (if applicable).
- j) This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed at the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

SEDFA wishes to thank you in advance for your price quotation.

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.

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 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

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.

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to RFQ's/Tenders:

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this RFQ/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 RFQ/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 RFQ/Tender to claim points for **Specific Goals** with the RFQ/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 RFQ/Tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

Table 1: Specific Goals for the RFQ/Tender and points claimed are indicated as per the table below.

(Where the 80/20 preference point system is applicable, corresponding points will also be indicated as such).

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will result in points being forfeited)

The specific goals allocated points in terms of this RFQ/Tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the Tenderer)
Micro Enterprise	8	

Small Enterprise								5.6	
Medium Enterprise								3.2	
Large Enterprise								0.8	
Ownership (Align to BBBEE points allocation)								2	
L1	L2	L3	L4	L5	L6	L7	L8		
2	1.75	1.50	1.25	1	0.75	0.25	0		
Targeted Group: Youth								6	
Target Group: Non-Youth								1.8	
Spatial: Rural								4	
Spatial: Townships								2.4	
Spatial: City								0.8	

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million

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 propriety
- ☐ 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:

.....

.....

.....

CONSENT FORM

I/We, the undersigned _____ (Full names and surname) with Identity Number _____ hereby certify that I/we are the shareholders/official representatives of _____ (Company name) with company Registration Number _____ hereby declare, agree and undertake the following towards SEDA
(Hereinafter):

1. I/We hereby give consent to SEDA or such other person or entity that SEDA may designate, the absolute right and permission to conduct checks, assessments and to verify my information in order to evaluate, adjudicate and reporting to authorities as per the National Treasury's requirements.
2. I/We acknowledge that SEDA is committed to protecting and promoting the privacy of my/our Personal Information including that of entity or any other individuals or organisation and to give effect to the constitutional right to privacy and to fulfil its obligations under the Protection of Personal Information Act No 4 of 2013 (Hereinafter 'POPI').
3. I/We hereby give consent to SEDA to process my/our Personal Information where the processing is necessary and only for purposes verifications in the evaluation of submitted proposals for RFQs, bids, payments and reports.
4. SEDA acknowledges and agrees that the Personal Information will not, under any circumstances, be processed for purposes prohibited by POPI and/or the principles contained in POPI and that the processing of Personal Information will be done fairly and in accordance with legal provisions, given that the purpose for which processing of the Personal Information is adequate, relevant and not excessive.
5. SEDA herewith defend, indemnify and hold you harmless from any action or claim of any nature whatsoever that might be brought by any person whatsoever against you as a result of any personal loss, injury or damage arising directly or indirectly from any act or omission on SEDA's part relating to or incidental to the failure from SEDA's part to honour the above provisions, or otherwise, as the case may be.
6. I/We acknowledge and agree that I/We have read this consent form in its entirety and that I/We fully understand the nature, content and implications hereof and agree hereto, and that I/We shall be fully bound hereto from date of signature hereof.

Signed at _____ on this _____ day of _____ 20_____

Print Name and Surname: _____ (Company Representative's
Signature)