South African Human Rights Commission

RFP NUMBER	**RFP-HO-08-2026 - Provision for Internal Audit Services**
DESCRIPTION	**Appointment of a service provider for the provision of Internal Audit services to support the Internal Audit at the South African Human Rights Commission (SAHRC) for the 2026/27 Financial Period.**
PUBLISHED	**DATE: 02 September 2026**
CLOSING DATE	**DATE: 15 September 2026 TIME: 11H00 (GMT +2)** **Submissions to be done via email to: HOprocurement@sahrc.org.za**
ENQUIRIES	**Technical: Mr. Zolile Moyo** **Email: Zmoyo@sahrc.org.za** **Supply Chain Management: Mr. Abdul Rassool** **Email: arassool@sahrc.org.za**

1. BACKGROUND

The South African Human Rights Commission (Commission) is an independent state institution established in terms of section 181 of the Constitution of the Republic of South Africa of 1996 to support and strengthen constitutional democracy. In terms of section 184(1) of the Constitution, the Commission is mandated to:

1.1. promote respect for human rights and a culture of human rights.

1.2. promote the protection, development and attainment of human rights; and

1.3. monitor and assess the observance of human rights in the Republic.

SAHRC has presence in all nine Provinces within the Republic of South Africa. There is an Internal Audit unit at Head Office which is comprised of the Chief Audit Executive, Senior Internal Auditor and Internal Auditor, supported by an Administrator.

2. PURPOSE

The purpose of this Request for Proposal (RFP) is to appoint a suitable independent Internal Audit Service Provider, with requisite expertise to deliver Internal audit services to the SAHRC for the 2026/27 financial year.

3. OBJECTIVE

The objective of this Request for Proposal (RFP) is to appoint a suitably qualified service provider to render co-source services as support to the Internal Audit unit. We are looking for a service provider to provide the resources of two (2)Senior Internal Auditors and an Internal Auditor to assist with delivery of the following reviews (i) Asset management, (ii) Procure to Pay (iii) Audit of Pre-determined Objectives (AOPO) (iv) Information Technology General controls (ITGC) (vi) Human Resource review and(vii) Compliance review.

4. SCOPE OF SERVICES

4.1 Asset Management review

Review the adequacy and effectiveness of the control environment on the following processes:

4.1.1 Acquisition and disposal of assets;

4.1.2 Maintenance of asset register;

4.1.3 Physical verification of assets;

4.1.4 Safeguarding of assets;

4.1.5 Fixed asset reconciliation;

4.2 Procure to Pay review

Review the adequacy and effectiveness of the control environment on the following processes:

4.2.1 Contract management;

4.2.2 Competitive bidding process;

4.2.3 Quotations process;

4.2.4 Processes for Irregular, fruitless and wasteful expenditure, and consequence management;

4.2.5 Demand management integrating with budget management processes;

4.2.6 Maintenance of supplier Masterfile in line with Treasury database;

4.2.7 Review of segregation of duties in the procurement process;

4.2.8 Review accounting for funds from Justice and the interest earned;

4.2.9 Cash flow forecasting and budget reporting;

4.2.10 Authorization and management of the payments process;

4.2.11 Review of controls surrounding petty cash;

4.3 AOPO (Quarter 3 to Quarter 4)

4.3.1 Review the adequacy and effectiveness of the procedures and policies governing the management and reporting of performance information;

4.3.2 Audit the reported performance information and validate it to ensure valid, accurate and complete performance reporting;

4.4 Information Technology General Controls (ITGC) review

Review the adequacy and effectiveness of the control environment on the following processes:

4.4.1 Compliance with Committee on Sponsoring Organization (COSO) framework;

4.4.2 Compliance with Control Objectives for Information Technology (COBIT) framework;

4.4.3 Compliance with ISO27001 information security and change management framework;

4.5 Human Resource review

4.5.1 Appointments, promotions, disciplinary, resignations/retirements, staff movements

4.5.2 Leave management and performance management

4.5.3 Training and Development plans management

4.5.4 Staff Retention and Succession Planning

4.5.5 Compliance with Human Resources related legislation.

4.5.6 Payroll

4.6 Compliance review

4.6.1 Review the Commission compliance with all relevant applicable laws, legislations, regulations and guidelines within operation.

5. PROJECT TIMELINES & DELIVERABLES

Deliverables

5.1. Conduct adequacy and effectiveness reviews of Asset Management, Procure to Pay, AOPO, ITGC, Human Resources and Compliance universe within the Commission.

5.2. Engage with relevant SAHRC staff and management.

5.3. Completion of audit file as per SAHRC audit methodology.

5.4. Prepare a complete audit report comprising of detailed findings, root causes, recommendations and corrective action plans to be implemented.

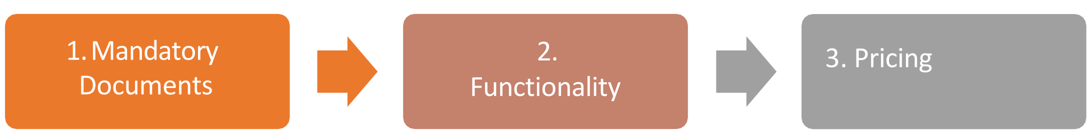
Project timelines- to be determined with the service provider based on the scope of work.

6. PRICING

Service Providers must provide a detailed breakdown outlined on Annexure, including other items, if required. The total cost must reflect VAT included.

7. EVALUATION CRITERIA

Bids will be evaluated on 80/20-point system as outlined in the PPR of 2022. The proposals will be evaluated in three phases:



a. Phase 1=Mandatory

b. Phase 2 -Functionality

c. Phase 3-Price and Preference Point

Phase1: Mandatory Documents

a. Proposal

b. Central Supplier Database Report.

c. Valid Tax Clearance Certificate or Tax Compliance Status (with SARS PIN CODE).

d. All SBD (Standard Bidding Documents) forms must be completed fully and duly signed.

e. Provide Proof of Certified Information Systems Auditor (CISA) – for the Senior Internal Auditor to be allocated to the ITGC review and proof of Certified Internal Auditor (CIA)–for the Senior Internal Auditor to be allocated reminder of reviews specified in section 4.

f. Service must provide supporting documents used to claim points under 4.2 of SBD 6.1

Note: Bidders who fail to comply with the mandatory requirements will be regarded as submitting a non-responsive bid, disqualified and not considered for further evaluation.

Phase 2: Functionality

All compliant quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below.

Evaluation on functionality, as in Table 1 below:

- Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points.
- The overall score must be equal or above 70 points to proceed to for Price and Specific Goals evaluations.
- Bidders who fail to meet minimum threshold will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and preference points. The minimum threshold for qualifications by functionality is 70, assessed as per criteria listed in Table 1 below:

	Criteria	**Percentage weighting**
1.	**Project Methodology** Bidder's proposed project methodology and plan outlining how SAHRCs requirements will be implemented. • 0 points = No project plan • 10 points = Project plan with no milestones • 20 points = Project plan with milestones • 30 points = Project plan with milestones & timelines	30
2	**Company Experience** Reference letters included for executing a project of similar magnitude in the last 3 years, signed, dated and on the letterhead of the company. Failure to comply	30

	with the above-mentioned requirements will invalidate a letter and will not be considered. • 0 point = no reference letter submitted or they have not in the last 3 years or not signed and on the letterhead of the company • 5 points = 1-2 reference letter(s) submitted • 10 points = 3-4 reference letters submitted • 20 points = 5-6 relevant reference letters submitted • 30 points = 7 and above reference letters submitted	
3.1	**Capacity and Ability to Implement (ITGC review)** Skills, experience and qualifications of the **Senior Internal Auditor** that will be assigned to the project based on their CVs. Proposals should clearly indicate whether bid participants have the internal capacity to meet the requirements of the TOR. • 0 points = CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and less than 2 years of relevant experience. • 5 points= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and between 3 to 4 years of relevant experience. • 10 points= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and between 5 to 6 years of relevant experience. • 15= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and 7 or more years of relevant experience.	15
3.2	**Capacity and Ability to Implement (other reviews specified in section 4)** Skills, experience and qualifications of the **Senior Internal Auditor** that will be assigned to the project based on their CVs. Proposals should clearly indicate whether bid participants have the internal capacity to meet the requirements of the TOR. • 0 points = CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and less than 2 years of relevant experience. • 5 points= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and between 3 to 4 years of relevant experience. • 10 points= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and between 5 to 6 years of relevant experience. • 15= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and 7 or more years of relevant experience.	15
3.3	**Capacity and Ability to Implement** Skills, experience and qualifications of the **Internal Auditor** that will be assigned to the project based on their CVs.	10

	Proposals should clearly indicate whether bid participants have the internal capacity to meet the requirements of the TOR. • 0 points = CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and less than 1 year of experience. • 5 points= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and between 1 to 3 years of relevant experience. • 10 points= CV with minimum of NQF 7 in Internal Auditing or equivalent qualification(s) and with 4 or more years of relevant experience.	
	Total	**100**

Phase 3: Price and Specific Goals evaluation

Price evaluation based on the 80/20 preferential point system.

The contract would be awarded to the service provider scoring the highest score.

The points scored in respect of Specific Goals will be added to the points scored for price.
Only Bidders that have met the 70-point threshold to be considered for price and specific goals. Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points

i. ***Stage 1 – Price Evaluation (80 Points)***

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

The following formula will be used to calculate the points for price:
Where

- Ps = Points scored for comparative price of bid or offer under consideration.

- Pt = Comparative price of bid or offer under consideration.
- P min = Comparative price of lowest acceptable bid or offer
- Points must be awarded to a bidder for attaining the specific status level of contribution in accordance with the table below

a. Specific goals allocation

A maximum of 20 points may be allocated to a bidder for attaining their specific goals status level of contributor in accordance with the table below:

SPECIFIC GOALS	POINTS
Suppliers with ownership of 51% or more by person/s who are black person/s	10
Suppliers with ownership of 51% or more by person/s who are black women	5
Suppliers with ownership of 51% or more by person/s who are black youth	3
Suppliers with ownership of 51% or more by person/s with disability	2

Specific goal points may be allocated to bidders on submission of the following documentation or evidence A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

9. CONFIDENTIALITY, INDEPENDENCE AND OBJECTIVITY

The service provider will hold all material and information exchanged in the course of the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectives by remaining independent of the activities they execute.

9.1 THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

The SAHRC may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.

The SAHRC reserves the right to conduct a security background check or screening of the service provider. The SAHRC reserves the right to conduct reference checks on the list of references provided by the service provider where similar work was conducted.

10. CONDITIONS OF TENDER

10.1 The SAHRC reserves the right not to award the tender.

10.2 Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.

10.3 The service provider will be held liable for any damage or loss suffered by the entity, because of the provider's own or his/her employees 'negligence or intent, which originated at the site.

10.4 The service provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the service provider's employees.

10.5 The service provider must, at his/her own expense, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

10.6 SAHRC does not bind itself to accept the lowest quote.

10.7 SAHRC does not bind itself to make any selection from the proposals or quotations received.

10.8 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.

10.9 All prices quoted must be VAT inclusive.

10.10 SAHRC will not make any upfront payments before the rendering of services.

10.11 The successful bidder shall provide the service required based on the set timelines and as per the schedule to be provided by SAHRC.

10.12 A pricing schedule with one of the specified elements omitted from the cost may be considered non- responsive.

10.13 The service provider will be expected to sign a contract with the SAHRC, including the General Conditions of Contract (GCC)

10.14 The price proposal must be valid for 120 days.

11 CONTRACT PERFORMANCE

11. 1 If it is found that the information provided is false, including the breach of the General Condition of Contract, The SAHRC reserves the right to terminate this contract with immediate effect.

11.2 The agreement will be signed with the winning bidder at the contractual stage.

11.3 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement

12 FORMAT AND SUBMISSION OF THE PROPOSAL

All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid. For ease of reference, bids should be packaged in the following format:

- Annexure A - Signed Tender Document and Completed SBD Forms
- Annexure B - Mandatory Documents
- Annexure C - Functionality Response
- Annexure D - Company Profile
- Annexure E – Pricing Proposal/ Quotation

13 ENQUIRIES

- Technical: Mr. Zolile Moyo
  Email: Zmoyo@sahrc.org.za

- Supply Chain Management: Mr. Abdul Rassool
  Email: arassool@sahrc.org.za

14 CLOSING DATE

14.1 Proposals must be submitted on or before **15 September 2026** at **11h00**

14.2 All documentation must be emailed to: HOprocurement@sahrc.org.za

14.3 Submissions should be made using the RFP number for ease of reference

Annexure A

PRICE PROPOSAL FOR INTERNAL AUDIT SERVICES

No	Scope area	Rate per hour (Including overheads and VAT)
1.1	Senior Internal Auditor (ITGC review)	
1.2	Senior Internal Auditor (other reviews per section 4)	
1.3	Internal Auditor	
1.4	Other (Please specify) if applicable	
	Total Bid Price (Inclusive of VAT)	

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION						
BID NUMBER:	**RFP-HO-08-2026**	CLOSING DATE:		**15 September 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**Appointment of a service provider for the provision of Internal Audit services to support the Internal Audit at the South African Human Rights Commission (SAHRC) for the 2026/27 Financial Period.**					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*						
HOprocurement@sahrc.org.za						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**			
CONTACT PERSON	**Tender office**		CONTACT PERSON		**Zolile Moyo**	
TELEPHONE NUMBER	**011 877 3600**		TELEPHONE NUMBER		**011 877 3600**	
FACSIMILE NUMBER			FACSIMILE NUMBER			
E-MAIL ADDRESS	HOprocurement@sahrc.org.za		E-MAIL ADDRESS		Zmoyo@sahrc.org.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	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS						

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ 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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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

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

SIGNATURE OF BIDDER: ……………………………………………

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

DATE: ……………………………

SBD 3.1

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
Closing Time 11:00	Closing date **15 September 2026**

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ………………………………….
- At: ………………………………….

  …………………………………

- Brand and model ………………………………….
- Country of origin ………………………………….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ………………………………….
- Period required for delivery ………………………………….

  *Delivery: Firm/not firm

- Delivery basis ……………………………………

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

SBD4

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

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

SBD 6.1

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

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

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

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1. GENERAL CONDITIONS

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

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

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

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

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

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

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	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:

80/20 **or** **90/10**

$$Ps = 88888888\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 99998888\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 88888888\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 99998888\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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)	Numberof points claimed (80/20 system) (To be completed by the tenderer)
Suppliers with ownership of 51% or more by person/s who are black person/s		10		
Suppliers with ownership of 51% or more by person/s who are black women		5		
Suppliers with ownership of 51% or more by person/s who are black youth		3		
Suppliers with ownership of 51% or more by person/s with disability		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole 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: ……………………………………………………….

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Supported by:

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Mr Abdul Rassool
Acting Supply Chain Manager

Approved by:

____________________________ 31/08/2026

Mr Zolile Moyo
Chief Audit Executive