

REQUEST FOR QUOTATION (RFQ)

TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES OF AN EXPERIENCED AND ACCREDITED B-BBEE VERIFICATION AGENCY (LEVEL ONE EME) TO CONDUCT A B-BBEE VERIFICATION PROCESS FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF ONE YEAR (12MONTHS), COVERING 1 APRIL 2025 TO 31 MARCH 2026.

RFQ NO	RFQ202627-42
RFQ ISSUE DATE	31 AUGUST 2026
COMPULSORY SITE BRIEFING SESSION	N/A
RFQ DESCRIPTION	TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES OF AN EXPERIENCED AND ACCREDITED B-BBEE VERIFICATION AGENCY (LEVEL ONE EME) TO CONDUCT A B-BBEE VERIFICATION PROCESS FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF ONE YEAR (12MONTHS), COVERING 1 APRIL 2025 TO 31 MARCH 2026.
CLOSING DATE & TIME	10 SEPTEMBER 2026 @ 12H00
LOCATION FOR SUBMISSIONS	quotations@tikzn.co.za (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

KwaZulu-Natal Office
 Trade & Investment House, 1 Arundel Close,
 Kingsmead Office Park, Durban, 4001,
 South Africa
 PO Box 4245, Durban, 4000, South Africa
 +27 (0) 31 368 9600
 +27 (0) 31 368 5888

Gauteng Office
 Financial Place, 99 George Storrar Avenue,
 Groenkloof, Pretoria, 0181
 +27 (0) 12 346 4386/6763
 +27 (0) 12 346 4774
 info@tikzn.co.za
 www.tikzn.co.za / www.exportkzn.co.za

DIRECTORS: Mr M B Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Dr J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Cllr M N Zulu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Mr Z Sibisi (Company Secretary)



REQUEST FOR QUOTATION (RFQ)

TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES OF AN EXPERIENCED AND ACCREDITED B-BBEE VERIFICATION AGENCY (LEVEL ONE EME) TO CONDUCT A B-BBEE VERIFICATION PROCESS FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF ONE YEAR (12MONTHS), COVERING 1 APRIL 2025 TO 31 MARCH 2026).

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal (TIKZN) is a provincial trade and investment promotion public entity, mandated by the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) to promote the province as an investment destination and to promote trade by assisting KwaZulu-Natal (KZN) based companies to identify markets to export their products.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2, section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

Section 9 of the Bill of Rights mandates equality in South Africa, ensuring that all individuals enjoy full and equal rights and freedoms. Achieving this equality necessitates legislative and other measures to protect and advance individuals or groups disadvantaged by unfair discrimination. In 1998, the BBEE Commission recommended the development of B-BBEE legislation to address these disparities.

According to Section 13(1G), all government spheres, state organs, and public entities are required to report their B-BBEE compliance in the audited annual financial statements and annual reports, this is required to be shared with the B-BBEE Commission. The B-BBEE Specialized Scorecard evaluates four key elements:

- Management Control (MC)
- Skills Development (SD)
- Enterprise and Supplier Development (ESD) and;
- Socio-Economic Development (SED).

The outcome of which ensures that the public sector implements and responds to the transformation agenda. Additionally, B-BBEE compliance and reporting have been incorporated into the Auditor General's annual audit scope, necessitating that all departments and entities demonstrate compliance with the B-BBEE Act, including reporting to the B-BBEE Commission.

In alignment with these requirements, TIKZN must comply with and report on B-BBEE as stipulated by the B-BBEE Act and the Auditor General's reporting requirements. Therefore, TIKZN seeks a SANAS Accredited B-BBEE Verification Agency (level one Exempted Micro-Enterprises, EME) to conduct a B-BBEE verification process for TIKZN for the 2025/26 financial year (1 April 2025 to 31 March 2026).

3. PURPOSE

The purpose of this RFQ is for Trade & Investment KwaZulu Natal to seek the services of an experienced and accredited B-BBEE Verification Agency (level one EME) to conduct a B-BBEE verification process for TIKZN for a period of 1 year (12 months).

4. SCOPE OF WORK

Description of Items/Services Required
B-BBEE Verification is critical for TIKZN in order to systematically track actual performance against B-BBEE compliance targets as set out in the B-BBEE Codes. Trade & Investment KwaZulu-Natal plans to solicit the services of an Accredited B-BBEE Verification Agency (EME) to conduct B-BBEE Verification for TIKZN as per the terms of reference. Specifically, the service provider will be expected to meet the following key objectives: • To undertake B-BBEE Verification for TIKZN as prescribed by the B-BBEE Verification Methodology. • To collate and capture B-BBEE Verification information. • To produce B-BBEE Verification Certificates for TIKZN. • To assist TIKZN to comply with B-BBEE Commission reporting. • To make recommendations for strengthening the implementation of B-BBEE within TIKZN. Specifically, the following scope of service will need to be met by the appointed service provider: 4.1 Phase 1: Inception report The appointed service provider will be required to commence by drafting an inception report that will detail the overall B-BBEE Verification approach, methodology, expected timeframes and relevant costs for each phase of the project. The inception report will serve as a discussion document and will be the basis on which the detailed approach to the project is agreed. The inception report is an interim deliverable that is expected to be completed one week from the time that the B-BBEE Verification Agency is appointed. The service provider will need to secure permission to access verification information and to present the first phase for adoption. 4.2 Phase 2: Collection, capturing and verification of B-BBEE information 4.2.1 Implement Capturing of B-BBEE Information The service provider must collect, review, capture and verify all relevant B-BBEE information and supporting documentation relating to the period 1 April 2025 to 31 March 2026. The verification agency must assess the completeness, validity and accuracy of information provided by TIKZN and follow up on outstanding, contradictory or insufficient supporting evidence. 4.2.2 B-BBEE Verification Report The service provider will be expected to perform the following functions: • Analyse relevant information such as legislation, regulations and available research information. • Analyse B-BBEE Verification claims, evidence and follow up on outstanding issues • Produce B-BBEE verification report and scorecards for TIKZN. • Finalize TIKZN B-BBEE reporting requirements with B-BBEE Commission • Produce final B-BBEE Verification Certificates in line with the set standards. 4.3 Phase 3: Project Close-out In this phase, the Service Provider is expected to produce the following: • Recommendations and compliance-related issues. • Synthesize findings.

Description of Items/Services Required
• Articulate Verification findings. • Close-out report. 4.4 Reporting Final reports for each phase should be submitted in the following formats: • Hard Copy report • Electronic version • Management reports for TIKZN; and • Hard copies of TIKZN B-BBEE Certificate, and an electronic copy 4.5 Provide continuous updates to the TIKZN B-BBEE Committee. The activities for the BBEE Committee include: • Receiving and reviewing progress reports for this project. Convene (through the designated Chair) at least quarterly and as and when required. • The service provider is expected to prepare progress reports to be presented at these meetings NB: The quotation should cover all applicable costs

5. METHODOLOGY

All bidders are required to submit a comprehensive/detailed proposal including the following components:

- Company profile, including history, group structure, operations, logistics and related companies and services;
- How your Company is structured to provide the necessary skills for this Project and why this is beneficial to TIKZN;
- The appointment of the SANAS Accredited B-BBEE Agency (level one, EME) will be based on the strength of key experts' curriculum vitae that will contribute to the successful execution of the project. It is therefore imperative for the Service Provider to ensure that the Project Team comprises of individuals that will contribute to the successful execution of the project;
- All team members should have a proven track record of involvement in similar projects. The proposal should provide a detailed description of the Team composition and attached Curricula Vitae (CV's) of all Project Team members.
- Team structure, including brief profiles of team members and their experience and qualifications;
 - Provide five written client reference letters on the client's letterhead related to Project management, which your Company provided, accompanied by contact details.
 - A detailed TIKZN-specific proposal showing activities and timeframes.
 - A detailed budget breakdown with full costings of each activity.
- The Service Providers proposal must also outline the methodology they intend to adopt to meet the objectives and deliverables specified in 4 above. This methodology should outline and indicate how all these deliverables will be carried out in the form of a Work Plan.

6. EVALUATION PROCESS

6.1 Phase 1: SCM Mandatory Requirements

Only bid proposals that meet mandatory requirements will be evaluated further to phase 2.

The Bidder must complete the section below by answering **YES or NO**. If, yes, **please attach proof**.

NO.	REQUIREMENT	COMPLY: YES OR NO
1	Professional registration with the Professional Body / Institution. The Bidder must submit accreditation certificate with The South African National Accreditation System (SANAS).	

NOTE: Failure to meet all the mandatory requirements will lead to the Bidder being disqualified and not evaluated further for (Phase 2).

6.2 Phase 2: SCM Administrative Requirements

- 6.2.1** The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 6.2.2** The SBD 4 form must be completed, signed by the authorized company representative.
- 6.2.3** The SBD1 form must be completed, signed by the authorized company representative.
- 6.2.4** The POPIA consent form must be completed, signed by the authorized company representative.
- 6.2.5** The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information may lead to the bidder's proposal not being considered further.

6.3 Phase 3: Functionality Criteria

Only bid proposals that meet administrative requirements will be further evaluated on functionality criteria,

N.B: The Bidder must score a minimum of **70%** during Phase 3 (functionality / technical) of the evaluation to qualify for Phase 4 of the evaluation where only points for Price and Specific Goals Scoring will be considered.

The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Key Personnel Demonstrated ability of the Individual/Team to render the service and the expertise of key staff members. A team comprising a Team Leader, B-BBEE Verification Analyst, and an Administrator.	This must be supported with a submission of detailed CVs and qualifications of the proposed team members that will service TIKZN, detailing the number of years in the related field.	Indicator	30
	1-2 years' experience of the team	10	
	3-5 years' experience of the team	15	
	6-10 years' experience of the team	20	
	More than 10 years' experience of the team	30	
Number of Completed Similar Projects in the Government and Private Sector.	The bidder must attach duly signed relevant reference letters to qualify for the indicated points. This must be supported by references on your clients' letterhead and signed by the respective company representative, including contact details (telephone numbers and email addresses), and must not be more than 5 years old.	Indicator	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	No reference letter attached/irrelevant reference letter attached	0	30
	1 relevant reference letter attached	5	
	2 relevant reference letters attached	10	
	3 relevant reference letters attached	20	
	4 and above relevant reference letters attached	30	
Workplan: The workplan should include Deliverables/Milestones/Timeframes and Resource Allocation.	The quality and reasonableness of the project work plan will be assessed/evaluated, and therefore a detailed work program outlining the various workflow items/tasks required for this project must be submitted.	Indicator	40
	No program	0	
	Poor program (insufficient information provided)	5	
	Adequate program (work items shown)	10	
	Good program (all necessary work items shown)	20	
	Very good program (all necessary work items shown, with clear sequencing and sufficient detail)	30	
	Excellent program (all necessary work items shown, including links between tasks and risks as well as additional information)	40	
Total points on functionality			100

6.4 Phase 4: Price and Specific Goals Scoring

6.4.1 Pricing Considerations

- Bidders' price quotations must be inclusive of all applicable taxes (including VAT)
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.
- Bidders' total price weighs 80 points.

6.4.2 Specific goals

- The bidder must submit the SBD 6.1 preference points claim form.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
1. RDP Goals (Promotion of enterprises located in KZN province for work to be done or services to be rendered) =10 points Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	20
2. Ownership (Gender): 51% or more women ownership=05 Points Proof of claim: RSA Identity document of the director /CSD report ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
3. Ownership (Race): 100% Black owned=05 Points Proof of claim: RSA Identity document of the director /CSD report ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed Failing to submit will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

7. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

8. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

9. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.

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

Consent to Process Personal Information
in terms of
Protection of Personal Information Act No. 4 of 2013

(MANDATORY FOR ALL INTERACTIONS WITH TIKZN)

I, the undersigned _____
(Full Name and Surname)
(Hereinafter be referred to as the "Data Subject")

ID number _____
(If not available, date of birth & passport number)

Address _____

hereby give my consent to Trade & Investment KwaZulu-Natal (TIKZN), who is a Responsible Party¹ to process² my Personal Information for the following purposes:

	Providing me with advice, products and services that suit my needs as requested
YES	To conduct Central Supplier Database ("CSD") reference searches
YES	To process my applications and requests
	To notify me of new services, opportunities that may be of interest to me
YES	To confirm, verify and update my details
YES	To comply with any legal and regulatory requirements
	To conduct qualification verifications, credit checks, reference checks, criminal record checks, psychometric assessment and/or reporting to regulating authorities.
	Add further details of purposes:

I furthermore authorise TIKZN to verify my identity and any information I have provided. This personal information will not be shared with any third parties without my specific approval and will not be sold, distributed or leased to third parties unless my permission has been granted or required by law to do so.

I furthermore unconditionally indemnify TIKZN against any liability which results or may result from furnishing information in this regard.

TIKZN will not be liable for any damages of any kind arising from my use of their services, including but not limited to direct, indirect, incidental, punitive and/or consequential damages.

I further understand that should I not give my consent to the processing of my personal information for the purpose specified above, then TIKZN will not proceed with said purpose.

Signed at _____ on this ____/____/____
(Place) (Day) (Month)(Year) (Signature of Employee)

¹ "responsible party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

² "processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:

(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
(b) dissemination by means of transmission, distribution or making available in any other form; or
(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (TRADE AND INVESTMENT KWAZULU NATAL)					
BID NUMBER:	RFQ202627/42	CLOSING DATE:	10/09/2026	CLOSING TIME:	12H00 pm
DESCRIPTION	TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES OF AN EXPERIENCED AND ACCREDITED B-BBEE VERIFICATION AGENCY (LEVEL ONE EME) TO CONDUCT A B-BBEE VERIFICATION PROCESS FOR TRADE & INVESTMENT KWAZULU-NATAL FOR A PERIOD OF ONE YEAR (12MONTHS), COVERING 1 APRIL 2025 TO 31 MARCH 2026.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
quotations@tikzn.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON		
TELEPHONE NUMBER	031 368 9600		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations@tikzn.co.za		E-MAIL ADDRESS		
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:

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

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

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

1. GENERAL CONDITIONS

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

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

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

(Delete whichever is not applicable for this tender).

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

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

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:

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

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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	20	20
1. RDP Goals (Promotion of enterprises located in KZN province for work to be done or services to be rendered) =10 points The bidder located outside of KZN province will score zero points Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	10	
2. Ownership (Gender): 51% or more women ownership=05 Points The bidder with less than 51% women owned will score zero points. Proof of claim: RSA Identity document of the director /CSD report/ BBBEE Certificate/Affidavit.	05	
3. Ownership (Race): 100% Black owned=05 Points The bidder with less than 100% black ownership will score zero points. Proof of claim: RSA Identity document of the director /CSD report/ BBBEE Certificate/Affidavit.	05	

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:

- 4.7. 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 because 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 because 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:

.....

.....

.....