

BID DOCUMENT

BID NUMBER:	FIC/RFB/SAGE 300 PEOPLE/09/2024/25
CLOSING DATE FOR THE BID:	17 JANUARY 2025
CLOSINGTIME FOR THE BID:	11:00
DESCRIPTION FOR THE BID:	REQUEST FOR PROPOSALS FROM PROSPECTIVE SERVICE PROVIDERS FOR LICENSE RENEWAL AND ONSITE SUPPORT SERVICES FOR SAGE 300 PEOPLE MANAGED CLOUD SERVICE (MCS) APPLICATION.
SUBMITTING BIDS:	One (1) original and an electronic copy (<i>preferably on memory stick</i>) of the RFB document must be handed in / delivered to: TENDER BOX FINANCIAL INTELLIGENCE CENTRE BYLSBRIDGE OFFICE PARK CNR JEAN AVENUE & OLIVENHOUTBOSCH HIGHVELD EXT 73 CENTURION HIGHVELD CENTURION Bidders are required to request an ACCESS PIN CODE from Keneilwe.masemene@fic.gov.za and present their identity documents and/or valid driver's license at the main gate in order to gain entry within the FIC offices.

CSD NUMBER :

DOCUMENTS IN THIS BID DOCUMENT PACK

Contents

GLOSSARY OF TERMS

PART A: SBD 1 INVITATION TO BID	3
PART B: TERMS AND CONDITIONS FOR BIDDING	4
PART C: SPECIAL CONDITIONS OF CONTRACT	5
PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK	7
PART E: EVALUATION PROCESS	11
PART F: STANDARD BIDDING DOCUMENTS	15
SBD 4: BIDDERS' DISCLOSURE	16
SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PPR 2022	18

PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/SAGE 300 PEOPLE/09/2024/25	CLOSING DATE:	17 JANUARY 2025	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSALS FROM PROSPECTIVE SERVICE PROVIDERS FOR LICENSE RENEWAL AND ONSITE SUPPORT SERVICES FOR SAGE 300 PEOPLE MANAGED CLOUD SERVICE (MCS) APPLICATION.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Keneilwe Masemene		CONTACT PERSON	Keneilwe Masemene	
TELEPHONE NUMBER	012 641 6145		TELEPHONE NUMBER	012 641 6145	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Keneilwe.masemene@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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, 2022, 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 (SBD 7).
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:

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
 - 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.

- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

PART D: TERMS OF TEFERENCE

1. BACKGROUND TO THE FIC

- 1.1 The Financial Intelligence Centre (FIC) was established in 2002, through the promulgation of the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act), with the purpose of inter alia identifying the proceeds of unlawful activities and combating money laundering and financing of terrorism.
- 1.2 The FIC is South Africa's national financial intelligence unit tasked to provide financial intelligence to relevant stakeholders including law enforcement agencies, intelligence agencies and the South African Revenue Service. Furthermore, the FIC Act introduces a regulatory framework which requires certain categories of business to register with the FIC, take steps regarding client identification, keep records, appoint a compliance officer, provide relevant training, have internal rules, and submit various types of intelligence reports to the FIC.
- 1.3 South Africa is a member of the international AML and CFT (anti-money laundering and counter financing of terrorism) standard-setting body, the Financial Action Task Force. At the regional level, South Africa is a member of the Eastern and Southern Africa Anti-Money Laundering Group. The FIC is a member of the Egmont Group of Financial Intelligence Units – an organisation of more than 170 financial intelligence units – which provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing.

2. BACKGROUND TO THE REQUIREMENT

- 2.1. The Financial Intelligence Centre's (FIC) Human resource (HR) Department is seeking a Sage platinum business partner who will provide license and hosting subscription renewal services and technical support for Sage 300 people MCS licenced applications – payroll, HR, and ESS for a period of three (3) years effective from 1 March 2025.

3. TECHNICAL REQUIREMENTS

- 3.1. **Subscriptions Services:** the renewal of the annual subscription services will include the following:

- 3.1.1 Sage 300 People – Cloud Hosting services
- 3.1.2 Sage 300 People Payroll & HR
- 3.1.3 Sage 300 People Self Service
- 3.1.4 Licenses for 10 for Payroll and HR users

- 3.2 **Technical Support Services:** The FIC requires the SAGE partner to provide the following technical support services from time to time as when the need arises, this includes:

3.2.1 General Maintenance:

- a) System configuration
- b) Company Set-up rules
- c) Employee benefits set up (e.g. medical aid, 13th cheque and provident fund etc.)
- d) Leave Set-up
- e) People Self Service
- f) Payroll statutory reports submission (e.g. mid and end year tax, COIDA etc.)
- g) Report Customization/configuration
- h) Report Development
- i) Installation and enablement of sage 300 people modules
- j) Training of users

3.2.2 Payroll processing and reporting (on request)

3.2.2.1 Payroll Administration

- a) Set up company rules,
- b) Prepare and process payroll timely, in line with the set deadlines as well as FIC policies and relevant legislations,
- c) Reconcile payroll prior to transmission and validate supporting reports
- d) Process employee benefits (e.g., retirement fund and medical aid)
- e) Work with the FIC's third parties to implement relevant payroll systems/processes
- f) Comply with statutory requirements and ensure completeness and accuracy
- g) Resolve employees' payroll queries

3.2.2.2 Payroll Reporting

- a) Prepare, review and submit relevant payroll statutory reports (e.g. EMP501 including IRP5 Reconciliation and submission of returns, EMP201, CIODA, UIF, etc.) in line with set time frames and other regulatory authorities.
- b) Prepare and submit relevant monthly payroll reports in line with set time frames.
- c) Prepare and submit monthly third parties' reconciliations
- d) Resolve payroll reporting and third parties' queries
- e) Guide the FIC on payroll matters and ensure that it complies with relevant legislations
- f) Interpret the organisation policies and government regulations affecting payroll activities and implements to ensure compliance.
- g) Financial year end reporting by providing the relevant information
- h) Produce required payroll reports as required
- i) Respond to audit requests and address findings (if any)

4 REQUIREMENTS OF SERVICE PROVIDER(S)

- 4.1 All responses to this bid must provide support rates for normal and afterhours support, these rates should be for onsite and remote support.
- 4.2 The appointed Service Provider will be required to provide onsite and remote technical support where necessary
- 4.3 The appointed Service Provider will be required to render software support services to the FIC as specified below

Table 1: Working Hours

Coverage Category	Coverage Times	Services
Standard Business Hours	Monday – Friday (08:00-17:00), excluding public holidays	Proactive service monitoring Reactive & Scheduled Support Services
Extended Business Hours	Monday – Friday (17:00-08:00), Saturday-Sunday (00:00-24:00), including public holidays	Reactive & Scheduled Support Services (As required or when critical business services are impacted)

- 4.4 The service provider must provide signed off timesheets for any technical support work provided when required.
- 4.5 A limited number of support technicians and developers must be assigned to the FIC to manage and execute all support related matters.
- 4.6 The Service Provider should specify their standard response times that can be expected for each type of support request.

5 TECHNICAL QUESTIONS

- 5.1 Any technical questions regarding the above specifications and configurations can be forwarded to the Supply Chain Department.

PART E: EVALUATION PROCESS

6. EVALUATION PROCESS

6.1 Compliance with minimum requirements and response requirements

All bids duly lodged will be examined to determine compliance with Bid requirements and conditions. Bids with obvious deviations from the requirements/ conditions will be eliminated from further evaluation.

6.2 Pre-selection

Supply Chain Management business unit will do **Pre-selection** on the following requirements:

No	Item	Mandatory (Yes / No)	Description / Comments
1.	Central Supplier Database	Yes	Bidders must be registered on the Central Supplier Database (CSD) that can be accessed via National Treasury Website – www.csd.gov.za prior to submitting a bid. Bidders must submit a valid CSD registration report or indicate their CSD supplier number as proof.
2.	Valid B-BBEE Certificate or Sworn Affidavit	No	Current/valid copy of a B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies OR A sworn affidavit as prescribed by the B-BBEE codes of good practice. Failure of a bidder to provide a valid B-BBEE certificate/sworn affidavit will forfeit points for specific goals.
3.	Standard Bidding Document (SBD) 1 Form - Invitation to Bid Form	Yes	Failure to submit completed and duly signed SBD 1 form will result in disqualification.
4.	Standard Bidding Document (SBD) 4 Form - Bidders Disclosure	Yes	Failure to submit completed and duly signed SBD 4 form will result in disqualification.

5.	Standard Bidding Document (SBD) 6.1 Form - Preference Points Claim Form	No	Failure to submit completed and duly signed SBD 6.1 form will result in points being forfeited for specific goals.
6.	Proof of accreditation	Yes	Platinum accreditation on SAGE 300 People – proof to be provided.
7.	Experience of the Payroll Consultant	Yes	Minimum of five years' experience in processing of payroll in SAGE 300 People. Bidder to provide a comprehensive CV of the proposed consultant(s) as mentioned in 3.2.2.1 and 3.2.2.2
8.	Bidders experience	Yes	• The bidder must provide a company profile demonstrating a minimum of five years or more experience in providing SAGE 300 People (MCS) solution. • The bidder must provide three reference letters in providing SAGE 300 People (MCS) solution.

Note:

- a) A bidder who fails to comply with **mandatory** requirements No. 1, 3, 4, 6, 7 and 8 will be disqualified from the evaluation process.
- b) A bidder who fails to comply with mandatory requirement No. 2 and 5 will forfeit preference points for specific goals or BBBEE points.

7. COMPLIANCE WITH MINIMUM TECHNICAL REQUIREMENTS

No.	Item	Compliance (Yes / No)
1.	Section 3.1	
2.	Section 3.2	

8. BIDDER'S UNDERTAKINGS/ COMMITMENTS

Bidders must indicate their compliance to the requirements with **YES/NO** in the table provided below.

No.	Description	Confirm Compliance (Yes/ No)
1.	SAGE 300 people MCS Hosting -The hosting of SAGE 300 must be provided by SAGE South Africa, hosted on Microsoft Azure cloud.	
2.	The service provider(s) will be expected to complete a non-disclosure agreement following their appointment and their acceptance of this assignment.	
3.	The service provider(s) is to agree and adhere to the arrangement that all material, information or data related to interaction with the FIC and provided by the FIC is to be held in the strictest confidence and remains the property and copyright of the FIC.	
4.	No FIC content, generated by the service provider, should remain in the possession of the service provider following the conclusion of the contract period.	
5.	No material may be distributed by the service provider for publishing or distribution without the written permission of mandated persons at the FIC.	
6.	As and when required the bidder is to assign resources with technical knowledge of SAGE 300 People.	

9. PRICING SCHEDULE

The financial proposal should include 15% VAT, and any other costs involved. Kindly complete the pricing schedule on **Annexures A and B**.

ANNEXURE A

PRICING FOR SUPPORT SERVICES		
Item	Frequency	Cost
Remote software support	Rate per hour	
Onsite software support	Rate per hour	
Afterhours support	Rate per hour	
Payroll processing	Rate per month	
SAGE 300 People MCS Hosting Services (Microsoft AZURE)	Rate per month	
Statutory reporting	Rate per hour	
Report Customization/configuration	Rate per hour	
Report Development	Rate per hour	
Any Other cost		
VAT @ 15%		
TOTAL		

NB:

Are the rates quoted firm for the full period of contract? *YES/NO

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....
.....
.....
.....
.....

ANNEXURE B

PRICING FOR SAGE 300 PEOPLE MCS LICENSE MODULES – 350 EMPLOYEES	
Existing Modules	First year licence fee
Salaries	
Wages	
Personnel Management	
Skills Management	
General Management	
Equity	
People Job profile Management	
People Self Service	
People Self Service (Job)	
Any Other cost	
VAT @ 15%	
TOTAL	

NB:

- The 350 employees may increase with staff head count.
- For the subsequent years the preferred bidder will facilitate the license renewals at the cost determined by SAGE.

PART F: STANDARD BIDDING DOCUMENTS OVERLEAF

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

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 system is applicable to invitations to this tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

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

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

- 1.3 Points for this shall be awarded for:

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

- 1.4 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 FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

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) “**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 80/20 points is allocated for price on the following basis:

80/20

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 2022, 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 that shall be supported by proof / documentation as stated in the conditions of this tender:

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

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)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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:	
	
	
	