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Auckland Park 2006

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/COM/2025/10246575/2
RFQ ISSUE `DATE	03 February 2025
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PUBLIC RELATIONS AND REPUTATION MANAGEMENT SERVICES FOR A PERIOD OF 24 MONTHS.
BRIEFING SESSION DATE AND TIME	N/A
CLOSING DATE & TIME	18 February 2025 @ 12 PM

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Lerato Mamogobo** via email: Tenderqueries@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
➤ **RFQ Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS

1. FIRST PHASE – MANDATORY DOCUMENTS

1. Bidder to provide a Public Relations Diploma/Degree qualification for the team leader which will be handling the SABC account. Qualification to be an NQF 7 and be SAQA verified.
2. Due to the nature of the organisation with its various platforms the specialist is required to be available on a 24-hour basis as and when required. Bidder to clearly state operating hours and what contingency plan would be in place should crises occur outside of working business hours.

Bidder not meeting any of the above mandatory requirements will be disqualified.

2. REQUIRED DOCUMENTS

- 2.1 Submit proof Central Supplier Database (CSD) registration
- 2.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses. (Verification will also be done by the SABC internally).
- 2.3 Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters
- 2.4 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 2.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.6 Certified copy of Shareholders’ certificates.
- 2.7 Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.
NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.
NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD**

3. BACKGROUND

The SABC is one of the key institutional pillars of South Africa’s democracy, delivering essential public service content to millions of South Africans on multiple platforms and in different languages daily. The SABC remains a primary source of news and information for the South African citizenry and remains one of South Africa’s national treasures. In recent years the public service broadcaster has emerged from an environment which saw chronic failures in corporate governance which caused severe reputational damage to the SABC brand. Despite its turbulent recent history, the Corporation’s leaders and its employees are committed to turning around the SABC to ensure fulfilment of its unique public service mandate and adherence to the values that underpin the country’s Constitution. Going forward, one of the key priorities that the SABC aims to put considerable effort on is the restoration of its public image and trust among its audiences, industry counterparts, advertisers and the plethora of stakeholders with whom the broadcaster enjoys affinity. One of the ways in which the broadcaster can reclaim its reputation and display its dominance and credibility as an industry leader is to solicit the services of experts in the field of Corporate Image and Reputation Management.

4. REQUIREMENTS AND SCOPE OF SERVICES

4.1 PR and Reputation management

- Public Relations and Reputation Management strategies that supports the SABC’s Corporate Plan.

4.2 Launch events

- Print media – advertorials, competitions, customer and internal stakeholder's endorsements.
- Broadcast media - talk shows, endorsements, segments sponsorships, celebrity endorsements, television and radio show scripting for owned and earned media.
- Digital media – websites, dedicated blogs and social media pages or sites, web banners and podcasts.
- Below the Line ("BTL") marketing support- traditional and new media.
- Conceptualise, present and execute consumer PR campaigns which articulate specific consumer engagement approaches in terms of: Messaging; tactics; timing (schedule or calendar of activities); platforms, audience and measurement in support of specific programmes and campaigns based on agreed narrative; support marketing, brand and product activities (across brand and product platforms including products, sponsorship, social marketing, integrated marketing).

4.3 Media engagement approaches to consider in this context include:

- Research surveys
- Celebrity endorsements/ Influencers/ Competitions etc.
- Online PR (for example dedicated blogs, online editorial etc.)

4.4 Corporate PR activities:

- Develop strategic PR plans to enhance the SABC's corporate reputation and address any identified reputational risks.
- Provide recommendations for proactive reputation management strategies and tactics.
- Promote new advertising campaigns, sponsorship opportunities, or commercial initiatives.
- Communicating the positive impact SABC is making in areas like education, diversity, environmental sustainability, and community outreach programs. This builds goodwill and aligns the company with social values.
- Storytelling: craft stories that can ensure our 'good stories' are more relatable and memorable, giving it staying power in the trade's eyes.
- CMO's round table session once a year to share opportunities specifically for CMOs. Round table sessions to be held quarterly with SABC stakeholders.

4.5 Consumer PR activities in support of specific integrated marketing campaigns. Specific activities to consider in this context include:

- Media liaison (media releases, media engagement, media invitations) in support of reputation management, sponsorship and other brand activities (e.g. art exhibitions and marketing campaigns activations).
- Social and online media PR activities in support of reputation management, sponsorship and other brand activities (e.g. marketing campaigns activations Consumer PR campaigns activity schedule / calendar:
- Develop a consumer PR campaign calendar articulating opportunities and platforms for PR campaigns in support of specific programmes and campaigns supported in the agreed narrative and the supporting brand activities.

4.6 Platforms - bidder will have access to the following SABC platforms:

a. Digital

- LinkedIn
- TikTok
- Facebook
- X

- Instagram
- YouTube
- SABC+
- SABC website

b. Video Entertainment Platforms

- SABC 1
- SABC 2
- S3
- SABC Education
- SABC News
- SABC Sport
- TV Licences

c. Radio Platforms

- SABC English radio platforms
- SABC African Language Stations
- Channel Africa

4.7 Reporting

- Bespoke report on a monthly, quarterly and ad hoc basis.

4.8 Meetings

- Weekly – status team meetings are compulsory with the relevant SABC team.
- Ad hoc meetings as and when required channelled through the appointed SABC team.

4.9 Monitoring / Alerting

- Monitoring social landscape and ensuring that they escalate issues to the business regularly when they pick up something that could potentially damage our reputation.
- Monitor current and upcoming competitors and alert the team.
- Dashboard – weekly consolidated reports, this includes analysis of the report and recommendations.
- Media Monitoring – monitoring tools across traditional and digital media.

4.10 Key performance indicators - KPIs

- Key performance indicators to successfully deliver on this project will be developed and agreed upon with the appointed agency.

5 RFQ Validity period

This bid will remain valid **90 (ninety) days** from the date of bid closing.

6 Costing

The indicative costing should reflect a **detailed cost breakdown**, and any direct or indirect costs associated with the rendering of Public Relations, Reputation Management and Media Monitoring services. **Bidder to provide a detailed quotation and complete Annexure F.**

7 Duration of the Contract

24 Months

8 Location

Auckland Park

9 SECOND PHASE- FUNCTIONALITY CRITERIA- PAPER BASED

- The tender submission will be evaluated out of 130 for functional criteria.
- A minimum threshold of **105 out of a maximum of 130** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for presentation evaluation.
- **Bidders who meet or exceed the specified thresholds will be invited to do a presentation**

9.1 Functional Evaluation Criteria

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Organisational capacity (capability and experience)	Demonstrate a strong strategic capability with a minimum of six years' experience and success in developing solutions for the broadcast sector / similar environment or public sector and corporate brands. 6-8 years of experience – 5 points Above 8 years of experience - 10 points	5	10
	The Service provider must provide evidence of previous work done through reference letters in the public and/or private sector from at least three (3) current/previous clients. Reference letters should be on a client's letterhead, indicating bidders name, contact details of clients (name, telephone and/or email), duration of the service offered (start and end dates), description of services related to the RFQ. Reference Letters (10) 3 or more reference letters - 10 points Less than 3 reference letters- 0 points	10	10
Approach and Methodology	The service provider must demonstrate tried and tested approach and methodology, employing proprietary processes and tools for the development of reputation strategies and the measurement of corporate reputation (Provide two case studies based on previous work completed on	50	50

	broadcasting/similar and public sector portfolios). Case study should entail the following on Reputation Management: 25 points • Identification of risk problem (5 points) • Processes and tools to mitigate reputation risk/problem (5 points) • Key reputational tactics employed (5 points) • Measurement of the effectiveness of the reputation strategy executed. (5 points) • Measurement of the effectiveness of the reputation strategy executed. (5 points) Case study should entail the following on Public Relations: 25 points • Identification of risk problem (5 points) • Processes and tools to mitigate Public Relations risk/problem (5 points) • Key Public Relations tactics employed (5 points) • Measurement of the effectiveness of the Public Relations strategy executed. (5 points) • Measurement of the effectiveness of the Public Relations strategy executed. (5 points) Bidders scoring any points less than 50 will be disqualified		
Capabilities and experience of the proposed specialist/company	Demonstrate technical and professional experience, and qualifications of the proposed specialist in public relations/reputation management with six (6) years' experience or more. (Attach CVs and Qualifications of specialist or team) Minimum requirement – Diploma/Degree in Communications, Media or equivalent field. (20 points)	20	20
Capacity	Bidder to provide a team organogram with titles that will be working on the SABC account. 1-3 team members- 10 points	0	10

	No organogram – 0 points		
Project Plan	Bidder to provide fully detailed project plan including milestones based on the RFQ. 1-2 weeks- 30 points 2-3 weeks – 20 points 3-4 weeks – 0 points	20	30
Total		105	130

Functionality Threshold for Paper based Evaluation:

The points obtained for the paper-based evaluation must be at least 105 points out of a maximum of 130 points. Bidders who do not achieve the threshold will not be taken to the next phase of presentation evaluations.

9.2 THIRD PHASE- PRESENTATION EVALUATION

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Case Study One	Demonstrate an impressive track record, strong business acumen and solid strategic thinking. Experience in servicing complex business accounts, understanding of the public sector is crucial. Present a case study of relevant work done and how you will implement learnings/best practice in servicing an SABC platform. Good case presented – 20 points Fair case presented- 15 points Poor case presented- 0 points	15	20
Credentials	1. A summary of bidder's credentials with specific emphasis on: • Sector expertise nationally and globally. • A show-reel of their best and most recent consumer PR work • Current clients and an indication of their complexity 2. The company's point of difference (USP) and the value they believe they will bring to the SABC. The company must demonstrate how they remain agile in an ever-changing environment and speed to responsiveness in such environments. 3. How company will navigate multiple business requirements into a holistic PR approach.	15	20

	Good credentials presented – 20 points Fair credentials presented - 15 points Poor credentials presented - 0 points		
Case Study Two: Corporate Client Relaunch	The bidder is required to demonstrate: How they helped a large corporate client reshape its reputation with stakeholder's and the general public. Position itself in the market with a new identity and brand promise to reengage the market in order to be top of mind and change customer perceptions. 30 points	30	30
Reporting	In response the bidder is required to present: 1. What touch points did you use and why? 5 points 2. How did this campaign perform from a sales and customer engagement perspective? 5 points 3. Why you believe this execution was memorable to consumers' minds? 5 points 4. How did you achieve the business and marketing objectives? 5 points 5. What was the market response? 5 points Any bidder scoring less than 25 points will be disqualified	25	25
Capacity	Due to the nature of the organisation with its various platforms the specialist is required to be available on a 24-hour basis as and when required.	20	20
Total		105	115

The points obtained for the presentation evaluation must be at least 105 points out of a maximum of 115 points. Bidders who do not achieve the threshold will not be taken to the next phase of evaluations which is Price and Specific Goals.

Note: Bidder or specialist will be contracted on an initial 12-month period subject to a further 12-month renewal based on attaining set KPIs.

10 FOURTH PHASE- PRICE AND SPECIFIC GOALS

10.9 The 80/20 preference point system will apply to evaluate responses

10.10 The award of the tender / RFQ to will be based on functionality evaluation.

10.11 The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

11 PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

11.9 PRICE

The 80/20 preference point system

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

11.10 BEE (SPECIFIC GOALS)

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

11.11 ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

11.12 Objective Criteria

- The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.

- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 24 (twenty-four) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling-off period of 24 (twenty-four) months has expired.
- Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

12 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

13 CONDITIONS TO BE OBSERVED WHEN TENDERING

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
 - Make a selection solely on the information received in the submissions
 - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.

- Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
 - Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

14 Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

15 PAYMENT TERMS

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

END OF RFQ DOCUMENT

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

- Annexure A - Declaration of Interest
- Annexure B - **SBD 6.1 Form**
- Annexure C - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure D - Previous completed projects/Current Projects
- Annexure E - SBD 4 Form**
- Annexure F - Tender price summary**

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:	
POSITION	:	
OFFICE WHERE EMPLOYED:		
TELEPHONE NUMBER	:	
RELATIONSHIP	:	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- $P_{\min}$ = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

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 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)
SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the tender or RFQ

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

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:	
	

ANNEXURE C**CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS****1. CONSORTIUMS AND JOINT VENTURES**

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted%
- 3.2.2 The name of the sub-contractor
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT_____
TENDER NUMBER_____
DATE_____
POSITION OF DECLARANT_____
NAME OF COMPANY OR TENDERER

RFQ/MASTER/2024-1

ANNEXURE “D”

Previous completed projects *(preferably provide a detailed company profile, detailed the below mentioned information)*

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects *(preferably provide a detailed company profile, detailed the below mentioned information)*

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

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 interest in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

- 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:

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.

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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.

ANNEXURE F

TENDER PRICE SUMMARY

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

Contract Amount (Duration of Contract- 24 months) R_____

=====

SUB TOTAL R_____

Add 15% Vat R_____

=====

TOTAL TENDER AMOUNT R_____

BIDDER'S DETAILS:

Name of Tenderer: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____