



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

THE TERMS OF REFERENCE

REQUEST FOR PROPOSALS

Invitation for bidders to provide corporate secretariat services for the Executive board and its sub-committees of the Department of Trade, Industry and Competition (**the dtic**) for a period of twelve (12) months.

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REQUEST FOR PROPOSALS

Invitation for bidders to provide corporate secretariat services for the Executive board and its sub-committees of the Department of Trade, Industry and Competition (**the dtic**) for a period of twelve (12) months.

NOTE: Should a bidder have a reason to believe that the specification / Terms of Reference are not open to promote competition or that it is written based on a particular brand /product / entity; the bidder shall notify the Bid Office of **the dtic** within ten (10) calendar days after publication of the bid.

1. PURPOSE

Invitation for bidders to provide various essential corporate secretariat services for the Executive Board and its sub-committees for the Department of Trade, Industry and Competition (**the dtic**) for a period of twelve (12) months.

2. BACKGROUND

- 2.1. **King IV, Principle 8** states “The governing body should ensure that its arrangements for delegating to its internal structures promote independent judgement and assist with balance of power and the effective discharge of its duties”.
- 2.2. **King IV, Principle 9** states “The governing body should ensure that the evaluation of its own performance and that of its committees, its chair and its individual members, support continued improvement in its performance and effectiveness”.
- 2.3. **The dtic** Office of the Chief Risk Officer (OCRO) is responsible for the corporate governance function, part of which is to provide corporate secretariat support services to the Executive Board and its sub-committee.
- 2.4. Currently, the OCRO does not have the requisite human resource capacity to provide corporate secretariat support to the Department, which compelled the CRO and the Director General (DG) to seek to appoint a service provider who will assist the OCRO in executing its corporate secretariat mandate.
- 2.5. Given the gravity of the discussions and decisions made during these meetings, it becomes imperative to ensure meticulous and thorough documentation. This entails capturing minutes that faithfully reflect the discussions, decisions, and action items arising from these interactions. Effective minute-taking serves as the cornerstone for preserving a comprehensive record of key information, fostering accountability, facilitating well-informed decision-making, and enabling efficient follow-up actions.

3. OBJECTIVES

- 3.1. The objective of this procurement is to capacitate the office of the CRO to provide corporate secretariat services for department, for a period of twelve 12 months.
- 3.2. The successful bidder is required to provide secretariat support to the Executive Board and its sub-

committees in arrange, facilitate and ensure the proper running of the meetings in compliance with good governance principles and practice. Thus, including the meticulous recording and documentation of crucial meetings, in ensuring that all proceedings are accurately captured and documented, thereby facilitating seamless coordination and decision-making processes within **the dtic**.

4. METHODOLOGY AND PROJECT PLAN

The bidder is expected to clearly outline and explain the methodology to be followed which should include as a minimum, the time frame for the services to be provided.

5. SCOPE OF WORK

The successful service provider will be responsible for performing the following activities/functions:

5.1. Provide secretarial services to the Executive Board and all subcommittees

5.1.1 Planning for the Meetings:

- 5.1.1.1. Schedule and coordinate all meetings annually via the corporate calendar;
- 5.1.1.2. Re-schedule any meeting at the request of the Chairperson;
- 5.1.1.3. Arrange additional meetings over and above those in the corporate calendar as required;
- 5.1.1.4. Draft the meeting agenda based on the previous agenda and work plan for the quarter, and obtain approval of the Chairperson one month before the actual meeting;
- 5.1.1.5. Request documents and reports for the meeting pack a month before the meeting;
- 5.1.1.6. Request progress on matters arising from the previous meeting where required;
- 5.1.1.7. Collate, index and paginate the meeting document pack, including following up on outstanding information to ensure completeness;
- 5.1.1.8. Distribute the document pack five (5) working days before the meeting, electronically;
- 5.1.1.9. Compile meeting administrative documents which must include the meeting attendance register (hard copies or virtual) and declaration of interest forms;
- 5.1.1.10. Confirm attendance of external presenters and contact them to present at the allocated times;
- 5.1.1.11. Set up all equipment prior to the meeting, for example, video recordings and transcripts, and ensure that projectors are working and that the meeting link is accessible; and
- 5.1.1.12. Obtain all apologies in writing before the meeting.

5.2. In meeting assistance

- 5.2.1 Activate the recording and transcription at the commencement of the meeting as required;
- 5.2.2 Project all documents at the meeting per the agenda items, guided by the Chairperson;
- 5.2.3 Ensure all external presenters are on standby for their presentations, then contact them to enter the meeting at their slot;
- 5.2.4 Ensure all members sign attendance registers and disclosure of interest on in-person meetings, or indicate on the chat box for om-line, meetings and determine if meetings are quorate. Advise the Chairperson of conflicts of interest; and
- 5.2.5 Assist the Chairperson as required for the duration of the meeting.

5.3. **Post the meeting**

- 5.3.1. Compile meeting minutes and matters arising, and submit within 7 working days of the meeting being held, and finalize minutes for circulation to members within 10 working days from the date of the meeting; and
- 5.3.2. On approval of the previous minutes, submit to the chairperson within 48 hours after the meeting, for the signature of the Chairperson.

5.4. **Reporting and record keeping**

- 5.4.1. Recordings and transcripts of all meetings and all meeting administrative documents must be filed on the repository Documentum within 24 hours of being made available/signed.

5.5. **Self-Assessments**

- 5.5.1. Conduct annual committee assessments for all committees;
- 5.5.2. Analyze the results of the self-assessments
- 5.5.3. Compile the self-assessment report for submission to the committee., with recommendations to close any gaps reported;
- 5.5.4. Update and/or draft annual work plans for all committees aligned to their duties and responsibilities in order to meet reporting deadlines; and
- 5.5.5. Amend the committee charters/TOR and, implement any actions requested.

5.6. **Meeting venues**

Where a physical meeting is to be held, a meeting venue should be obtained and such to be communicated to members. All on-line meetings a meeting link must be created and shared with the members.

5.7. **Frequency of the meetings**

Meeting	Frequency	Meeting Duration (Hrs)	Compilation of Minutes (sets)	Total Hours
ICT SteerCom	4	3	4	28
Ethics Committee	4	3	4	28
Forensic In-Committee	4	2	4	24
Risk Management Committee	4	3	4	28
Pre-Audit Committee	4	2	4	24
Audit Committee	4	4	4	32
Exbo	12	6	4	120
OpsCom	12	6	4	120
Ad-hoc meetings for the year	6	3	4	42
Self-assessments	5		4	20
Total				466

**Some meetings might run over the proposed duration time*
** For self-assessments 4 reports will be required*

The total project hours have been rounded to an estimated 500 hours. The invoice price will be based on the actual number of hours spent on the deliverables. The allowable hours for the compiling of minutes up to final approval must be capped at 4 hours per meeting. the dtic undertakes to pay out in full all valid invoices for work done to its satisfaction upon presentation of a substantiated invoice. A valid invoice is considered to be an invoice that is based on the completion of a predefined deliverable. No payment will be made, where there is outstanding information not submitted by the service provider, until such time that the outstanding information is submitted.

5.8. **Quality Assurance**

- 5.8.1. Upholding the utmost standards of accuracy, completeness, and confidentiality in all documentation is paramount.
- 5.8.2. Adhere rigorously to established quality protocols and standards in good documentation practices.

6. **DELIVERABLES**

- 6.1. Meeting attendance registers, agendas and all related meeting administration;
- 6.2. Meeting minutes and matters arising schedules;
- 6.3. Meeting packs circulated;
- 6.4. Venues and meeting links confirmed and communicated
- 6.5. Exbo and sub-committee assessment templates;
- 6.6. Reports on the result of the self-assessments and the recommendations;
- 6.7. Updated Exbo and sub-committee Charters/Terms of References;
- 6.8. Reports on the number of meetings held and attendance thereof; and
- 6.9. Annual work plan.

7. **EXPERIENCE AND QUALIFICATIONS**

- 7.1. The Proposed team for this project should comply with the following requirements:
- 7.1.1. **The bidding company:**

Three (3) years of experience in offering Company Secretariat Services to Executive Boards and governance structures. In order to prove relevant experience, the bidding company must submit evidence that the service provider has conducted a similar exercise previously by submission of references and at least 3 projects where the bidder has provided corporate secretariat services.

The projects must be listed in the table format below:

Name of Client	Scope of Work	Duration of Project
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7.1.2. The team:

Three to five (3-5) years of experience in corporate secretariat services, with a qualification in LLB or BA Law or equivalent legal/Governance/Public Administration/Secretariat qualification.

Bidders must submit comprehensive CVs of all proposed team members in the following format:

1st column: Name and ID number of the proposed team members;

2nd column: Relevant qualification(s) and courses successfully completed;

3rd column: number of years relevant experience per 7.1.1 above indicated in numerical format;

4th column: projects to prove relevant experience and knowledge as detailed in 7.1. above;

5th column: Indicate if the proposed team member is a permanent employee of the bidder.

Name and surname of the proposed team members	Relevant qualification(s) and courses successfully completed	Number of years relevant experience in <u>numerical</u> format (Only indicate the number of years performing this specific work/service).	Relevant projects to prove experience and knowledge	Permanently Employed by the service provider

- 7.2. Reference letters must be submitted for the listed projects for evaluation purposes. Reference letters from former clients will be an added advantage.
- 7.3. The proposal should describe the capability of the resources proposed to meet the requirements described in the terms of reference.
- 7.4. It is expected that the proposed team will include skills and experience in providing professional transcription and minute-taking services.

NB: the dtic reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

8. DUE DILIGENCE

The bidder must have current technical and logistical capacity to perform the work required.

NB: the dtic reserves the right to perform due diligence on facilities, resources and capacity of a bidder prior to the appointment of a service provider.

9. SPECIAL CONDITION

- 9.1. A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once a Service Level Agreement is signed between the parties.
- 9.2. Proposed key team members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key team member is not available to perform services at a specific period in time, the bidder will be responsible for providing a replacement with the same experience in order to guarantee the same standard of work to **the dtic**.
- 9.3. A project plan detailing the tasks, activities and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after the appointment of the successful service provider.
- 9.4. Each key team member's role must be clearly outlined in a project plan.
- 9.5. **the dtic** reserves the right to vet all documentation provided by bidders to prove relevant experience and expertise prior to the appointment of a Service Provider.
- 9.6. Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dtic**.
- 9.7. This bid and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of the contract. Where, however, the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 9.8. Bids received after the closing date and time, at the e-mail address provided in the bid documents, will not be accepted for consideration and where possible will be returned unopened to the bidder.
- 9.9. Bidders are drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- 9.10. **The dtic** reserves the right to conduct supplier due diligence prior to the final award or at any time during the contract period. This may include site visits.
- 9.11. The bid office officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 9.12. All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.
- 9.13. **The dtic** will halt the awarding of the bid to any preferred bidder who has not registered on the Central Database Supplier (CSD) as required by the National Treasury Prescript until they are registered on the CSD. Bidders are required to furnish **the dtic** with proof of registration on the CSD.
- 9.14. Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- 9.15. In terms where the preferred bidder's tax matters are not in order, 7 (seven) days will be given to the bidder to rectify their tax matters. Failure to do so will lead to disqualification of the bidder from the bid process as indicated in the National Treasury Prescript No 9 of 2017/2018. Bidder's attention is drawn

to the tax requirements stated on the SBD 1 form.

- 9.16. Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the bid is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require. (Minimum Information Security Standards, Chapter 5).
- 9.17. The points scored for functionality, price and preferential procurement points will be rounded off to the nearest 2 decimals.
- 9.18. In cases where above market-related prices are quoted the right is reserved to negotiate with the three preferred bidders (the three highest on final points for price and preferential procurement points).
- 9.19. Bidders are to take note that the award of the bid may be subject to price negotiation with the preferred bidder.
- 9.20. This bid is subject to the PPPFA and its Regulations.
- 9.21. A trust, consortium or joint venture, will qualify for points for their preferential procurement points as a legal entity in line with the relevant **dtic** 6 form(s).
- 9.22. Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **The dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 9.23. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- 9.24. Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid.
- 9.25. **the dtic** reserves the right to:
 - 9.25.1. Award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
 - 9.25.2. Negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
 - 9.25.3. Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid

- 9.25.4. Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 9.25.5. Bidders will be allowed to submit queries or request clarification up to one week prior to the closing date of this bid. Thereafter no queries/clarification requests will be responded to.
- 9.25.6. Incomplete pricing will lead to automatic disqualification as it will not be possible to compare the price with other bid prices.
- 9.25.7. Pricing in figures and pricing in words must be the same. Any discrepancy in these two will result in the pricing in figures will be deemed the bid price and will be used for comparison and contract purposes.
- 9.25.8. The service provider must not bill the dtic for any unproductive or duplicate time spent on any assignment, for any reason, including as a result of staff changes.
- 9.25.9. The provisions of the Protection of Personal Information Act, No. 4 of 2023 will be adhered to.
- 9.25.10. Parking and travel between the prospective bidder's home/office and the dtic will be borne by the bidder.

10. PRICE REQUIREMENTS

- 10.1. The bid price must be inclusive of VAT (if registered as a VAT vendor) and quoted in RSA currency.
- 10.2. The bid price must be an all-inclusive price that represents the total cost for the required services in line with the entire terms of reference which will be payable by **the dtic** to the appointed bidder upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. The payment schedule will be stipulated in the Service Level Agreement (SLA).
- 10.3. Bidders are expected to complete the SBD 3.3 form failure to complete will render the bid invalid.
- 10.4. If a supplier is not a VAT vendor, VAT must not be included.
- 10.5. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- 10.6. The bid price must be inclusive of other costs involving related services including disbursement cost.
- 10.7. The price proposal should be according to the approved DPSA consultants' rates:

Options	Rates
Hourly rates	

11. the dtic OBLIGATIONS

- 11.1. **the dtic** Project Manager will serve as the contact person on all matters relating to the project.
- 11.2. **the dtic** Project Manager will review, evaluate and approve the services provided by the service provider against the SLA on an ongoing basis and prior to payment being made.
- 11.3. **the dtic** will supply all reasonable, relevant, available data and information required and requested by the service provider for the proper execution of the services and such assistance as shall reasonably be

required by the Service Provider in carrying out their duties under this contract.

12. **SERVICE PROVIDER'S OBLIGATION**

- 12.1. The Service Provider undertakes to act as an independent contractor in respect of the work.
- 12.2. To work closely with the Project Manager responsible for the project in **the dtic**.
- 12.3. Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith.
- 12.4. The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions. Access to the building will be granted as agreed with the project manager.
- 12.5. The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards.
- 12.6. The Service Provider must in all professional matters act as a faithful advisor to **the dtic**, as well as respect the laws and customs of any country and province in which any business in relation to the project is conducted.
- 12.7. All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**.
- 12.8. The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential.
- 12.9. The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment.
- 12.10. Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**.
- 12.11. The Service Provider will be deemed to have been satisfied with the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered.
- 12.12. The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.
- 12.13. All team members must be permanently employed by the service provider and must have valid work permits.

13. **BID EVALUATION CRITERIA**

The 80/20 principle and **two folder / file** will apply in evaluating the proposals in accordance with the latest PP Regulations pertaining to the Preferential Procurement Policy Framework Act; Act no 5 of 2000. The reason for applying the **two folder/file system** is to ensure that price does not influence the evaluation of the functional proposals.

13.1. **Two folder system**

The two-folder system is based on the submission of the functional and financial proposals in two separate folders/files. No financial information may be contained in the functional folder as this will lead to automatic disqualification. Submission must be done as follows:

13.1.1. **Functional proposal**

The functional/technical proposal folder/file should only contain the functional/technical proposal, but NO financial information. Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.

13.1.2. **Financial proposal**

The financial proposal, SBD 1,3.3, 4 and 6.1 forms as well as original/original certified copy of the BBEE certificate or Affidavit must be submitted in a **SEPARATE** folder/file.

13.2. **HID (Race, Women and People with Disabilities)** - submit proof of disability (A letter from a General Practitioner/specialist with regard to your disability is required to substantiate a claim).

13.3. **Small Medium Micro Enterprises (SMMEs)** - SARS return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit.

13.4. **Local Procurement (Provincial / Municipal)** - proof of address (municipal rates/ bank statements/ lease agreement/affidavit etc.).

13.5. **B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)** - B-BBEE certificate/ CIPC B-BBEE certificate / Affidavit.

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ will be interpreted to mean that preference points for specific goals are not claimed.

13.6. All proposals will be evaluated in terms of the two-phase process once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements/conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

13.6.1. **First phase: Functional evaluation:**

This evaluation is based on the functional proposal submitted in a folder/file. For this phase, there is a cut-off score of 75% and only the proposals that score 75% and above during the functional evaluation will be considered during the second phase of evaluation.

13.6.2. **Second phase: Price and Specific Goals:**

During the second phase all Bids that scored 75% and above during the functional evaluation will be considered for the second phase where points will be calculated for price and specific goals in accordance with the PP Regulations pertaining to the Preferential Procurement Policy Framework Act, act no 5 of 2000 (PP Regulations, 2022).

13.7. **Key scores**

Score	Description
0 – Non-compliant	No evidence was provided to substantiate compliance.

1 – Poor	Unacceptable, does not meet set requirements.
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies with the set minimum requirements.
4 – Very Good	Above-average compliance with the set requirements
5 – Excellent	Meets and exceeds the set requirements

Phase 1: Functional Evaluation

No.	Criteria	Scoring Criteria	Weighting
1.	Experiences and Qualifications of Proposed Team (Key Staff)		
1.1.	The appointed team members must possess experience in offering Corporate Secretary services to Executive Boards and governance structures per the scope of work in 5 above	5 = more than 5 years' experience in line of the scope of services required. 4 = more than 3 years and less than 5 years' experience in line of the scope of services required. 3 = 3 years' experience in line of the scope of services required. 2 = more than 2 years less than 5 years' experience in line of the scope of services required. 1 = less than 2 years' experience in line of the scope of services required. 0 = No experience	30
1.2.	The company experience	5 = more than 5 years 4 = more than 3 years and less than 5 years 3 = 3 years 2 = more than 2 years less than 5 years 1 = less than 2 years 0 = No experience	20
1.3.	The appointed team members to have LLB or BA Law or equivalent legal/Governance/Public Administration/Secretariat qualification	5 = any higher qualification/ multiple qualifications and Chartered Institute of Secretaries (CIS) certification 4 = Honors degree and Chartered Institute of	30

No.	Criteria	Scoring Criteria	Weighting
		Secretaries (CIS) certification 3 = Bachelor's degree 2 = National Diploma 1 = Certificate 0 = No qualification	
1.4.	References letters from previous clients on similar work done (a minimum of 3 letters are required). The letters must have clear letterheads of the clients, that is, within a five (5) years period.	5 = 5 or more letters submitted 4 = 4 letters submitted 3 = 3 letters submitted 2 = 1 letter submitted 1 = No letter submitted	20
	TOTAL		100
	MINIMUM THRESHOLD		75%

Bidders are required to submit evidence / documentation under annexures 1.1 - 1.4 per criteria. If the evidence for a specific criterion is not found under the relevant annexure it will be deemed as not provided / non-compliant and evaluated and scored accordingly.

Phase 2: Price and Preference Points

	<u>80/20 PRINCIPLE</u>	POINTS
1	<u>Price</u>	80
2	<u>Specific Goals (Refer to SBD 6.1)</u>	20
	MAXIMUM POINTS	100

14. CONTRACTUL PERIOD

The contract is for a period of twelve (12) months. Bidders must please take note that no contract will come into existence before the SLA is agreed to and signed by both parties.

15. SUBMISSION AND CONTACT DETAILS

Closing Date 15 December 2025 (MIDNIGHT)

Proposals must be received by no later than **ten (10) calendar days.**

15.1. Functional proposal:

Folder/ file to be emailed to RFQs@thedtic.gov.za. This file should only contain the functional/technical proposals, but not financial information.

15.2. Financial proposal:

The financial proposal folder must be emailed to FinancialProposals@thedtic.gov.za. And should contain SBD 1,3.3, 4 and 6.1 forms as well as an original certified copy of the BBBEE certificate or Affidavit.

FAILURE TO COMPLY WITH THE TWO FOLDER / FILE REQUIREMENTS WILL AUTOMATICALLY INVALIDATE THE PROPOSAL.

16. CONTACT DETAILS

Please direct all technical questions to:

Ms. Pumza Tshangana

E-mail address: PTshangana@thedtic.gov.za

Department of Trade, Industry and Competition **(the dtic)**



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PRICE QUOTATION

For office use only:

Reference No:	CSS/OCRO/15/2025
Date RFQ Issued:	03 December 2025

Request for Quotation on behalf of the Department of Trade, Industry and Competition (**the dtic**)

The dtic hereby invites suitable service providers to provide the department with a quotation in accordance with requirements as per Annexure A, or in accordance with the Terms of Reference (Scope of work).

Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	MAAA
Contact person	
Email address	
Telephone number	

Enquiry and Closing Details

For office use only:

Contact person	Pumza Tshangana
E-mail address	PTshangana@thedtic.gov.za
Telephone number	012 394 3539
Closing date and time for quotation	15 December 2025
Quotations to be e-mailed to the dtic provided email	Refer to TOR

Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date and time will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and 20 points for preferential procurement specific goals.
4. No quotation will be considered from service providers employed by the state.
5. **Quotations should be valid for a minimum period of 60 days from the date the RFQ closed.**
6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the SBD 6.1 claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific goals are not claimed irrespective of the relevant proofs attached.
HDI(Race, Women and People with disabilities)
 - Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
 - Proof of Race and women-attach latest CSD report**Small Medium Micro Enterprises (SMME's)**
 - Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 17



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

Local Procurement (Provincial / Municipal)

Proof of address (municipal rates/ bank statements/ lease agreement / affidavit or any latest statement not older than three months containing proof of address)

B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)

- B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit fully completed as per BBBEE guide paragraph 17

9. *Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.*
10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
11. All prices quoted MUST be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.
12. All quotations must be strictly in accordance with Annexure A.
13. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
14. Price offered by the service provider scoring the highest points must be reasonable and market related

Please note:

EVALUATION CRITERIA

- Quotations will be evaluated based on the 80/20 preference, where 80/20 principle will apply to all procurement with a rand value of up to R50 million (all applicable taxes included)¹. 80 Points will be allocated for price and 20 points will be used for preferential procurement in line with the specific goals.
- Refer to SBD 6.1 form for specific goals
- Contract will be awarded to the bidder who scores the highest total points²
- This RFQ is in line with the PREFERENTIAL PROCUREMENT REGULATION 2022

**SAY
NO
TO
CORRUPTION**

**REPORT ANY FORM OF FRAUD AND CORRUPTION TO
fraudandcorruption@thedtic.gov.za**

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

the dtic - together, growing the economy
the dtic Customer Contact Centre: 0861 843 384
the dtic Website: www.thedtic.gov.za

¹ “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

² “highest total points” equals the point scored for price added to the points for preferential procurement and RDP goals.



POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE A

Invitation for bidders to provide corporate secretariat services to the Department of Trade, Industry and Competition (**the dtic**) for a period of twelve (12) months.

Item No	Number of Units	Item description	Unit Price
1	1	REFER TO ATTACHED TOR	
		Total excluding VAT	
		VAT @ 15% if applicable	
		TOTAL INCLUDING VAT	

Company Name

Signature _____

Date _____

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION)					
BID NUMBER:	CSS/OCRO/15/2025	CLOSING DATE:	15 December 2025	CLOSING TIME:	MIDNIGHT
DESCRIPTION	Invitation for bidders to provide corporate secretariat services for the Executive board and its sub-committees of the Department of Trade, Industry and Competition (<i>the dtic</i>) for a period of twelve (12) months.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Service providers must submit their functional/technical proposal folder / file via email to RFQs@thedtic.gov.za The functional/technical proposal folder / file should only contain the functional/technical proposal, but NO financial information. Financial information in a functional proposal will lead to automatic disqualification of that specific proposal. The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original / original certified copy of the BBBEE certificate or Affidavit must be submitted in a SEPARATE folder / file via email to FinancialProposals@thedtic.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			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
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, 2017, 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:

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: RFQ NO. **CSS/OCRO/15/2025**

CLOSING TIME MIDNIGHT

CLOSING DATE: 15 December 2025

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF RFQ.

NB! PLEASE TAKE NOTE THAT PRICING/FINANCIALS MUST NOT BE IN THE FUNCTIONAL PROPOSAL FOLDER/FILE. FINANCIAL INFORMATION MUST ONLY BE SUBMITTED IN THE FINANCIAL PROPOSAL FOLDER/FILE, WHICH MUST BE SUBMITTED IN A SEPARATE FOLDER/FILE. FAILURE TO COMPLY HEREWITH WILL LEAD TO AUTOMATIC DISQUALIFICATION.

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

Invitation for bidders to provide corporate secretariat services for the Executive board and its sub-committees of the Department of Trade, Industry and Competition (*the dtic*) for a period of twelve (12) months.

1. Prices must be quoted in RSA currency and include VAT.
2. The contract will be based on an hourly rate which must be **fixed for the 500 hours**
3. KEY STAFF AND POSITION Hourly rates

____ R_____/hour
____ R_____/hour
____ R_____/hour
4. Period required for commencement with project after acceptance of bid: _____
5. The hourly rate quoted **must be fixed** for the full period of the contract.
6. ****Compliance with National Treasury Instruction on Cost Containment:
 - 7.1 Air Travel will be restricted at Economy Class.
 - 7.2 Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa / the monthly rates published by the Department of Transport.
 - 7.3 Accommodation – R1350 per night, per person, including breakfast, dinner and parking (or as amended by National Treasury).
 - 7.4 Parking expenses will not be for **the dtic's** account.
 - 7.5 Travelling costs and time spent or incurred between the home and office of the consultants, including their staff and **the dtic** head office will not be for the account of **the dtic**.
 - 7.6 Travel and accommodation requirements must be pre-approved by the Chief Director:OCRO

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

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.

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.

SBD4

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:

.....
.....

3 DECLARATION

I, (name and surname) the undersigned, 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.
- 3.5 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.
- 3.6 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.

- 3.7 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 systems are applicable to invitations to tender:

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total Points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$		

Where

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

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:

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

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI (Race / Women/ People with disability)		2		
Local Procurement		6		
SMME's		2		
B-BBEE		10		

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:	
	
	
	