



# Provincial Supply Chain Management

## Price Schedule – Professional Services

Page 1 of 3

|             |  |        |  |
|-------------|--|--------|--|
| Bidder Name |  | Bid No |  |
|-------------|--|--------|--|

**NOTE: If the information required regarding each item cannot be inserted in the space provided on either page 1, 2 or 3 of this form, additional information may be attached to this form.**

The goods / services are required by the Customer Department / Institution, as indicated on RFP 01.

### CONDITIONS

1. All goods or services purchased will be subject to General Conditions of Contract.
2. All prices quoted must be inclusive of Value Added Tax (VAT) and prices must be quoted in South African currency.
3. In case of goods all delivery and/or railage charges must be included in the offered price(s) and goods must be delivered to the address indicated on RFP 01.
4. All delivery lead times submitted must be firm.
5. Firm prices, being prices deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise, are preferred to variable prices.
6. In case of bidding a price(s) subject to variance, please supply full details by completing RFP 07.
7. If an estimated quantity is called for, no guarantee is given that this or any quantity will be bought by GPG.

### PRICING

| DESCRIPTION | PERIOD |
|-------------|--------|
|             |        |

|                                                                                                                                                                                               |   |                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------|
| PRICE (including VAT)*                                                                                                                                                                        | R | (Refer to par. 16 of RFP 03 and condition no 3 on RFP 06 page 1 of 3 *) |
| Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. |   |                                                                         |
| How many days from the Closing Date of the Bid is the offer valid?                                                                                                                            |   |                                                                         |

### DELIVERY

|                                                                                                     |  |   |  |   |  |
|-----------------------------------------------------------------------------------------------------|--|---|--|---|--|
| TIME REQUIRED FOR DELIVERY (START) ACCEPTANCE OF BID (PLEASE STATE IN HOURS, DAYS, WEEKS OR MONTHS) |  |   |  |   |  |
| Is the delivery period(s) for this service firm? (Also see condition no 4 on REP 06.1 page 1 of 3)  |  | Y |  | N |  |

### SPECIFICATION AND GUARANTEE

|              |  |                                         |   |  |   |  |
|--------------|--|-----------------------------------------|---|--|---|--|
| Service Name |  | Is the offer strictly to specification? | Y |  | N |  |
|--------------|--|-----------------------------------------|---|--|---|--|

(For specification – see RPF 05)

|                                          |
|------------------------------------------|
| If not to specification, state deviation |
|                                          |
|                                          |
|                                          |

GAURANTEE (Also see warranty requirements as required in terms of par. 15 of the General Conditions of Contract)

|                              |   |  |   |  |
|------------------------------|---|--|---|--|
| Is the service/s guaranteed? | Y |  | N |  |
|------------------------------|---|--|---|--|



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## Price Schedule – Professional Services

Page 2 of 3

**If a specific guarantee is required in the RFP specification, are the goods/services ACCORDINGLY guaranteed?**

Y

N

(For specification – see RPF 05)

**Indicate names and addresses of offices from where the service/s will be managed?**

| SITE INFORMATION |  |                  |  |
|------------------|--|------------------|--|
| Office Name      |  | Physical Address |  |
| Office Name      |  | Physical Address |  |
| Office Name      |  | Physical Address |  |

## PROJECT PLAN OVERVIEW

**The accompanying information must be used for the formulation of proposals**

| 1. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF). |    |             |            |
|----------------------------------------------------------------------------------------------------------------------------|----|-------------|------------|
| PERSON AND POSITION                                                                                                        | NO | HOURLY RATE | DAILY RATE |
|                                                                                                                            |    |             |            |
|                                                                                                                            |    |             |            |
|                                                                                                                            |    |             |            |
|                                                                                                                            |    |             |            |
|                                                                                                                            |    |             |            |
|                                                                                                                            |    |             |            |

| 2. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT |            |           |
|-----------------------------------------------------------------------------------------------------|------------|-----------|
| PHASE                                                                                               | RAND VALUE | MAN HOURS |
|                                                                                                     |            |           |
|                                                                                                     |            |           |
|                                                                                                     |            |           |
|                                                                                                     |            |           |
|                                                                                                     |            |           |
|                                                                                                     |            |           |



# Provincial Supply Chain Management

## Price Schedule – Professional Services

Page 3 of 3

3. TRAVEL EXPENSES (SPECIFY, FOR EXAMPLE RATE/KM AND TOTAL KM, CLASS OF AIRTRAVEL, ETC). ONLY ACTUAL COSTS ARE RECOVERABLE. PROOF OF THE EXPENSES INCURRED MUST ACCOMPANY CERTIFIED INVOICES.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|------|----------|--------|
|                                       |      |          |        |
|                                       |      |          |        |
|                                       |      |          |        |
|                                       |      |          |        |
| TOTAL                                 |      |          |        |

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

4. Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|------|----------|--------|
|                                       |      |          |        |
|                                       |      |          |        |
|                                       |      |          |        |
|                                       |      |          |        |
| TOTAL                                 |      |          |        |

|                                                 |  |            |  |          |  |
|-------------------------------------------------|--|------------|--|----------|--|
| 5. Estimated man-days for completion of project |  | START DATE |  | END DATE |  |
|-------------------------------------------------|--|------------|--|----------|--|

6. Are the rates quoted firm for the full period of the contract?

Y

N

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

|                     |  |      |  |
|---------------------|--|------|--|
| SIGNATURE OF BIDDER |  | DATE |  |
|---------------------|--|------|--|



# Pricing Schedule

Terms of Reference for the appointment of a Service Provider for Record Scanning, Indexing and Online Archiving into the Departmental Livelink System.

**TENDER NUMBER: GT/GDED/083/2024**

## Records Scanning, Indexing and Online Archiving

| No.                | Item Description           | Quantity                                                        | Unit of measure                                      | Unit price | Total price |
|--------------------|----------------------------|-----------------------------------------------------------------|------------------------------------------------------|------------|-------------|
| 1.                 | File Preparation           | 23 267 Files                                                    | Per File                                             | R          | R           |
| 2.                 | Scanning of Records        | <b>Six million pages</b>                                        | Per Page                                             | R          | R           |
| 3.                 | Indexing of Files          | 5 Fields                                                        | Per Field                                            | R          | R           |
| 4.                 | Archiving                  | File repository to Livelink, 6 million Pages or 23 267 Files    | Per Page                                             | R          | R           |
|                    |                            | 2 External Hard Drives                                          | Per Hard Drive (Each to accommodate 6 million pages) | R          | R           |
| 5.                 | Resources                  | <b>Equipment:</b><br>4x Computers<br>4x Scanners<br>2x Printers | Per Equipment                                        | R          | R           |
|                    |                            | Human Capacity (Personnel)                                      | Rate Per Hour                                        | R          | R           |
| 6.                 | Training / Skills Transfer | 18 GDED Personnel                                               | Per Person                                           | R          | R           |
| <b>Total price</b> |                            |                                                                 |                                                      |            | <b>R</b>    |

**TOTAL BID PRICE: R\_\_\_\_\_**

**NB: Prices quoted must be inclusive of Total Cost of Ownership**

|                                                                                                                                                              |                                             |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|
|  <b>GAUTENG PROVINCE</b><br>PROVINCIAL TREASURY<br>REPUBLIC OF SOUTH AFRICA | <h1>Provincial Supply Chain Management</h1> |              |
|                                                                                                                                                              | <b>PREFERENCE POINTS CLAIM FORM</b>         | Page: 1 of 7 |

## 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**

[TICK APPLICABLE BOX]

|  |                                                                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | The applicable preference point system for this tender is the 90/10 preference point system.                                                                                                           |
|  | The applicable preference point system for this tender is the 80/20 preference point system.                                                                                                           |
|  | Either the 90/10 or 80/20 preference point system will be applicable in this tender.<br>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.



# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

Page: 2 of 7

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

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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).



# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

Page: 3 of 7

### 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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender



# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

Page: 4 of 7

### 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.



# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

Page: 5 of 7

**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)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |



# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

Page: 6 of 7

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number

4.5. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

|                          |                                        |
|--------------------------|----------------------------------------|
| <input type="checkbox"/> | Partnership/Joint Venture / Consortium |
| <input type="checkbox"/> | One-person business/sole propriety     |
| <input type="checkbox"/> | Close corporation                      |
| <input type="checkbox"/> | Public Company                         |
| <input type="checkbox"/> | Personal Liability Company             |
| <input type="checkbox"/> | (Pty) Limited                          |
| <input type="checkbox"/> | Non-Profit Company                     |
| <input type="checkbox"/> | State Owned Company                    |

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 –



# Provincial Supply Chain Management

## PREFERENCE POINTS CLAIM FORM

Page: 7 of 7

- (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.

|                                    |  |
|------------------------------------|--|
| <b>SIGNATURE(S) OF TENDERER(S)</b> |  |
| <b>SURNAME AND NAME</b>            |  |
| <b>DATE</b>                        |  |
| <b>ADDRESS</b>                     |  |