



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit Quotations for requirements stipulated below:

DOCUMENT NUMBER:	Wellness2023
RFQ ISSUE DATE:	05 May 2023
RFQ CLOSING DATE AND TIME:	12 May 2023, @ 12:00
RFQ VALIDITY PERIOD	90 DAYS (FROM RFQ CLOSING DATE)
PERIOD	THIRTY-SIX (36) MONTHS
DESCRIPTION:	TO APPOINT A PROFESSIONAL SERVICE PROVIDER FOR EMPLOYEE WELLNESS SERVICES TO SAQA FOR THREE YEARS (36 MONTHS).
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	KGovender@sqa.co.za
ENQUIRY	Mr Kyle Govender E-mail: KGovender@sqa.co.za

TERMS OF REFERENCE

1. INTRODUCTION

1.1 The South African Qualifications Authority (SAQA) is a public entity listed in Schedule 3A of the Public Finance Management Act (PFMA). It is mandated by the National Qualifications Framework (NQF) Act, 67 of 2008, to oversee the further development and implementation of the NQF, advance the objectives of the NQF and coordinate its three Sub-Frameworks.

1.2 South African Qualifications Authority (SAQA) has a responsibility to ensure that employees are healthy by offering a holistic wellness and support programme. SAQA supports the value of “people first” and therefore continues to provide programmes such as this to support and add to our employer value proposition. SAQA therefore seeks to provide a sustainable and confidential employee wellness service to all its employees.

2. PURPOSE

2.1 The purpose of this Request for Quotation (RFQ) is to identify and appoint a suitably qualified service provider to provide SAQA with employee wellness services when required to do so.

3. SCOPE OF SERVICES

The scope of services to be delivered in line with service level standards, is a comprehensive Employee Wellness Programme (EWP) consisting of the following core elements:

- **EAP Services** which include counselling services and trauma debriefing to employees and families in common household.
- **HIV/AIDS Management Program** in partnership with the employee's medical aid provider which includes prevention interventions treatment care and support;
- **Health and Productivity Management** which includes chronic disease management, injury on duty, incapacity, health promotion, awareness, and education;
- **Advice on Health and Safety** by providing input and guidance to the Health and Safety Committee concerning office environment health and wellness issues.
- **Wellness Management** includes but is not limited to work-life balance interventions such as stress management, retirement planning, financial fitness amongst others,
- **Assistance with supporting** an employee who is declared incapable of functioning in his/her normal duties

- **Executive Wellness Program**, health checks, and psychological services.
- **Wellness Interventions** which includes provision of various services for wellness days as and when required by SAQA. These include on site smoothie bars, head and neck massages, manicures, laughter workshops, yoga/aerobic classes (to name a few however this list is not exhausted) and similar interventions. These interventions may be outsourced if not offered by the service provider.

4. GENERAL REQUIREMENTS

The Employee Wellness Service provider must be a member of the Employee Assistance Professionals Association of South Africa (EAPA SA)

Counselling sessions

Up to eight (8) personal counselling sessions per person per year (per condition) close to his or her residence or place of work, for each person entitled to use the scheme, and to those for whom short-term psychological counselling is appropriate. Each session will last approximately one hour. All counselling must be provided by qualified and registered clinicians. All those requiring face-to-face counselling will be contacted by the clinician within 24 hours of referral, and the first consultation will take place within one week of referral. Failure to adhere to this condition is viewed as very serious.

Life Management Services

The service must consist of direct, multilingual, and confidential Life Management services and be accessible for 24 hours a day, seven days a week, with all calls attended to by Life Management specialists. The Life Management Service comprises of Legal, Financial, and Family Care services. Legal service includes the following:

- telephonic legal advice;
- the provision of precedents and proformas as well as referrals to appropriate legal services and bodies;
- the financial service must assist those employees who require assistance with the management of debt and financial concerns;

The Family Care service must support employees to cope with the pressures of caring for their family members (including children with special educational needs and older or disabled relatives) by providing information and guidance on a wide range of childcare, eldercare and disability issues.

A Critical Incident service must offer prompt and professional individual and group trauma debriefing and counselling services to employees exposed to incidents of trauma. Critical Incident services must be provided within 12 to 48 hours of the traumatic incident. Note, non-adherence to this condition is viewed in a very serious light.

Health Risk Assessment

Provide an Health Risk Assessment quarterly or as required that includes: Body Mass Index, Cholesterol, Glucose, and Blood pressure screening.

Advocacy and Educational sessions

Advocacy and educational sessions as per the National Health calendar and other issues that become topical.

Quality control procedures

A brief outline of the EWP service provider's quality control procedures must be provided.

5. IMPLEMENTATION AND PROMOTION OF THE EWP

SAQA Company Profile

Employees and contract workers on site: Approximately 105.

Consisting of professional and knowledge workers.

Location: SAQA House 1067 Arcadia Street, Hatfield, Pretoria

a) The provision of Primary Health Care Clinic services.	Provide a "nurse on-site" quarterly or as required to
	conduct outline checks on employees. One nurse
	for 3-4 hours to conduct the following checks:
	• Blood sugar level
	• Cholesterol
	• Body Mass Index
	• Blood pressure
	Provisioning of annual health screening
	assessment
	Services for the duration of the contract which
	Include:
	• Flu Vaccination
	• Voluntary counselling and Testing (VCT)
	• Personal Health Assessments (PHA) and
	Personal Stress Assessment (PSA),
	Hypertension (BP monitoring).

The cost quoted by the service provider will be based on a case by case basis per employee for the nurse on-site service. It is envisaged that there will be an average of 50 employees per quarter to utilise this service. In addition, a quotation for the provision of annual health screening assessment services will be based on a case by case basis per employee.

b) The provision of advisory services on Health and Safety	Input and guidance to the Health and Safety
	committee with regards to the office environment.
	Health and wellness issues including occupational
	screenings in terms of environmental wellness eg.
	light quality, water quality, air quality, components
	that might have health triggers and could result in
	a "sick building syndrome."

The cost quoted by the service provider for the provision of advisory services on Health and Safety will be based on an as and when required basis.

c) The provision of an Employee Assistance Program (EAP) offering psychological support services in relation to an employee's mental, social, physical and spiritual well-being including the provision of counselling services for the employee and their next of kin.	Counselling service to staff and family members on:
	Family challenges
	Work-related challenges
	Relationships
	Retirement planning
	Financial Advice
	Stress Management
	Personal budgeting
	Substance abuse
	HIV and AIDS
	Legal Advice
	Health and Wellness
	Work/life support
	Trauma
	Debriefing sessions for employees/teams
	Psychological assessments and development plans
	Health assessments and intervention plans
	Coaching and Mentoring
	24/7 Confidential Helpline and crisis call services
	Wellness Education Initiatives, discussions, Workshops.

The cost quoted by the service provider for the Employee Assistance Program (EAP) will be based on a case by case usage basis per employee. It is envisaged that there will be an average of 5 employees per month to utilise this service.

d) The provision of Incapacity management services.	Assistance with incapacity management and arrangement of 2 nd medical opinions.
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The cost quoted by the service provider for the provision of Incapacity Management services will be based on a case by case basis per employee.

e) The provision of an Executive Wellness Intervention.	• Health assessments and intervention plans • Psychological assessments and development plans • Coaching and mentoring
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The cost quoted by the service provider for the provision of an executive wellness intervention will be based on a case by case basis per employee.

f) The provision of wellness interventions as required.	• On site smoothie bars, head and neck massages, manicures, laughter workshops, yoga/aerobic classes, drumming, pottery workshops and similar interventions. (List is not exhausted). • These wellness interventions may be outsourced if not offered by the service provider.
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The cost quoted by the service provider for the provision of wellness interventions will be based on the number of employees or duration of the service.

6. MANAGEMENT AND ADMINISTRATION

A dedicated EWP account manager and Clinical Case Management team will manage the EWP. Any calls directed to the EWP service provider team or consultant should be attended to within 12 hours.

On-going liaison with SAQA's coordinator(s) for the EWP concerning the performance of the EWP service provider in respect of its obligations under the agreement; this includes developing objectives for the EWP together with measurements for efficiency, quality, and cost-effectiveness. Full management of the EWP by the appointed service provider on behalf of SAQA. Comprehensive case management of all counselled employees by a dedicated internal Case Manager under the supervision of the Clinical Service Director.

The core functions will include:

- Partnering with SAQA
- Implementation
- Contract Negotiation
- Liaison between EWP service provider and SAQA
- Continuous assessment and analysis of statistical data
- Pro-active alerting of observed risks/threats to SAQA
- Ongoing feedback of themes and trends
- Complaints handling mechanism

7. REGULAR REVIEW PROCEDURES

The EWP service provider must have data systems that will provide detailed information about every call received by the National Call Centre. This is used to, effectively and efficiently, provide

detailed non-confidential information, which will be of significant benefit to the EWP service provider in analysing the effective implementation of the programme.

- Biannual sets of uptake and utilisation data;
- Regular reviews with SAQA to discuss organisational trends;
- Quarterly and Ad hoc meetings with the Employee Assistance Advisory Committee or designated officials to discuss the uptake of statistics;
- An annual management report;
- An annual review to provide an overall review of the service and to discuss organisational trends; and
- An annual report presentation to SAQA Management if required.

8. TECHNICAL SPECIFICATIONS

- **Implementation-** Sessions will be implemented at SAQA offices to introduce the services to the employees of SAQA. The implementation sessions will fulfill a marketing role by creating awareness and education about the service. The respective responsibilities will also apply to any re-implementation or post-launch marketing initiatives.
- **Planning** - Coordinate the project plan in consultation with SAQA.
- **Contractual Obligations** - Completion of implementation documents.
- **Information** – Timeous request for relevant information, including a number of sites, company logo, choice of design, contact details, eligible employees, etc.
- **Co-ordination** - Setting up the implementation session in consultation with SAQA.
- **Conduct Implementation** - Either coordinate a designated trainer or conduct the induction sessions.
- **Content of Implementation Sessions** - The designated trainer will inform employees of appointed EWP Service Provider, Services, Accessibility, Eligibility, Confidentiality, Toll-Free Number, Contact person, and Complaints and Procedures.
- **Feedback**- Inform SAQA of any concerns or issues raised during the implementation process.
- **Marketing** – All marketing material must be included. SAQA must approve all material.

9. SERVICES LEVELS AND APPLICABLE PENALTIES

Service	Description	Target	Penalty
Provide employee wellness services as agreed	Wellness Services	100% compliance as agreed	10% of invoice per incident where compliance is not met.
	Regular reporting as agreed	100% compliance as agreed	10% of invoice per incident where compliance is not met.
	Quality of wellness service as agreed	100% compliance as agreed	10% of invoice per incident where compliance is not met.

9.1 Penalty Maximum Limit and Service Disputes:

- 9.1.1 The maximum penalties for poor performance and other non-compliance to the contract will be limited to 20% per month of the total monthly fees.
- 9.1.2 Furthermore, should the penalty be imposed four (4) times during the contract period, SAQA reserves the right to immediately enter into a service dispute that may result in the termination of the contract.
- 9.1.3 Notwithstanding the aforementioned, and without prejudice to any other rights SAQA has, SAQA reserves the right to enter into service disputes at any point in time with the view of contract cancellation. During a service dispute, the service provider shall continue to render services in terms in accordance with these service levels.

10. PROPOSAL FORMAT

The bidding company is required to submit a proposal with price schedule in response to the Terms of Reference in the following format:

DETAIL OF PROPOSAL DOCUMENTS (SUBMISSION FORMAT CHECKLIST) (BIDDERS MUST INDICATE WITH A TICK IF COMPLIED OR NOT COMPLIED WITH THE FORMAT)	Comply	Not-Comply
Part 1: Bid document including SBDs Tenderers must complete and submit all required Standard Bid Documents: SBD 3.1, SBD 4, SBD 6.1, SBD 8 and SBD 9.		
Part 2: SARS Tax Compliance Requirement Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status. (RECENT CSD REPORT MUST BE ATTACHED)		
Part 3: B-BBEE Certificate Bidders are required to submit the original or certified copy and valid B-BBEE Status Level Verification Certificates or certified copies thereof with the SANAS logo visible on it together with their price quotations to substantiate their B-BBEE rating claims. However, bidders who qualify as EMEs may submit an affidavit signed by the EME representative and attested by a Commissioner of oaths.		
Part 4: Service providers are required to submit their RFQ detailing the following: (a) Overall professional profile of the specialist. (b) Specialist's academic qualifications.		

(c) Specialist's detailed experience in the provision of wellness services (d) Specialist's detailed experience in the provision of wellness services in the public sector industry. (e) Pricing: Charge-out rates (unit costs) for their services. Service providers are also required to indicate their level of availability to carry out assignments in the 36 months' period, stated in percentage terms (i.e., % of time available to do work over and above prevailing workloads). The prospective service providers must document all the above in the RFQ.		
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11. EVALUATION CRITERIA

The bid will be evaluated on two (2) stages:

- Stage 1: Screening of mandatory documents;
- Stage 2: Price and Preference Points Evaluation.

12. MANDATORY REQUIREMENTS

Bidders must comply with this section as it forms the basis of the evaluation of bidder's proposal. For a bidder to qualify to be evaluated for functionality, **a bidder must not have been disqualified** on compliance with the mandatory requirement below.

12.1 Submit proof of registration with the Employee Assistance Professional Association of South Africa (EAP-SA). A valid membership certificate must be provided.

13. PRICE SCHEDULE

TOTAL COST OF OWNERSHIP PRICING SCHEDULES SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED

Name of bidder	Bid number	Closing Date and Time

NB: Please note that the estimated number of hours is for evaluation purposes.

YEAR 1				
ITEM DESCRIPTION	Number estimated for evaluation purposes only)	HOURLY RATES (Including VAT)		
		YEAR 1	YEAR 2	YEAR 3
The provision of Primary Health Care Clinic services	50 Employees per quarter	R.....	R.....	R.....
The provision of advisory services on Health and Safety.	Bi-annually	R.....	R.....	R.....
The provision of an Employee Assistance (EAP) Programme.	5 Employees per month	R.....	R.....	R.....
The provision of Incapacity Management services.	5 Employees per year	R.....	R.....	R.....
The provision of an Executive Wellness intervention.	5 Employees per year	R.....	R.....	R.....
The provision of wellness interventions for wellness days.	90 Employees per quarter	R.....	R.....	R.....
Totals - all-inclusive costs per Year (Including VAT)		R.....	R.....	R.....
Grand total (All 3 years including all costs)				R.....

RFQ Special Conditions

1. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
2. Bidders must submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
3. Bidders must complete, sign, and submit SBD 4 and SBD 6.1 forms.
4. Bidders will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:
 - i. 80 Points for pricing
 - ii. 15 preference points for the company that has at least 51% black ownership
 - iii. 5 reference Points for the company that has at least 30% black woman ownership.

NB: Bidders must submit the certified B-BBEE Certificates copies/Sworn Affidavits indicating ownership percentage to claim the preference points.

5. The proposal and required documents must be submitted using the PDF format only, through email to rfq@saqa.co.za.
6. **PROTECTION OF PERSONAL INFORMATION**
 - a. In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).
 - b. SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.
 - c. All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.
 - d. SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point 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:

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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)
At least 51% black ownership		15		
30% black woman ownership.		5		

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:	
	
	
	