



provincial treasury

Department:
Provincial Treasury
North West Provincial Government
Republic of South Africa

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS

RFQ NUMBER:	DEPARTMENT OF FINANCE
DATE SUBMITTED	13 May 2025
CLOSING DATE	19 May 2025 @ 11am
SEND QUOTATIONS VIA TENDER BOX	Provincial Treasury, CFO Unit, Second floor, Garona Building, Mmabatho, 2745
RFQ VALIDITY PERIOD	30 days (COMMENCING FROM THE RFQ CLOSING DATE) or as determined in the quotation
DESCRIPTION	<u>A FULL DESCRIPTION OF GOODS REQUIRED.</u> <u>DETAILED SPECIFICATIONS</u> Request to appoint a service provider to conduct as and when personnel suitability checks (PSC) for a period of 12 months on as and when required basis for Provincial Treasury employees. The appointed service provider must be able to perform the following aspects: 1. Criminal Record Checks 2. Qualification Verification 3. Credit Checks 4. Citizenship 5. Identity Verification

	Service Provider are expected to submit the following document 1. SBD 4, SBD 6.1, BBBEE and Proof of Residence 2. Company Profile 3. Two (2) Reference letters that entails the above aspects 4. Cost breakdown / financial implication for Personnel Suitability Check. Your Urgent response will be appreciated.
ENQUIRY IN RELATION TO THE REQUEST CONTACT	NAME : TSHEPO LANGA TEL : 018 388 1064 E-MAIL: TLanga@nwpg.gov.za

NB: This quotation will be evaluated on 80/20 evaluation criteria. Suppliers are encouraged to acknowledge receipt of the above RFQ and kindly send through the quotation and the following documents:

- SBD 4 form,
- SBD 6.1 form
- Valid BBBEE certificate or sworn affidavit (as detailed on SBD 6.1).
- Proof of residence (as detailed on SBD 6.1).

NB: See attached SBD 6.1 with SPECIFIC GOALS in line with the Preferential Procurement Regulations 2022

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 institution	State

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:

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.

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- 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:
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3 DECLARATION

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

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

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.

- 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

SPECIFIC GOALS DECLARATION IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

QUOTATIONS

This specific goals form must form part of all quotations. It contains general information required by legislation and serves as the declaration for the specific goals claimed by the bidder.

NB: IN COMPLETING THIS FORM, BIDDERS MUST BE AWARE OF THE CONDITIONS OF TENDER, GENERAL CONDITIONS OF CONTRACT, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOODS PRACTICE.

1. GENERAL CONDITIONS

1.1 The following point systems are applicable to all quotations:

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

1.2 Points for this bid shall be awarded for:

1.2.1 Price; and

1.2.2 Specific goals.

1.3 The points for price and the points for specific goals will be added and subject to section 2(1)(f) of the PPPFA, the award will be to the bidder that scores the highest points.

1.4 Failure on the part of a bidder to declare or submit proof when requested, will be interpreted to mean that points for specific goals are not claimed.

1.5 NWPT reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the NWPT.

2. DEFINITIONS

2.1.1 **"Acceptable quotation"** means a quotation which in all respects complies with the specifications and Conditions of Tender as set out in the tender document.

2.1.2 **"Black people"** means Africans, Coloureds and Indians (refer to the B-BBEE Act for more details)

2.1.3 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.1.4 **"Central Supplier Database"** means the database managed by National Treasury at www.csd.gov.za.

2.1.5 **"Disabled person"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being AND is in possession of a proof of disability.

2.1.6 **"EME"** means an Exempted Micro Enterprise in terms of the relevant code of good

Broad-Based Black Economic Empowerment Act;

- 2.1.7 **“Locality”** means that the enterprise has either its head office or an operational office located in that location AND they are in possession of proof of locality.
- 2.1.8 **“Military Veteran”** has the meaning assigned to it in Section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011).
- 2.1.9 **“Proof of Disability”** means:
 - 2.1.9.1 A completed SARS “Confirmation of Diagnosis of Disability” form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature;
 - 2.1.9.2 A medical report and functional assessment report confirming the disability; or
- 2.1.10 **“Proof of Locality”** means:
 - 2.1.10.1 A municipal rates invoice in the name of the company submitting the quotation that has been issued within the last six months;
 - 2.1.10.2 An affidavit or equivalent from an authorised traditional leaders or local councillor in regions where municipal rates invoices are not available, showing the township name and ERF number or physical address issued within the last six months
 - 2.1.10.3 A signed lease with a property owner located in that municipality/township (NWPT may request a recent statement from the landlord); Confirmation letter from the landlord issued within the last six months.
 - 2.1.10.4 Valid Tax pin letter issued by SARS
 - 2.1.10.5 Certified CIPC Registration certificate within the last six months
 - 2.1.10.6 A utilities rates statement (examples, Eskom or Telkom fixed line service) showing the physical address and the company issued within the last six months; or
 - 2.1.10.7 A bank statement showing the company name and address issued within the last six months.
 - 2.1.10.8 All of the above documents may be in Company Director name where applicable
- 2.1.11 **“Proof of Ownership”** means:
 - 2.1.11.1 The % ownership indicated on the Central Supplier Database. The CSD integrates with the systems at Home Affairs (demographic information); Companies and Intellectual Property Commission (CIPC) (for company information such as shareholding); and other databases (such as the banks).
- 2.1.12 **“Proof of B-BBEE status level of contributor”** means:
 - 2.1.12.1 B-BBEE Status level certificate issued by an authorized body or person (such as a SANAS verification agent);
 - 2.1.12.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.1.12.3 A CIPC B-BBEE certificate; or

2.1.12.4 Any other requirement prescribed in terms of the B-BBEE Act.

2.1.13 **“Proof of Military Veteran”** means a:

2.1.13.1 Military veteran certificate as issued by the Department of Military Veterans in the name of the individual; or

2.1.13.2 Military veteran certificate as issued by the Department of Military Veterans in the name of the company.

2.1.14 **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

2.1.15 **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.1.16 **“Rand value”** means the total estimated value of a contract in Rand inclusive of value added tax (VAT), calculated at the time of the tender invitation.

2.1.17 **“Specific Goals”** means those goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

2.1.18 **“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

2.1.19 **“Youth”** means persons between the ages of 18 and 35.

3. PRICE FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE - THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of the quotation or bid under consideration

Pt = Price of the quotation or bid under consideration

Pmin = Price of lowest acceptable quotation or bid

3.2 PRICE FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING CONTRACTS

3.3 POINTS AWARDED FOR PRICE

A maximum of 80

80/20

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

Where

P_s = Points scored for price of the quotation or bid under consideration

P_t = Price of the quotation or bid under consideration

P_{max} = Price of highest acceptable quotation or bid

4. POINTS AWARDED FOR SPECIFIC GOALS FOR THIS QUOTATION

4.1 The following Specific Goals and points apply to this quotation:

Specific Goals in terms of PPR2022	Points out of 20 for the 80/20 system	Points Claimed
Persons historically disadvantaged on the basis of race. •	10 max Maximum of 10 points for black ownership • 100% black ownership = 10 • 75% - 99% black ownership = 8 • 60% - 74% black ownership = 6 • 51% - 59% black ownership = 3 • 1% - 50% black ownership = 2 • 0% black ownership = 0 BBBEE Certificate to be attached	10 Max
Enterprises based in the locality where the goods and service are needed • Rural / Township / Village Area • Local Municipality • District Municipality • Province for work to be done or services to be rendered in that area. Quotation (RFQ) will specify which of the above will apply and what proof is required.	10 max • Rural / Township / Village: = 10 • Local Municipality = 5 • Within the District: = 3 • Within the Province = 2 Should the required locality merely be the Province, the full points will be applied to the Province. Should the required locality merely be anywhere in South Africa, the full points will be applied.	10 Max
TOTAL:	20 max	

4.1.2 Bidders must attach a valid BBBEE certificate or a sworn affidavit certified by a Commissioner of Oaths.

4.1.3 The BBBEE certificate must be issued by SANAS accredited verification agency or Companies and Intellectual Property Commission (CIPC).

4.2 Where reference is made to Locality, the following location and points apply:

Specific Goal	Location (if applicable)	Max Points	Points Claimed (Tick Only one box)
Rural / Township / Village	All rural/townships/villages within Mahikeng	10	
Local Municipality	Mahikeng	5	
District Municipality	Ngaka Modiri Molema District	3	
Province	North West Province	2	

4.2.1 Bidders must choose only one of the above (only one proof to be attached for location, either a rural/ township/ village, Local Municipality or Any area within a District Municipality)

4.2.2 Locality. The points claimed for locality will be the maximum points if the bidder declares that they have Proof of Locality at the time of the declaration. If no proof of locality for the location described exists, then zero points must be claimed.

4.2.2.1 Note that if NWPT requests proof of location, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and NWPT will begin the remedy outlined below.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. CSD Number: MAAA.....

5.4. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium	☐ Personal Liability Company
☐ One-person business/sole propriety	☐ (Pty) Limited
☐ Close corporation	☐ Non-Profit Company
☐ Public Company	☐ State Owned Company
[TICK APPLICABLE BOX]	

6. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, declare the points claimed and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The points claimed are in accordance with the General Conditions as indicated in paragraph 1, 2 and 5 of this declaration;
- iii) In the event of a contract being awarded as a result of points claimed and any other information at the disposal of the NWPT, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the points claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

		
		SIGNATURE(S) OF BIDDERS(S)
SURNAME AND NAME:		
DATE:		
ADDRESS		
		
		