MICT SETA Head Office
Supply Chain Management
19 Richards Drive, Gallagher Convention Centre,
Gallagher House; Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	**RFQ/MICT/67/2025**
RFQ DESCRIPTION	**APPOINTMENT OF A LEARNING MATERIAL DEVELOPMENT EXPERT TO DEVELOP LEARNING MATERIALS FOR APPROVED OCCUPATIONAL PROGRAMMES WITHIN THE MEDIA SUB-SECTOR**
RFQ ISSUE DATE	**18 September 2025**
BRIEFING SESSION	**Compulsory Briefing Session** **Date: 22 September 2025** **Location: MS Teams** **Meeting ID: 312 640 716 323 6** **Passcode: rb2uz7i3**
EXTENDED CLOSING DATE & TIME	**29 September 2025 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.**
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	**1 SOFT COPY**

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ**.

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

SUPPLIER NAME: ______________________________

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: ______________________________

POSTAL ADDRESS: ______________________________

TELEPHONE NO: ______________________________

E MAIL ADDRESS: ______________________________

CONTACT PERSON: ______________________________

CELL NO: ______________________________

SIGNATURE OF BIDDER: ______________________________

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(**Tick in the relevant block below**)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by **SARS** and/or **SARS-issued** verification pin		
SBD 4 – Bidder's Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

Note: This RFQ must be completed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/

a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
d. Award a contract to one or more bidder(s).
e. Withdraw the RFQ at any stage
f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:	
RFQ Number:	

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"

b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.

d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: ____

Title: ____

Date: ____

Signature: ____

ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

REQUIREMENT DESCRIPTION: APPOINTMENT OF A LEARNING MATERIAL DEVELOPMENT EXPERT TO DEVELOP LEARNING MATERIALS FOR APPROVED OCCUPATIONAL PROGRAMMES WITHIN THE MEDIA SUB-SECTOR

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority ("MICT SETA") is established in terms of section 9(1) of the Skills Development Act, 1998 (Act No. 97 of 1998), and is responsible for achieving South Africa's skills development and economic growth within the following five sub-sectors: advertising, film and electronic media, electronics, information technology and telecommunications.

The MICT SETA ETQA is therefore delegated by the QCTO to take on the quality assurance function within all the relevant MICT sub-sectors, which includes functions such as the realignment historical (Pre-2009) qualifications, development of occupational programmes and the development of the learning material to support these occupational programmes.

2. SCOPE OF WORK

2.1. The ETQA is delegated as Quality Partner by the QCTO by means of an SLA. As part of fulfilling the duties of the Quality Partner, the ETQA is required to develop learning material for registered qualifications and skills programmes to be made available to accredited skills development providers. The development of learning materials for the Quality Council for Trades and Occupations (QCTO) Occupational qualifications requires a comprehensive and structured approach to ensure the creation of high-quality, relevant, and accessible resources for learners. This detailed specification outlines the essential components and processes involved in the development of QCTO learning materials.

2.2. In order to achieve on its mandate of ensuring that there are qualifications available to meet the occupational and skills demand, the ETQA division requires the expertise of Learning Materials Developers to develop learning materials in conjunction with Subject Matter Experts for Occupational Qualifications and Part Qualifications.

Below is the list of the Media sub-sector qualifications which require learning materials:

NO	OCCUPATIONAL QUALIFICATION	Timelines
1	Advanced Occupational Certificate: Media/Programme Content Production Manager	6 weeks
2	Higher Occupational Certificate: Advertiser	6 weeks
3	Higher Occupational Certificate: Sound Operator	6 weeks
4	Higher Occupational Certificate: Radio and Multimedia Content Practitioner	6 weeks
5	Higher Occupational Certificate: Animation Artist	6 weeks
6	Higher Occupational Certificate: Motion Graphics Designer	6 weeks
7	National Occupational Certificate: Graphic Media Designer	6 weeks
8	Higher Occupational Certificate: Interactive Media Designer	6 weeks

2.3. The key deliverables in respect of this scope includes:

The service provider must develop learning material that include the knowledge, practical and workplace modules as prescribed by the occupational qualification curriculum of the Quality Council for Trade and Occupations (QCTO). The Service Provider must have access to a minimum of three Subject Matter Experts (Industry Experts) who will feed into the development of the learning materials.

2.4. Guidelines for Skills Development Providers for implementation of occupational programmes

2.4.1. **Diagnostic Assessment**

- Assessment to determine the learner's existing knowledge, competency and experience that will impact on the learner's ability to successfully complete the programme and/or gain entry into Recognition of Prior Learning (RPL).

2.4.2. **Knowledge Modules:** Knowledge modules within QCTO occupational qualifications focus on providing learners with a theoretical understanding of the subject matter related to their specific occupation. These modules cover essential concepts, principles, and theories that form the foundation of the profession. The knowledge modules aim to equip learners with a solid theoretical framework that they can apply in practical settings.

The following tools need to be developed in respect of Knowledge modules

- Learner Guide (including career pathway and articulation opportunities)
- Facilitator Guide
- Facilitator Presentation (this should cover contents of the knowledge modules)
- Formative & summative assessments, Learner Preparation for the External Integrated Summative Assessment (EISA) and Marking Memos.
- Mock questions
- Internal Monitoring instrument
- Workplace readiness guide

2.4.3. **Practical Modules:** Practical modules are an integral part of QCTO occupational qualifications as they emphasize hands-on experience and skill development. These modules allow learners to apply the knowledge gained in theoretical modules to real-world scenarios. Practical modules often involve simulated or actual workplace tasks that enable learners to develop their technical skills, problem-solving abilities, and practical competencies essential for their chosen occupation.

The following tools need to be developed in respect of Practical Modules:

- Learner Guide
- Facilitator/Mentor/Supervisor Guide
- Simulation exercises
- Formative & summative assessments, Learner Preparation for the External Integrated Summative Assessment (EISA) and Marking Memos
- Internal Monitoring instrument

2.4.4. **Workplace Modules:** Workplace modules are designed to provide learners with exposure to authentic work environments relevant to their field of study. These modules offer learners the opportunity to gain practical experience in a real workplace setting under the guidance of experienced professionals. Workplace modules focus on developing workplace readiness, professionalism, interpersonal skills, and industry-specific knowledge that are essential for successful integration into the workforce.

The following tools need to be developed in respect of the Workplace Modules:

- Learner Guide
- Guidelines for the supervisor/mentor
- Workplace approval checklist
- Logbook (containing compulsory tasks as per the curriculum document)
- Internal Monitoring instrument

2.5. The learning material deliverables must be on templates provided by the MICT SETA. Furthermore, the learning material will be housed on the MICT SETA Learner Management System thus the development must be done with the view to loading the content online and deploying it using the system. All learning materials remain the property of the MICT SETA and the sale thereof is strictly prohibited and noted to be a criminal offense.

2.6. The appointed SME must have access to a network of experts for surety of solid content developed – there will be no development sessions hosted by the MICT SETA for the development of this learning material. The MICT SETA will quality assure the modules in batches during the development of the learning material and conduct a verification session at the end of the development prior to finalisation of the learning material. Industry participants will be invited to this verification session. CVs of Subject Matter Experts will be a deliverable at the inception of the project.

3. DURATION

The development must be completed within three (03) months. This includes any and all revisions required and approval by the MICT SETA.

NB: service providers are required to provide their project plan which includes estimated timelines and the requirements for the successful completion of the development process.

4. DISCLAIMER

All learning materials to be developed in conjunction with subject matter experts. Plagiarism will not be tolerated and treated with the severity of the prescribed recourse. Referencing, in text and other; should be included in the documents. All learning materials will be evaluated to ensure no copy and paste from the internet.

5. PRICING SCHEDULE

Name of bidder_______________________________ **RFQ number:** ___________________

Closing date _________________________________

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description APPOINTMENT OF A LEARNING MATERIAL DEVELOPMENT EXPERT TO DEVELOP LEARNING MATERIALS FOR APPROVED OCCUPATIONAL PROGRAMMES WITHIN THE MEDIA SUB-SECTOR	Quantity	Unit Price	Total Cost (Excl. VAT)
1.	Advanced Occupational Certificate: Media/Programme Content Production Manager	1	R	R
2.	Higher Occupational Certificate: Advertiser	1	R	R
3.	Higher Occupational Certificate: Sound Operator	1	R	R
4.	Higher Occupational Certificate: Radio and Multimedia Content Practitioner	1	R	R
5.	Higher Occupational Certificate: Animation Artist	1	R	R
6.	Higher Occupational Certificate: Motion Graphics Designer	1	R	R
7.	National Occupational Certificate: Graphic Media Designer	1	R	R
8.	Higher Occupational Certificate: Interactive Media Designer	1	R	R
9.	Overall Project Management **This is capped at 7,5% of the total project value**			
	Sub-Total	R		
	VAT@15%	R		
	TOTAL PRICE (INCLUDING VAT)	R		

Complete below:

1. Delivery Address: **MICT SETA Head office**
   Level 3 West wing, Gallagher House
   19 Richards Drive, Halfway House
   Midrand
2. Indicate Delivery period after order receipt..................
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: ____

Capacity under which this quote is signed:_______________________________________

Signature: ______________________________

Date: ______________________________

6. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on attendance of the compulsory briefing session, mandatory criteria, and price and specific goal.

6.1. STAGE 1: COMPULSORY BRIEFING SESSION

The bidder must attend a compulsory briefing session.

Proof of compliance:

Attendance Register of the compulsory briefing session held on Microsoft Teams. Representatives are required to write the name of the bidder and contact details

Note: Bidders who do not attend the compulsory briefing session will be disqualified from further evaluation.

6.2. STAGE 2: MANDATORY CRITERIA

Criteria 1: Experience of the Project Lead Consultants

Bidders must provide a minimum of two (02) proposed individuals who are eligible to serve as a Project Lead Consultants (PLC) with a minimum of three (03) years' experience in learning material development.

Proof of Evidence:

The bidder must submit two (02) CVs of the proposed Project Lead Consultants highlighting at least three (03) years of experience in developing learning materials (experience in CVs must highlight the names of the employers/clients worked for, duration of employment/contract and duties)

Criteria 2: Qualification of the Project Lead Consultants

The bidder's Project Lead Consultants must have one of the following relevant qualifications:

- National Certificate: Occupationally Directed Education, Training and Development Practice (SAQA ID: 50334)
- National Certificate: Occupationally Directed Education, Training and Development Practices (SAQA ID 50331)
- Bachelor: Occupationally Directed Education Training and Development Practices
- Or any other Training, Development or Education Qualification.

Proof of Evidence:

The bidder must submit certified copies of qualifications for the proposed project lead consultants in either one of the above-mentioned fields. (Certified copies must not be older than 6 months)

Criteria 3: Samples

The bidder must have previously developed learning materials for occupational programmes.

Proof of Evidence:

Bidder must provide two (02) samples of previously developed learning materials for occupational programmes.

Criteria 4: Reference Letters
The bidder must have experience in learning material development for registered occupational qualifications in skills development and in the Quality Councils.

Proof of Evidence:
Bidders must provide two (02) signed and dated contactable reference letters indicating experience in learning material development work conducted from different clients within the Republic of South Africa – the reference letters may be addressed to either the bidder or the PLC.

Reference letters must be on the client's letterhead and signed by the company representative. Contactable references must include the name of company, contact details, project description, and the project(s) must have been undertaken in the last **five (05) years.**

Note: Bidders that do not meet the set evaluation criteria will be eliminated from further evaluation process.

6.2. STAGE 3: PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

Criteria	Points
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	5
Enterprise owned by historically disadvantaged youth.	5
Total	**20**

** **Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:
- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

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, will be interpreted to mean that preference points for specific goals are not claimed

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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

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

2.2.1 If so, furnish particulars:

………………………………………………………………………………………
………………………………………………………………………………………

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

2.3.1 If so, furnish particulars:

…………………………………………………………………………………
…………………………………………………………………………………

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

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

[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.

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 PROCUREMENT CLAIM FORM

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

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1 GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

b) the **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**

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

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**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

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:	………………………………………………………… ………………………………………………………… ………………………………………………………… …………………………………………………………