

SASSA 01 (QO)

INVITATION FOR QUOTATIONS

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS FOR THE
PROVISION OF *description of works*

Project title:	REQUEST FOR THE SUPPLY AND DELIVERY OF SASSA BRANDED PROMOTIONAL ITEMS FOR EASTERN CAPE OFFICIALS. Minimum threshold of 100% required stipulated for local production and content.
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RFQ No:	RFQ:RO/07/08/2026	Closing Date:	09/09/2026
Closing time:	11:00	Validity period:	30 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

- 1.1 All quotation documents must be fully completed and duly signed by an authorized person (Directors / Representative).
- 1.2 All quotations and fully completed Standard Bidding Documents (SBD) forms must be addressed to the South African Social Security Agency and must be couriered / hand delivered in a sealed envelope marked with the RFQ number stated above.
- 1.3 **Service Providers that hand delivers their quotations must deposit it in the QUOTATION BOX situated at the reception at SASSA, BKB BUILDING ENTRANCE, CNR MERINO AND FITZPATRICK RD, QUIGNEY, EAST LONDON**
- 1.4 **NB: THE QUOTATION REGISTER AT THE RECEPTION MUST BE SIGNED AFTER QUOTATIONS ARE SUBMITTED BY BOTH SERVICE PROVIDERS AND COURIER COMPANIES.**
- 1.5 **No emailed quotations will be accepted. Only hand delivered and Courier will be accepted.**
- 1.6 **Late quotations will not be accepted.**
- 1.7 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- 1.8 Quotations equal to or above R 2,000 Vat inclusive shall be evaluated on 80\20 preference point system.
- 1.9 Local Content and Production as per threshold: As stipulated by National Treasury's instruction note on invitation and evaluation of bids in respect of stipulated minimum threshold required for local production and content, only locally produced goods/products with a 100% stipulated minimum threshold for Textile, Clothing, Leather and Footwear will be considered. Evaluation process will be conducted in two stages, the first stage being the evaluation in terms of the minimum threshold for local production and content required and the second stage being the evaluation in terms of the 80/20 preference point system.
- 1.10 The taxes of the successful supplier must be in order, or satisfactory arrangements must be made with the South African Receiver of Revenue (SARS) to meet the supplier's tax obligations prior to award.



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South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

- 1.11** Quotations must be accompanied by A COPY of the following documents:
- 1.11.1 ID Copies of All Directors
 - 1.11.2 CK document (Company registration document)
 - 1.11.3 Valid SARS Tax Pin Document
 - 1.11.4 A valid BBEE Verification Certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or a valid BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC), or
 - 1.11.5 Exempted Macro Enterprise (EME's) and Qualifying Small Enterprise (QSE) must submit a Sworn Affidavit signed by EME's representative and attested by commissioner of oath
 - 1.11.6 Failure to submit the applicable B-BBEE certificate / Sworn Affidavit including the fully completed SBD 6.1 (Table 1 – paragraph 4.2) will result into the supplier not being awarded points for B-BBEE level of contribution.

1.12 Mandatory Requirements

- 1.12.1 Quotations submitted to SASSA by Suppliers should include the following information:
- a) Addressed to SASSA
 - b) Letterhead of the Company / Company Stamp
 - c) Company physical address
 - d) Contact details
 - e) Detailed Description of goods and services aligned with the specification issued and, where the specification is itemized, the quotation submitted must indicate price for each line item
 - f) Total cost / price inclusive of VAT
 - g) VAT registration number (where applicable)
 - h) Company registration number
 - i) Signature of Director / Representative

Quotations that do not comply with the above requirements will be disqualified

1.13 Administrative Requirements

- 1.13.1 Quotations submitted to SASSA need to include the validity period
- 1.13.2 Quotations submitted to SASSA need to include the delivery period

SASSA reserves the right to negotiate with the service provider about the quotation price

2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
PLEASE REFER TO THE ATTACHED SPECIFICATION/ TERMS OF REFERENCE	



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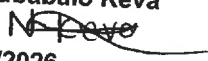
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NB: Please find attached Detailed Specification or Terms of Reference (TOR) and Standard Binding Document (SBD) Forms.

3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

BUYER:		Telephone no:	
Cell no:	N/A	Fax no:	N/A

Name: Nolubabalo Keva

Signature: 

Date: 04/09/2026



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR THE
PROCUREMENT OF PROMOTIONAL
ITEMS FOR EASTERN CAPE**

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1. OBJECTIVE

To invite service providers for the procurement and supply of promotional items for SASSA Eastern Cape Region. These services include procure, design, print and supply promotional items to the Agency.

2. BACKGROUND

- 2.1. SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.
- 2.2. It is against this background that SASSA is inviting service providers through RFQ process as guided by Section 217 of PFMA and SASSA Standard Operating Procedure to quote for the supply and delivery of promotional items as listed below.

3. SCOPE OF WORK

- 3.1. The appointed service provider will be required to procure, design, print, and supply promotional items within thirty (30) days of receipt of the purchase order.
- 3.2. The specification for the required services is listed below:

3.2.1. Procure, design, print and supply promotional items

Description	Quantity
Procure, design, print and supply promotional items	
- Branded jumpsuits	115
- Branded duster coats	5
- Branded Umbrellas	50
- Branded reflector jackets	50
- Branded Golf shirts	1200

4. DELIVERABLES

- 4.1. The service provider will be expected to deliver goods according to the detailed specification.
- 4.2. Before the actual production, the service provider must provide samples of the required goods for endorsement.
- 4.3. For 1200 golf shorts, the service provider is expected to package and deliver according to the list provided.
- 4.4. The service provider must deliver within thirty (30) working days after receiving the official order.
- 4.5. The service provider must use own transport for delivery of the procured items to the regional office at their own cost.
- 4.6. The service provider shall ensure the items are packaged as to prevent damage or deterioration of items during transit. Items damaged during transit will be returned to service provider at their own cost.

5. MONITORING AND EVALUATION

- 5.1. SASSA will monitor compliance of the service provider against the deliverables as stated above.
- 5.2. The service provider will report to the appointed Project Manager or delegated official/s during the service period.
- 5.3. Meetings will take place between the service provider and SASSA as agreed between the two parties.

6. EVALUATION CRITERIA

Bids will be evaluated in terms of the below-mentioned criteria:

- Evaluation Stage 1 - Phase 1: Mandatory Compliance
- Phase 2: Administrative compliance
Evaluation Stage 2: Price and preference points (80/20)

6.1. STAGE 1 - PHASE 1: MANDATORY COMPLIANCE

Mandatory Compliance	
1.	Submitted quotation must be in line with the detailed specifications as per Annexure A.
2.	Detailed quotation should include the following information: - a) Addressed to SASSA b) Letterhead of the Company / Company Stamp c) Company physical address d) Contact details e) Total cost / price inclusive of VAT f) VAT registration number (where applicable) g) Company registration number h) Signature of Director / Representative
3.	Terms of Reference must be submitted together with the detailed quotation
4.	It is mandatory for service providers to be registered with National Treasury Central Supplier Database before the closing date to be considered

Service Providers who fail to comply with the above-mentioned requirement will be disqualified and not proceed to Stage 1 – Phase 2 Evaluation.

6.1.2 STAGE 1: PHASE 2 - ADMINISTRATION COMPLIANCE

Administrative Compliance
Proof of Registration on the Central Supplier Database (CSD) with National Treasury (CSD Registration Report)
Certified Identity Documents of all Directors as per CSD registration report (Certification not older than 3 months).
Valid Sworn Affidavit/ Original/ Certified Copy of BBBEE Certificate (Certification not older than 3 months).
Valid SARS Tax Status Pin
Proof of Company Registration (CK Document)
Fully Completed and Signed Standard Bidding Document Forms (SBD 4, SBD 6.1,).
Fully Completed and signed SBD 6.2 – The Declaration of Certificate for Local Production and Content together with the following Annexures must be fully completed and duly signed and submitted with the bid at the



closing date and time:

Annexure C – (Local Content Declaration: Summary Schedule)

Annexure D – (Imported Content Declaration: Supporting Schedule to Annexure C) and

Annexure E - (Imported Content Declaration: Supporting Schedule to Annexure C)

The stipulated minimum threshold percentage for local production and content for the Textile, Clothing, Leather and Footwear sector is **100 %**

For exemption requests on designated products and the minimum threshold for local content that cannot be met for various reasons, bidders must apply for exemption from the DTI.

The exemption approval must be attached to the bid on the closing day and time.

Non-Compliance with the Local Content provisions stipulated may render the quotation non-responsive.

6.2. STAGE 2 - PRICE AND PREFERENCE POINTS

The 80/20 preference points system applied in the evaluation of bids received.

Price and Specific Goals	100 Points
Price	80 points
Specific Goals	20 points

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:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ	Number of points claimed (80/20 system) (To be completed by



		the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Non-compliant	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points		

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

7. QUOTATION AWARD & CONTRACT CONDITIONS

- Prices must be VAT inclusive and all overhead costs (transport, storage & labour) should be included in the quotation price.
- Prices should be fixed for the duration contract.
- Prospective service providers must quote all items in line with the detailed specifications as per Annexure A of these terms of reference document. Quotations will be eliminated if all items have not been quoted for. Service providers note that pictures of samples to be attached to the quote as per specification details
- The general conditions of contracts as set out by the National Treasury will be applicable in all instances: -

- The Agency reserves the right to appoint one (1) service provider or not to appoint any service provider.
- The Agency will ensure that the service provider is provided with all data required to render the service.
- Prospective service provider shall have to treat all available data provided by the Agency in the process as strictly confidential. Such data remains the property of the Agency. All approved artwork will be provided to the Agency by the service provider.
- The goods supplied under the contract shall be fully insured by the service provider against loss or damage.
- Service provider may be required to undergo security vetting.
- Service Providers will be disqualified if found to have misrepresented information in their quote proposals.
- All goods received will be inspected on delivery

8. PAYMENT OF SERVICE PROVIDERS

- The service provider shall provide the payment section at the SASSA Regional Office with an original signed and stamped invoice and statement in respect of goods supplied.
- The Agency shall pay the service provider within 30 days of receipt and validation of invoice.

9. PERIOD OF DELIVERY

The delivery of goods is for a period of thirty (30) working days upon receipt of the order.

10. VALIDITY PERIOD OF THE RFQ

The quote will be valid for a period of 60 days from the closing date.

11. CLOSING OF RFQ

The quote needs to be submitted on **09th September 2026** in the designated **Tender Box** at the following address:

**The South African Security Agency
BKB Building
Corner Fitzpatrick and Merino Road
Quigney
East London
5201**

No late quotations will be accepted by the Agency.

12. ENQUIRIES

All enquiries regarding the quote must be in writing and can be directed to the following SASSA officials:

For technical enquiries:

Name: Mr. S. Gwarube
Tel: 043-707 6339
Email: SizoG@sassa.gov.za

For Supply Chain Management Enquiries:

Name: Mr. T. Tyaliti
Tel: 043-707 6328
Email: TanduxoloT@sassa.gov.za

ANNEXURE A

SPECIFICATION

ITEM NO.	DESCRIPTION	QUANTITY
1.	SASSA EMBROIDED JUMPSUITS/OVERALLS Material : 65/35 Poly cotton Twill/ 100% Cotton Weight : 230 gm/ 240 gm Colour : SASSA Yellow (Pantone 130C / Cyan-0, Magenta- 30, Yellow-100, Black- 0) (see list below) Embroidery : Full colour embroidery of the SASSA logo in front Sizes : Small - 6XLarge Elements : 1. Detachable legs and Arm/2 in 1 2. Cuff/ Normal Collar 3. Cuff/Velcro/Zip Sleeves 4. YKK Zips 6. YKK Sliders 7. Velcros hard and Soft 8. Metal Buttons for the Epaulette 9. Double Stitch 10. Elasticised back 11. Bar tacks on stress point 12. SASSA Logo 13. S.A Flag 14. Nametag	115



SIZE BREAKDOWN:

Small	Medium	Large	XL	2XL	3XL	4XL	5XL	6XL	TOTAL
3	16	36	26	21	3	2	3	5	115

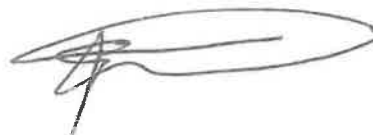


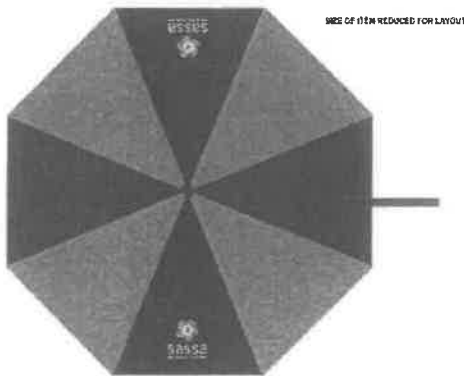
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ITEM NO.	DESCRIPTION	QUANTITY
2.	SASSA BRANDED DUSTCOAT • Men's Dustcoat • Fabric - 65/35 polycotton • Weight - 210.00 gram • Navy - Blue in colour • One Chest pocket • Two hip pockets • Button closure • Embroidery of the SASSA logo full colour on the left pocket of the jacket (Size 5cm X 5cm) and the "Paying the social grant, to the right person at the right time and place. NJALO!" at the back of the Jacket 	5

SIZE BREAKDOWN:

XL	2XL	4XL	TOTAL
3	1	1	5



ITEM NO.	DESCRIPTION	QUANTITY
3.	SASSA BRANDED FIBRE GLASS GOLF UMBRELLA Printing in white. : Printing of full SASSA logo on 4 panels logo is Fabric : 190T Pongee fabric Shaft : Fibre glass Frame : Fibre glass Tips : Plastic Open : Auto open Handle : EVA handle Size : 30-inch (75cm) x 8 ribs Colours : Black umbrella with logo is in white. Actual size of print, 145mm wide and 140mm high Colour: All Black Quantity: 50 Note: Service provider to provide a pic of the sample Umbrella quoted on. Branding: Full colour branding in 2 spots on the panels of the umbrella. See attached picture. Artwork to be approved by Communications before printing commences  	50

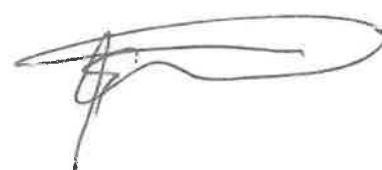


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ITEM NO.	DESCRIPTION	QUANTITY
4	SASSA EMBROIDED REFLECTOR JACKETS Colour : Green reflector jacket with reflector strips and zipper pockets and hood. Embroidery Full colour embroidery of the SASSA logo in front, DSD and NDA logo on the sleeves. Sizes Small to 6XL Total Quantity: 50 	50

SIZE BREAKDOWN:

Small	Medium	Large	XL	2XL	3XL	4XL	5XL	6XL	TOTAL
3	14	13	5	3	3	2	4	3	50



ITEM NO.	DESCRIPTION	QUANTITY
5.	SASSA BRANDED GOLFER SHIRTS – FULLY SUBLIMATED BIRDS GOLFER SHORT SLEEVE. Material : 165g 100% Carded cotton, Men's Pinehurst golfer short sleeve Colour : SASSA White, golfer-shirt Sublimated Printing: • Full colour Fully Sublimated Birds Prints • SASSA logo in front, • DSD and NDA logo on the sleeves • Siyaya Emphakathini Njalo! at the back Sizes Small to 6XL (see breakdown below) Total Quantity: 1200 	1200

SIZE BREAKDOWN:

Small	Medium	Large	XL	2XL	3XL	4XL	5XL	6XL	TOTAL
100	260	180	110	240	200	35	45	30	1200

NB: Service provider to provide a sample of all the above items as per specification.



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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

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.

- 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:

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

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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Non-compliant	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points		

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

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:	
	
	
	
	

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
 - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
 - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
 - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
 - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
 - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
 - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
 - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
 - 2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods

Stipulated minimum threshold

Textile, Clothing, Leather and Footwear

100%
_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	☐	NO	☐
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- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	☐	NO	☐
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- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
(b) Practice number:
(c) Telephone and cell number:
(d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

Tender description:
Designated product(s)
Tender Authority:
Tendering Entity name:
Tender Exchange Rate:
Specified local content %

	Pula	EU	GBP
1			
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100			

Note: VAT to be excluded from all calculations

[illegible][illegible]

Signature of tenderer from Annex B

Date: _____

(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.
(D2)	Tender description:
(D3)	Designated Products:
(D4)	Tender Authority:
(D5)	Tendering Entity name:
(D6)	Tender Exchange Rate:

Note: VAT to be excluded from all calculations

EU R 9.00

GBP R 12.00

A. Exempted imported content	

Tender item no's	Description of Imported content	Local supplier	Overseas Supplier
(D7)	(D8)	(D9)	(D10)

Calculation of imported content

Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of Imports	Freight + costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT
(D11)	(D12)	(D13)	(D1+4)	(D15)	(D16)

(D19) Total exempt imported value

Summary	
Tender Qty	Exempted value
(D17)	(D18)

(D19) Total exempt imported value

This total must correspond to
Annex C - C 21

B. Imported directly by the Tenderer	

[illegible]

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer	

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of Imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)

(D32) Total Imported value by tenderer

D. Other foreign currency payments

Calculation of foreign currency

		(D45) Total Imported value by 3rd party	

(D45) Total imported value by 3rd party	
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D. Other foreign currency payments

D. Other foreign currency payments			Calculation of foreign currency payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange
(D46)	(D47)	(D48)	(D49)	(D50)

Signature of tenderer _____ Date _____

Signature of tenderer from Annex B

Date: _____

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with
Annex C - C 23

Annex E

SATS 1286.2011

Local Content Declaration - Supporting Schedule to Annex C

(E1) Tender No.	
(E2) Tender description:	
(E3) Designated products:	
(E4) Tender Authority:	
(E5) Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10) **Manpower costs** (Tenderer's manpower cost)

R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

R 0

(E13) **Total local content** R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: