

## Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

### 1. GENERAL CONDITIONS

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

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

### 1.2 To be completed by the organ of state

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

The following definitions shall apply to this schedule:

- (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**

#### **POINTS AWARDED FOR PRICE**

##### **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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### **POINTS AWARDED FOR PRICE**

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

80/20

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### **5. POINTS AWARDED FOR SPECIFIC GOALS**

5.1 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:

5.2 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 (SG) – Points Allocated and Claimed**

Tenderers must indicate the preference points claimed for each specific goal applicable to them, for the purposes of this tender.

(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.)

| The specific goals allocated points in terms of this tender    | To be Completed by the Organ of State     | To be Completed by the Tenderer         |
|----------------------------------------------------------------|-------------------------------------------|-----------------------------------------|
|                                                                | Number of points Allocated (80/20 system) | Number of points claimed (80/20 system) |
| Promotion of Micro and Small Enterprises                       | 8                                         |                                         |
| Enterprise Supplier Development and Socio-Economic Development | 6                                         |                                         |
| Skills Development <u>OR</u> Employee Share Scheme             | 6                                         |                                         |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

5.3 Name of company/firm.....

5.4 Company registration number: .....

#### 5.5 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]

5.6 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 4.1 and 4.2, the Supplier 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 Supplier, 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.

|                              |             |                         |                |
|------------------------------|-------------|-------------------------|----------------|
|                              |             |                         |                |
| <i>Signature of Tenderer</i> | <i>Date</i> | <i>Name and Surname</i> | <i>Address</i> |

|                                                         |    |    |
|---------------------------------------------------------|----|----|
| For official use.                                       |    |    |
| <b>SIGNATURE OF CCT OFFICIALS AT<br/>TENDER OPENING</b> |    |    |
| 1.                                                      | 2. | 3. |

**Table 2: Specific Goals – Declaration by the Tenderer**

Tenderers must complete this table to declare the amounts and percentages applicable to the specific goals they are claiming.

NB: In completing Table 2 below, please consult **Notes for Verification** below

| The specific goals allocated points in terms of this tender                         | To be Completed by the Tenderer                        |                                 |
|-------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------|
|                                                                                     | Refer to “Notes for verification”                      | Amount Declared (excluding VAT) |
| <b><u>SG1</u></b><br>Promotion of Micro and Small Enterprises                       | (i) Total Turnover                                     |                                 |
| <b><u>SG2</u></b><br>Enterprise Supplier Development and Socio Economic Development | (ii) Total Enterprise Supplier Development Expenditure |                                 |
|                                                                                     | (iii) Total Socio Economic Development Expenditure     |                                 |
|                                                                                     | (iv) Total Expenditure                                 |                                 |
| <b><u>SG3.1</u></b><br>Skills Development                                           | (v) Total Skills Development Expenditure               |                                 |
|                                                                                     | (vi) Total expenditure                                 |                                 |
| OR<br><b><u>SG3.2</u></b><br>Employee Share Scheme                                  | (vii) Employee Share Scheme Ownership %                |                                 |

**Tenderer Confirmation:**

I confirm that the amounts declared in Table 2 above are accurate and in accordance with the ‘*The Broad-Based Black Economic Empowerment (B-BBEE) Act 53 of 2003, as amended.*’

|                                                                         |             |                         |                |
|-------------------------------------------------------------------------|-------------|-------------------------|----------------|
|                                                                         |             |                         |                |
| <b>Signature of Tenderer<br/>(Authorised to represent the tenderer)</b> | <b>Date</b> | <b>Name and Surname</b> | <b>Address</b> |

## Notes for Verification:

All amounts disclosed should be as per the most recent Annual Financial Statements (not older than 12 months) and defined as per the B-BBEE Act

- SG1 – Specific Goal 1  
**Promotion of Micro and Small Enterprises**  
(i) Total Turnover  
Micro enterprises with a turnover of up to R20million and Small enterprises with a turnover up to R80 million, as per National Small Enterprise Act, 1996 (Act No.102 of 1996)
- SG2 – Specific Goal 2  
**Enterprise Supplier Development and Socio-Economic Development**  
(ii) Total Enterprise Supplier Development Expenditure  
Qualifying expenditure as defined in the B-BBEE Act: Statement 400 “THE GENERAL PRINCIPLES FOR MEASURING ENTERPRISE AND SUPPLIER DEVELOPMENT”  
  
(iii) Total Enterprise Socio Economic Development Expenditure  
Qualifying expenditure as defined in the B-BBEE Act: Statement 500 “THE GENERAL PRINCIPLES FOR MEASURING THE SOCIO - ECONOMIC DEVELOPMENT ELEMENT”  
  
(iv) Total Expenditure  
Total Expenditure as per the most recent Annual Financial Statements (not older than 12 months)
- SG3.1 – Specific Goal 3  
**Skills Development**  
(v) Total Skills Development Expenditure  
Qualifying expenditure as defined in the B-BBEE Act: Statement 300 “THE GENERAL PRINCIPLES FOR MEASURING SKILLS DEVELOPMENT”  
  
(vi) Total expenditure  
Total expenditure as per the most recent Annual Financial Statements (not older than 12 months)
- SG3.2 – Specific Goal 3  
**Employee Share Scheme**  
(vii) Employee Share Scheme Ownership %  
Total employee ownership as per employee share certificate at the date of tender closing.

The below table (Table 3) must be completed by a B-BBEE Verification Agency (\*Note 1) **OR** Commissioner of Oaths (Refer to \*Note 3.2 for the detailed declaration):

**Table 3:**

|                            |             |                         |                |
|----------------------------|-------------|-------------------------|----------------|
|                            |             |                         |                |
| <b>Signature and Stamp</b> | <b>Date</b> | <b>Name and Surname</b> | <b>Address</b> |

**\*Note 1**

1.1 Tendering entity that undergoes B-BBEE verification

- Where a tendering entity undergoes B-BBEE verification, a B-BBEE certificate valid as at the date of tender closing, must be attached to the bid submission or must be made available upon request within the specified period.
- All amounts disclosed in Table 2, should be amounts used in the B-BBEE verification process undergone by the tendering entity
- The B-BBEE verification agency must complete Table 3 above, to confirm the following amounts disclosed by the bidder in Table 2:
  - (ii) Total Enterprise Supplier Development Expenditure;
  - (iii) Total Socio Economic Development Expenditure;
  - (v) Total Skills Development Expenditure
- Where the tendering entity is a Joint Venture/ Consortium, the amounts in Table 2 must be consolidated, with an accompanying consolidated B-BBEE certificate valid as at the date of tender closing must be attached to the bid submission or must be made available upon request within the specified period.

1.2 If the tendering entity does not undergo B-BBEE verification and qualifies as a B-BBEE Qualifying Small Enterprise (QSE) and Exempted Micro-Enterprises (EME)

- Table 3 must be completed by a Commissioner of Oaths to confirm the following amounts disclosed by the bidder in Table 2:
  - (ii) Total Enterprise Supplier Development Expenditure;
  - (iii) Total Socio Economic Development Expenditure;
  - (v) Total Skills Development Expenditure

**\*Note 2**

2.1 The tendering entity must attach with the bid submission or must be made available upon request within the specified period; the most recent (where applicable) audited financial statements to enable validation of the following amounts disclosed by the bidder in Table 2:

- (i) Total Turnover
- (iv) Total Expenditure
- (vi) Total expenditure

2.2 Companies who are required to be audited by legislation, must submit audited financial statements, not older than 12 months with the bid submission or must be made available upon request within the specified period.

**\*Note 3**

Sworn affidavit to be deposited by the Commissioner of Oaths to the QSE or EME.

I, the undersigned,

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| <b>Full Name and Surname</b><br><i>(Authorised to represent the tenderer)</i> |  |
| <b>Identity Number</b>                                                        |  |

Hereby declare under oath as follows

3.1 The contents of this statement are to the best of my knowledge a true reflection of facts.

3.2 I am a Member/ Director/ Owner of the following enterprise and am duly authorised to act on its behalf.

|                                                       |  |
|-------------------------------------------------------|--|
| <b>Enterprise Name:</b>                               |  |
| <b>Trading Name (If Applicable):</b>                  |  |
| <b>Registration Number:</b>                           |  |
| <b>Enterprise Physical Address:</b>                   |  |
| <b>Type of Entity (CC, Pty (Ltd), Sole Prop etc):</b> |  |
| <b>Nature of Business:</b>                            |  |

3.3 I hereby declare under oath that based on the Financial Statements / Management Accounts and information available on the latest financial year end \_\_\_\_\_

3.3.1 The annual Total Revenue was less than R50 000 000.00 (Fifty Million Rand);

3.3.2 The following amounts disclosed in Table 2 are accurate, complete, consistent with the BBBEE Act (see Notes for Verification) and based on the Financial Statements / Management Accounts and information available on the latest financial year end \_\_\_\_\_

| As per Table 2                                         | Amount Declared<br>(excluding VAT) |
|--------------------------------------------------------|------------------------------------|
| (ii) Total Enterprise Supplier Development Expenditure |                                    |
| (iii) Total Socio Economic Development Expenditure     |                                    |

| As per Table 2                           | Amount Declared<br>(excluding VAT) |
|------------------------------------------|------------------------------------|
|                                          |                                    |
| (iv) Total Expenditure                   |                                    |
| (v) Total Skills Development Expenditure |                                    |
| (vi) Total expenditure                   |                                    |
| (vii) Employee Share Scheme Ownership %  |                                    |

3.4 I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent I this matter.

3.5 The sworn affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Commissioner of Oaths  
Signature, Date and Stamp

Deponent Signature and Date

### 3.6 KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BBBEE<br/>Certificates/<br/>Sworn Affidavits</b> | <p>Returnable for declaration requirement must be attached with the bid submission or must be made available upon request within the specified period</p> <ul style="list-style-type: none"> <li>• Certified and Valid copy of BBBEE Certificate issued by a SANAS Accredited Verification Agent, or</li> <li>• Certified and Valid copy of Sworn Affidavit for either EME or QSE (see key notes below to determine Validity of a Sworn Affidavit); or</li> <li>• Valid copy of BBBEE Certificate issued by CIPC for EME's only</li> </ul> |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS

**Tenderers submitting Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:**

- (a) Name/s of deponent as they appear in the identity document and the identity number.
- (b) Designation of the deponent as the Director/ Member must be indicated in order to know that person is duly authorised to depose of an affidavit **(mark the applicable option)**.
- (c) Name of enterprise as per enterprise registration documents issued by CIPC, where applicable, and enterprise business address.
- (d) Amounts as per Table 2 must be inserted **(No blank spaces to be left)**.
- (e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts **(mark the applicable option)**.
- (f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue (financial year end to be stipulated by day/ month/ year).
- (g) Date deponent signed and date of Commissioner of Oath must be the same.  
(The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign and stamp).
- (h) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

If the relevant documentation/ information as stipulated in the enquiry is not submitted and/or does not meet the above requirements; tenderers will be disqualified.