

APPOINTMENT OF A FORENSIC HANDWRITING EXPERT / DOCUMENT EXAMINER TO PROVIDE AN EXPERT OPINION ON DISPUTED SIGNATURES

1. INVITATION TO SUBMIT QUOTATIONS

The National Department of Health (NDoH) hereby invites suitably qualified forensic handwriting expert / document examiner to examine and provide formal expert opinions in documents.

2. BID DETAILS

Ref. Number	DOH 333/2026-2027
Issue Date	27 August 2026
Closing Date	02 September 2026
Closing Time	11h00am
Submission Method	Via e-mail: purchasing@health.gov.za

1. BACKGROUND

The Chief Directorate: Sector Labour Relations requires the services of a suitably qualified and experienced Forensic Handwriting Expert / Document Examiner to examine and provide a formal expert opinion on two (2) signatures that appear on two separate documents:

- An Affidavit; and
- An Attendance Register.

The signatures appearing on the documents are alleged to be those of an identified individual. However, the authenticity of these signatures has been disputed. The Department therefore requires an independent forensic document examination to determine whether the questioned signatures correspond with verified specimen signatures of the relevant individual.

2. OBJECTIVE

To appoint a qualified Forensic Handwriting Expert to:

- Conduct a thorough forensic examination of the disputed signatures appearing on the Affidavit and the Attendance Register.
- Compare the disputed signatures with known genuine specimen signatures. (which will be provided to the successful service provider).
- Produce a comprehensive, scientifically sound, and objective expert report detailing the findings and conclusions.
- Provide a formal expert opinion on the authenticity (or otherwise) of the disputed signatures.

3. SCOPE OF WORK

The appointed service provider shall perform the following tasks:

3.1 Examination and Analysis

- Receive and take custody of the original disputed documents (Affidavit and Attendance Register) and the known specimen signatures.
- Conduct a detailed forensic examination of the questioned signatures using recognised and accepted forensic document examination methodologies.
- Analyse general features including, but not limited to style, legibility, proportions, spacing, fluency, line quality, pen pressure, letter formations, and any other identifying characteristics.

3.2 Comparison

- Systematically compare the disputed signatures with the known genuine specimen signatures.
- Identify and document any similarities and/or dissimilarities between the signatures.
- Examine whether any alterations, tracing, simulations, inconsistencies, or other indicators affecting the authenticity of the signatures are present

3.3 Reporting

- Compile a detailed, comprehensive, and objective expert report.
- The expert report must clearly indicate the conclusion reached using an internationally recognised opinion scale or confidence level applied within forensic document examination practice.
- The report must be suitable for use in internal disciplinary legal and/or arbitration proceedings and must comply with the standards expected of expert evidence

4. DELIVERABLES AND TIMELINE

The service provider must deliver the following:

Deliverable	Description	Timeline
Forensic Examination and Analysis	Examination and comparison of the two (2) questioned signatures against the known specimen signatures using recognised forensic document examination methodology.	Within the agreed project period required to meet the final report deadline
Draft Expert Report	Preparation and submission of draft report, including methodology, examination findings and preliminary opinion	Before finalisation of the report
Final Expert Report	Review and finalisation of the report including annexures, findings and expert opinion	Within 21 working days from receipt of all required documents and specimen signatures
Expert Attendance and Testimony (if required)	Preparation for and attendance at a disciplinary hearing or arbitration, including provision of expert evidence, if required by the Department.	As and when required

5. SUBMISSION REQUIREMENTS

Interested service providers must submit the following with their quotation:

- **Company Profile** – Where applicable, including details of the legal entity and relevant registration documentation.
- **Expert CV** – A signed, detailed CV of the proposed Expert, indicating relevant qualifications, formal forensic document examination training, professional membership (where applicable), relevant experience and similar assignments undertaken.
- **Qualifications and Professional Membership** –
 - Certified copies of relevant qualifications;
 - Evidence of formal training in forensic document/questioned document examination; and
 - Certified proof of membership of a recognised professional body, where applicable.
- **Evidence of Relevant Experience** – A list of similar forensic handwriting/document examination assignments completed, indicating:
 - Client name;
 - Nature of assignment; and
 - Year completed.

- **Contactable References** – Reference letters relating to assignments listed under the relevant experience criterion. Reference letters must meet the requirements specified in the evaluation criteria.
- **Methodology and Approach** – A technical proposal describing the proposed approach to the forensic examination, including:
 - Examination methodology;
 - Equipment/technology, where applicable;
 - Turnaround time;
 - Quality assurance; and
 - Confidentiality and document security.
- **Evidence of Expert Report Writing** – One sample of a report authored or co-authored by the proposed Expert, demonstrating relevant technical/report-writing capability.
- **Quotation/Pricing** – A completed and signed **SBD 3.3 – Professional Services** pricing schedule. The pricing schedule must provide:
 - A **fixed fee for the core services**, comprising forensic examination and analysis, the Draft Expert Report and Final Expert Report; and
 - Separate pricing for **as and when required services**, including expert attendance/testimony and travel and related costs, if required.

NB: Submission of the completed and signed SBD 3.3 is compulsory for price evaluation.

6. SUPPLY CHAIN MANAGEMENT EVALUATION PROCESS

The SCM evaluation process will be carried out in 3 stages:

- Stage 1: Administrative Evaluation
- Stage 2: Functionality Evaluation
- Stage 3: Price and Preferential Points Evaluation

6.1 Stage 1: Administrative Compliance evaluation/stage

Bidders must submit:

- Tax Compliance Status PIN issued by SARS.
- Completed and signed applicable SBD forms.
- Proof of Central Supplier Database (CSD) registration

6.2 Stage 2: Functional Criteria

A functional evaluation approach will be applied to ensure that only suitably qualified and experienced service providers who meet a minimum threshold of 70% proceed to price and preference evaluation.

EVALUATION CRITERIA

Quotations will be evaluated on the following basis:

Criteria	Weights (%)
Relevant Experience	10%

References	15%
Qualification of an Expert	30%
Methodology & Approach	25%
Sample Reports	20%
TOTAL	100%

CRITERIA SCORING MATRIX

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier	Weight (%)	Scoring Scale (0–5)															
1	Expert Experience	The Expert must demonstrate proven experience in forensic handwriting and signature examinations.	- List of similar forensic handwriting / document examination assignments indicating: - Client; - Nature of assignment; - Year completed.	10%	<table><tr><th>Experience in Similar Assignments</th><th>Score</th></tr><tr><td>5 or more similar assignments completed</td><td>5</td></tr><tr><td>4 similar assignments completed</td><td>4</td></tr><tr><td>3 similar assignments completed</td><td>3</td></tr><tr><td>2 similar assignments completed</td><td>2</td></tr><tr><td>1 similar assignment completed</td><td>1</td></tr><tr><td>No evidence submitted</td><td>0</td></tr></table>		Experience in Similar Assignments	Score	5 or more similar assignments completed	5	4 similar assignments completed	4	3 similar assignments completed	3	2 similar assignments completed	2	1 similar assignment completed	1	No evidence submitted	0
Experience in Similar Assignments	Score																			
5 or more similar assignments completed	5																			
4 similar assignments completed	4																			
3 similar assignments completed	3																			
2 similar assignments completed	2																			
1 similar assignment completed	1																			
No evidence submitted	0																			
2	References	Contactable references for similar assignments completed within the last ten (10) years	Submit reference letters from clients for assignments listed under Criterion 1. The letters must: - Be on the client's letterhead. - Be signed and dated. - Include client contact details. - State the scope of work. - Confirm satisfactory performance.	15%	<table><tr><th>Reference letters submitted</th><th>Score</th></tr><tr><td>3 or more fully compliant reference letters</td><td>5</td></tr><tr><td>2 fully compliant reference letters</td><td>4</td></tr><tr><td>1 fully compliant reference letter.</td><td>3</td></tr><tr><td>Reference letter(s) submitted but each missing one or two of the above requirements</td><td>2</td></tr><tr><td>Reference letter(s) submitted but each missing three or more of the above requirements</td><td>1</td></tr><tr><td>No reference letters submitted</td><td>0</td></tr></table>		Reference letters submitted	Score	3 or more fully compliant reference letters	5	2 fully compliant reference letters	4	1 fully compliant reference letter.	3	Reference letter(s) submitted but each missing one or two of the above requirements	2	Reference letter(s) submitted but each missing three or more of the above requirements	1	No reference letters submitted	0
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1 fully compliant reference letter.	3																			
Reference letter(s) submitted but each missing one or two of the above requirements	2																			
Reference letter(s) submitted but each missing three or more of the above requirements	1																			
No reference letters submitted	0																			
3	Qualification of an Expert	The Expert must demonstrate formal training in forensic document examination, questioned document examination, or a related forensic science discipline. Preference will be given to membership of a recognised professional body.	The expert must submit: - Certified copies of relevant qualification(s); - Evidence of formal training in forensic document/questioned document examination; - Certified proof of professional membership, where applicable;	30%	<table><tr><th>Key Personnel</th><th>Score</th></tr><tr><td>Formal forensic document examination training, relevant qualification and membership of a recognised forensic professional body</td><td>5</td></tr><tr><td>Formal forensic document examination training and relevant qualification</td><td>4</td></tr></table>		Key Personnel	Score	Formal forensic document examination training, relevant qualification and membership of a recognised forensic professional body	5	Formal forensic document examination training and relevant qualification	4								
Key Personnel	Score																			
Formal forensic document examination training, relevant qualification and membership of a recognised forensic professional body	5																			
Formal forensic document examination training and relevant qualification	4																			

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier	Weight (%)	Scoring Scale (0–5)	
			and Signed detailed CV indicating qualifications, formal training, professional membership and relevant experience.		Formal forensic document examination training with a relevant qualification in a related forensic science discipline	3
					Relevant qualification but no evidence of formal forensic document examination training	2
					Qualification submitted but not relevant to the required field.	1
					No evidence submitted	0
4	Methodology and Approach	A brief description of the proposed approach and methodology to be used in examining the disputed signatures.	A technical proposal covering the following elements: - Examination methodology. - Equipment/technology (where applicable). - Turnaround time. - Quality assurance. - Confidentiality and document security.	25%	Proposal assessment	Score
					Addresses all five (5) required elements and provides a clear, detailed and practical approach to the forensic examination, including document analysis, quality assurance and document security.	5
					Addresses four (4) required elements and demonstrate a sound and practical approach to the forensic investigation.	4
					Addresses three (3) required elements and demonstrate adequate understanding of the assignment.	3
					Addresses two (2) required element and lacks sufficient detail or practical application	2
					Addresses only one (1) required element and poorly aligned to the Terms of Reference (ToR).	1
					No methodology submitted	0
5	Evidence of Expert Report Writing	The expert must demonstrate technical writing capability.	The Expert must submit one (1) sample of work authored or co-authored by the Expert. The sample should demonstrate where applicable: - Forensic examination methodology, - Analysis, - Findings, and	20%	Description	Score
					Report demonstrates authorship, recognised forensic examination methodology, expert opinion and is suitable for legal/disciplinary proceedings.	5
					Report demonstrates authorship and recognised forensic	4

No.	Area of Assessment	Requirement	Evidence to be Submitted by Supplier	Weight (%)	Scoring Scale (0–5)	
			Expert opinion suitable for legal, disciplinary or arbitration proceedings:		methodology.	
					Report demonstrates technical forensic report writing relevant to document examination.	3
					Report demonstrates report writing but has limited relevance.	2
					Report submitted but not relevant or authorship not demonstrated	1
					No sample submitted	0
NB: Bidders must meet a minimum threshold of 70 points to proceed to Stage 3 Evaluation.						

NB: Only bidders that meet the minimum threshold of 70% shall be evaluated for price.

6.3 Stage 3: Price and Preference Points Evaluation (80/20)

In line with the PPPFA requirements, this bid will be evaluated in accordance with the 80/20 preferential points scoring system as follows.

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

- **Price Evaluation (80 points)**

The Expert must note the following important information and instructions when submitting financial proposal:

- a) The Expert is required to complete the attached **SBD 3.3: Pricing Schedule** for Professional Services. This is **mandatory** for price evaluation.
- b) The Expert must note the following when completing the template:
 - All bid prices must be submitted in South African Rand (ZAR) only.
 - The bidder must provide a **Total Price** for the complete delivery of the assignment as specified in the Terms of Reference.
 - The Total Bid Price (VAT inclusive, where applicable) will be regarded as the bidder's financial offer and **will be the amount used for evaluation** under the Price and Preference Point System.
 - The Total Bid Price must include all costs necessary to complete the assignment, including professional fees and administrative costs required for successful delivery.

- **Claiming of Preferential Points (20)**

The table below depicts the points allocation system. A **completed SBD 6.1 and a valid B-BBEE Certificate or Sworn Affidavit** must be attached as proof to claim points.

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4

8	1	2
Non-compliant contributor	0	0

Failure to submit a complete SBD 6.1 and the required supporting documentation will result in no preference points being allocated, and the bid will be evaluated for price only.

7. SPECIAL CONDITIONS

- If the bidder replaces any key personnel during the contract period, such replacement personnel must possess qualifications and experience that are equivalent to or exceed those of the individual being replaced. Any such replacement shall be subject to prior consultation with, and approval by, the Department.
- Travel costs must be based on Automobile Association (AA) rates, and accommodation will be limited to three-star establishments or equivalent.
- When invoicing the Department, the bidder must indicate the cost of services and VAT as separate line items.

8. SUBMISSION INSTRUCTIONS

Responses to this invitation MUST be submitted via email to: purchasing@health.gov.za

NB: Submissions sent to any other email address, including the sender's personal email, will not be accepted and may be disqualified without further notice.

SUBMISSION DUE DATE AND TIME: 02 September 2026 @ 11h00am

NB: Late submissions will not be considered.

9. APPLICABILITY OF THE GENERAL CONDITION OF CONTRACT (GCC)

The appointment of the successful service provider will be subject to the General Conditions of Contract (GCC) for government procurement, as issued by National Treasury. All bidders are deemed to have read and understood these conditions. By submitting a quotation, suppliers acknowledge that the GCC will form part of the contract between themselves and the Department of Health.

The GCC is available on the National Treasury website and may be provided on request.

For any queries or clarifications, please respond directly to the sender of this RFQ using the email address from which you received it.

10. ENQUIRIES

All enquiries related to this bid must be directed at the email address of the sender of this invitation.

11. DISCLAIMER

The NDoH is not bound to accept the lowest or any proposal and reserves the right to cancel or re-advertise this RFQ at any stage.

12. ETHICAL REQUIREMENTS

- All information provided by the Department to the service provider must be treated as strictly confidential and used solely for the purpose of this engagement.
- The service provider must adhere to the highest ethical and professional standards.

SBD 3.3
PRICING SCHEDULE
(Professional Services)
APPOINTMENT OF A FORENSIC HANDWRITING EXPERT / DOCUMENT EXAMINER TO
PROVIDE AN EXPERT OPINION ON DISPUTED SIGNATURES

NAME OF BIDDER:
BID NO.: DOH 333/2026-2027
CLOSING TIME: <u>11:00 AM</u> CLOSING DATE: <u>02 SEPTEMBER 2026</u>

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE.

1. BASIS OF PRICING AND PAYMENT

This assignment will be remunerated on a deliverable/output basis and not on the basis of time spent. Bidders must therefore provide fixed, all-inclusive prices for the core deliverables in Section 5.

2. TOTAL PRICE

Bidders are required to indicate a fixed price based on the total of the deliverable prices quoted in Section 5, inclusive of all expenses and all applicable taxes for the full duration of the assignment.

TOTAL BID PRICE FOR CORE DELIVERABLES (VAT INCLUDED)	R
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NB: Authorised optional/contingent services must be excluded from the Total Bid Price.

3. PROPOSED EXPERT

This request is for the appointment of ONE (1) individual Expert only.

NAME OF THE PROPOSED EXPERT	
ID NUMBER / PROFESSIONAL REGISTRATION NUMBER	

4. OPTIONAL SERVICES - AS AND WHEN REQUIRED

The following services are optional/contingent and will only be payable where specifically authorised by the Department. They do not form part of the Total Bid Price for the core deliverables.

Description of Service	Unit	Quantity	Fixed Unit Price (ZAR, excl. VAT)
Expert Attendance and Testimony	Per day	1	R
Travel and subsistence	As per applicable rates specified in the Special Conditions of the ToR	1	R

5. PRICING PER DELIVERABLE (BINDING BASIS OF PAYMENT)

Bidders must quote a fixed, all-inclusive price for each deliverable listed below, in accordance with the Terms of Reference. Payment will be made only upon satisfactory completion and written acceptance of each deliverable. The sum of the prices below must equal the Total Bid Price quoted in Section 2.

Description of Service	Unit	Quantity	Total Price (ZAR, excl. VAT)
Forensic Examination and Analysis	Fixed fee	1	R
Draft Expert Report	Fixed fee	1	R
Final Expert Report	Fixed fee	1	R
Total Fixed Fee for Core Services (Items 1–3)			R
VAT			R
Total Bid Price			R

*** “All applicable taxes” includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.*

6. GENERAL

6.1 Period required for commencement with the project after acceptance of bid:
.....

6.2 The prices quoted for the core deliverables in Section 5 shall remain firm for the full period of the contract.

Authorised by:

Name and Surname:	
Designation:	
Signature:	
Date:	

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 bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or
- b) ~~Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).~~

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 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

$$P_S = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 **or** **90/10**

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	☐	NO	☐
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- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2022:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....