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REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUPPLY CHAIN MANAGEMENT SUPPORT SERVICES TO THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (NHBRC) FOR THE PERIOD OF 12 MONTHS.

RFQ NO : NHBRC RFQ 12/07

CLOSING DATE AND TIME : 28 OCTOBER 2028



Council: Ms Noxolo Kiviet (Chairperson) / Prof Mandlakhe Radebe (Deputy Chairperson) / Ms Tamlyn Bouwer (Acting Chief Executive Officer) / Ms Nontuthuko Chiluvane / Mr Donavon Goliath / Ms Renaire Huntley / Ms Mandy Jayakody / Prof Sijekula Mbanga / Mr Lehlogonolo Masoga / Ms Siphindile Memela / Mr Kganki Matabane / Ms Zodwa Matiwane / Mr Khulile Nzo / Ms Lucia Ngcobo / Ms Morwesi Ramonyai-Thonga

www.nhbrc.org.za

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>National Home Builders Registration Council (NHBRC)</i>					
BID NUMBER:	NHBRC RFQ 12/07	CLOSING DATE:	28 OCTOBER 20226	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUPPLY CHAIN MANAGEMENT SUPPORT SERVICES TO THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (NHBRC) FOR THE PERIOD OF 12 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7) OR AGREEMENT OF FORM OF OFFER AND ACCEPTANCE.					

BID RESPONSE DOCUMENTS MAY BE EMAILED TO GODFREYK@NHBRC.ORG.ZA

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
2. TOTAL NUMBER OF ITEMS OFFERED		3. TOTAL BID PRICE	R
4. SIGNATURE OF BIDDER		5. DATE	
6. CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	National Home Builders Registration Council	CONTACT PERSON	Mr Kabelo Phalane
CONTACT PERSON	Dr Godfrey Khoza	TELEPHONE NUMBER	011 317 0448
TELEPHONE NUMBER	011 317 0115	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	kabelo@nhbrc.org.za
E-MAIL ADDRESS	Godfreyk@nhbrc.org		

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:		
1.1. QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE QUOTATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.		
1.2. ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED)		
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017		
2. TAX COMPLIANCE REQUIREMENTS		
2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
2.3. APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.		
2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.		
2.6. IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.		
2.7. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES	☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES	☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES	☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES	☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES	☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		
3.6.		

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

IMPORTANT NOTICE

Bidders should ensure that quotations are sent/submitted timeously in the emailed address provided below. If the bid is late, it will not be accepted for consideration.

Submission of responses to the RFQ must be emailed to

All quotations must be submitted on the official forms – (not to be re-typed)

TECHNICAL ENQUIRIES

Should you require any further information in this regard, please do not hesitate to contact:

Name: Mr Kabelo Phalane

Office Telephone No.: 011 317 0448

E-mail:kabelo@nhbrc.org.za

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUPPLY CHAIN MANAGEMENT SUPPORT SERVICES TO THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (NHBRC) FOR THE PERIOD OF 12 MONTHS.

1. INTRODUCTION

The National Home Builders Registration Council (NHBRC) is a regulatory body established in terms of the Housing Consumers Protection Measures Act to protect the interests of housing consumers and promote quality in the home building industry.

To strengthen procurement governance, improve procurement turnaround times, enhance compliance with legislative requirements, and address operational capacity constraints, NHBRC intends to appoint a suitably qualified and experienced service provider to provide Supply Chain Management (SCM) support services on an as-and-when-required basis.

The successful service provider shall provide professional SCM advisory and operational support in Demand Management, Acquisition Management, Bid Administration, Compliance Monitoring, and Capacity Building.

2. PURPOSE OF THE APPOINTMENT

The purpose of this appointment is to procure the services of an experienced SCM service provider to support NHBRC in:

- Demand Research and advisory
- Acquisition Management (only approved Tenders).
- SCM Governance and Compliance.
- Bid Committee Administration.
- Procurement methodology.
- Contracting and develop performance KPI
- Capacity Building and Skills Transfer.

The appointed service provider will work closely with NHBRC SCM officials to ensure effective, compliant, transparent, and efficient procurement processes.

3. OBJECTIVES

The objectives of the appointment are to:

- Ensure compliance with applicable SCM legislation and NHBRC policies.
- Improve procurement planning and demand management practices.
- Provide expert support with complex procurement projects.
- Enhance governance and oversight in procurement processes.
- Support the management tender processes.
- Strengthen procurement capacity through skills transfer and mentorship.
- Improve audit outcomes relating to SCM processes.
- Assist NHBRC in achieving procurement objectives within prescribed turnaround times.

4. SCOPE OF WORK

The successful service provider shall provide support in the following areas:

4.1 Demand Management

The service provider shall:

4.1.1 Procurement Planning

- Monitor implementation of procurement plans.
- Identify procurement risks and mitigation measures.
- Perform market analysis and advice on price ranges.
- Develop procurement strategies for strategic sourcing initiatives.

4.1.2 Strategic Procurement Support

- Provide advice on procurement methodologies and sourcing strategies.
- Advise on the design and utilisation of panels of service providers.
- Advise on the establishment of term contracts and framework agreements.
- Support procurement project planning and implementation.

4.1.3 Specification Development

- Assist business units with drafting specifications and Terms of Reference (TORs).
- Ensure specifications are measurable, objective, and compliant.
- Provide technical guidance to the Bid Specification Committee (BSC).

4.2 Acquisition Management

The service provider shall provide end-to-end support for Tender processes.

4.2.1 Tender Administration

The service provider shall:

- Assist with the development of tender strategies.
- Draft bid documentation and tender packs.
- Develop evaluation methodologies and criteria.
- Facilitate briefing sessions where required.
- Manage bid administration activities.

4.2.2 Bid Specification Committee (BSC) Support

The service provider shall:

- Provide input on the draft of TOR.
- Advise committee members on SCM compliance requirements.
- Ensure specifications align with NHBRC procurement objectives.

4.2.3 Bid Evaluation Committee (BEC) Support

The service provider shall:

- Verify compliance and responsiveness of bids.
- Facilitate technical and functionality evaluations.
- Advice on matters of complexity on tender documents.
- Compile evaluation reports and recommendations.

4.2.4 Negotiations and Contracting

The service provider shall:

- Facilitate negotiations with shortlisted or preferred bidders.
- Assist in finalising contractual terms.
- Support contract award processes.
- Ensure compliance with procurement regulations and delegated authority requirements.

4.3 Governance, Risk and Compliance

The service provider shall provide independent oversight and support to ensure compliance with applicable legislation and internal governance requirements.

Functions include:

- Compliance reviews of procurement processes.
- Monitoring adherence to SCM policies and procedures.
- Identification of procurement risks.
- Development of corrective action plans.
- Continuous improvement of SCM controls.
- Assistance with audit readiness and audit response processes.
- Advice on prior audit findings
- Support during internal and external audits (if necessary)

The service provider shall ensure compliance with:

- Public Finance Management Act (PFMA).
- Preferential Procurement Policy Framework Act (PPPFA) and Regulations.
- National Treasury Instructions and Practice Notes.
- Broad-Based Black Economic Empowerment Act.

- NHBRC SCM Policies and Procedures.
- Any other applicable legislation and regulatory requirements.

4.4 Supplier Management

The service provider shall assist with design of the following:

- Supplier performance management.
- Supplier monitoring and reporting.
- Contract performance reviews.
- Supplier development initiatives.
- Enterprise and Supplier Development (ESD) initiatives where applicable.

4.5 Capacity Building and Skills Transfer

The service provider shall:

- Work closely with NHBRC SCM officials.
- Transfer procurement knowledge and best practices.
- Provide coaching and mentoring.
- Improve internal procurement capability.
- Promote sustainability of SCM operations.

4.6 SCM Operational Support

The service provider may be required to second suitably qualified resources to support NHBRC SCM operations on an as-and-when-required basis.

Such resources may include:

- SCM Specialists.
- Procurement Officers.
- Contract Management Specialists.
- Compliance Specialists.

- Bid Administration Specialists.

5. DELIVERABLES

The successful service provider shall deliver:

- Procurement plans and monitoring reports.
- Demand management reports.
- Tender documentation.
- BSC and BEC packs and minutes.
- Evaluation and adjudication reports.
- Compliance reports.
- Procurement performance reports.
- Market analysis reports.
- Audit support documentation.
- Skills transfer and mentorship reports.

6. PROFESSIONAL ETHICS AND CONFIDENTIALITY

The service provider shall:

- Act honestly, fairly, and professionally.
- Maintain the highest standards of integrity and independence.
- Avoid conflicts of interest.
- Comply with all applicable laws and regulations.
- Preserve the confidentiality of NHBRC information.

All resources assigned to NHBRC shall:

- Sign Declarations of Interest.
- **Sign Confidentiality and Non-Disclosure Agreements (NDAs).**

- Declare any actual or potential conflicts of interest.

7. MINIMUM REQUIREMENTS

The service provider shall demonstrate:

Company Experience

- Minimum five (5) years' experience in public sector SCM advisory and support services.
- Proven experience supporting PFMA entities (state-owned entities, regulators, constitutional institutions, or government departments).
- Demonstrated experience in tender administration.
- Proven track record in procurement compliance and governance support.

Key Personnel

Proposed resources must possess:

- A relevant qualification in Supply Chain Management, Procurement, Commerce, Law, Public Administration, or related field.
- Extensive knowledge of:
 - PFMA
 - PPPFA and Regulations
 - Treasury Instructions
 - Public Sector Procurement Frameworks
- Experience serving BSC and BEC structures.
- Experience in resolving audit queries.
- Strong project management skills.
- Excellent communication and stakeholder management skills.

Detailed CVs must be submitted for all proposed resources.

8. CONTRACT PERIOD

The appointment shall be for a period of 12 months on an as-and-when-required basis, subject to annual performance reviews and budget availability.

9. PERFORMANCE INDICATORS

The service provider shall be measured against:

- Procurement turnaround times.
- Compliance levels achieved.
- Audit findings reduction.
- Procurement plan implementation.
- Timely submission of reports.
- Quality of procurement documentation.
- Skills transfer outcomes.
- Stakeholder satisfaction.

10. REPORTING

The successful service provider shall report to the NHBRC Manager: Supply Chain Management or delegated official.

11. EVALUATION CRITERIA

Functional Evaluation

Bidders will be evaluated based on their experience, references, and the qualifications and experience of proposed resources. The minimum qualifying score for functionality is **70 points out of 100**.

Item No.	Evaluation Criteria	Description	Points
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1	Bidder Experience	Experience in providing SCM support services to public sector institutions, regulators, state-owned entities, or government departments.	30
2	Client References	Contactable references for the successful provision of SCM support services.	30
3	Proposed SCM Resources	Qualifications, experience and competency of proposed SCM personnel.	40
	TOTAL		100

1. BIDDER EXPERIENCE (30 POINTS)

The bidder must demonstrate relevant experience in providing the following SCM support services:

1. Demand Management and Procurement Planning.
2. Acquisition Management, including Tender Administration.
3. SCM Compliance, Governance and Audit Support.
4. Bid Committee Support (BSC and BEC).
5. Contract Management and Procurement Advisory Services.

Evidence Required

The bidder must submit:

- Company Profile.
- Detailed project experience indicating SCM services rendered.
- Appointment letters, contracts, purchase orders, or completion certificates.
- Description of public sector, SOE, regulatory authority, or government clients served.

Scoring Allocation

Public Sector SCM Support Experience (10 Points)

Experience	Points
Less than 1 year	0
1-2 years	4
3-4 years	7
5 years or more	10

Acquisition Management Experience (RFQ and Tender Administration) (10 Points)

Experience	Points
Less than 1 year	0
1-2 years	4
3-4 years	7
5 years or more	10

SCM Compliance and Governance Experience (10 Points)

Experience	Points
Less than 1 year	0
1-2 years	4
3-4 years	7
5 years or more	10

Total: 30 Points

2. CLIENT REFERENCES (30 POINTS)

The bidder must provide positive, written, and contactable reference letters confirming the successful provision of SCM support services.

Reference letters must include:

- Client organisation name.
- Official letterhead.
- Contact person and contact details.
- Description of SCM services rendered.
- Contract commencement date.
- Contract completion date or confirmation that the project is ongoing.
- Date of issue of the reference letter (2021 to date).
- Signature of a duly authorised representative.

Scoring Allocation

SCM Support Services References (15 Points)

Criteria	Points
1 valid reference	5
2 valid references	10
3 or more valid references	15

Public Sector / SOE SCM References (15 Points)

Criteria	Points
1 valid reference	5
2 valid references	10
3 or more valid references	15

Total: 30 Points

NB: NHBRC reserves the right to verify all references submitted.

3. PROPOSED SCM RESOURCES (40 POINTS)

The bidder must provide suitably qualified and experienced SCM resources to perform the required services.

The proposed team should include, at a minimum:

- SCM Specialist
- Procurement Practitioner.
- SCM Compliance / Governance Specialist.

For each proposed resource, bidders must submit:

- Detailed Curriculum Vitae (CV).
- Certified qualifications.
- Professional memberships (where applicable).
- Evidence of relevant public sector SCM experience.

Scoring Allocation

Number of Proposed Resources Meeting All Requirements	Points
0 - 1	0
2	10
3	20
4	30
5 or more	40

Minimum Competency Requirements

Proposed resources must demonstrate:

- Knowledge of the PFMA, PPPFA and National Treasury Prescripts.

- Experience in Demand Management.
- Experience in Acquisition Management.
- Experience supporting BSC, BEC and BAC committees.
- SCM Governance and Compliance experience.
- Experience dealing with Internal and External Auditors.
- Ability to provide procurement advisory and support services.

Total: 40 Points

FUNCTIONALITY THRESHOLD

Description	Score
Total Available Points	100
Minimum Qualifying Score	70

Only bidders achieving a minimum score of **70 points** for functionality shall proceed to the Price and Preference Point evaluation stage in accordance with the NHBRC SCM Policy and the Preferential Procurement Regulations.

SBD 6.1 PREFERENCE SCHEDULE

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor's letter confirming the disability**

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

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

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

4.1 POINTS AWARDED FOR PRICE

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

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

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

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 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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Women owned companies	12		
II. Youth owned companies	6		
III. People living with disabilities owned companies	2		

The following formula will be applied to calculate the number of points for preference points:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership Preference Points

NOP= The maximum number of points awarded for Preference Points

EP = The percentage of equity ownership

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 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:

BIDDER'S DISCLOSURE (SBD4)

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

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.

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

2.2.1 If so, furnish particulars:

.....
.....

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 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

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.

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 quotations and contracts, quotations 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

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES

1

2

DATE:

NAME OF FIRM

DATE

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: