



OUR REF RFQ 201462
ENQUIRIES Hleketa Hlongwane
TELEPHONE 012 428 6238
DATE 14 August 2024

RFQ 201462 MEDIA MONITORING AND ANALYSIS FOR A PERIOD OF THREE YEARS

Dear Bidder

The South African Bureau of Standards (SABS) hereby invites you to submit a quotation for media monitoring and analysis for a period of three years. The details of the service to be provided is in the attached Request for Quote, **RFQ 201462**.

Please note the following:

- Scope of services specified on page 3-4
- Closing date specified on page 3
- SABS Procurement terms and conditions (accessed on the sabs website)
- **Bidder must submit the following documents with the quotation:**
 - Treasury Central Supplier Database (CSD) registration report
 - A valid certified copy of BBBEE certificate/Sworn Affidavit and Registered Doctor's note, medical certificate and/or medical report as evidence of the disability (Specific Goal point claim)
 - SBD 4 Bidder's Disclosure
 - SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022
 - Non-disclosure agreement

SOUTH AFRICAN BUREAU OF STANDARDS – Established in terms of Section 2 of the Standards Act, 1945, as amended

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1. Background

The SABS is a statutory body established in term of Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to:

- develop, promote and maintain South African National Standards;
- promote quality in connection with commodities; and
- render conformity assessment services and matters connected therewith.

2. Request for Quotation (RFQ)

This RFQ serves as an invitation to submit a quotation for **MEDIA MONITORING AND ANALYSIS FOR A PERIOD OF THREE YEARS** subject to the SABS Standard Terms and Conditions, of which a copy is available on www.sabs.co.za, accessible through the link: https://www.sabs.co.za/Procurement/proc_toc.asp

The Bidder is requested to supply its quotation, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in this document.

By submitting a quotation in response to this RFQ or participating in this RFQ process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFQ document.

3. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of RFQ process are and will be covered by the non-disclosure agreement to be signed between the SABS and the Bidder.

4. No Contract

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. The SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the SABS and the Bidder, and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFQ.

5. No Obligation to Proceed

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFQ process

6. Validity of Proposals

The Bidder's quotation shall remain valid for a period of one hundred and twenty (120) days from the closing date. The SABS may at any time prior to the expiry of the bid validity period, extend the above validity period by sixty (60) days by written notice to the Bidders. In that event, the SABS will not require any consent from the Bidders, and bidders will not be required or permitted to amend any of their quotations.

The SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their quotations, prior to expiry thereof, if it has already invoked the extension referred to above and it is in the SABS' interest to further extend the bid validity period. Such request shall be in writing. The Bidder is not obliged to extend the validity period. Also, bidders will not be required or permitted to amend any of their quotations.

7. Timelines

MILESTONES	DATE AND E-MAIL ADDRESS
Compulsory briefing session	N/A
Closing Date and Time No late submissions will be accepted.	26 August 2024 at 11:00 am
Method of submission.	Responses should be submitted via email Prince.hlongwane@sabs.co.za and procurement.request@sabs.co.za Maximum size 14 MB, Proposals/ Bids must be submitted on PDF Files (compressed zipped folder if necessary), Proposals/Bids submitted via a link and/or "we transfer" will not be accepted <i>It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.</i> It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.

8. Mandatory Requirements

Please note the following:

- Incomplete questionnaires will result in a disqualification
- Only yes and no answers are accepted
- If you are unable to provide a service which has been specified, it may result in a disqualification

		Yes	NO
1	Is your company able to provide media monitoring on a daily basis		
2	Do you have restrictions on the number or type of media you can monitor		
3	Does your monitoring include community radio stations		

4	Does your monitoring include community press		
5	Does your monitoring include the parliamentary monitor and government gazette		
6	Does your monitoring include online publications		
7	Does your monitoring include social media (facebook, twitter, Linked In, Tumblr, wikipedia, Instagram, you tube, reddit, blogs, Hello Peter)		
8	Do you have any restrictions on the number of keywords you can search for		
9	Will you provide a report by the first Friday of the month, for the preceding month		
10	Are you able to provide clippings in your analysis report		
11	Do you have a separate monitoring and analysis team (are the functions separated)		
12	Does your monitoring include social media (facebook, twitter, Linked In, Tumblr, wikipedia, Instagram, you tube, reddit, blogs, Hello Peter)		
13	Is your monitoring hosted on a web platform		
14	Does your company own the web platform		
15	On the web platform – can you access the clippings in all of the three formats (jpg, txt and pdf)		
16	Is your web platform accessible via smartphones		
17	Will you be able to brand the platform/web portal with SABS branding		
18	Do you provide sound clips for radio mentions		
19	Do you provide video clips for tv mentions		
20	Does your quotation include the cost of radio clips		
21	Does your quotation include the cost of TV clips		
22	Do you have restrictions on the number of people receiving email alerts		
23	Is there a person that will moderate/curate the media mentions Before the email alerts are sent		
24	Is there a dedicated project manager for SABS		
25	Are you subcontracting any part of this contract		
26	Does your company do media monitoring?		
27	Does your company do media analysis?		

9. Preference Points System (PRICING AND SPECIFIC GOAL)

Bidders who meet the mandatory requirements will be evaluated further on 80/20 preference points system of 2022. (PRICING AND SPECIFIC GOAL)

10. SCOPE OF WORK: MEDIA MONITORING AND ANALYSIS FOR A PERIOD OF THREE YEARS.

This scope of work sets out the specifications and requirements for the service of media monitoring and analysis, for a period of 3 years.

1.1 Introduction

The bidder needs to be flexible and to advise on the best use of the monitoring and analysis tools (including reports) that will assist in **understanding** the media landscape, the **type** of content being reported and enabling the positive reputation management of SABS.

All bidders need to ensure that the relevant licences are obtained so that the SABS can use media clips internally (not for use on external platforms). Bidders need to ensure that the broadcast clips do not incur additional costs and that the clips (radio, television and online) are free to access by the SABS.

1.2 Media to be searched:

The following list is not exhaustive:

- Print media (including community press, journals, newsletters [daily, weekly and monthly] publications)
- Online versions of print and broadcast media
- Online media, including 'news' social media
- All SABS owned channels to be included such as the website, twitter, Facebook, LinkedIn, YouTube
- broadcast media that includes community radio
- Specialised media: parliamentary monitor and government gazette

1.3 Keyword Search

The quotation needs to be flexible to allow for keyword search refinement and suppliers are required to indicate pricing options (are we charged per word, per phrase or if there are any limitations?)

Suggested keyword search:

- South African Bureau of Standards
- SABS
- SABS Approved
- South African National Standard
- SANS
- Standards and standardisation
- Quality management
- ISO
- Local content
- Certificate of Compliance (COC)

1.4 Access and Distribution

It is required that bidders specify whether there are any restrictions to the number of users on the online portal, number of email recipients to receive alerts and whether any additional costs or fees will apply. The quote needs to cater for a **minimum of 30 users** for email distribution and online access. The following requirements need to be met:

- Media clips needs to be available on an online portal. The portal needs to be searchable by subject, reporter and date
- Articles and dashboards should be available on an online platform
- The online platform must be branded or reflect SABS branding
- Please indicate whether the online platform is accessible via smartphones
- Online access to the SABS portal for 30 people
- Email distribution for 30 people
- Email distribution at 6h00 and 14h00 will be required daily (headlines, media and a brief synopsis)
- The email list needs to include the articles in txt, jpg and pdf formats – to allow for easy access and options for reading and escalating
- Emails should contain links to find the article on the online platform
- Broadcast clips must be available as clips
- Summaries of social media must be included on email alerts

1.5 Analysis

The following requirements must be met:

- Monthly and quarterly reports
- Indicate the methodology used for analysis
- Present an analysis report relevant to the **public sector (one report)**. The report must be an actual report done for a public sector client
- Monthly reports should be presented by the first Friday of the next month, indicating the type and volume of coverage, trends in the media, topics of interest and recommendations
- Reports need to be visually driven with dashboards and include actual clippings
- Analysis reports must include an executive summary, a categorisation of analysis to business (per division), an indication of tone of coverage and the trends that emerged for the month, recommendations
- It may be required that the bidder present the reports to a SABS team monthly, and it is a requirement that the bidder specify the core project manager

1.6 Project team and personnel

- A project team is required (please fill in the returnable schedule)
- CV's of the personnel is required. The project manager and analyst are required to have a minimum of a bachelor's degree in communications or related field with 5 years of experience in monitoring and analysis. The media monitor should have 5 years of experience in monitoring and have a minimum of a certification qualification in Media or information technology. It is required that it be indicated if the person is employed by your company or outsourced
- Indicate the account management process
- Indicate the process for managing technical glitches

Returnable Schedule: Project team and Personnel				
	Project manager	Analyst	Media Monitor	Admin
SABS role	Manage account, present results, manage technical delivery, service account	Responsible for analysis and reports	Ensuring the monitoring is accurate, categorised correctly, searchable and that the database is correct	Handling requests, directing queries, invoice, and payment queries
Name of Person				
Years of experience				
Qualifications				
Is the person employed by your company?	Yes/no	Yes/no	Yes/no	Yes/no
Have you included their CV	Yes/no	Yes/no	Yes/no	Yes/no

1.7 Subcontracting and ownership of system/s

Bidders must indicate whether they are partnering with other suppliers or subcontracting any part of the work. Bidders need to indicate whether the system used is owned or licenced by them.

1.8 Format of your proposal

To help us evaluate your proposal, it is strongly recommended that the following format be adhered to. Please note that if the format is incorrect or missing any of the information required – it may lead to a disqualification.

Section	Criteria	Pg length
Introduction	Overview of your company: • Location of your company • How many employees do you have? • How long have you been in the business of monitoring and analysis • What other products and services does your business do? • What is your client base? • Do you have any professional affiliations or certification? Understanding the Scope: • What do you understand to be the scope of work? • How will your company manage to deliver? Business partners/outsourcing/resources: • Is your company able to manage the scope of work? • Will the monitoring be outsourced? Or the analysis? • Will you use existing employees or hire in resources? Limitations, exclusions and restrictions • Please state any limitations, exclusions and restrictions to delivering the scope of work over three years	1-3
Delivering the scope of work	• Outline the methodology used for analysis (how will you categorise the newsclips?) • Provide an overview of the number of media monitored in the categories provided in 2.4 • Describe the technology used to search, record and analyse clippings • Provide an indication of what the clippings/platform and reports will look like • Indicate the process for accessing actual broadcast clips for TV and Radio inserts	2-3
Required documents	• Proposal • A completed questionnaire (section 5) • A completed checklist (section 8) • An overview of personnel (section 4.6) • CV's of the personnel listed in section 4.6 • A statement about the monitoring and the analysis (section 4.7)	

	• A detailed pricing schedule/quotation (section 7) • SBD forms	
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1.9 Quotation/Pricing Schedule

It is required that your pricing schedule provide costs in each of these categories:

- Monitoring cost
- Analysis cost
- Cost per user for email alerts
- Cost per user for web access
- Costs for broadcast clips (radio and TV)
- Total costs

1.10 Compulsory Checklist

Please complete the following checklist:

		Yes	No
1.	Is your proposal in the required format		
2.	Are all the questions in the required format answered in your proposal		
3.	Did you indicate the methodology used for analysis		
4.	Did you indicate the limitations in delivering the scope of work		
5.	Did you include at least one sample of a monitoring and analysis report, which is from the public sector		
6.	Are brief CV's of the staff who will work on the SABS account included		
7.	Are the returnable documents included		
8.	Did you complete the questionnaire		
9.	Is your quotation detailed		

11. Contact information

All enquiries regarding this RFQ must be e-mailed/directed to Prince.hlongwane@sabs.co.za and **012 428 6238**. Bidders must not contact any other SABS' personnel regarding this RFQ, as it may lead to the Bidder's disqualification. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

12. Advance payment

The SABS will not make an upfront or advance payment to a successful Bidder. Payment will only be made in accordance to the delivery of service or goods that will be agreed upon by the SABS and the successful Bidder.

13. Responsibility for costs

Under no circumstances shall the SABS be responsible for any of the Bidder's costs associated with the preparation and/or submission of its quotation, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

14. Bidder's contractual terms

The SABS will not be bound by any legal or contractual terms as may be included in the Bidder's quotation, in response to this RFQ.

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 with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6
OF PFMA SCM INSTRUCTION 03 OF 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE
SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

NON DISCLOSURE AGREEMENT:

THIS AGREEMENT is made

BETWEEN

The South African Bureau of Standards (SABS), an Public Entity that continues to exist in terms of section 3 of the Standards Act 2008, whose principle place of business is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Supplier”) whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Supplier has received or may receive in future information relating to (RFQ 201462) for the MEDIA MONITORING AND ANALYSIS FOR A PERIOD OF THREE YEARS to South Africa to the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”.

In consideration of the Supplier to-which the South African Bureau of Standards or any person affiliated with it, including its subsidiary, agent, representative(s) or such related entity may provide Confidential Information in connection with such discussions and/or negotiations to. Therefore the parties wish to agree as follows:

1. The Supplier will maintain strictly secret and confidential all information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Supplier’s obligation to the South African Bureau of Standards.
2. The Supplier shall not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
4. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
5. This agreement shall not apply to information which:-
 - (a) the Supplier can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;

- (c) was disclosed to the Supplier by a third party who was under no obligation of confidence in respect thereof;
5. The South African Bureau of Standards retains ownership of Intellectual property rights on all material and processes relating to the service provided for and on its behalf by the supplier.
6. The Supplier shall observe its obligations under this agreement until expiry of a period of 12 months from the date of signature.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at..... on this.....day of2024

On behalf of the South African Bureau of Standards (signature) Prince Hlongwane

Witness 1.

Witness 2.

Signed at..... on this.....day of2024

Signed on behalf of the Supplier, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1.

Witness 2.

SBD 6.1

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

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

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

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80

SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to 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.)

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons historically disadvantaged on the basis of race	100% black ownership	10	
	75% - 99% black ownership	8	
	60% - 74% black ownership	6	
	51% - 59% black ownership	4	
	0% - 25% black ownership	2	
	0% black ownership	0	
Persons historically disadvantaged on the basis of gender	100% black women ownership	6	
	51% - 99% black women ownership	4	

	30% - 50% black women ownership	2	
	0% black women ownership	0	
Persons historically disadvantaged on the basis of disability	100% owned by persons living with disabilities	4	
	51% - 99% owned by persons living with disabilities	2	
	0% - 50% owned by persons living with disabilities	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	