



REQUEST FOR PROPOSAL

FOR THE PROVISION OF THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A REPUTATIONAL INDEX SURVEY

RFP NO:

**RFP/SB/072/CONDUCT-STAKEHOLDER-REPUTATIONAL-
INDEX/COMMS/2026-2027-RE-ISSUE**

NB: BIDDERS ARE REQUIRED TO SUBMIT BIDS ON TIME TO AVOID BEING LATE. OUR NEW OFFICE PARK HAS STRINGENT SECURITY MEASURES. EACH BIDDER WILL BE REQUIRED TO OBTAIN AN ACCESS CODE TO ENTER THE OFFICE PARK. TO RECEIVE THE ACCESS CODE PRIOR ARRANGEMENTS MUST BE MADE WITH EITHER BETTY MONYEKI ON 082 885 4270 OR CYNTHIA MOTAUNG ON 083 461 6534 TO OBTAIN THE ACCESS CODE FOR THE OFFICE PARK

1. INVITATION TO BID

1.1 Introduction

The South African Civil Aviation Authority (SACAA) is a Schedule 3A public entity in terms of the Public Finance Management Act ("PFMA"). It was established on the 1st of October 1998, following the enactment of the now repealed South African Civil Aviation Authority Act, 1998 (Act No.40 of 1998).

The Act provided for the establishment of a stand-alone authority charged with promoting, regulating, and enforcing civil aviation safety and security. It reflected the government's priorities and was in line with international trends in the aviation world, where more states are implementing this option.

The abovementioned Act was repealed by the Civil Aviation Act, 2009, (Act No.13 of 2009). The Act, provides for the establishment of a stand-alone authority mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry. The SACAA is an agency of the Department of Transport (DoT).

The above is to be achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering and adapting to the local context.

1.2 Background

The SACAA recognises reputation as an important strategic asset that influences stakeholder confidence, organisational legitimacy, trust, support, engagement and the achievement of its strategic objectives.

The organisation therefore intends to undertake a structured reputation survey to establish a reliable baseline of stakeholder perceptions and to generate actionable insights that can inform its communication, stakeholder engagement, service delivery and broader organisational strategy.

This study aims to execute a holistic Reputation Index Survey (RIS). Grounded in SACAA's public sector mandate of maintaining safety, security, environmental sustainability, transparency, and regulatory excellence, this comprehensive survey will inform a more robust stakeholder engagement, strategic communications, and service delivery strategy across the civil aviation sector.

2. INVITATION TO BID

SACAA hereby invites suitably qualified and experienced research service providers to submit quotations for the design, implementation, and reporting of a comprehensive Reputation Index Survey (RIS).

The service provider should provide an objective and evidence-based assessment of the SACAA's reputation among its key stakeholder groups to identify opportunities, risks and priority areas for reputation improvement. The survey findings will provide actionable recommendations for strengthening and protecting the organisation's reputation.

3. SCOPE OF WORK

- a. The service provider is expected to: Design, implement, and report on a comprehensive Reputation Index Survey (RIS) grounded in SACAA's public sector mandate.
- b. Measure SACAA's current reputation among key stakeholders and the general public.
- c. Establish statistically significant, representative, and inclusive sample sizes for each stakeholder group, complete with technical justification.
- d. Implement a mixed-methods approach utilizing online surveys, telephonic interviews, face-to-face interviews (where appropriate), and focus groups or in-depth interviews for qualitative insights.
- e. Execute response rate optimization strategies while ensuring full accessibility across all participant groups.
- f. Conduct quantitative analysis including descriptive statistics, comparative analysis across stakeholder groups, correlation and regression analysis (to isolate drivers of trust, satisfaction, dissatisfaction, reputation, and loyalty), index calculation, and benchmarking.
- g. Conduct qualitative thematic analysis on open-ended responses to capture contextual and nuanced insights.
- h. Develop an overall Reputation Index Score disaggregated by dimension and stakeholder group.

4. STAKEHOLDER GROUPS (TARGET AUDIENCE)

- a) Clients (Airlines and aviation operators, Airport management companies, Airports, pilots and air crew, Maintenance organisations, Training organisations)
- b) Industry bodies and associations
- c) Government departments and agencies (i.e. Department of Transport (DoT))
- d) Passengers / Travelers
- e) Internal Stakeholders: SACAA employees across all organisational levels.
- f) General Public: Measured where relevant for brand awareness and overall perception.
- g) Media

5. RESEARCH OVERVIEW

Grounded in international brand and reputation models, the research evaluates SACAA's reputation across core dimensions including safety, regulatory effectiveness, service quality, governance, innovation, citizenship, brand awareness, and client loyalty to deliver a clear, actionable Reputation Index Score.

Objective	Measure SACAA's current reputation among key stakeholders using validated international frameworks (e.g., RepTrak™, ISO 20671, CBBE) to improve client loyalty, enhance brand equity, and inform strategic communications, stakeholder engagement, and service delivery initiatives.
Target Groups	External Stakeholders: Airlines/aviation operators, airport management companies, airports, pilots/aircrew, maintenance organisations, training organisations, industry bodies, government departments/agencies, and travelers/passengers etc. Internal Stakeholders: SACAA employees across all levels. General Public: Measured where relevant for brand awareness and overall perception.
Sample	Define statistically significant, representative, and inclusive sample sizes for each stakeholder group, supported by full technical justification.
Methodology	A mixed-methods approach incorporating quantitative and qualitative tools, including online surveys, telephonic interviews, face-to-face interviews (where appropriate), and focus groups or in-depth interviews.
Field Period	Execution of data collection with regular interim progress updates, leading to the submission of an Inception Report , followed by draft/final reports and post-survey workshops.
Data Collection	The service provider will be responsible for executing the approved fieldwork methodology. Depending on the stakeholder group and research requirements, data collection may include: online surveys, telephonic interviews, face-to-face interviews (where appropriate), and focus groups or in-depth interviews. Other appropriate methodologies.
Data Analysis, Reporting & Presentation	The service provider must conduct appropriate statistical. Analysis. The service provider should recommend an appropriate reputation index or measurement framework and explain how it will be constructed. Deliverables include an Inception Report, Interim Updates, Draft & Final Reports (with SWOT analysis and recommendations), Presentation, Workshops etc
Privacy & Data Ownership	Strict compliance with the Protection of Personal Information Act (POPIA) Act 4 of 2013 for all participant data, ensuring all datasets are cleaned and fully anonymised. SACAA retains full ownership of all collected data and final deliverables.

6. DELIVERABLES

- a) Inception Report: Detailed project plan, methodology, survey instruments, and sampling framework.
- b) Interim Progress Reports: Regular progress updates on the data collection process.
- c) Draft Final Report: Comprehensive findings, analysis, and preliminary recommendations.
- d) Final Report: Includes executive summary, methodology, detailed findings by dimension and stakeholder group, Reputation Index Score & benchmarking, SWOT analysis (strengths, weaknesses, opportunities, threats), strategic recommendations, and data visualisations/infographics.
- e) Executive Presentation: Formal presentation of findings to SACAA Board, Executive Management and Management, Staff and relevant committees. These will be separate presentations.
- f) Workshop Facilitation: Facilitate action-planning workshops to co-develop initiatives based on survey outcomes.

7. DURATION OF CONTRACT

The study is expected to be completed and presented within five (5) months of the service provider's appointment.

8. EVALUATION CRITERIA

8.1. PHASE 1: SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS

Bids received will be verified for completeness and correctness. SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The set of proposal documents must be completed and submitted. (SACAA reserves the right to request information/additional documents if there are any missing from the bidder(s) submission).

Bidders are to ensure that they submit the following documentation / information with their bid.

Document	Comments	Compulsory requirement
Proof of registration on the Central Supplier Database (CSD) of the National Treasury	Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. Please indicate/supply the supplier number.	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes
SBD 6.1 (Preferential Procurement Point)	Completed and signed	Yes

8.2. PHASE 2: TECHNICAL / FUNCTIONAL REQUIREMENTS

Assessment of Technical / Functional evaluation of the bid will be done in terms of the criteria as stated on the table below.

Bidders should take note of the Criterion, Weighting and Scoring when responding to this bid.

TECHNICAL EVALUATION	Description	Points Min	Points Max
Company Experience and Capacity	The bidder must demonstrate previous experience in conducting stakeholder perception, relationship, or reputation surveys and research by providing signed and dated letters of reference on company letterhead, including the contact person and contact details (telephone number and email address). The references must confirm a track record for similar work done. (Verification of reference letters may be conducted). • Less than three (3) letters – 0 points • Three (3) to five (5) reference letters – 20 points • More than five (5) reference letters – 30 points	20	30
Technical Approach and Methodology	The bidder must submit a proposal outlining the technical approach, methodology, work plan, organisation, and staffing for the project. Suitability of the proposed approach for research, methodology for diverse stakeholder segmentation and engagement, and the detail of proposed outputs - 15 Points. Proposed work plan should be consistent with the technical approach and methodology - 10 Points. Organisation and Staffing: Provide the structure and composition of the suggested team - 5 Points.	20	30
Project Plan	The bidder must provide a detailed project plan to outline timelines for all activities, including stakeholder mapping, tool development for different segments, data collection, analysis, and reporting. Detailed project plan submitted - 10 Points. Detailed project plan submitted with clear stakeholder segment-specific timelines and milestones - 20 Points.	10	20

Project Resources	Demonstrate Capacity to execute the project by proposing the team resources (Attach CV's) Illustrate the capacity to undertake the project by providing CVs of the team to be assigned to the project, including their positions and experience. Provide a minimum list of three (3) team member names and CVs with capacity and experience to conduct this assignment – 10 Points	10	10
	Project Lead's experience in conducting stakeholder/perception surveys and research, including analysis and presentation. Submit Curriculum Vitae of the personnel to be assigned to this project (experience, qualification, and roles should be outlined). A minimum of 5 - 7 years' relevant experience for key personnel (project manager/researcher) - 5 Points More than 8 years' relevant experience for key personnel (project manager/researcher) – 10 Points.	5	10
Total Points for Technical Evaluation	Maximum Score: 100	65	100

Bidders who score 65 or more points out of 100 on “functionality” will be considered for the next evaluation phase. Any bidder scoring less than minimum 65 points will be disqualified and won't be considered further in the process.

8.2. PHASE 3: PRICE AND SPECIFIC GOALS EVALUATIONS

Bidders who comply with the requirements of this RFP will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

For this RFP 80 points will be allocated for Price and 20 points for Specific Goal.

This tender will be evaluated using the 80/20 preferential point system. The following PPPFA formula will be used to evaluate price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of the RFQ under consideration.

Pt = Rand value of RFQ under consideration.

Pmin = Rand value of lowest acceptable RFQ.

Only Bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this RFQ shall be awarded for:

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

The maximum points for this RFQ are allocated as follows:

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

POINTS AWARDED FOR A SPECIFIC GOAL

In terms of the Preferential Procurement Regulations 2022, points will be awarded for specific goals in accordance with the table below:

SPECIFIC GOALS (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

1. NON - COMPULSORY SITE VISIT TO THE NEW SACAA BUILDING

There will be no briefing session and any service provider that may seek further clarity can send their queries Ms. Ntombizodwa Duma at duman@caa.co.za to seek any clarity on the RFP document. All requests must be submitted via email.

9. SPECIAL CONDITIONS

The SACAA:

- a. reserves the right to withdraw this call for proposals at its own discretion at any time.
 - b. reserves the right not to accept any proposal.
 - c. reserves the right to ask any clarification questions to the Bidder
 - d. reserves the right to relax or condone any special conditions it has stipulated for purposes of this bid.
- Validity Period: All quoted prices must remain valid for a minimum of 90 days from the closing date.
 - Legislative Compliance: Strict adherence to the Protection of Personal Information Act (POPIA) Act 4 of 2013 is required for all participant data.

10. SUBMISSION OF BID DOCUMENT

Bidders must submit complete documentation ensuring all SCM mandatory compliance requirements (Phase 1) are satisfied alongside the full technical proposal (Phase 2). Budget and Cost Centre Code details are to be specified in the formal submission sections provided.

- Bidders are required to submit neat and well-bounded documents as SACAA will not be held responsible for any loss of documents whatsoever.
- Bid documents must be submitted in a sealed envelope and/or package clearly marked with the bid reference number and the company name as per the bid advertisement. The proposal MUST be physically submitted to SACAA Head Office before the closing date of 06 October 2026 at 11H00 AM
- The bid submission requires a three (3) envelope system as per Section 4 of the evaluation criteria:

Envelope 1: All mandatory documents on Phase 1.

Envelope 2: Technical proposal (1 original and copy)

Envelope 3: The pricing schedule shall be submitted on a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately (1 original and 1 copy). Bidders are required to provide a detailed price schedule breakdown.

11. RFQ documents shall be submitted in a sealed envelope and/or package clearly marked with the RFP reference number as per the bid advert, bidder company name and be deposited in the tender box situated at the foyer of the SACAA head office, address as follows:

Ikhaya Lokundiza, Byls Bridge Office Park,
Olievenhoutbosch Road,
Doringkloof,
Centurion,
0157

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SB/072/CONDUCT-STAKEHOLDER-REPUTATIONAL-INDEX/COMMS/2026-2027-RE-ISSUE	CLOSING DATE:	06 Oct 2026	CLOSING TIME:	11H00
DESCRIPTION	FOR THE PROVISION OF THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A REPUTATIONAL INDEX SURVEY				
BID RESPONSE DOCUMENTS MAY BE SUBMITTED TO BOX MARKED "BOX1" AT THE BELOW ADDRESS:					
<b style="color: red;">SOUTH AFRICAN CIVIL AVIATION AUTHORITY <b style="color: red;">Ikhaya Lokundiza, Byls Bridge Office Park, <b style="color: red;">Olievenhoutbosch Road, <b style="color: red;">Doringkloof, <b style="color: red;">Centurion, <b style="color: red;">0157					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Bishop Selelepoo	CONTACT PERSON	Bishop Selelepoo		
TELEPHONE NUMBER	011 545 1262	TELEPHONE NUMBER	011 545 1262		
FACSIMILE NUMBER	N/A	EMAIL ADDRESS	Selelepooob@caa.co.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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ 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]			
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 SUPPLIED FOR THE GOODS/ SERVICES/ WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
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 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 4

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 institution	State

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 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

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.

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

- (c) Price; and
- (d) 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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

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

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	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)
1	20	
2	18	
3	14	
4	12	
5	5	
6	6	
7	4	
8	2	
Non-Compliant contributor	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:	
	
	
	