



REQUEST FOR PROPOSAL: FULL PHYSICAL ASSETS VERIFICATION

Date of publication:	1 October 2025
Closing Date:	31 October 2025
Quotation Reference Number:	RRQ-FIN-01-07-2025

Quotation Description	Delivery Period	Price in ZAR
Physical Assets Verification – Refer to the Terms of Reference		

Budget holder review:

Name and Surname	Signature

General Conditions

- Quotations will be evaluated in line with the 80/20 system.
- 80 points will be allocated for the price, and 20 points will be allocated for Specific Goals.
- A maximum of 20 points may be claimed.

The Specific Goals for this RFP are as follows:

- 1) Address youth unemployment and empower youth-managed and owned businesses with a specific focus on unemployed graduates.
- 2) Empower the following historically disadvantaged persons:
 - a. Women
 - b. Persons Residing in Rural Areas

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL POINTS THAT MAY BE CLAIMED
Category of person historically disadvantaged	100% Youth or women ownership.	10 points
	75% Youth or women ownership.	8 points
	60% Youth or women ownership.	6 points
	51% Youth or women ownership.	3 points
	0-50% Youth or women ownership.	0 points
Evidence	ID and CSD report.	

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL POINTS THAT MAY BE CLAIMED
Creating Jobs or Absorbing New Job-Seekers	30 or more part-time new jobs created	10 points
	20 or more part-time new jobs created	8 points
	10 or more part-time new jobs created.	6 points
	5 or more part-time new jobs created	3 points
	Below 5 part-time new jobs created	0 points

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL POINTS THAT MAY BE CLAIMED
Evidence	Sworn Affidavit and Business Proposal with Organogram demonstrating the roles and job titles	

Bonus Points

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL POINTS THAT MAY BE CLAIMED
Empowering Local Businesses	Business registered in the Thabo Mofutsanyana District Municipality	5 points

- All bidders must be registered on the CSD.
- The quotations must be emailed to nel.o@malutivet.co.za
- Acceptance of the quotation will be subjected to the college supply chain management policy.
- All suppliers are required to fill in the declaration of interest certificate attached.
- A current list of references where similar work has been undertaken should be provided with the RFQ.
- All bidders must submit the required evidence to claim the Specific Goals.

SPECIFIC CONDITIONS

- The appointment of the service provider will not be based on the lowest quote.
- The quotes should be detailed and specify the services and the cost, which should be market-related.
- The college may negotiate with the successful service preferred service provider.
- The college retains the right not to appoint.
- Quotes must be on an official letterhead with the physical address of the bidder.
- The college may request additional information in the process of evaluating the successful bidder.

Purpose

A Request for Proposal is invited from suitable service providers to assist the college in addressing Internal Control weaknesses identified by internal and External Auditors as they relate to Asset Management.

The successful bidder will assist the college in ensuring that the college's asset register complies with GRAP 17. This will be achieved by verifying the existence, valuation, rights, obligations, completeness, valuation, and allocation of physical assets.

The successful service provider will provide the college with 12 human resources to perform the assets verification. The service

provider will demonstrate its capacity by having human resources with advanced Excel and VBA programming skills to automate manual tasks and integrate an MS Access database of the assets register with MS Excel.

The service provider must have IT expertise to identify redundant IT assets and be able to provide a technical report to inform the disposal of the computer equipment. The service provider will create a database for workshop tools, desks, chairs, and other loose assets in MS Excel, integrated with MS Access for report generation. The service provider will Barcode and tag the assets with a durable barcode.

Background

Who are we

Maluti TVET College is located in the Eastern Free State, South Africa. The main campus is situated in Phuthaditjhaba along Mampoi Street.

The college comprises eight campuses, strategically located to serve students across the region:

- Bethlehem
- CFERI Centre (Phuthaditjhaba)
- Central office (Phuthaditjhaba)
- Corporate Office - Bethlehem
- Bonamelo (Phuthaditjhaba)
- Harrismith
- Itemoheleng (Phuthaditjhaba)
- Kwetlisong (Riverside / Witsieshoek)
- Sefikeng (Witsieshoek)
- Lere la Tshepe (Tseki Village)
- Main Campus (Phuthaditjhaba)



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office
40 Cnr High & Broster Street
Private Bag X33
Bethlehem
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CAMPUS	PHYSICAL ADDRESS
Bethlehem Campus	28 Wessels Street, Bethlehem, Free State
Bonamelo Campus	Stadium Road, Phuthaditjhaba, Free State
Itemoheleng Campus	Mampoi Road, Phuthaditjhaba, Free State
Kwetlisonq Campus	Corner of Mampoi and Bolata Road, Phuthaditjhaba
Harrismith Campus	Piet Retief Street, Harrismith
Main Campus	Mampoi Road, Phuthaditjhaba, Free State
Sefikeng Campus	107, Rosedale, Harrismith GPS -28.353137, 29.037697
Lere la Tshepe Campus	Tseki Village
Corporate Office	Corner of High and Broster Street, Bethlehem, Free State
Central Office	Mampoi Road, Phuthaditjhaba, Free State
CFERI Centre	Industrial Area 2, Unit 2a Site 47, Phuthaditjhaba

History & Mission

Maluti TVET College was established on September 1, 2002, through the merger of

several technical and educational institutions: Bonamelo, Sefikeng, Itemoheleng, Bethlehem, Kwetlisonq, and Lere la Tshepe.

We operate under the Department of Higher Education and Training and are accredited by Umalusi, as well as various Sector Education and Training Authorities (SETAs). We envision fostering excellence, innovation, entrepreneurship, and employability to transform lives. Its mission includes delivering responsive and relevant learning while upholding values such as integrity, accountability, inclusion, professionalism, transparency, and sustainability.

Academic Programmes & Course Offerings

NC(V) – National Certificate Vocational (NQF Levels 2–4):

- Designed to blend theoretical knowledge with practical skills. Fields include:
- Engineering-related: IT; Electrical Infrastructure; Engineering Design; Civil Engineering & Building Construction
- Business-related: Marketing; Finance & Accounting; Office Administration; Primary Agriculture
- Service-related: Tourism; Hospitality; Education & Development; Primary Health

NATED (Report 191) Programmes (NQF N1–N6):

Offered for learners in trades and business sectors:

- Engineering Studies: Electrical, Mechanical, Civil Engineering
- Business Studies: Management, Marketing, Financial & HR Management, Public Management, Management Assistant
- Utility Studies: Hospitality, Clothing Production, Art, Edu care and Childcare

Technical information

The Maluti TVET College fixed assets register has the following records:

Category	Estimated number of records	Category	Estimated number of records
Buildings	400 - 600	Computer equipment	6200 - 7000
Machinery	3000 - 4000	Furniture and Fittings	6900 - 7000
Vehicles	46 - 55	Office equipment	1108 - 2000
Marketing equipment	12 - 50	Tools and other loose assets	1000 - 2000

The total days provisionally allocated to the asset verification are as follows:

Year	Purpose	Month	Date from:	Date to:	Total days
2025	Verification	November	3	28	20 days
		December	1	12	10 days
2026		January	5	16	10 days
2026	Preparing Preliminary Report to the CFO	January	19	30	10 days
2026	Presenting the report to the CFO for inclusion in the draft financial statements	February	2	6	1 day
2026	Financial Close-out reporting 1	February	9	20	10 days

Year	Purpose	Month	Date from:	Date to:	Total days
2026	Financial Close-out reporting 2 – Reconciliation with the annual financial statements.	February	23	27	5 days
Total					66 days

Scope of the required services.

Project Managers and Excel Developer

- (a) Download the verification data and forward it on a daily basis.
- (b) Prepare timesheets for Asset Verifiers and technicians.
- (c) Sort out any scanner problems that may arise.
- (d) Lead with physical verification of all assets in all college locations.
- (e) Lead with bar coding of unbar-coded assets that are found on the floor during the assets verification.
- (f) Lead the Investigation of unverified assets.
- (g) Update the location register with information from the location register form.
- (h) Assist with marking of locations and report them to the Asset Controller.
- (i) Assist in the collection of redundant/unserviceable assets

Develop the following solutions in Microsoft Excel and Microsoft Access to facilitate the generation of the specified reports:

Report Name	Functionality
Asset Master Listing (Full Register)	Full details of all assets: asset number, description, location, department, custodian, acquisition date, cost, useful life, condition, etc.

	Can be filtered by asset type, location, cost centre, or custodial responsibility.
Additions Report	Lists all assets acquired within a specific period.
	Includes details like purchase date, supplier, asset cost, funding source, and invoice number.
	Supports capitalisation tracking and compliance with GRAP 17 (PPE)
Disposals Report	Shows all assets that have been disposed of, retired, or written off.
	Includes disposal method (sale, donation, scrapping), date, and residual value
	Required to calculate gains or losses on disposal in the AFS.
Movements Report (Transfers)	Tracks changes in asset location or custodian.
	Useful for internal control and verification.
	Necessary for updating insurance and physical count records.
Depreciation Report	Shows depreciation per asset or per asset class for a specific period.
	Based on asset cost, residual value, useful life, and depreciation method
	Feeds into general ledger and supports GRAP compliance
Asset Reconciliation Report	Reconciles the asset register with: <ul style="list-style-type: none"> a. General ledger (financial values) b. Physical count (existence and condition) c. Insurance register (coverage adequacy)
	Lists verified and missing assets from a stock-take.

Physical Verification Report	Used to assess physical presence, condition, and tagging status.
	Helps inform loss reports or asset clean-up exercises.
Asset Summary by Class or Department	Aggregates assets by: <ol style="list-style-type: none"> a. Asset type/class (e.g. vehicles, computers) b. Department/division/cost centre c. Shows count, total cost, and net book value. d. Useful for asset budgeting and planning

Asset verifiers

- (a) Perform physical verification of all assets in all college locations using scanners.
- (b) Bar code unbarcoded assets that are found on the floor during the assets verification.
- (c) Investigate unverified assets.
- (d) Mark locked locations and reported to the Asset Controller.
- (e) Count assets in a location and record the total number of assets on the location register form.
- (f) Assist with the movement of redundant/unserviceable assets from different locations to the storerooms.

IT Technical support

- (a) Disconnect and remove desktop printers in the identified locations within the college
- (b) Test the printers to check if they are working, unserviceable or obsolete
- (c) Move the desktop printers to various storerooms or offices within the college precinct
- (d) Maintain a proper record of each removed desktop printer
- (e) Assist with the movement of other assets as needed
- (f) Provide support to the asset verification project as per the instructions of the Senior Verifier or Asset Controller.

MANDATORY SUBMISSION REQUIREMENT

The prospective service providers must submit a proposal that includes:

Profile of the company, including a description of work previously undertaken and positive contactable references for similar work.

- b) Project Plan, which includes timeframes, resources to be allocated and dependencies, to demonstrate the service providers' understanding of requirements.
- c) Overall pricing, including VAT, indicating all price elements and disbursements associated with the service to be rendered in line with the pricing schedule

EVALUATION OF QUOTATIONS

The 80/20 preference points system and functionality shall apply to this request, and all offers received shall be evaluated as follows:

FUNCTIONALITY	SPECIFIC GOALS	PRICE
100 POINTS	20 POINTS	80 POINTS

The evaluation will be in three stages:

Stage 1 - The proposals will be evaluated against mandatory requirements and specific condition items related to administrative requirements. All offers that fail to meet these requirements materially will be disqualified.

Stage 2 - The proposals will be assessed based on functionality. An evaluation panel will award points for functionality according to the criteria below. Proposals scoring less than 70 points for functionality will be disqualified and will not advance to the next stage.

Stage 3 - Only the qualifying offers will be evaluated in terms of the 80/20 preference point system.

MANDATORY FUNCTIONAL REQUIREMENTS

1. Must demonstrate a good understanding of providing GRAP 17 as it relates to Asset Management.
2. Have relevant qualifications and certification in Microsoft Office Specialist (MOS).
3. Must have a successful track record of having been involved in Asset Management projects.
4. Technicians must be able to disconnect desktop printers, assess their conditions, and relocate them to the storerooms.
5. Must have scanners that are compatible with receiving asset data in Excel format.
6. Able to upload the Excel and Access asset register of more than 70,000 assets and upload the locations of more than 2400.
7. Able to manually capture assets that are not on the asset register data.
8. Able to download daily.
9. Able to indicate asset conditions as either good or poor.
10. Able to produce the following reports:
 - a. Assets scanned per location.
 - b. Assets scanned but not on the asset register.
 - c. Assets scanned under good or poor conditions.
 - d. All reports must be able to be converted to Excel and Access.

FUNCTIONALITY CRITERIA		Total points
1 - CAPABILITY		
A – Company years in operation		15 points
1) Above 5 years or more 2) Above 3 – 5 years 3) 2 to 3 years 4) 1 year or less	1) 15 points 2) 12 points 3) 8 points 4) 0 points	15 points
B – Number of previous similar projects		15 points
5 projects or more	15 points	
3 to 4 projects	10 points	
1 to 2 projects	5 points	
C - Capacity		50 points
1 – The profile of the project leader – post-matric qualification in Accounting Sciences/CTA articles or CIA qualification.		
The project leader must have more than five years of experience in financial reporting or financial auditing.	8 points	
The project leader must have more than three years of experience in financial reporting or financial auditing.	5 points	
The project leader must have less than three years of experience in financial reporting or financial auditing.	0 points	
2 – The profile of the assets verifying agents		
Assets verification agents with post-matric qualifications/NQF6(+)	8 points	
Assets verification agents with only grade 12/NQF4.	5 points	
3 - Profile of the IT Technicians		
Technicians with ICT-related qualifications specialisation in hardware – (CompTIA A+/Cisco IT Essentials/Microsoft Certified:	8 points	

Fundamentals (Device & Windows Support) or equivalent and five years of experience.		
Technicians with ICT-related qualifications specialisation in hardware – (CompTIA A+/Cisco IT Essentials/Microsoft Certified: Fundamentals (Device & Windows Support) or equivalent and years of experience.	5 points	
Technicians with ICT-related qualifications specialisation in hardware – (CompTIA A+/Cisco IT Essentials/Microsoft Certified: Fundamentals (Device & Windows Support) or equivalent and less than three years of experience.	0 points	
4 – Overall bidders' capacity to undertake the project		
- Over 50% of the submitted personnel profiles show relevant experience.	26 points	
- Less than 50% of the submitted personnel profiles show relevant experience.	13 points	
5 – The Bidders must submit a project plan		20 points
The project plan demonstrates an understanding of the assignment, including the proposed methodology and approach that align with the college's output and time frames.		
- The Bidders show exceptional understanding of the requirements.	20 points	
- Service provider shows a good understanding of the requirements.	10 points	
- Service provider shows limited or no understanding of the requirements.	0 points	

- a) The report must be in a template that has been agreed upon with the college.
- b) The award of the project is subject to the submission of all supporting documents. Where a claim for functionality is made in support of this bid, the supporting evidence must be provided by the bidder. This will include CVs and qualifications.
- c) The service provider contract will commence upon written communication.
- d) The copyright and ownership of all information and programs obtained before and resulting from these facilitation session(s) will vest in the college. This will include all material that is provided during the process and acquired through the process.

- e) The service provider is required to maintain strict confidentiality of all information. Under no circumstances may asset-related information, in any form, be disclosed to third parties. A confidentiality agreement regarding the disclosure of College information will be executed.
- f) Quotations must be comprehensive and specific. The College reserves the right not to proceed with an appointment. Bidders are strictly prohibited from incorporating the College logo into their proposals.
- g) All quotations must be submitted on official letterhead, indicating the VAT registration number, and should include samples of previous, comparable work where possible.
- h) The declaration of interest form must be fully completed, signed, and submitted with the quotation. Failure to do so, when required, will result in the disqualification of the submission. Omission of any required documentation will lead to forfeiture of points.
- i) The College will not make any award to members of the College Council, Management, Staff, national, provincial or local authorities, or to individuals employed by the state whose involvement in this RFP could result in disqualification.

PROPOSED PRICING SCHEDULE

Project Team	Qty	Daily Rate/Unit	Total Rate	Total Cost
Project Leader				
Verification Teams – Three per campus and head office				
IT Technicians				
Durable Barcodes		N/A		
Scanners				
Total				

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE MALUTI TVET COLLEGE					
BID NUMBER:	RRQ-FIN-01-07-2025	CLOSING DATE:	30 Oct 2025	CLOSING TIME:	
DESCRIPTION	FULL PHYSICAL ASSETS VERIFICATION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Olivia Nel		CONTACT PERSON	Olivia Nel	
TELEPHONE NUMBER	(058) 303 1732		TELEPHONE NUMBER	(058) 303 1732	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nel.o@malutivet.co.za		E-MAIL ADDRESS	nel.o@malutivet.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES					
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES					
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/>					
YES <input type="checkbox"/> 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, 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:

.....

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

This preference form must be included in 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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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.

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

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

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

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL POINTS THAT MAY BE CLAIMED	Number of points claimed (80/20 system) (To be completed by the tenderer)	Comments
Category of person historically disadvantaged	100% Youth or women ownership.	10 points		
	75% Youth or women ownership.	8 points		
	60% Youth or women ownership.	6 points		
	51% Youth or women ownership.	3 points		
	0-50% Youth or women ownership.	0 points		
Evidence		ID and CSD report.		

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL POINTS THAT MAY BE CLAIMED	Number of points claimed (80/20 system) (To be completed by the tenderer)
Creating Jobs or Absorbing New Job-Seekers	30 or more part-time new jobs created	10 points	
	20 or more part-time new jobs created	8 points	
	10 or more part-time new jobs created.	6 points	
	5 or more part-time new jobs created	3 points	
	Below 5 part-time new jobs created	0 points	
Evidence	Sworn Affidavit and Business Proposal with Organogram demonstrating the roles and job titles		

DECLARATION ABOUT 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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

—

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

SBD 9

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2