REQUEST FOR PROPOSAL

PROVISION OF PROFFESSIONAL RECORDING,TRANSCRIPTION AND REPORT WRITING SERVICES FOR LIMPOPO REGIONAL SKILLS CONFERENCE

RFQ NO : CHIETA-NASA-11-2024-2025-013

OPENNING DATE: 13/11/2024

CLOSING DATE: 21/11/2024

CLOSING TIME: 10:30AM

Note to Bidders: This procurement is an RFQ not a Tender, bidders proposals quoted above the RFQ threshold as issued by National Treasury through Instruction Note 2 of 2021/22 will not be considered.

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1. GENERAL SUBMISSION

1.1. RFQ proposals must reach CHIETA before the closing date and time as specified above and be emailed to procurement@chieta.org.za

1.2. RFQ proposal received after the closing date and time will not be considered and will be returned to bidder.

1.3. Bidders may not seek or obtain the assistance of employees CHIETA in the preparation of their proposal's responses.

2. PAYMENT

2.1. CHIETA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the CHIETA to the Contractor.

2.2. The invoice must be accompanied by supporting source document(s) containing detailed information, as CHIETA may require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

2.3. No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to CHIETA.

2.4. Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account (CHIETA will affect payment only on accounts verified and appear on Central Supplier Database.)

2.5. The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

3. ENQUIRIES

3.1. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quotation, is to be requested in writing (e-mail) to CHIETA procurement Unit. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The quotation number should be mentioned in all correspondence. Email: Procurement@chieta.org.za

1. PURPOSE OF THE REQUEST FOR PROPOSAL

The Chemical Industries Education & Training Authorities (CHIETA) invites suitably qualified and experienced service providers to submit proposals to provide professional recording, transcription and report writing services for the Limpopo Regional Skills Conference to be held on 27-28 November 2024.

2. BACKGROUND

2.1. The National Skills Authority (NSA), as the national body mandated to lead skills development in South Africa, is, amongst other matters, responsible for holding annual national skills conferences. These conferences bring together policymakers, researchers, skills development experts, and key stakeholders to engage in meaningful deliberations to address the skills challenges facing South Africa. The conferences also provide a platform for sector and industry experts to present papers on key developments and best practices, for the NSA to report on progress and challenges in implementing the National Skills Development Plan (NSDP), and for the sector to recognise and award excellence in the field of skills development. The deliberations result in a set of outcomes which stakeholders commit to addressing through specified actions, and which the NSA monitors to support their implementation.

2.2. The conference will be held over two days and will consist of five hundred delegates proposed by and drawn from skills development constituencies and stakeholders in the region (employer bodies, organised labour, state owned companies, service providers both from private and public sector and civil society organisation).

2.3. Day one will be comprised of two sessions, with the first session being dedicated towards a reflection on the conference focus areas and the response of the skills development system, particularly regional structures, in supporting the Economic Reconstruction and Recovery Program. The second session will consist of the region sharing experiences and leading practices which they are utilising to implement skills development programmes. The session will allow delegates to split into four commissions to discuss and engage in panel discussions on the conference topics, and each commission will comprise of approximately 125 delegates.

2.4. Day two will be comprised of presentations, panel discussion reports presented by the Commission chairpersons

3. RATIONALE

3.1. To procure professional service provider to accurately capture and transcribe the views submitted by the stakeholders during plenary and commissions breakaway

4. OBJECTIVES OF THE PROPOSAL

4.1. The service provider will be contracted to develop a transcript of the conference plenary, breakaway sessions and produce a comprehensive report which will be emanating from the two days conference proceedings.

4.2. Additionally, the service provider must edit and design layout of the report in line with the NSA specifications and guidelines.

5. SCOPE OF WORK

5.1. The scope of work for the successful provider will entail the following:

5.1.1. Draft an inception report and attend inception meetings.

5.1.2. Familiarise with the terms of reference.

5.1.3. Familiarise themselves with the Limpopo Regional Skills Conference Framework.

5.1.4. Provide the relevant equipment and human resources to professionally transcribe the conference proceedings.

5.1.5. Analyse and produce a comprehensive report of the conference.

5.1.6. Edit, proofread, and design the layout of the report.

5.1.7. The report should include the following sections:

(i) Cover page (with logos, corporate identity and document name);

(ii) Acronyms.

(iii) Table of contents.

(iv) Executive Summary.

(v) Introduction, Background and Rationale.

(vi) Discussions from plenary and commissions.

(vii) Conference Outcomes; and

(viii) Conclusion.

5.1.8. Produce the draft report and submit to NSA for inputs.

5.1.9. Produce the final report considering the inputs of the partners on the draft version.

5.1.10. Produce and submit one copy to NSA for sign off before printing bulk copies.

5.1.11. Print 300 copies of the report

5.1.12. Submit soft copy of the report for NSA to upload on the website.

5.1.13. Draft a project close-out report.

6. DELIVARBALES

6.1. Familiarise themselves with the four policies.

6.2. Record and transcribe all the proceedings during plenary, breakaway rooms on 27-28 November 2024.

6.3. Analyse and produce a report of the conference.

6.4. Edit, proofread and design the layout of the report.

6.5. The report should include the following sections:

(i) Cover page (with logos, corporate identity and document name)

(ii) Acronyms

(iii) Table of contents

(iv) Executive Summary

(v) Introduction, Background and Rationale

(vi) Discussions from plenary and commissions.

(vii) Conference Outcomes

(viii) Conclusion.

6.6. Produce the draft report and submit to NSA for inputs.

6.7. Produce the final report considering the inputs of the partners on the draft version.

6.8. Prepare a PowerPoint presentation of the report. And

6.9. Draft a project inception and close-out reports.

7. SPECIFICATIONS

1.1. The following is the required specifications on the written report.

1.1.1. Size: A4 Portrait.

1.1.2. Cover and back page: Layout in conjunction with NSA brand identity.

1.1.3. Paper Texture: Cover Page- 300gsm and Content page -135 gsm

1.1.4. Print: Text print in full colour

1.1.5. Binding: Thermal

1.1.6. Finishing: Gloss

1.1.7. Delivery Address: 178 Francis Baard Street, Ndinaye House, Pretoria, 0001.

8. TIMEFRAMES

8.1. The project will take place in the 2024/25 financial year over a period of **two months** and the delivery of the final report must be no later than 30 January 2025.

9. PROJECT MANAGEMENT

9.1. The Service provider will establish all communications and work in close coordination with the under the guidance of the Project Manager. The Project will ensure that outputs under this assignment is delivered in a timely manner. The Project Manager will also liaise with the Executive Officer, who will facilitate the checking the accuracy of the report.

10. EXPERIENCE, COMPETENCIES AND SKILLS-SET

10.1. The service provider is expected to possess the following:

(i) Adequate and appropriate resources such as laptops and/or computers for the transcription, listening device and appropriate competencies needed to fully execute the scope of this assignment.

(ii) Significant experience in doing transcriptions for public workshops, research, studies, and/or development project activities.

(iii) Excellent listening and typing skills, and attention to detail.

(iv) Excellent command of the English language and grammar.

(v) Fluency in written and spoken English.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

11. EVALUATION & SELECTION CRITERIA

The CHIETA has set minimum standards (Gates) that bidders must meet to be considered. All quotations duly lodged as specified in the Request for Quotation will be examined to determine compliance with quotation requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Below criteria will be used to assess individual bidders' proposals.

Gate 2: TECHNICAL ASSESSMENT	GATE 3 : PRICE AND PREFERENCE
In the first (first stage) of the evaluation bidders will be evaluated on their bid submission. Bidders will be required to achieve a minimum score of at least 60 POINTS ON TECHNICAL ASSESSMENT to proceed to the next stage of the evaluation. Bidders who score less than 60 out 100 on the functionality will not be considered for the next stage and will be disqualified.	Bidders will be evaluated in terms of Price and Preference in terms of the Preferential Procurement Regulation of 2022

12. GATE 1 – FUNCTIONALITY

Description of quality Criteria and Sub - Criteria	Scoring	Weight
Functionality - bid submissions	**Total Score**	**100%**
A. Experience of proposed resources		
Team leader - Working experience recording, transcription, proofreading, editing and report writing (10 years or more).	30 Points	**30%**
B. Capacity of the provider in terms of appropriate equipment for the assignment.		
An understanding of the assignment expressed in the scope of work and approach.	25 Points	**25%**
C. Report writing and communication (Bidder / Company) - Clear, concise and focused reports.		
Links to four reports attached	30 Points	**30%**
D. Quality Assurance Plan		
Excellent, innovative and tailored approach and methodology to quality assurance as evident in transcription, analysis and synthesis, report writing, editing, and presentation of the professional final report.	15 Points	**15 %**
TOTAL	**100**	**100%**

13. GATE 2: PRICE & PREFERENCE

Bidders will be evaluated in terms of Price and Preference in terms of the Preferential Procurement Regulation of 2022

REFER BELOW FOR RETURNABLE DOCUMENTS BELOW

STANDARD BIDING DOCUMBER (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID INCLUDING ENQUIRIES					
Procurement@chieta.org.za					

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	☐	A REGISTERED AUDITOR

ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		NAME:

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

1 ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐ No [IF YES ENCLOSE PROOF]	**2** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
3 SIGNATURE OF BIDDER	……	**4 DATE**	
5 CAPACITY UNDER WHICH THIS BID IS SIGNED			
6 TOTAL NUMBER OF ITEMS OFFERED		**7 TOTAL BID PRICE (ALL INCLUSIVE)**	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY	CHIETA	CONTACT PERSON	SCM
CONTACT PERSON	SCM	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER		FACSIMILE NUMBER	N/A
FACSIMILE NUMBER		E-MAIL ADDRESS	Procurement@chieta.org.za
E-MAIL ADDRESS			

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 ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO

UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO

3.2. DOES BIDDER HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO

OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

STANDARD BIDDING DOCUMENT (SBD4)

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 interest[1] in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

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

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……..
……..

3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] 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.

…… ……

Signature Date

…… ……

Position Name of bidder

STANDARD BIDDING DOCUMENT (SBD6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ……. preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

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

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

1.6 The purchaser reserves the right to require of a bidder, either before a bid

is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

2. DEFINITIONS

(a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"Proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) An affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on Black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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**

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

Were

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . = …… (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(***Tick applicable box***)

YES		NO	

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....……..……%

ii) The name of the sub-contractor……..

iii) The B-BBEE status level of the sub-contractor.....…….

iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm…….

8.2 VAT registration number…..……

8.3 Company registration number…..……..

8.4 TYPE OF COMPANY/ FIRM

- □ Partnership/Joint Venture / Consortium
- □ One person business/sole propriety
- □ Close corporation
- □ Company
- □ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……
……

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g., transporter, etc.

[*TICK APPLICABLE BOX*]

8.7 Total number of years the company/firm has been in business: …

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded because of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses, or damages it has incurred or suffered because of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not

exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

…… SIGNATURE(S) OF BIDDERS(S) DATE: ……..

STANDARD BIDDING DOCUMENT (SBD7.2)

1. We hereby undertake to render services described in the attached proposal documents to CHIETA in accordance with the requirements and task directives/proposals specifications at the price/s quoted. Our offer remains binding upon us and open for acceptance by CHIETA during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

2.1 Bidding documents, viz

- Request for Bids
- Proposal submitted by the Service Provider in response to CHIETA 's Request for quotation
- Tax Clearance Certificate
- Pricing Schedule
- B-BBEE certificates in terms of the Preferential Procurement Regulations, 2017
- Declaration of interest
- Special Conditions of Contract (if applicable)

3. We agree that, for purposes of clause 27.4 of the TGCC, all disputes, unless otherwise agreed to between parties, shall be referred to mediation with an Arbitration Foundation of Southern Africa ("AFSA") accredited and appointed mediator in accordance with the then current rules of the AFSA or its successor.

4. We confirm that we have satisfied us as to the correctness and validity of our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all our obligations and we accept that any mistakes regarding price(s) and rate(s) and calculations will be at our own risk.

5. We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on us under this agreement as the principal liable for the due fulfilment of this contract.

6. We declare that we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

7. I confirm that I am duly authorized to sign this contract for and/or on behalf of the Service Provider.

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

NAME (PRINT) …….

CAPACITY…….

SIGNATURE…….

NAME OF FIRM…….

DATE…….

WITNESSES

1 ……..……

2. ……..