

REQUEST FOR QOUTATION

SPECIFICATION TO PROCURE A SERVICE PROVIDER THAT CAN ASSIST CHIETA WITH DIGITISED ACCOUNTING AUTHORITY (GOVERNING BOARD) SERVICES AROUND THE ADMINISTRATION AND EXECUTION OF GOVERNING BOARD AND GOVERNING BOARD COMMITTEE PACKS AND MEETINGS.

BID NUMBER: CHIETA-BMP-07-2026/2027-17

OPENNING DATE: 17/04/2026

CLOSING DATE : 27/04/2026

CLOSING TIME: 11:00AM

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.

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23 Magwa Crescent, Waterfall City, 2090

WESTERN CAPE

Tel: 021 551 1113/4
Uni: B2, Cor Race Course & Omurembe
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KWAZULU-NATAL

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PORT ELIZABETH

Tel: 041 509 6478
Struerway Block E, New Brighton,
Port Elizabeth, 6001

2.2. The Contractor shall from time to time during the duration of the contract, invoice CHIETA for the services rendered.

2.3. 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.

2.4. 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.

2.5. 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.)

2.6. 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

4. GENERAL CONDITIONS OF CONTRACT

4.1. The General Conditions of Contract must be accepted.

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1. INTRODUCTION

The Chemical Industry Education and Training Authority (CHIETA) is a Schedule 3A Public Entity defined in the Public Finance Management Act and established in terms of the Skills Development Act. As part of its new corporate strategy to modernize its operations and provide fully digitised services, the SETA is transitioning away from manual, paper-heavy, and traditional email-based approaches to corporate governance. www.chieta.org.za

Currently, the preparation and execution of Governing Board and Board Committee meetings and packs rely on email compilation and distribution of large files and CHIETA is interested to procure a secure, cloud-based Board compilation, communication, monitoring and meeting platform.

To procurement of a digitised solution will be covering a three-year period from the 2026/27 to the 2028/29 financial year.

2. PROJECT BACKGROUND AND THE NEED

The CHIETA Governance structure comprises of the CHIETA Governing Board supported by five Governing Board Committees namely:

- EXCO Board Committee
- Governance and Strategy Board Committee
- Finance and Remuneration Committee
- Audit and Risk Committee
- Grants Committee

Apart from scheduled special meetings, all five Board Committees and Governing Board Meet every quarter within a financial year. The Governing Board and committee meeting comprises a maximum of 25 members inclusive of management and independent assurance providers where relevant.

Currently the methodology followed for Board and Board Committee meetings is an e-mail-based solution with agenda and supporting.

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3. PURPOSE AND OBJECTIVES

The objective of is to appoint a suitably qualified and experienced service provider to supply, configure, and maintain a digitised platform for the efficient functioning of CHIETA Governing Board and Board Committees.

The primary goals of the solution are to:

- Transition the CHIETA from a traditional email-based meeting preparation approach to a centralized, secure digital platform.
- Automate and streamline the construction of agendas and the compilation of comprehensive meeting packs.
- Enhance the in-meeting experience for Board Members through digital collaboration, annotation, and voting tools.
- Ensure strict compliance with the Protection of Personal Information Act (POPIA) and public sector data security standards.

4. SCOPE OF WORK AND SYSTEM FUNCTIONALITIES

The service provider will be expected to deliver a software solution that covers the end-to-end lifecycle of board or governance cycle(s). The platform must provide the following minimum functionalities:

4.1. Pre-Meeting Phase (Preparation & Distribution)

- **Agenda Builder:** A drag-and-drop interface to easily construct dynamic meeting agendas.
- **Board Pack Collation:** Automated merging of various document formats (Word, Excel, PowerPoint, PDF) into a single, paginated digital board pack.
- **Version Control & Late Papers:** The ability to seamlessly update documents or add "late papers" to the board pack without needing to resend the entire pack (instant synchronization to user devices).
- **Distribution & Notifications:** Meeting scheduler compatible with Microsoft teams , Automated email/push notifications alerting members that the board pack is available for review, replacing standard email attachments.

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4.2. In-Meeting Phase (Conducting Meetings)

- **Cross-Platform Accessibility:** The platform must have dedicated applications for iOS (iPad/iPhone), Android, and Windows, as well as a standard web browser interface.
- **Offline Access:** Board members must be able to securely download packs for offline reading and synchronization once reconnected.
- **Annotation Tools:** Tools for members to highlight text, draw, add sticky notes, and share notes with other members or keep them strictly private.
- **Voting and Approvals:** Secure digital voting, round-robin resolution signoffs, and polling capabilities.
- **Electronic Signatures:** Integrated, legally binding e-signature capabilities for signing attendance registers, minutes, and resolutions and integration with CHIETA internal signing Hub.
- **Video Conferencing Integration:** Seamless integration with standard virtual meeting tools (e.g., MS Teams, Zoom) allowing members to view the board pack and the video feed simultaneously.

4.3. Post-Meeting Phase (Tracking & Archiving)

- **Minute Taking:** Features to draft, link minutes directly to agenda items, and route them for review and approval.
- **Action Item Tracking:** A dashboard to assign, track, and report on resolutions and action items arising from meetings.
- **Archiving:** A secure, searchable repository/library for past board packs, foundational documents (charters, policies), and historical resolutions.

5. TECHNICAL AND SECURITY REQUIREMENTS

Given the highly confidential nature of Governing Board information and communications the platform must adhere to the following:

- **Data Residency & POPIA Compliance:** Data must preferably be hosted within South Africa or in a jurisdiction that complies strictly with POPIA regulations. The vendor must provide a POPIA compliance framework.
- **Encryption:** End-to-end encryption for data in transit and data at rest.

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- **Access Control:** Robust Role-Based Access Control (RBAC) ensuring that users only see committees and documents they are authorized to view.
- **Authentication:** Mandatory and integration with the SETA's Active Directory (Single Sign-On) if required.
- **Remote Wipe:** The ability for administrators to remotely purge cached board data from a user's lost or stolen device.
- **Audit Trails:** Comprehensive, unalterable system audit logs detailing who accessed, downloaded, or modified documents and when.

6. IMPLEMENTATION, TRAINING, AND SUPPORT

The service provider must provide:

- **Configuration & Setup:** Full system setup aligned with the SETA's committee structures and branding within an agreed timeframe and project plan.
- **Training:**
 - Comprehensive training for System Administrators and the Company Secretariat.
 - One-on-one training and onboarding for Governing Board and Committee Members.
- **Ongoing Support:** 24/7/365 technical helpdesk support (telephonic and email) to assist board members immediately, especially during actual meeting times.
- **Account Management:** A dedicated Key Account Manager to oversee the SETA's contract, ensure optimal usage, and conduct quarterly service reviews.
- **Proof of concept** before implementation

7. PRICING MODEL

Bidders must provide a transparent pricing schedule that includes:

- **Once-off Costs:** Implementation, configuration, and initial training.
- **Licensing Costs:** Annual subscription fees based on indicated users.
- **Support Costs:** Any costs associated with ongoing maintenance, updates, and 24/7 support.

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

4. EVALUATION AND 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 1: PRE-QUALIFICATION	GATE 2: TECHNICAL ASSESSMENT	GATE 3: PRICE & PREFERENCE
Bidders must submit all documents as stated in GATE 1	Bidders are required to provide information listed in GATE 2 and failure to provide information will lead to disqualification.	Bidders will be evaluated in terms of Price and Preference in terms of the Preferential Procurement Regulation of 2022.

4.1. GATE 1 - PRE- QUALIFICATION CRITERIA

CHIETA will conduct screening of mandatory documents to check whether bidders meet compliance requirements.

EVIDENCE REQUIRED	NON-SUBMISSION LED TO DISQUALIFICATION (Y/N)	
Registration on Central Supplier Database (CSD)	Yes	Central supplier database registration report and /or MAAA Number.
Company profile	Yes	Company profile outlining service offering. The bidder must be 100% in offering printing services.

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Standing bidding form 1 (SBD1)	Yes	Complete and signed standard bidding document (SBD1)
Declaration of Interest- SBD 4	Yes	Complete and signed standard bidding document (SBD4)
Preference Point Claim Form- SBD 6.1	No	Non-submission will lead to a zero (0) score on BBBEE.
Standard Bidding form 7.2	Yes	Complete and signed standard bidding document (SBD7.2)
Pricing Schedule	Yes	Detailed pricing schedule as per the scope of work. A proposed pricing schedule with one of the specified elements

4.2. GATE 2- TECHNICAL ASSESSMENT

NO	CRITERIA	EVIDENCE REQUIRED	Y/N
4.2.1	Confirmation of experience	A minimum of two (2) reference letters indicating similar experience in providing services as per the scope of work and/or similar within Public and/Private sector. CHIETA shall conduct extensive reference checks	
4.2.2	Business profile	Provide company profile detailing business services offering. The company must be at least (5) years and above in rendering systems development and/or similar	
4.2.3	Methodology	Detailed project methodology and plan with clear timelines as per the scope of work including the list of resources that will be deployed in the project	

4.3. GATE 3: PRICE AND PREFERENCE

4.3.1. The bidders that have successfully progressed through to Gate 1 & 2 will be evaluated in accordance with the **80/20** Preference Point System as contemplated in the Preferential Procurement Regulations 2022.

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4.3.2. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotations.

4.3.3. The point scored for the B-BBEE status level certificate for each acceptable quotation will now be added to the price point.

Note: Noncompliance with the above-mentioned pricing schedule requirement will mean automatic disqualification

REFER BELOW FOR RETURNABLE DOCUMENTS BELOW

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PART A INVITATION TO BID : SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
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				CONTACT PERSON	
TELEPHONE NUMBER				TELEPHONE NUMBER	
FACSIMILE NUMBER				FACSIMILE NUMBER	
E-MAIL ADDRESS				E-MAIL ADDRESS	
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
1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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	

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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.....

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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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding 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.

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- 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD6.1)

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

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

1. GENERAL CONDITIONS

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

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

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

(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.

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WESTERN CAPE

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KWAZULU-NATAL

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PORT ELIZABETH

Tel: 041 509 6478
Struerway Block E, New Brighton,
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- 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:

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

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

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3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

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.

B-BBEE STATUS	90/10 SYSTEM	80/20 SYSTEM
1	10	20
2	9	18
3	6	14
4	5	12

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5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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

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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:

.....

.....

.....

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