



**MICT SETA Head Office**  
Supply Chain Management  
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Gallagher Convention Centre, Gallagher House  
Level 3 West Wing  
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E-mail: [rfqs@mict.org.za](mailto:rfqs@mict.org.za)

|                          |                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RFQ NUMBER               | <b>RFQ/MICT/22/2023</b>                                                                                                                                            |
| RFQ DESCRIPTION          | <b>APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VIDEO PRODUCTION AND AUDIO-VISUAL SERVICES TO THE MICT SETA FOR THE PRODUCTION OF A CORPORATE VIDEO.</b> |
| RFQ ISSUE DATE           | <b>02 June 2023</b>                                                                                                                                                |
| BRIEFING SESSION         | <b>N/A</b>                                                                                                                                                         |
| CLOSING DATE & TIME      | <b>09 June 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.</b>                                                    |
| LOCATION FOR SUBMISSIONS | <a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>                                                                                                             |
| NO: OF DOCUMENTS         | <b>1 SOFT COPY</b>                                                                                                                                                 |

For queries, please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



**RETURNABLE DOCUMENTS CHECKLIST**

quotation invitation document must be completed, signed, and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

| DESCRIPTION                                                                                                                        | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>CSD</b> Central Supplier Database (CSD) Registration Report                                                                     |     |    |
| CIPC registration documents and/or share certificate                                                                               |     |    |
| Pricing Schedule                                                                                                                   |     |    |
| Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> and/or <b>SARS</b> issued verification pin |     |    |
| <b>SBD 4 – Bidder’s Disclosure</b>                                                                                                 |     |    |
| <b>SBD 6.1 – Preference Procurement Claim Form</b>                                                                                 |     |    |
| Certified ID copies of company Directors                                                                                           |     |    |

**Note: This RFQ must be completed and signed by the authorised company representative**

**MICT SETA – QUOTATION CONDITIONS****1. QUOTATION CONDITIONS**

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

**1.1 MICT SETA reserves the right to:**

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

**2. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

## TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VIDEO PRODUCTION AND AUDIO-VISUAL SERVICES TO THE MICT SETA FOR THE PRODUCTION OF A CORPORATE VIDEO.

#### 1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

#### 2. SCOPE OF WORK

The MICT SETA wishes to appoint a competent service provider to produce a corporate video that tells the SETA's narrative and showcases beneficiary success stories for our flagship and rural projects, as well as communicates its future ambitions as one of the top leading SETAs. The Corporate Video aims to educate and create awareness about the MICT SETA, inform our audience about **who we are, what we do, how we do** it and where **our impact** is being felt and possible career paths within the sector. The video should also provide a face, a place, and a name to our success stories and how Media and Technology has changed the way we facilitate the training of our youth to produce quality alumni.

##### 2.1. Technical Specification:

The preferred service provider must provide all video production equipment but not limited to:

- Professional crew sufficient to cover the selected flagship projects.
- Professional voice over artist.
- Film cutaways.
- Video lighting.
- Professional sound recorders and lapel mics.
- Editing and sound mixing software.
- Basic music library.
- Translations and Subtitles; and
- Materials & tapes stock (raw footage and edited).

## 2.2. Outputs and Deliverables:

The service provider will be expected to deliver the following key requirements:

- Develop a concept with video scripts and storyboard.
- Conduct interviews with the project managers, beneficiaries and relevant SETA representatives which must be integrated into the final video.
- Visit the project sites (location shoots) to obtain links and cutaways - the SETA has national footprint and balanced coverage must be obtained.
- Produce a stand-alone ten (10) to fifteen (15)-minute-long Corporate Video to be projected at the MICT SETA special events, reception foyers, exhibitions, and stakeholder engagement events.
- Produce six (06) to (08)-minute videos (MICT SETA Overview and themed Media and ICT sub-sectors. The MICT SETA has a total of five sub-sectors).
- Provide a finished **MPEG high quality video** (shortened and long version) which can be uploaded onto the MICT SETA Website and YouTube Channel.
- Produce a two (02) to three (03)-minute short video with highlights of the overview and success stories for social media platforms and be able to fit the ratio/dimension sizes of Instagram and LinkedIn, Twitter, and Facebook.
- Provide a finished DVD master copy and 10 branded DVD copies for distribution to the MICT SETA stakeholders as well as a URL link with HI-RES and LOW-RES; and
- The successful service provider will be expected to liaise and work closely with the MICT SETA Marketing and Communications team to ensure that the Corporate Video script captures the essence of how the MICT SETA is impacting lives in a positive way, its current state and performance against its NSDS III goals, as well as its future ambitions to become the best SETA in the SETA landscape and a leader in the offering of 4IR related learning programmes.

## 2.3. Proposed Methodology

The service provider must provide a detailed proposal, articulating, amongst other things, the following:

- Brief storyboard proposal with shot compositions included, script, effective use of visual effects, graphics, audio, video transitions- all video clips fit story line and implementation of the assignment.

- The bidder's proposal must clearly and separately deal with the immediate scope and ad hoc services.
- Samples of previous work done in a form of a DVD, URL link, etc.
- Work references - contact details (e-mail addresses and numbers) of referees (Company's for whom you've produced similar assignments).
- Financial proposal with a breakdown of expenses (unit price together with any other expenses) related to the assignment.
- Proposed timelines of delivering on the immediate scope; and indicative response times for attending and delivering on ad hoc service; and
- Detailed company profile.

### 3. PRICING SCHEDULE

Name of bidder: \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date: \_\_\_\_\_

RFQs shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

| <u>Requirement Description</u>                                                                                                                              |                         |          |            |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------|------------|-------|
| APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VIDEO PRODUCTION AND AUDIO-VISUAL SERVICES TO THE MICT SETA FOR THE PRODUCTION OF A CORPORATE VIDEO. |                         |          |            |       |
| Prices are to be quoted at an all-inclusive rate.                                                                                                           |                         |          |            |       |
| Item                                                                                                                                                        | Requirement Description | Quantity | Unit Price | Total |
| 1.                                                                                                                                                          | Pre-production          |          | R          | R     |
| 2.                                                                                                                                                          | Script writing          |          | R          | R     |
| 3.                                                                                                                                                          | Post-production         |          | R          | R     |
| 4.                                                                                                                                                          | Camera Operators        |          | R          | R     |
| Sub-Total                                                                                                                                                   |                         |          |            |       |
| VAT@15%                                                                                                                                                     |                         |          |            |       |
| <b>TOTAL PRICE (INCLUDING VAT)</b>                                                                                                                          |                         |          |            |       |

Complete below:

1. Delivery Address: **MICT SETA Head office  
Level 3 West wing, Gallagher House  
19 Richards Drive, Halfway House  
Midrand**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: .....

Capacity under which this quote is signed: .....

Signature: .....

Date: .....

#### 4. EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 *as amended*; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No 5 of 2000; Preferential Procurement Regulations of 2022; and MICT SETA Supply Chain Management (SCM) Policy.

RFQ's received will be evaluated on Functional/ Technical Criteria and Price & Specific Goals comparison.

#### 4.1. STAGE 1: FUNCTIONAL/ TECHNICAL CRITERIA

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

| CRITERION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | WEIGHT    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>COMPANY EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>10</b> |
| <b>Bidder must provide a detailed company profile with years of experience in video production.</b><br><br><b>Points on submission of company profile with experience will be allocated as follows:</b> <ul style="list-style-type: none"><li>• Five (05) and more years' experience = <b>10 points</b></li><li>• Two (02) to four (04) years' experience = <b>05 points</b></li><li>• Less than two (02) years' experience = <b>0 points</b></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
| <b>REFERENCE LETTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>10</b> |
| <b>Bidder must provide four (04) signed reference letters aligned to the samples provided. Reference letters must be for bidder's clients within Republic of South Africa (RSA) on production of corporate video in the last five (05) years. Reference letters must be on company letterhead signed by company representative of the bidder's client.</b><br><br><b>Points on submission of reference letters corresponding with samples will be allocated as follows:</b> <ul style="list-style-type: none"><li>• Five (05) or more reference letters corresponding with samples provided = <b>10 points</b></li><li>• Four (04) reference letters corresponding with samples provided = <b>08 points</b></li><li>• Three (03) reference letters corresponding with samples provided = <b>06 points</b></li><li>• Two (02) reference letters corresponding with samples provided = <b>04 points</b></li><li>• One (01) reference letter corresponding with samples provided = <b>02 points</b></li><li>• No reference letter corresponding with samples provided = <b>0 points</b></li></ul> |           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>MICT SETA reserves the right to contact references prior to award.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |
| <p><b>SAMPLE OF PREVIOUS WORK</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>20</b></p> |
| <p><b>Bidder must provide at least four (04) samples of previous corporate videos work done. Sample videos must relate to reference letters provided preferably in HD/4K quality – (sample videos to be provided via online links). Samples provided must not be more than five (05) years.</b></p> <p><b>Points on submission of samples of previous corporate videos will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Four (04) or more samples provided = <b>20 points</b></li> <li>• Three (03) samples provided = <b>15 points</b></li> <li>• Two (02) samples provided = <b>10 points</b></li> <li>• One (01) sample provided = <b>05 points</b></li> <li>• No sample provided = <b>0 points</b></li> </ul>                                                                                                                                                                                                                                                                                                                                 |                  |
| <p><b>STORYBOARD PROPOSAL</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>40</b></p> |
| <p><b>Bidder must have knowledge and understanding of producing, directing, and editing of corporate videos/film productions. Produce a storyboard proposal related to the MICT SETA sector with 4IR elements.</b></p> <p><i>Technical Elements - Storyboard is drawn carefully with shot compositions included, script, effective use of visual effects, graphics, audio, video transitions-all video clips fit story line.</i></p> <p><b>Points on submission of Story board will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Story board that includes only five (05) of the elements listed above = <b>40 points</b></li> <li>• Story board that includes only four (04) of the elements listed above = <b>30 points</b></li> <li>• Story board that includes only three (03) of the elements listed above = <b>20 points</b></li> <li>• Story board that includes only two (02) of the elements listed above = <b>10 points</b></li> <li>• Story board that has less than two (02) of the elements listed above = <b>0 points</b></li> </ul> |                  |
| <p><b>PROJECT PLAN</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>20</b></p> |
| <p><b>Bidder must provide a Project Plan detailing delivery within specified timeframe – provide a detailed project plan that outlines total assignment duration (pre and postproduction), including production team with resource allocation. Project plan must clearly indicate postproduction (editing) timelines after the shoot.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |

Detailed Project Plan must include the following elements: (1) duration of total project, (2) pre- and post-production, (3) production team, (4) post-production editing.

Points on submission of Detailed project plan will be allocated as follows:

- Detailed project plan with all four (04) elements = **20 points**
- Detailed project plan with three (03) elements = **15 points**
- Detailed project plan with two (02) elements = **10 points**
- Detailed project plan with less than two (02) elements = **0 points**

**MINIMUM THRESHOLD**

**70**

**TOTAL**

**100**

**Note: Bidders that do not meet the requirements of set mandatory criteria will be eliminated from further evaluation process.**

#### 4.2. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidders that have met the requirements of the Mandatory Criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goal to be evaluated out of **20 Points**:

| Special Goal Criteria                                                         | Points    |
|-------------------------------------------------------------------------------|-----------|
| Enterprise which is at least 51% owned by historically disadvantaged persons. | 10        |
| Enterprise which is at least 51% owned by historically disadvantaged women.   | 5         |
| Enterprise which is at least 51% owned by historically disadvantaged youth.   | 5         |
| <b>Total</b>                                                                  | <b>20</b> |

**\*\* Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

**Bidder must submit the following documents:**

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than three (03) months).
- CIPC Documents and/or share certificate.

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.**

**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<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.1.2. 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:  
 .....  
 .....

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

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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

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



## PREFERENCE PROCUREMENT CLAIM FORM

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

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

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

#### 1 GENERAL CONDITIONS

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2 DEFINITIONS

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

## 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

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:

80/20

or

90/10

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

or

$$Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

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.)**

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Enterprise owned by historically disadvantaged persons.     | 10                                                                                   |                                                                              |
| Enterprise owned by historically disadvantaged women.       | 5                                                                                    |                                                                              |
| Enterprise owned by historically disadvantaged youth.       | 5                                                                                    |                                                                              |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

|                                             |                                  |
|---------------------------------------------|----------------------------------|
| .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |                                  |
| <b>SURNAME AND NAME:</b>                    | .....                            |
| <b>DATE:</b>                                | .....                            |
| <b>ADDRESS:</b>                             | .....<br>.....<br>.....<br>..... |