



MICT SETA Head Office
Supply Chain Management
19 Richards Drive
Gallagher Convention Centre, Gallagher House
Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

| | |
|---------------------------------|---|
| RFQ NUMBER | RFQ/MICT/39/2023 |
| RFQ DESCRIPTION | THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE MICT SETA ANNUAL STAKEHOLDER SATISFACTION SURVEY |
| RFQ ISSUE DATE | 03 August 2023 |
| BRIEFING SESSION | N/A |
| CLOSING DATE & TIME | 10 August 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered. |
| LOCATION FOR SUBMISSIONS | rfqs@mict.org.za |
| NO: OF DOCUMENTS | SOFT COPY (Hard copies/ hand deliveries will not be accepted) |

For queries, please contact 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 |
|--|-----|----|
| CSD Central Supplier Database (CSD) Registration Report | | |
| Pricing Schedule | | |
| Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS-issued verification pin | | |
| SBD 4 – Bidder’s Disclosure | | |
| SBD 6.1 - Preference Procurement Claim Form | | |
| CIPC registration documents | | |
| Director(s) Certified ID copy | | |
| Shareholder Certificate | | |

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 based on 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

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. OBJECTIVES

The primary objective of this study will be to assess the satisfaction of key stakeholders within the MICT sector, in addition, a report will be produced highlighting findings from brand management perspective and how the SETA is performing against its skills development mandate.

The main research objectives of the study are to:

- 2.1. Assess the stakeholder awareness of the MICT SETA and suitability.
- 2.2. Assess the stakeholder understanding of the MICT SETA mandate and activities.
- 2.3. Assess the stakeholder satisfaction with the communication between the MICT SETA and the stakeholder
- 2.4. Assess the level of promotion of the MICT SETA brand by the stakeholder.
- 2.5. Ascertain the levels of perceptions amongst its key stakeholders i.e. Employers, Skills Development Providers, SMME's, Principals (DHET, DoC etc), government cluster partners provincially and nationally, Industry bodies and associations, learners, SETA's, suppliers etc within the sectors that the MICT SETA operates.
- 2.6. Develop a roadmap to assist the MICT SETA to realise its desired satisfaction level.

Currently, the MICT SETA reaches its stakeholders through the following channels/platforms but not limited to:

- a) Website and Stakeholder Information System
- b) Stakeholder Emailers
- c) Regional Offices
- d) Head Office walk-in centre
- e) Social Media
- f) Collaboration Partners
- g) Publications – printed and electronic
- h) Site visits
- i) Email
- j) Roadshows, Engagement Forums, Annual General Meetings, organisational stakeholder Meetings

3. SCOPE OF WORK

3.1. Inclusions: Research Methodology and Sample:

Research Methodology

3.1.1. Delivery of a customised stakeholder research survey aligned with industry trends. The service provider must own or have access to proprietary research tool/s or methodology which is internationally accepted that provides clients with comprehensive insights on customer satisfaction and perception.

- 3.1.2. The study should provide a comprehensive view of the key stakeholder current views, summarising the methodology and results of the study using qualitative methods.
- 3.1.3. Develop a composite measure of stakeholder satisfaction and use it to determine the overall rating of the current level of satisfaction.
- 3.1.4. Satisfaction with the MICT SETA should be measured across the following attributes:
 - a) Image and Reputation
 - b) Leadership and Vision
 - c) Systems and Processes
 - d) Mediums of Communication
 - e) Responsiveness and Communication
 - f) Service delivery and Excellence
 - g) Brand
 - h) Product/Service Offering
- 3.1.5. Determine the quality-of-service delivery as perceived by MICT SETA stakeholders.
- 3.1.6. Identify future intentions of participation by the Stakeholders.
- 3.1.7. Identify gaps in service delivery.
- 3.1.8. Identify the sources of stakeholder complaints/dissatisfaction in regard to service delivery.
- 3.1.9. Conduct an internal stakeholder satisfaction survey and incorporate in the analysis the result gathered from the internally conducted 'customer' satisfaction survey.
- 3.1.10. Propose service improvement measures.

Sampling

- 3.1.11. A stakeholder and sub-sector representative sampling size spanning national geographical coverage to be surveyed – The MICT SETA comprises of **32 985** companies across the advertising, electronics, film and electronic media, telecommunications and information technology sub-sectors, therefore a sample of 45% model should be applied.
- 3.1.12. As aforementioned the required composition of the sample size should represent not less than 45% of the overall MICT SETA database, proportionately randomly selected to represent all the geographical and development regions where MICT SETA implements. A Triangulation process should be employed by the successful service provider.
- 3.1.13. Prepare and deliver a comprehensive report detailing the methodology, findings, challenges and recommendations from the assessment.

3.2. Exclusions

This is a full-research project to conduct a stakeholder satisfaction index which should include all scope required for these kinds of projects in terms of best practice. There are no exclusions to the scope. It is an assumption of the MICT SETA that the bidder possesses the necessary skill set to deliver on the scope of this project.

4. PROJECT PLAN

The service provider should provide a clear project plan, with very clear activities, time frames, relevant deliverables, and costing.

5. DELIVERABLES

- 5.1. A report-sharing methodology and tools to be used.
- 5.2. Draft report on survey findings, challenges, and recommendations on how to improve customer service in a manner which addresses customer concerns within the framework of MICT SETA's mandate.
- 5.3. Final report on findings and recommendations taking into account the MICT SETA's comments on the draft report.
- 5.4. Highlights of the result of the survey in a PowerPoint format (soft copy only); be able to present results to the MICT SETA with recommendations.
- 5.5. Detailed report in 3 hard copies as well as digital format
- 5.6. High-level report with research findings to be published for stakeholder feedback and reporting.

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

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

| Item | Requirement Description | Quantity | Unit Cost | Total Cost (Incl. VAT) |
|------|---|----------|------------------------------------|------------------------|
| | THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE MICT SETA ANNUAL STAKEHOLDER SATISFACTION SURVEY | | | |
| 1. | CONDUCTING THE MICT SETA ANNUAL STAKEHOLDER SATISFACTION SURVEY AS PER TERMS OF REFERENCE. | 1 | R | R |
| 2. | Other related costs | 1 | R | R |
| | | | Sub-Total | |
| | | | VAT@15% | |
| | | | TOTAL PRICE (INCLUDING VAT) | |

**** Bidders are requested to submit a separate cost breakdown that covers the entire scope of work.**

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:

EVALUATION CRITERIA

EVALUATION CRITERIA

RFQs received will be evaluated on functional Criteria, and Price & specific goals comparison.

FUNCTIONAL EVALUATION CRITERIA

RFQ proposals submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **80 points** out of **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of **80 points** will form part of the panel.

Note: All bidders achieving less than the set threshold of **80 points** will be declared non-responsive.

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

| FUNCTIONAL CRITERIA | | |
|--------------------------------|--|----------------|
| Category | Description | Maximum Points |
| Methodology and Samples | <p>Bidder must provide showcase their knowledge and understanding by providing a methodology that clearly demonstrates the approach to be applied in carrying out the research.</p> <p>The proposal should include the following evidence:</p> <ol style="list-style-type: none"> 1. Proposal on principles and research methodology in conducting the stakeholder satisfaction survey. 2. Understanding of the MICT SETA environment and stakeholder relationships 3. Sample of work (3) client signed reports from previous projects) reporting of the results of the survey produced. <p>Points for providing methodology will be allocated as follows:</p> <ul style="list-style-type: none"> • Methodology & all three (3) elements included with 3 signed sample reports from previous clients = 25 Points • Methodology & Two (2) elements included & 2 Signed Sample reports from previous clients = 15 Points • Methodology & One (1) element included with 1 signed sample report from previous clients = 10 Points • Only sample reports included (3, 2 or 1 sample report from previous clients) with no methodology or Methodology included with no samples = 5 Points • No Samples and methodology provided = 0 Points | 25 |
| Company Experience | <p>Bidder to showcase relevant experience within the SETA space.</p> <p>Company profile (10 Points)</p> <p>Bidder to provide company profile stating years of experience: conducting research on customer/stakeholder satisfaction.</p> <p>Points for providing a company profile will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder has 5 years and above of experience in related field = 10 Points • Bidder has 3 – 4 years of experience in related field = 08 Points • Bidder has 1 – 2 years of experience in related field = 05 Points • Bidder has no experience in the related field = 0 Points <p>Reference letters (10 Points)</p> | 20 |

| | | |
|----------------------------|--|------------------|
| | <p>Bidder must submit at least 3 contactable references from different clients for providing annual stakeholders satisfaction surveys or similar research projects. Reference letters should be aligned with the samples of work submitted.</p> <p>Reference letters must be signed on the client's letterhead, indicating the project start date and project end date.</p> <p>Points on submission of reference letters will be allocated as follows:</p> <ul style="list-style-type: none"> • Submitted 3 or more signed reference letters from different clients = 10 Points • Submitted 2 signed reference letters from different clients = 5 Points • Submitted 1 reference letter or no reference letter = 0 Points <p>NB: The reference letters must be on the client's company or organisational letterhead to be accepted. Reference letters should be aligned with the samples of work submitted.</p> | |
| <p>Project Plan</p> | <p>Bidders must provide a Project Plan which clearly articulates how the project will be delivered. This Project Plan should indicate 1. project deliverables, 2. their sub-activities and 3. planned dates/duration.</p> <p>Points for providing a project plan will be allocated as follows:</p> <ul style="list-style-type: none"> • Provided a project plan highlighting all 3 elements = 10 Points • Provided a project plan that covers only 2 elements = 5 Points • No project plan provided, or project plan only covers 1 element = 0 Points | <p>10</p> |
| <p>Project Team</p> | <p>Bidder must provide profiles and CVs of key project team members to be attached, Project Manager, Technical Lead preferably with a Social Science and Statistics Masters qualification, advantageous PHD.</p> <p>Composition of the Project Team (10 Points)</p> <p>Bidder must provide a structure of the Project Team responsible for the project with clearly articulated roles and responsibilities for each member.</p> <p>Points for providing a structure will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder provided a structure/organogram = 10 Points • Bidder did not provide a structure/organogram = 0 Points <p>Experience of a Project Manager (15 Points)</p> <p>Bidder's project manager must have experience in managing similar projects. The project Manager must have a recognised Research Accredited certification in social sciences/development studies/public management and governance/public administration, monitoring and evaluation.</p> <p>The CV should clearly indicate the projects, project duration, and names of clients or employers.</p> <p>Points for experience will be allocated as follows:</p> <ul style="list-style-type: none"> • Project Manager has 5 years and above of experience in the required field = 15 Points • Project Manager has 3 – 4 years of experience in the required field = 10 Points • Project Manager has 1 – 2 years of experience in the required field = 5 Points • Project Manager does not have experience of experience in the required field = 0 Points <p>Experience of the Project Technical Lead (10 Points)</p> <p>Bidder's Project Technical Lead must have experience in conducting research/surveys.</p> | <p>45</p> |

| | | |
|--------------|--|------------|
| | <p>The CV of the project Technical Lead should clearly indicate the projects, project duration, and names of clients/employers.</p> <p>Points for experience will be allocated as follows:</p> <ul style="list-style-type: none"> • Technical Lead has 5 years and above of experience in the required field = 10 Points • Technical Lead has 3 – 4 years of experience in the required field = 08 Points • Technical Lead has 1 – 2 years of experience in the required field = 5 Points • Technical Lead has no experience of experience in the required field = 0 Points <p>Qualifications of the Project Team (10 Points)</p> <p>The Bidder's team members must have the following qualifications:</p> <ul style="list-style-type: none"> • Project Lead/Manager: Master's qualification in social sciences/equivalent • Research Specialist: Post-Graduate or Bachelor's degree/ Diploma/equivalent • Account Executive/Research Assistant: Advanced / or National Diploma: <p>Points for submission of a relevant qualification will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder submitted relevant Qualifications for all team members (Project Lead, Research Specialist and equivalent, Account Executive/Research Assistant included) = 10 Points • Bidder submitted relevant Qualifications for only 2x team members = 08 Points • Bidder submitted relevant Qualifications for only 1 team member = 05 Points • Bidder did not submit qualifications for the team members = 0 Points | |
| TOTAL | | 100 |

N.B: Only bidders who meet the threshold of 80 points out of 100 points on functional criteria will be further evaluated for price & specific goals.

PRICE AND SPECIFIC GOALS EVALUATION

Evaluation of the quotations received is based on the 80/20 preference point system as per the procurement regulation (PPR) of 2022.

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

| Special Goal Criteria | Points |
|---|-----------|
| Enterprises which are at least 51% owned by historically disadvantaged persons. | 10 |
| Enterprises which are at least 51% owned by historically disadvantaged women. | 5 |
| Enterprises which are at least 51% owned by historically disadvantaged youth. | 5 |
| Total | 20 |

**** 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)
- CIPC Documents
and/or
- Shareholder Certificate (for companies that have two or more directors as per CIPC document)

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 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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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:

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

2.3 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

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

PREFERENCE 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 |
| Total points for Price and SPECIFIC GOALS | 100 |

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

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

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration

- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|
| Enterprises which are at least 51% owned by historically disadvantaged persons. | 10 | |
| Enterprises which are at least 51% owned by historically disadvantaged women. | 5 | |
| Enterprises which are at least 51% 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.

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