



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/14/2024
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, SUPPORT, MAINTENANCE AND CONFIGURATION OF LOCAL AREA NETWORK (LAN) FOR MICT SETA HEAD OFFICE AND REGIONAL OFFICES.
RFQ ISSUE DATE	13 May 2024
COMPULSORY BRIEFING SESSION	15 May 2024 @ 10:00 AM Gallagher House Level 3, Main Boardroom
CLOSING DATE & TIME	20 May 2024 @ 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	1 SOFT COPY

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		
CIPC registration documents and/or share certificate		
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		
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, SUPPORT, MAINTENANCE AND CONFIGURATION OF LOCAL AREA NETWORK (LAN) FOR MICT SETA HEAD OFFICE AND REGIONAL OFFICES.

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. BACKGROUND

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner and provide instant and accurate reporting and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to achieve this objective and provide specific focused services in line with its value on customer-centricity.

In line with the vision of the MICT SETA of "cutting-edge future skills", the MICT SETA seeks to ensure that all its offices are equipped with adequate technology infrastructure to fulfil the customer centricity value. Accordingly, there is a need for the provision and maintenance of LAN services in all MICT SETA offices, to support and capacitate its offices as digital centres, enable accessibility of the MICT SETA, and improve communication channels with its stakeholders.

3. PURPOSE

The MICT SETA is looking to appoint a suitably skilled, experienced, and accredited service provider for the provision, support, and maintenance of Local Area Network (LAN) services to

its Head Office and Regional Offices. The project shall include all current and new sites and offices, and expansions to the current offices.

4. PROJECT OVERVIEW AND SCOPE

4.1. MICT SETA Footprint

4.1.1. The MICT SETA has presence in six (06) provinces, and it's structured as follows:

Province	Description	Number of users	Address
Gauteng	Midrand (Head Office)	110	Block 2, Level 3 West Wing, Gallagher House Gallagher Convention Centre 19 Richards Drive Halfway House Midrand, 1685
KwaZulu-Natal	Durban Regional Office	6	Ridge 8, 14 th Floor 32 Vuna Close Umhlanga Ridge Durban, 4319
Eastern Cape	East London Regional Office	6	12 Esplanade Quigney East London 5201
Western Cape	Cape Town Regional Office	8	The Boulevard Office Park Block F, Ground Floor Searle Street Woodstock, 7925
Free State	Bloemfontein Regional Office	5	Motheo TVET College (Faculty Tourism and Hospitality) Cnr Goddard Street / O.R Tambo Bloemfontein 9301
North-west	Klerksdorp Satellite Office	1	Vuselela TVET College Jourberton Centre for Engineering Studies 11900 5th Street, Jourberton Township

4.2. MICT SETA LAN Architecture

The MICT SETA LAN Architecture will currently comprise of the following minimum infrastructure:

- 4.2.1. SD-WAN network – CISCO Meraki
- 4.2.2. Routers
- 4.2.3. Switches (Aruba)
- 4.2.4. IP telephones (Yealink)
- 4.2.5. Laptops
- 4.2.6. CISCO and HP Wi-Fi
- 4.2.7. Multi-Function Printers
- 4.2.8. Projection TVs in boardroom

4.3. Scope of Services

The Scope of the bid covers the following:

- 4.3.1. Supply and configurations of networking equipment.
- 4.3.2. Supply and Installation of networking cabling.
- 4.3.3. Decommission of old telephone system cable drops (Once-off - Head Office Midrand).
- 4.3.4. Network cable Patching and labels.
- 4.3.5. Supply and configuration of network points.
- 4.3.6. Product and labour workmanship warranty.
- 4.3.7. Maintenance of the procured equipment.

5. TECHNICAL REQUIREMENTS

5.1. Once-off Activities

Upon appointment, the bidder will be required to perform the following once-off functions:

- 5.1.1. Decommissioning of old telephone cabling at Midrand Head Office.

5.2. Ad-hoc Activities

The service provider will be expected to perform the following functions throughout the duration of contract:

- 5.2.1. Network points repairs and installation.
- 5.2.2. Supply of network fly leads.
- 5.2.3. Support, maintenance, and configuration of the Wi-Fi network, including CISCO and HP access points controller and access points.
- 5.2.4. First line support services on LAN services.
- 5.2.5. Installation of LAN equipment and infrastructure.

5.3. Workmanship

- 5.3.1. It is expected that this specification will allow the successful bidder to execute services as required by this RFB. Should any of the requirements require clarity, prospective bidders can seek further clarity during the compulsory Briefing Session.
- 5.3.2. The MICT SETA has adopted **KRONE CAT6/Molex** cabling standard throughout its Network. All new installations are to be accompanied by a KRONE Certificate as well as a Visio Diagram indicating Network Point location in relation to office layout before the site installation can be signed off.
- 5.3.3. The successful bidder will be required to ensure that all cabling and network points are clearly marked and labelled.
- 5.3.4. The successful bidder will be required to ensure that all old and unused cabling is decommissioned.
- 5.3.5. All required cables, software and accessories that make up the proposed solution must be included as part of the proposal.

- 5.3.6. All cabling must be installed and kept neat to ensure a safe and clean environment. No cables are to be present on the floor nor must they be found to be easily snagged or pulled.
- 5.3.7. The successful bidder will be required to work with the Network Engineer to carry out all installations, and compile documentation.
- 5.3.8. All network points commissioned as part of the project must be tested for functionality.

5.4. Other Technical Conditions

- 5.4.1. All other equipment, resources required to deliver on the requirements of the project / services must be submitted to MICT SETA to initiate procurement processes.
- 5.4.2. The successful bidder shall not be allowed to procure additional equipment on behalf of MICT SETA and shall not be eligible to claim against procurement of any equipment on behalf of MICT SETA.
- 5.4.3. The successful bidder shall demonstrate footprint that is able to provide support to MICT SETA offices' Footprint as projected in accordance with Section 4 of this RFB.
- 5.4.4. The successful bidder will be required to provide warranties for all workmanship and services where remedial of identified poor workmanship must be provided by the service provider within 12 months of installation, at no cost to MICT SETA.

6. COSTING MODEL

The project Objectives together with the Scope of Work should be considered when compiling the pricing for delivery of service on this RFB.

- 6.1. All costing must be projected inclusive of any applicable taxes. These costs should consider unit costs and hourly rates.
- 6.2. Payment for all travel allowances will not be catered separately. The hourly rate should be inclusive of all such costing. Further costing must be inclusive of all foreseeable costs to achieve the Objectives of this project.
- 6.3. Bidders must provide a standard rate for ad-hoc services, actual rates will be determined per assessment on each service request, inclusive of labour and travelling.
- 6.4. All other incidental costs to restore services will be paid at the submission of a valid Invoice.

7. 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, SUPPORT, MAINTENANCE AND CONFIGURATION OF LOCAL AREA NETWORK (LAN) FOR MICT SETA HEAD OFFICE AND REGIONAL OFFICES.				
Prices are to be quoted at an all-inclusive rate				
Item	Requirement Description	Quantity	Unit Price	Total
	Once-off Activities – Head Office (Midrand)			
1.	Decommission of old telephone system cable drops	01	R	R
	Ad-Hoc recurring costs			
2.	Callout fee rate to all MICT SETA offices	01	R	R
3.	Network point installation (incl. of supply or material, patching, labelling, and testing)	01	R	R
4.	Network point repair (incl. of supply or material, patching, labelling, and testing)	01	R	R
5.	Network point relocation (incl. of supply or material, patching, labelling, and testing)	01	R	R
6.	Network point removal/decommissioning	01	R	R
7.	Cisco Wi-Fi Configuration and Repair	01	R	R
8.	Supply of fly lead (1 - 3m)			
9.	Supply of fly lead (5m)	01	R	R
10.	Supply of fly lead (10m)	01	R	R
11.	Supply of fly lead (10 – 50m)	01	R	R
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

Complete below:

1. Delivery Address: **MICT SETA Offices**
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:

8. COMPULSORY SITE VISIT / BRIEFING SESSION

8.1. A compulsory Briefing Session to be attended by all interested bidders. Attendance of the Briefing Session is required to clarify the scope on the removal of old telephone system cabling.

8.2. The Briefing Session is scheduled as follows:

Date	Time	Venue
15 May 2024	10:00 AM	MICT SETA Head Office Block 2, Level 3 West Wing, Gallagher House, Gallagher Convention Centre, 19 Richards Drive, Halfway House, MIDRAND, 1685

9. DURATION OF CONTRACT

The service provider will be appointed for a period of twenty-four (24) months from the date of both parties signing the SLA.

10. 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 Mandatory Criteria, Technical/ Functionality Criteria, and Price & Specific Goals comparison.

10.1. STAGE 1(A): MANDATORY CRITERIA

- a) Attendance of the compulsory briefing session held at MICT SETA Head Office on Wednesday, 15 May 2024.
- b) Proof of bidder having presence in cities and towns where MICT SETA has offices. Lease Agreement or Title Deed of bidder's office in each city or town must be submitted with the proposal.
- c) The bidders must be **Krone CAT 6/ Molex** certified. A **CommScope (Krone)/ Molex** certification of good standing must be submitted as part of the bid.
- d) The bidder must submit, with their proposal to this bid, certificates of its Senior Network Engineer resource showing competence to provide services. The minimum certificate of bidder's Senior Network Engineer must include A+, N+, CCNE, and MCSE.

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

10.2. STAGE 1(B): TECHNICAL/ FUNCTIONALITY CRITERIA

Only bidders that have met the set Mandatory Criteria will be considered for Technical/ Functionality Evaluation. Bids submitted will be evaluated on technical/ functionality criteria out of a maximum of 100 points. A threshold of 75 out of the 100 points has been set.

Only bidders that have met or exceeded the qualification threshold on technical/ functionality criteria of 75 points will qualify for further evaluation on Price and Specific Goals.

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

FUNCTIONAL CRITERIA

Category	Description	Maximum Points
<p>Solution Proposal</p>	<p>The Bidder’s proposal covers the minimum requirements of the Bid in detail and addresses all issues as summarised below:</p> <ul style="list-style-type: none"> • Once-off (non-recurring costs) • Ad-hoc (recurring costs) <p>Points on the Solution Proposal will be allocated as follows:</p> <ul style="list-style-type: none"> • Solution Proposal comprehensively covers both key elements/ minimum requirements of the Bid = 50 points • Solution Proposal does not cover all key elements/ minimum requirements of the Bid or lacks a comprehensive overview detailing the execution of the two (02) elements = 0 points <p>NB: All elements of the Project Scope of Work must be covered in detail. Failure to do so will result in a non-responsive bid.</p>	<p align="center">50</p>
<p>References Letters</p>	<p>Bidders must submit at least five (05) reference letters from different clients within the RSA, indicating experience in network installation, support, and maintenance or similar services rendered in the past five (05) years.</p> <p>NB: Reference Letters must be fully signed on the client’s letterhead, with contact details, project description and project duration/ period.</p> <p>Points on reference letters will be allocated as follows:</p> <ul style="list-style-type: none"> • Points for Experience and References will be allocated as follows: • Five (05) or more signed reference letters from different clients = 10 points • Four (04) signed reference letters from different clients = 08 points 	<p align="center">10</p>

	<ul style="list-style-type: none"> • Three (03) signed reference letters from different clients = 06 points • Two (02) signed reference letters from different clients = 04 points • One signed reference letter = 02 points • No reference letters submitted = 0 points <p>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to the award.</p>	
<p>Approach and Methodology</p>	<p>The bidder must provide a detailed Project Implementation Methodology and Approach to executing the project.</p> <p>The methodology and approach should include the following:</p> <ul style="list-style-type: none"> • Clear activities with timelines • All Project Resources <p>Points on approach & methodology will be allocated as follows:</p> <ul style="list-style-type: none"> • Detailed (3 pages minimum) implementation plan covering all the above-mentioned milestones = 10 Points • Summarised (with less than 3 pages and limited information) implementation plan on all the above-mentioned milestones = 05 Points • No implementation plan / an implementation plan that does not cover all project milestones = 0 Points <p>The bidder must provide a detailed processes of handling Service Requests, Change Requests, Incidents, and Problems from logging, allocation, escalations, resolution, and closure according to best ITSM best practices such as ITIL framework.</p> <p>Points on process handling will be allocated as follows:</p> <ul style="list-style-type: none"> • Detailed processes of handling Service Requests, Change Requests, Incidents, and Problems from logging, allocation, escalations, resolution, and closure according to best ITSM best practices such as ITIL framework = 10 Points 	<p>20</p>

	<ul style="list-style-type: none"> No detailed processes submitted = 0 Points 	
Experience of Project Manager	<p>The Bidder must submit profile / CV of Project Manager. The profile must reflect the experience in managing Network projects similar to the requirements of this RFO document. Projects on CV/profile must be for an individual, not the company.</p> <p>Experience of the Project Manager (20 Points)</p> <p>Points on profile/ CV of PM will be allocated as follows:</p> <ul style="list-style-type: none"> Above five (05) years of experience in Managing network installation and support services or similar = 20 points Four (04) to five (05) years of experience in Managing network installation and support services or similar = 10 points Two (02) to three (03) years of experience in Managing network installation and support services or similar = 05 points Less than two (02) years of in Managing network installation and support services or similar = 0 points <p>Bidders must clearly indicate the profile/ CV of the Project Manager, profiles/ CVs not indicating will not be evaluated.</p>	20
TOTAL SCORE		100
MINIMUM THRESHOLD		75

10.3. 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.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
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 must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

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

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

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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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:

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

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> <p>.....</p>
