

RFQ NUMBER	RFQ/MICT/84/2025
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A STUDY ON THE UPTAKE OF THE MICT SETA FOURTH INDUSTRIAL REVOLUTION (4IR) OCCUPATIONAL QUALIFICATIONS
RFQ ISSUE DATE	01 December 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	05 December 2025 @ 11:00 AM South African Time, 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.

MIT SETA: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For 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 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than six (06) months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

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

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.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A STUDY ON THE UPTAKE OF THE MICT SETA FOURTH INDUSTRIAL REVOLUTION (4IR) OCCUPATIONAL QUALIFICATIONS

1. INTRODUCTION

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act (SDA), No. 97 of 1998 section 10 (1) (a). In line with the core principles of the SDA and the National Skills Development Plan (NSDP) 2030, the SETA strives to bridge the gap between skills supply and demand by strengthening the connection between institutional education and workplace learning. The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the sub-sectors it operates namely; Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications. This mandate aligns with the broader goals of the National Development Plan (NDP) 2030, which seeks to establish a framework for building the capabilities of South African citizens.

2. BACKGROUND

This RFQ defines the requirements for a study that will investigate the uptake of MICT SETA Fourth Industrial Revolution (4IR) Occupational Qualifications, in line with Priority 3 of the MICT SETA, which is *Enablement of the 4IR*.

In 2020, MICT SETA established Research Chairs with the University of Johannesburg, University of Witwatersrand, Nelson Mandela University, University of Western Cape, and Tshwane University of Technology to enhance research and innovation. Later, Cape Peninsula University of Technology, Walter Sisulu University, and Fort Hare University were added to extend their reach across public universities.

A 4IR Advisory Committee was also formed to focus on four pillars: Education, Research, Policy, and Labour. One key output was the Integrated Digital Skills Strategy, which led to the development of 11 MICT SETA 4IR qualifications. These qualifications were created through collaboration with universities, TVET colleges, QCTO, Original Equipment Manufacturers (OEMs), professional bodies, labour, and government departments under the MICT SETA 4IR Division.

Driven by findings in Chapter 2 of the 2020/21 – 2024/25 Sector Skills Plan (SSP), MICT SETA has proactively addressed the impact of emerging technologies by creating over 50 qualifications in areas like AI, cloud computing, data science, drone technology, 3D printing, IoT, and AR/VR. These qualifications aim to bridge the skills gap and prepare the workforce for the evolving digital economy.

Qualification development in South Africa follows a structured process with the QCTO, ensuring alignment with the National Qualifications Framework (NQF) and national recognition by the South African Qualifications Authority (SAQA). The MICT SETA has developed more than 50 4IR

qualifications to prepare people for the 4IR. These qualifications are intended to address a shortage of skilled workers in the digital and ICT industries.

3. PROBLEM STATEMENT

The rapid advancement of 4IR technologies has disrupted the MICT sector, requiring a shift in workforce capabilities. In response, MICT SETA has developed over 50 4IR qualifications to address the digital skills gap and align with national priorities. However, the uptake of these qualifications is unclear, raising concerns about their effectiveness in bridging the skills gap and meeting industry needs.

While these qualifications were developed through research and collaboration with stakeholders, including universities, TVET colleges, government, and industry partners, the extent of their adoption by learners, employers, and training institutions remains uncertain. Factors influencing adoption, such as industry demand, curriculum relevance, and institutional capacity, also need further exploration.

Despite MICT SETA's strategic initiatives like Research Chairs, the 4IR Advisory Committee, and partnerships with higher education institutions, there is limited empirical evidence on the impact of these qualifications on skills development and employment outcomes. No research has assessed the status of their implementation. Understanding the uptake of these qualifications is vital to ensure their alignment with industry needs and to support South Africa's digital transformation.

This study aims to investigate the uptake of MICT SETA 4IR occupational qualifications, evaluate their effectiveness in addressing skills gaps, and examine their implementation across relevant institutions. It will focus solely on fully accredited 4IR occupational qualifications, excluding 4IR Skills Programmes and Learnerships.

4. OBJECTIVES

The study aims to address the following related objectives:

- 4.1.** Assess the level of awareness regarding MICT SETA's 4IR occupational qualifications;
- 4.2.** Examine the factors influencing the uptake of MICT SETA 4IR occupational qualifications;
- 4.3.** Identify key barriers limiting the uptake of MICT SETA 4IR occupational qualifications, including skills gaps, accessibility, and alignment with industry needs, from the perspective of employers;
- 4.4.** Determine the role of MICT SETA 4IR occupational qualifications in addressing skills gaps in the MICT sector;
- 4.5.** Identify opportunities for articulation, upward mobility, and career progression through MICT SETA 4IR occupational qualifications; and
- 4.6.** Identify opportunities for improving the promotion and delivery of MICT SETA 4IR qualifications.

5. SPECIFIC RESEARCH QUESTIONS

The study seeks to answer the following questions:

- 5.1. What is the level of awareness about MICT SETA's 4IR occupational qualifications among students, professionals, and organisations in the MICT sector?
- 5.2. What is the current uptake level of MICT SETA 4IR occupational qualifications among individuals and organisations, and what factors influence this uptake?
- 5.3. What are the key barriers preventing individuals and organisations from encouraging or supporting employees to pursue MICT SETA 4IR occupational qualifications?
- 5.4. To what extent do MICT SETA 4IR occupational qualifications address the existing occupation in high demand and the skills gap in the MICT sector?
- 5.5. How do MICT SETA 4IR occupational qualifications support career progression and upward mobility within organisations in the MICT sector?
- 5.6. What strategies can be implemented to better promote MICT SETA 4IR occupational qualifications to potential candidates and employers?

6. SCOPE OF WORK

The service provider will be required to research the uptake of MICT SETA 4IR occupational qualifications. The appointed service provider is expected to:

- 6.1. Investigate the uptake of MICT 4IR occupational qualifications, aligned with study objectives, focusing on the following qualifications:

Table 1: MICT SETA 4IR Qualifications

Occupational Qualifications Developed	Occupational Code	Occupational Title	NQF
1. Artificial Intelligence	251201	AI Developer	5
2. Cyber Security	252901	Cyber Security Analyst	5
3. Cloud computing	252301	Cloud Administrator	4
4. Design thinking	242102	DT Lead	4
5. Design thinking Practitioner	251102	DS Practitioner	5
6. Data science	251102	DS Practitioner	5
7. Internet of Things	251201	IoT Developer	4
8. Systems development	251201	Software Developer	5
9. Robotic Processing Automation	251201	RPA Developer	5
10. Quality Engineering Automation	251901	Quality Test Automator	5
11. eWaste	311906	eWaste Operation	4
12. Mobile Computing Technician Devices	672205	Mobile Computing Technician Devices	4

Occupational Qualifications Developed	Occupational Code	Occupational Title	NQF
13. Laptop Repairer	672205	Mobile Computing Technician Laptop Repairer	4
14. Wearables	672205	Mobile Computing Technician Wearables	4
15. Accessories	672205	Mobile Computing Technician Accessories	4
16. Peripherals Repairer	672205	Mobile Computing Technician Peripheral	4
17. Drone Technician	311401	Drone Technician	4
18. Remote Piloting Aircraft (RPAS)	733211	Remotely Piloted Aircraft Systems Pilot	4
19. Remote Piloting Aircraft (RPAS) Technician	311401	(RPAS) Technician	4
20. Blockchain	251201-000-00-00	Advanced Occupational Certificate: Blockchain Developer	6
21. 3D Printing	713201-000-00-00	Advanced Occupational Certificate: 3D Printing Technical Administrator	6
22. Extended Reality (AR & VR)	251301-000-00-00	Advanced Occupational Certificate: Extended Reality Developer (XR)	6
23. Optical Fibre Network	672202-001-00-00	Higher Occupational Certificate: Fibre Optic Technician	5

- 6.2.** Scope the study within MICT SETA sub-sectors: Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.
- 6.3.** Conduct a comprehensive study on MICT 4IR occupational qualifications, including the uptake of the qualifications and level of awareness of the MICT 4IR qualifications.
- 6.4.** Use AI and data analytics to map the labour market, forecasting uptake of MICT 4IR qualifications based on historical trends and external factors. This includes:
 - Data mining and pattern recognition to identify emerging occupations and trends.
 - Predictive analytics to forecast future labour market needs for MICT SETA 4IR qualifications.

- 6.5. Review existing documents, reports, past evaluations, and industry insights on the MICT SETA 4IR qualifications.
- 6.6. Propose a research methodology in accordance with the research objectives and questions, including:
 - Research method
 - Sampling techniques
 - Demographic data on learners and barriers to participation
 - Data collection methods
- 6.7. Conduct the study across all nine provinces, covering both rural and urban areas.
- 6.8. Recommend strategies to better promote MICT SETA 4IR qualifications.
- 6.9. Develop an implementation plan for the recommended strategies.
- 6.10. Recommend a systematic approach for ongoing monitoring and updates to MICT 4IR qualifications, in response to the evolving 4IR landscape, nationally and internationally.
- 6.11. Submit a final report and recommendations in line with the study objectives and MICT SETA report guidelines.

7. EXPECTED OUTPUTS AND DELIVERABLES

- 7.1. An inception report following discussion with MICT SETA, including a detailed research project plan;
- 7.2. Monthly progress reports;
- 7.3. Detailed literature review prior to development of research instruments;
- 7.4. All research instruments and tools to be signed off by MICT SETA;
- 7.5. Draft report for review;
- 7.6. PowerPoint presentations to accompany all reports submitted to MICT SETA;
- 7.7. Presentation to the MICT SETA Management and Governance structures;
- 7.8. All completed instruments, transcripts, fieldwork reports, datasets, etc.
- 7.9. A final report of the study in hard copy and electronic formats. There will be two versions of the report, namely a five (5)-page executive summary of the whole report and a full report with a maximum of 60 pages (excluding reference list and any other annexures); and
- 7.10. The report should be developed with the use of modern graphical representation and infographics in line with the MICT SETA brand.

8. DELIVERABLES TIMELINE OF THE PROJECT

The successful service provider will enter into a contractual agreement with MICT SETA for a duration of six (06) months period.

9. QUALITY AND REPORTING

The appointed service provider will report directly to the Manager: Sector Skills Planning. However, the quality management of the service and performance must be overseen by the service provider.

10. OWNERSHIP RIGHTS

MICT SETA shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the appointed service provider and any equipment or software procured under the assignment. All the documents, reports, and information pertaining to the assignment, must be handed over to MICT SETA before final payment. The outputs or part of it cannot be sold or used in any case without the prior permission of MICT SETA.

11. PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ 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:

Item	Requirement Description	Quantity	Amount	Total Cost (Excl. VAT)
	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A STUDY ON THE UPTAKE OF THE MICT SETA FOURTH INDUSTRIAL REVOLUTION (4IR) OCCUPATIONAL QUALIFICATIONS			
1.	Investigative Study on the uptake on the MICT SETA Fourth Industrial Revolution (4IR) Occupational Qualifications		R	R
			R	R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

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: _____

12. EVALUATION CRITERIA

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 the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on Functionality Evaluation Criteria, and Price & Specific Goals.

12.1. STAGE 1: FUNCTIONAL EVALUATION CRITERIA

RFQ' submitted will be evaluated on technical functionality criteria out of a maximum of **100 points**. A threshold of **70** out of the **100 points** has been set.

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL CRITERIA			
NO	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAXIMUM POINTS
1.	Methodology and Approach	<p>The bidder must submit a detailed methodology demonstrating:</p> <ul style="list-style-type: none"> • Understanding of the appropriate approaches for conducting investigative, exploratory, programme evaluation, or related types of studies. • The approach to data collection • Approach to determining the right sample size, and project plan <p>Points for submitting detailed methodology will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a methodology that covers all 3 elements = 25 points • The bidder submitted a methodology that covers only 2 elements = 15 points • The bidder submitted a methodology that covers only 1 element = 05 points • The bidder did not submit a methodology or submitted a methodology that does not cover any element = 0 points 	25
2.	Quality Assurance Plan and Risk Mitigation Measures	<p>The bidder must submit a detailed plan demonstrating:</p> <ul style="list-style-type: none"> • Quality Assurance Plan reflecting procedure and risk mitigation measures. 	10

		<p>Points for submitting a detailed plan will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a detailed plan on quality assurance procedures and risk mitigation measures = 10 points • The bidder submitted a plan not detailing the quality assurance measures and risk mitigation measures = 0 points 	
3.	Research Reports (Samples)	<p>The bidder must attach research reports of previous work completed in applied research, programme evaluation, investigative, exploratory, or other related studies, preferably conducted within the post-school education sector and/or for public sector institutions. The work must have been completed within the past five years.</p> <p>Points for submitting signed Research Reports (Samples) will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted 3 or more samples of research reports = 15 points • The bidder submitted 2 samples of research reports = 10 points • The bidder submitted 1 sample of research report = 5 points • The bidder did not submit samples of research reports = 0 points 	15
4	Bidder's experience	<p>The bidder must have experience in providing research services, preferably within the post-school education sector and/or for public sector institutions, with a focus on applied research such as investigative, exploratory, programme evaluation, or related studies. The bidder must have completed such work within the past five years and submit reference letters on official letterhead with contactable references. Reference letters must correspond to the sample of work provided.</p> <p>Points for submitting reference letters will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted three (3) contactable, signed reference letters on clients' letterheads indicating good performance as per the relevant project implemented = 15 points • The bidder submitted two (2) contactable, signed reference letters on clients' letterheads indicating good 	15

		<p>performance as per the relevant project implemented = 10 points</p> <ul style="list-style-type: none"> • The bidder submitted one (1) contactable, signed reference letter on the client's letterhead indicating good performance as per the relevant project implemented = 05 points • The bidder did not submit contactable, signed reference letters on clients' letterheads as per the relevant project implemented = 0 points 	
5	Project Team Organogram	<p>The bidder must provide a composition of the project team Organogram that will work on this project with clearly articulated roles and responsibilities for each member.</p> <p>Points for submitting project team organogram will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted the project team organogram with member roles and areas of responsibility presented = 10 Points • The bidder did not submit the project team organogram with member roles and areas of responsibility presented = 0 Points 	10
6	Project Team Capacity	<p>The bidder must attach curriculum vitae(s) of the individual project incumbent(s):</p> <p>Team leader (10 Points)</p> <p>Must have a Master's degree in any of the following disciplines: Social Sciences/Monitoring and Evaluation/Economics/Statistics. A doctoral degree in any one of the above disciplines will be added as an advantage.</p> <p>The bidder must submit a team leader's certified copies of qualifications not older than 6 months and a CV indicating a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research, development, monitoring and evaluation.</p> <p>Points for submitting the team leader's certified copies of qualifications will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of team leader's certified copies of qualifications = 05 Points • Non-submission of team leader's certified copies of qualifications = 0 Points 	20

		<p>Points for submitting the team leader's CV will be allocated as follows:</p> <ul style="list-style-type: none"> • CV submitted highlighting 5 years and above experience in the relevant field = 05 Points • CV submitted highlighting 3 – 4 years' experience in the relevant field = 03 Points • CV submitted highlighting 1 – 2 years' experience in the relevant field = 02 Points • Service Provider did not submit the CV of the team leader = 0 Points <p>Supporting staff (10 Points)</p> <p>Diploma/Degree in any of the following disciplines: Social Sciences/Monitoring and Evaluation/Economics/Statistics.</p> <p>The bidder must submit certified copies of supporting staff's qualifications that are no older than 6 months, and a CV indicating previous research experience.</p> <p>Points for submitting supporting staff's certified copies of qualifications will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted supporting staff's certified copies of qualifications = 05 Points • The bidder did not submit supporting staff's certified copies of qualifications = 0 Points <p>Points for submitting supporting staff's CV/resume will be allocated as follows:</p> <ul style="list-style-type: none"> • CV submitted highlighting 5 years and above experience in the relevant field = 05 Points • CV submitted highlighting 3 – 4 years' experience in the relevant field = 05 Points • CV submitted highlighting 1 – 2 years' experience in the relevant field = 02 Points • The Service Provider did not submit the CV of the supporting staff = 0 Points 	
7	Company Profile	The bidder must submit its company profile demonstrating 3–5 years of experience in delivering research services. The experience should focus on applied research, including investigative studies, exploratory research, programme evaluations, or related studies, conducted at provincial and	5

	<p>national levels. Experience is not limited to, but is preferred for, SETAs, Stats SA, higher education and training institutions, or other public sector entities.</p> <p>Points for submitting a company profile will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a company profile demonstrating investigative study, exploratory research or similar/related experience, tracer and impact assessment studies and a list of related projects undertaken = 05 points • The bidder submitted a company profile that does not demonstrate experience in investigative study, exploratory research, tracer and impact assessment studies or similar/related conducted and no list of related projects undertaken = 0 points 	
MINIMUM THRESHOLD		70
TOTAL		100

12.2. PRICE AND SPECIFIC GOALS

Only bidder/s or bid proposals received that have met the requirements of set evaluation 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. Bids will be awarded to the bidder scoring the highest points.

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

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 Bid 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 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

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.

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

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:

80/20	or	90/10
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$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

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

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)
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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

