

SERVICES SETA RFQ DOCUMENT FOR THE PURCHASES WITHOUT FUNCTIONALITY

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1. RFQ CHECKLIST

The contents of the RFQ document must be as follows,

The potential bidder must compile and submit a total of 4 proposal(s) as follows:

- One (1) original and one (1) copy submit to the tender box,
- One (1) electronic version (USB) and
- make one (1) copy from the original bid document and email proposal to RFQs@serviceseta.org.za in a zipped file up to a maximum size of 100MB.
- **The Services SETA RFQ documents must be submitted in official format (not to be re-typed);**

Schedules	APPOINTMENT OF A SERVICE PROVIDER TO ASSESS THE INTERNAL SECURITY (PHYSICAL AND DIGITAL) OF SERVICES SETA AND DEVELOP THE SECURITY RISK MANAGEMENT POLICY	Submitted – YES or NO
Schedule 1	The potential bidder must be registered with National Treasury Central Supplier Database (CSD).	
Schedule 2	RFQ document must be signed and duly completed, together with all declaration of interest/ standard bidding documents (SBD's 1, 4, 6.1, 7.1 & 7.2).	
Schedule 3	Provide and attach a copy of Company Registration Certificate.	
Schedule 4	ID. Documents, Cancelled Cheque or Letter from the Bank Confirming Banking Details	
Schedule 5	Pricing Schedule (Services SETA accept an additional formal quotation)	

2. INVITATION TO BID (PART A AND PART B)

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SERVICES SETA)

BID NUMBER:	RFQ06-04-23 - 4893	CLOSING DATE:	17/05/2023	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO ASSESS THE INTERNAL SECURITY (PHYSICAL AND DIGITAL) OF SERVICES SETA AND DEVELOP THE SECURITY RISK MANAGEMENT POLICY				
ENQUIRIES DUE DATE	All enquiries regarding this RFQ should be in writing and may be directed at E-mail RFQs@serviceseta.org.za by 11:00AM on the 10 th of May 2023				

Important to note:

- Bidders should ensure that RFQs are delivered timeously to the correct e-mail address as late submissions will not be accepted for consideration.
- All RFQs must be submitted on the official forms – (not to be re-typed).

NB: ALL RFQS MUST BE SUBMITTED AS PER BELOW INSTRUCTION(S)**NOTE!**

THE RELEVANT AUTHORITY MUST SIGN IN FULL WHERE REQUIRED AND INITIAL ALL PAGES OF THE SBD FORMS
RFQS MUST BE SUBMITTED AS 1 ORIGINAL AND 1 COPY (SUBMIT TO TENDER BOX), 1 ELECTRONIC COPY (USB), 1 COPY AND EMAIL PROPOSAL TO RFQs@serviceseta.org.za IN A ZIPPED FILE UP TO A MAXIMUM SIZE OF 100MB, EACH MARKED AS SUCH.

**RFQING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:
SUPPLY CHAIN MANAGEMENT****TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
USER DEPARTMENT**

CONTACT PERSON	Eric Mapeta	CONTACT PERSON	Phillip Kwampe
TELEPHONE NUMBER	(011) 276 9622	TELEPHONE NUMBER	(011) 694 8637
E-MAIL ADDRESS	RFQs@serviceseta.org.za	E-MAIL ADDRESS	Phillipk@serviceseta.org.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
CONTACT PERSON			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
SPECIFIC GOALS VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	SPECIFIC GOALS ATTACH SWORN AFFIDAVIT/BEE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

A SPECIFIC GOALS VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

TERMS AND CONDITIONS FOR BIDDING (PART B)

RFQ SUBMISSION:

- 1.1. RFQS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE RFQS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL RFQS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE RFQ DOCUMENT.**
- 1.3. THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).**

TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE RFQ.
- 2.5 IN RFQ'S WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO RFQS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

2.8

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:.....
CAPACITY UNDER WHICH THIS RFQ IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)
DATE:.....

TERMS OF REFERENCES

1. 1. PURPOSE OF THIS PROJECT

APPOINTMENT OF A SERVICE PROVIDER TO ASSESS THE INTERNAL SECURITY (PHYSICAL AND DIGITAL) OF SERVICES SETA, DEVELOP AND IMPLEMENT THE SECURITY RISK MANAGEMENT POLICY

1. INTRODUCTION AND OVERALL OBJECTIVES

The Services Sector Education and Training Authority (SSETA) was established and registered in March 2000 in terms of the Skills Development Act of 1998. The SETA aims to provide for the skills development needs of the services sector through the bursary awards and implementation of learnerships, disbursement of grants and monitoring of education and training.

The Services Sector Education and Training Authority (SSETA) hereby invites bids from experienced and knowledgeable service providers to assess the internal security both physical and digital of the organisation, and develop the Security Risk Management Policy.

2. BACKGROUND & CONTEXT

The Services SETA has recognized the need to ensure security is of a high standard to adequately support the organisational operations in terms of security of the premises, staff, stakeholders and visitors. It is also important to develop and implement the Security Risk Management Policy for the organisation to expeditiously respond and deal with any security threats in the organisation and against the employees.

3. SCOPE OF WORK

The potential bidder must:

3.1.1 Provide the Services SETA with an overall security assessment at the head office and provincial offices entailing both the physical and digital including electronic technology that generates, stores, and processes data.

3.1.2 Develop the Security Risk Management Policy for the Service SETA and support implementation of the plan.

3.1.3 It is incumbent on the service provider to take into consideration the legislative changes/requirements relating to security arrangements in the assessment and development of the Security Risk Management Policy.

3.1 COVERAGE AND SAMPLING

The security risk assessment is expected to cover all the physical and digital aspects of the Services SETA operations at Head Office and the following Provincial Offices.

Office Description- Province	Provincial Office and Physical Address
Head Office	Johannesburg Office: 15 Sherborne Road, Parktown, Johannesburg
Eastern Cape	1. East London Office: 3 Elton Street, Southernwood, East London 2. Port Elizabeth Office: 75 Havelock Street, CBD, PE
Free State	Bloemfontein Office: 152 Nelson Mandela Drive, Prondeza Building, Westdene
Western Cape	Cape Town Office: Cape Town False bay TVET College, Westlake Drive, West Lake, Cape Town
KZN	Durban Office: 73 Ramsay Avenue, Musgrave, Durban
Mpumalanga	Nelspruit Office: 37 Brown Street, 4 th Floor, Mid City Building, Mid-City, Nelspruit
Limpopo	Polokwane Office: Capricorn TVET College at 16 Market Street, Polokwane, Polokwane
North West	Klerksdorp Office: 74 Boom Street, Klerksdorp
Northern Cape	Kimberly Office: 38 A Sydney Street, Kimberley, 8301

4. DELIVERABLES AND TIMEFRAMES

The project is expected to run for six (6) months.

5. KINDLY FORWARD THE FOLLOWING RFQ DOCUMENTS, WHERE A CERTIFIED COPY OF A DOCUMENT IS REQUIRED, IT MUST BE CERTIFIED WITHIN THE LAST SIX (6) MONTHS

DOCUMENT(S) REQUIRED

QUALIFICATION/ GATEKEEPER REQUIREMENT (MANDATORY)

	Tick(Has applicable document attached?)	
1. The potential bidder must be registered with National Treasury Central Supplier Database (CSD).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. RFQ document must be signed and duly completed, together with all declaration of interest/ standard bidding documents (SBD's 1, 2, 3.3, 4, 6.1, 7.2).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Provide and attach a copy of Company Registration Certificate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The bidder(s) must comply with the qualification requirements above. Failure to abide by any of the requirements will lead to automatic disqualification.

SERVICES SETA PROMOTION OF THE SPECIFIC GOAL(S)

Bidders who do not submit supporting documents to claim for the specific goal(s) will not be disqualified but will score Zero (0) for 20 points elements.	Weighted Points	Tick (Has applicable document attached?)	
1. More than 51% Black Owned Entity	2	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Female Owned Entity	8	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Youth Owned Entity	9	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Disabled Owned Entity	1	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Note: In order to claim points for the specific goal(s) the bidders must submit a valid BEE certificate/ BEE Sworn Affidavit, and CSD Report document(s) to substantiate the specific goals point(s) claimed).

OTHER IMPORTANT REQUIREMENT (NON-MANDATORY)

5. The tenderer must submit proof of its B-BBEE status level of contributor	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. An objective criterion may be used during evaluation on pricing, Skill transfer and Job Creation etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Promotion of NGO's Is your entity an NGO? Attach proof (Services SETA supports NGOs and will be an added advantage for this bid.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. The Supplier status must be active, when verifying with Central Supplier Database (CSD). Provide MAAA number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Tax Clearance certificate Verification purposes, the potential bidder must indicate pin number.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6 EVALUATION CRITERIA

The value of this bid is estimated to be above R2 000 but below R1000 000 (all applicable taxes included); therefore the **80/20** system shall be applicable.

Criterion 1- Qualification Requirement

Bidders will first be evaluated in terms of the mandatory requirements. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified.

Criterion 2-Functionality Evaluation

Functionality is worth 50 points. The minimum threshold is 35 points. Bidders who score less than 35 points on functionality will therefore be disqualified; those who score 35 points or more will be further evaluated on **Criteria 3**. Functionality is the core criteria to this award and will be given a higher weight and may thereof be used as the basis for award.

Criterion 3-Price and Preference Evaluation

Price and specific goals weighted points; evaluation will be conducted on an 80/20 preferential procurement principle.

NOTE: For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the gatekeeper mentioned above. Bidders may be invited to make a presentation as part of the evaluation process.



FUNCTIONALITY SCORE SHEET

NAME OF POTENTIAL BIDDER.....

BID REFERENCE NUMBER.....

A	B	C	D	E	F	G	H
FUNCTIONALITY	REQUIREMENT	SCORE QUALIFICATION	MEASUREMENT (what must be provided/ demonstrated as minimum)				
			Indicate what pages/ section in proposal?	Weighted Points	Yes	No	Score
Assignment Experience	Demonstrate experience in successful implementation of security solution system, development and implementation project of a similar size in the last five (5) years.	<p>Bidder must submit five (5) or more written testimonials letters with a logo, letterhead, contactable details, dates and signature not older than five (5) years. (Total 10 points)</p> <ul style="list-style-type: none"> Traceable reference for 5 or more similar projects: 0-10pts Traceable references for 3 to 4 similar projects: 0-5pts Traceable references for 1 to 2 similar projects: 0-2.5pts. No traceable references for similar project: 0 pts. 	<p>Attach five (5) references letters</p> <p>What page (s) or section of your proposal for 5 references letters may be found?</p> <p>State page (s) number.....or State section/ tab.....on your proposal.</p>	10 pts	<input type="checkbox"/>	<input type="checkbox"/>	
Project Implementation Approach and Management	<p>There is pressure on Services SETA to ensure that a high standard of security is maintained at all times.</p> <p>Bidders are required to demonstrate in a project plan the implementation of security risk assessment:</p>	<p>Project Plan ability to achieve desired results in the context of the security solution. (Total 30 points)</p> <ul style="list-style-type: none"> Physical security = 0-10-pts Digital security= 0-10pts Security Risk Management Policy = 0-10pts 	<ul style="list-style-type: none"> Bid Proposal <p>What page (s) or section of your project implementation approach may be found?</p> <p>State page (s) number.....or State</p>	30 pts	<input type="checkbox"/>	<input type="checkbox"/>	

			section/ tab.....on your proposal.				
Capacity and Competencies	Demonstrate expertise in security services and technology:	<p>The bidder must provide key team members' CVs.</p> <p>Scores will be awarded as follows: Experience in physical, digital security and development of security risk management policy: (Total 10 points).</p> <ul style="list-style-type: none"> • 10 and above years: 0 – 10 points • 7-9 years: 0 – 8 pts • 3-6 years: 0 – 6 pts • 1-2 years: 0 – 4 pts 	<ul style="list-style-type: none"> • Bid Proposal <p>What page (s) or section of your bid may the CV's be found?</p> <p>State page (s) number.....or State section/ tab.....on your proposal.</p>	10 pts	<input type="checkbox"/>	<input type="checkbox"/>	

Note that Evaluation Committee will use their own discretion to assess the quality of all bid proposals received in relation to the above functionality criteria and may further verify information submitted from relevant sources/ your client and use their own discretion to score your proposal accordingly.

Total weighted Points	50		
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The minimum functionality threshold is 35 points. <u>Bidders who score less than 35 points on functionality will therefore be disqualified</u> ; those who score 35 points or more will be further evaluated on Criteria 3 .		
Price and Preference points used: 80/20 preferential procurement principle	80 (Price)	R.....
	20 (specific Goal)	Points scored for specific goals.....

Name of Evaluator:			
Signature:		Date:/...../20



7. PRICING SCHEDULE

SBD 3.3

OFFER TO BE VALID FOR **90** WORKING DAYS FROM THE CLOSING DATE OF RFQ.

In order to compare process, bidders must indicate their prices based on the following:

Entity name		
Total value		

Deliverables	Quantity	Unit Cost	Total (Vat inclusive and all other charges)
A comprehensive risk assessment at Services SETA head office and provincial offices	1		
Development of the Security Risk Management Policy and support implementation of the plan.	1		
Other related cost (If any provide breakdown)			
•			
15% VAT			
Total Price			

1. The accompanying information must be used for the formulation of quote.
2. Providers are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project R.....
3. Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms of the above schedule)
4. Travel expenses (specify, for example rate/km and total km **(SARS rates applicable only)**, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.
5. Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.
6. Period required for commencement with project after acceptance of quote.....
7. Estimated man-days/ **delivery date** for completion of project.....

8. BIDDER'S/ PROVIDER'S DISCLOSURE

SBD 4

1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to quote. 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 provider 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 quote process.

2. Bidder's/ Provider's declaration

2.1 Is the provider, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the provider 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

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.

I, the undersigned, (name)..... in submitting the accompanying quote, 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 quote will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The provider has arrived at the accompanying quote 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 quote, bidding with the intention not to win the quote and conditions or delivery particulars of the products or services to which this quote invitation relates.
- 3.4 The terms of the accompanying quote have not been, and will not be, disclosed by the provider, directly or indirectly, to any competitor, prior to the date and time of the official quote opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the provider 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 quote submitted where so required by the institution; and the provider was not involved in the drafting of the specifications or terms of reference for this quote.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Quotes and contracts, quotes that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE 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

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.

9. PREFERENCE POINTS CLAIM FORM

SBD 6.1

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 quote process:

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the Services SETA:

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 quote process to claim points for specific goals with the quote process, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The Services SETA reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Services SETA.

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 quotation 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) & \mathbf{or} & Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \end{array}$$

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 quote process:

4.2. In cases where Services SETA 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 Services SETA 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 quote process, 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 Services SETA 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 quote process and points claimed are indicated per the table below.

(Note to Services SETA: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (entities)	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Attach relevant supporting document(s) is compulsory to claim points allocated (Yes/No)
More than 51% Black Owned	2		
Female Owned	8		
Youth Owned	9		
Disabled Owned	1		

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 Services SETA 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.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

10. CONTRACT FORM - RENDERING OF SERVICES

SBD 7.1

This Form must be filled in Duplicate by both the Service Provider (Part 1) and the Purchaser (Part 2). Both Forms must be signed in the original so that the Service Provider and the Purchaser would be in possession of **Originally Signed Contracts** for their respective records.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in RFQ Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the RFQ .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to RFQ;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Specific Goals in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder’s past SCM practices;
 - Certificate of Independent RFQ Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my RFQ; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other RFQ.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT
 CAPACITY
 SIGNATURE
 NAME OF FIRM
 DATE

WITNESSES	
1
2
DATE:

PART 2 (TO BE FILLED IN BY THE PURCHASER)

SBD 7.2

1. I.....in my capacity as..... accept your RFQ under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

TENDER DISCRIPTION APPLYING FOR..... ...	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	SPECIFIC GOALS	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT

ON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

WE ARE HERE

