

REQUEST FOR QUOTATION

Reference No:

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
Turn over (TICK appropriate box below) Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person			Nhlakanipho Msane		
e-mail address			DSBDtenders@dsbd.gov.za		
Telephone number			060 981 0616		
Issue/Request date			18 SEPTEMBER 2026		
Closing date and time			21 SEPTEMBER 2026 @ 11H00		
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation				

Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards specific goals, Size of Enterprise, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
1	1	RFQ: REPORT WRITINF SERVICES FOR THE ONE NATIONAL PLAN BUSINESS BREAKFAST: AUTOMOTIVE SECTOR DIALOGUE TO BE HELD IN GQEBERHA ON 22 SEPTEMBER 2026.	
Compulsory documents to be returned.		(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1 (b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth. To claim points following should be provided. i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit, ii. A Confirmation of SMMEs, take note of the above table (business classification) iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months	

SCHEDULE 1

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million

	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATION (RFQ) FOR REPORT WRITING SERVICES FOR
THE ONE NATIONAL PLAN BUSINESS BREAKFAST: AUTOMOTIVE
SECTOR DIALOGUE, TO BE HELD IN GQEBERHA ON 22 SEPTEMBER
2026.**

DATE OF ISSUE	:	21 SEPTEMBER 2026
CLOSING DATE AND TIME	:	24 SEPTEMBER 2026
CLOSING TIME	:	11:00

Responses to be emailed to:

[Email: DSBDtenders@dsbd.gov.za](mailto:DSBDtenders@dsbd.gov.za)

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1. INTRODUCTION

The Department of Small Business Development (DSBD) is implementing the One National Plan (ONP), a whole-of-government and whole-of-society approach to inclusive economic growth and job creation, with specific emphasis on priority sectors and districts. As part of this implementation, the Department will host the One National Plan Business Breakfast: Automotive Sector Dialogue in Gqeberha, Eastern Cape, on 22 September 2026.

The dialogue will convene small enterprises, industry associations, original equipment manufacturers and ecosystem role-players in the automotive sector to deliberate on opportunities, constraints and collective actions required to increase the participation and growth of small enterprises in the automotive value chain, with a particular focus on localisation, market access and supplier development.

The session requires a suitably qualified, knowledgeable and experienced service provider to produce a comprehensive, high-quality report capturing the proceedings, key discussions and resolutions of the dialogue. The report will inform the Department's internal structures and ongoing implementation of the One National Plan.

2. OBJECTIVES

2.1 The objective of this request for quotation is to appoint a suitably qualified, knowledgeable, and experienced service provider to deliver professional report writing services for the One National Plan Business Breakfast: Automotive Sector Dialogue, to be held in Gqeberha on 22 September 2026.

2.2 The following services will be required of the appointed service provider:

2.2.1 Attend the business breakfast and capture detailed and accurate records of all proceedings, including inputs, discussions, questions, responses and resolutions.

2.2.2 Compile a comprehensive report that accurately reflects the proceedings, key messages, issues raised and agreements reached during the dialogue.

2.2.3 Ensure the report is clear, coherent, well-structured and suitable for submission to the Department's internal structures and external stakeholders.

2.2.4 Prepare and submit the final report electronically in both PDF and fully editable formats.

3. SCOPE OF WORK

3.1 The appointed service provider will be provided with the approved programme, concept note and background documentation for the dialogue and will be expected to render report writing services in accordance with the requirements below.

3.2 Pre-event (before 22 September 2026):

- Review all background documentation provided by the DSBD, including the programme, the concept note and relevant One National Plan and automotive sector documents.
- Develop and submit a report writing plan and methodology, including the proposed approach to the capture of proceedings and the compilation of the report, for review and approval by the DSBD prior to the event.

3.3 Event Day (22 September 2026, Gqeberha):

- Attend the business breakfast and accurately capture all proceedings, inputs, comments and resolutions, including recording of attendees and key sector commitments made.
- Verify attendance, session details and any supporting material required for the compilation of the report.

3.4 Post-event:

- Submit the first draft of the comprehensive report within five (5) working days of the event.
- The DSBD will provide the service provider with changes, comments and inputs for follow-on amendments on the draft report.
- Submit follow-on revised versions incorporating the DSBD's inputs, comments and corrections within three (3) working days of receipt, per revision cycle.
- Submit the final report within the agreed timelines, as approved by the DSBD.

3.5 Report content requirements:

- The report must cover the background and purpose of the dialogue, the proceedings in a logical chronological structure, key discussion points per session, issues raised, responses provided, resolutions and commitments made, and annexures as agreed with the DSBD (including the attendance register and the programme).
- Translate complex sector information into clear, concise and easily understandable content, ensuring no distortion, misinterpretation or errors.
- Correct grammar, spelling, punctuation and language errors while improving clarity, conciseness, sentence structure and overall readability.
- Verify the reliability and factual accuracy of information, including figures, names, titles and technical content where applicable.

3.6 Final delivery of the report:

- The report must be delivered through email to the DSBD in a high-quality PDF (print-ready and shareable) format and in a fully editable source file (e.g., Word format).

4. DSBD ROLES AND RESPONSIBILITIES

- 4.1 Communicate with the appointed service provider through e-mails and phone (where necessary) regarding all instructions and logistics.
- 4.2 Share the programme, concept note and all background documentation for the dialogue.
- 4.3 Provide content and any additional information required for the compilation of the report.
- 4.4 Approve the report writing plan and methodology prior to the event.
- 4.5 Provide comments, inputs and corrections on draft reports.
- 4.6 Approve the final report and all deliverables prior to sign-off.

5. DELIVERABLES BY SERVICE PROVIDER

The appointed service provider will be required to deliver the following:

NO.	DELIVERABLE	DETAIL OF THE DELIVERABLE
1.	Inception and Planning	Confirm understanding of the scope of work, methodology and project timelines in consultation with the Department of Small Business Development (DSBD). Submit a report writing plan and methodology for approval prior to the event.
2.	Proceedings Capture	Attend the One National Plan Business Breakfast: Automotive Sector Dialogue on 22 September 2026 in Gqeberha and capture accurate and detailed records of all proceedings, inputs, comments, resolutions and key sector commitments made, including the recording of attendees.
3.	Draft Report	Submit the first draft of the comprehensive report within five (5) working days of the event, accurately capturing the proceedings, key discussion points, issues raised, responses provided, resolutions and commitments made.
4.	Revised Report	Provide revised versions incorporating the DSBD's inputs, comments and corrections within three (3) working days of receipt, per revision cycle.
5.	Final Report	Submit the final approved report electronically to the DSBD in the following formats: (a) high-quality PDF (print-ready and shareable version); and (b) a fully editable source file (e.g., Word format). The final report must be publication-ready and suitable for submission to the Department's internal structures and external stakeholders.

6. EVALUATION OF THE PROPOSAL

6.1 PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

6.1.1 During this phase, bid documents will be reviewed to determine compliance with Supply Chain Management (SCM) requirements, and only those bids that comply with the procurement requirements will move to Phase 2.

6.1.2 The bid proposal will be screened for compliance with the administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK / COMPLIANCE
1.	CSD Registration	Attached CSD registration report.
2.	SCM – SBD 4: Bidders Disclosure	Completed and signed.
3.	SCM – SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022	Completed and signed.
4.	In case of bids where Consortia / Joint Ventures: Consortia / Joint Venture agreements must be submitted with the bid proposal.	JV agreement completed and signed, if applicable.

6.2 PHASE 2: MANDATORY REQUIREMENTS

6.2.1 Bidders are required to complete the tables below by indicating whether they comply with each mandatory requirement by marking the appropriate column (YES or NO). Bidders are required to attach the supporting documentation specified in each requirement.

6.2.2 Failure to submit any of the required documents or to comply with any of these requirements will render the bid non-responsive and will result in disqualification from further evaluation.

6.2.3 Bidders that comply with all mandatory requirements will move to Phase 3: Price and Specific Goals.

6.2.4 Confirmation of the evaluation approach: the mandatory requirements will be evaluated strictly on the documentation submitted with the bid, namely the company profile and proof of the required experience, reference letters, CVs of key personnel and the project implementation plan. The submission of CVs will therefore not be the sole determinant of bidder eligibility. No oral presentations, interviews or committee evaluations will form part of the evaluation process.

Mandatory Requirement 1: Company Experience (Previous Work Performed)

NO.	MANDATORY REQUIREMENT	YES	NO
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1.	The bidder must have a minimum of five (5) years of proven, relevant experience in report writing for business dialogues, conferences, roundtables or similar engagements for government and/or corporate organisations. The bidder must submit: • A company profile confirming the minimum of five (5) years of relevant experience; and • At least three (3) electronic samples (full documents) of reports compiled as a result of dialogues, conferences, roundtables or similar engagements.		
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Mandatory Requirement 2: Track Record (Reference Letters)

NO.	MANDATORY REQUIREMENT	YES	NO
2.	The bidder must submit a minimum of three (3) signed and dated reference letters from clients for report writing services rendered within the last five (5) years, for government and/or corporate organisations. Each reference letter must: • Be on the client's official letterhead; • Be signed and dated; • Include contactable details (i.e., telephone number and email address); and • Confirm the nature, duration and dates of when the services were rendered. Note: The Department reserves the right to verify the authenticity of the information provided.		

Mandatory Requirement 3: Qualification and Experience of Key Personnel (CVs)

NO.	MANDATORY REQUIREMENT	YES	NO
3.	The bidder must attach comprehensive CVs of the following key personnel, supported by certified copies of qualifications where available: • Report Writer: must have a minimum qualification of NQF level 6 or higher (Diploma in Communication, Journalism, English or any related field) and a minimum of five (5) years of relevant experience in report writing for government and/or corporate organisations, with at least three (3) contactable references. Note: The Department reserves the right to verify the authenticity of the information provided.		

Mandatory Requirement 4: Project Implementation Plan

NO.	MANDATORY REQUIREMENT	YES	NO
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4.	The bidder must submit a fully detailed project implementation plan, aligned to the timeframes and standards of the project, covering the pre-event, event day and post-event phases. Given the nature of this work and the approval processes embedded in it, the bidder must be willing to accommodate requests that come in outside office hours, including during weekends, and for the work or delivery not to be limited to office hours / weekdays only.		
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Note: All bidders who do not comply with the criteria above will be disqualified from further evaluation.

6.3 PHASE 3: PRICE AND SPECIFIC GOALS

The bid price must be inclusive of VAT and quoted in RSA currency, and must cover all costs associated with the report writing services, including attendance of the event in Gqeberha on 22 September 2026.

80/20 PRINCIPLE	POINTS
PRICE	80
SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
MAXIMUM POINTS	100

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the Preferential Procurement Policy Framework Act (PPPFA).

Price Evaluation

The following formula will be used to calculate the points for price:

Criteria	Points
Price Evaluation: $P_s = 80 \times (1 - (P_t - P_{min}) / P_{min})$	80

Where:

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the specific goals status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

Table 1: Specific goals for the quotation and points claimed are indicated per the table below. Note to bidders: the bidder 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)
OWNERSHIP Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor = 0	2	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	8	
Spatial (Rural/ Township/ City) Rural = 4 Township = 2,4 City = 0,8	4	
Youth and Non-Youth	6	

7. TERMS AND CONDITIONS

7.1 Only fully compliant National Central Supplier Database (CSD) registered service providers will be considered.

7.2 The completed SBD 4 and SBD 6.1 documents attached to this RFQ must be completed and returned with the quotation.

7.3 No late quotations will be accepted under any circumstances.

7.4 Suppliers must complete and return all the required documents; failure to do so will render the quotation invalid.

7.5 Suppliers should take note of the Mandatory Requirements in paragraph 6.2.

7.6 The use of AI-generated content in the deliverables is strictly prohibited.

7.7 Given the nature of this work and the approval processes embedded in it, the service provider must be willing to accommodate requests that come in outside office hours, including during weekends, and for the work or delivery not to be limited to office hours / weekdays only.

8. CONFIDENTIALITY AND DATA PROTECTION

8.1 The successful service provider will handle sensitive departmental and stakeholder data. As such, they must ensure:

- Compliance with the Protection of Personal Information Act (POPIA).
- Secure handling, storage, and transmission of records.
- No disclosure to third parties.

9. DISCLAIMER

9.1 DSBD reserves the right not to appoint any bidder or to cancel the procurement process should the need arise.

9.2 DSBD will not reimburse any costs incurred during the preparation of proposals.

9.3 The final award is subject to approval processes and due diligence checks.

10. PROPOSAL SUBMISSION

The deadline for the submission of proposals to DSBD is as follows:

Date of Issue	21	SEPTEMBER 2026
Closing Date	24	SEPTEMBER 2026
Time		11:00
Through Email Address		DSBDtenders@dsbd.gov.za

11. ENQUIRIES

Below is the contact detail for all bid related enquiries.

QUERY	NAME AND CONTACT DETAILS
Technical	Khomotso Ramaifo Email: KRamaifo@dsbd.gov.za Telephone: 072 194 6677
Supply chain	Mr Nhlakanipho Msane DSBDtenders@dsbd.gov.za Telephone: 012 394 3014
Supply chain	Mr. Conty Mokala Telephone: 012 394 3014 DSBDtenders@dsbd.gov.za

TOR Approved YES [X] NO []

Khomotso Ramaifo



 SIGNIFLOW

Ms. Khomotso Ramaifo

Director: Secondary Sector

Date: 18 September 2026

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.

- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature

.....

Date

.....

Designation

.....

Name of bidder

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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
OWNERSHIP	2
SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8
SPATIAL (RURAL/ TOWNSHIP/ CITY)	4

YOUTH AND NON-YOUTH	6
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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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:

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

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 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 organs of state: 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	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
OWNERSHIP	1	2		
	Level 1 = 1 pts Level 2 = 0,125pts Level 3 = 0 pts Level 4 = 0 pts Level 5 = 0 pts Level 6 = 0 pts Level 7 = 0 pts Level 8 = 0 pts Non-compliant contributor= 0	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0		
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	4	8		
	Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
Spatial (Rural/ Township/ City)	2	4		
	Rural = 2 Township = 1,2 City = 0,4	Rural = 4 Township = 2,4 City = 0,8		
Youth and Non-Youth	3	6		
	Youth = 3 None-Youth = 0,9	Youth = 6 None-Youth = 1,8		

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.

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

SURNAME AND NAME:

DATE:

ADDRESS: