

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			19 AUGUST 2026		
Closing date and time			26 AUGUST 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 the suppliers contributing BEE level status, SMMEs, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST

RFQ to service provider to supply, deliver and install seven (7) Water cooler Machines. Monthly rental and service/maintenance of seven (7) Water cooler Machines for a period of twelve (12) months at block G ground and 1st floor.					
Item No	Item description	QTY	Month	Unit Price	Total Amount for 12 Months
1	Monthly rental of 7 Water cooler machines with cup holders	7	12	R	R
2	Monthly service/maintenance of the 7 Water cooler machines including changing of filters, To be provided by service provider Monthly: 1. testing quality of water 2. replacement if filter 3. cleaning and checking water cooling systems including the pipes 4. replace water delivery pipes when needed 5. supply and delivery of 250 ml disposable cups 350 disposable cups monthly	7	12	R	R
3	Delivery and Connection of the 7 water cooler machines at the DSBd location, to the existing water supply including all necessary fittings (once-off)	7	Once off	R	R
4	Monthly supply of 250 ml disposable water cups	350 disposable cups monthly	12	R	R
	TOTAL QUOTATION PRICE FOR A 12 MONTH CONTRACT PERIOD, EXCLUDING VAT			R.....	
	VAT @ 15%, IF APPLICABLE			R.....	

	TOTAL QUOTATION PRICE FOR A 12 MONTH CONTRACT PERIOD IN LINE WITH THE WATER COOLERS MACHINE SPECIFICATION AND *ALL APPLICABLE TAXES	R.....
Compulsory documents to be returned.	(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1 (b) Points for tender shall be awarded based on the Price, B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth (80/20). To claim the points the 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 and below table (business classification) and tick relevant Colom in line with your business. iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence less than 6 months iv. And Include the ID for conformation of youth	

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	Tick relevant compulsory	Signature-compulsory
Sectors or sub-sectors in accordance with the	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		
	Small	11- 50	≤ 50,0 million		
	Micro	0 – 10	≤ 15,0 million		
Manufacturing	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 50,0		
	Micro	0 – 10	≤ 10,0		
Electricity, Gas and Water	Medium	51 – 250	≤ 180,0		
	Small	11- 50	≤ 60,0 million		
	Micro	0- 10	≤ 10,0 million		
Construction	Medium	51 – 250	≤ 170,0		
	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 PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE RENTAL, SUPPLY, INSTALLATION, SERVICING AND MAINTENANCE OF SEVEN (7) PIPED WATER-COOLING AND DISPENSING MACHINES FOR A PERIOD OF TWELVE (12) MONTHS.

DATE ISSUED : 19 AUGUST 2026
CLOSING DATE : 26 AUGUST 2026
TIME : 11H00
RFQ VALIDITY PERIOD : 120 DAYS

SUBMISSION OF PROPOSALS:

DSBDtenders@dsbd.gov.za

1. PURPOSE

- 1.1 The purpose of these Terms of Reference is to appoint a suitably qualified service provider for the rental, supply, installation, servicing, and maintenance of seven (7) piped water-cooling and dispensing machines at the DSBD offices, located at the dtic Campus. The machines will be installed in the ground and first-floor pause areas of Block G for a period of twelve (12) months.

2. INTRODUCTION

- 2.1 The Department (DSBD) currently occupies office space at Block G in **the dtic** campus which requires a supplier of water-cooling machines to provide fully cooled water dispensing machines and services which will be required for a maximum period of twelve (12) months.

3. DELIVERABLES

- 3.1 To appoint a suitably qualified service provider to supply, install, service, and maintain seven (7) piped water-cooling and dispensing machines
- 3.2 Supply, fit (connect to existing water supply and electrical infrastructure.), service, maintain and install seven (7) water cooler dispensing machines with cup holders.
- 3.3 The supplier shall provide the following but not limited to the services below:
 - 3.2.1 Supply and install 7 water cooler machines with cup holder which dispenses only cold water, can be floor standing/ countertop and one of the colours: White/Silver/Grey.
 - 3.2.2 Cup holders must be built-in /slide-on bracket with clear casing to monitor cup quantity, suitable for use with Styrofoam, paper or plastic cups size up to 250ml, dispense one cup at a time with flip-up lid / seal to keep cups free from dust.
 - 3.2.3 All water coolers must be energy efficient.
 - 3.2.4 Supply 350 disposable cups (250 ml) monthly (clear plastic – SABS approved)
 - 3.2.5 Provide monthly service/maintenance to the 7 installed Water cooler machines (Replacement of water filters must be factored into the pricing schedule)
 - 3.2.6 Monthly rental invoice for the 7 installed water cooler machines.
- 3.4 Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS.

- 3.5 Faulty water coolers during the 12 months of service shall be exchanged by the appointed service provider at no cost to DSBD.
- 3.6 Provide DSBD with a water quality certificate on monthly basis.

4. CONDITIONS EFFECTING EXECUTION OF WORKS

- 4.1. The contract shall be deemed to have satisfied the Contractor with regards to the means of access to site and all aspects relating to the execution of the works detailed within this document. It shall be deemed that the Contractor has considered all aspects relating to the Health and Safety of their workforce when operating with the contract area. Should the Contractor have any concerns these should be brought to the attention of the DSBD.
- 4.2. The Client will not be responsible at any time for payment for loss or damage to any items of equipment or materials left on site.

5. SCOPE OF WORK (WATER COOLING AND DISPENSING SPECIFICATION)

- 5.1. The Contractor shall ensure that all equipment and materials wherever possible shall be strictly in accordance with the appropriate SABS Standard.
- 5.2. Without limiting the foregoing, the Contractor shall be deemed to be fully familiar with and to fully comply with all the statutory Regulations or By- Laws, or any Industry Standards or Codes of Practice or manufacturer's recommendations, as applicable to all parts of the work and shall indemnify the client against any legal proceedings, claims or losses arising from breach of, or failure to comply the same. In particular, but without limitation, the Contractor shall observe:-
 - 5.2.1 Occupational Health and Safety Act 85 of 1993, and any amendments there to.
 - 5.2.2 The National Building Regulations
 - 5.2.3 The regulations appertaining to the Control of Substances Hazardous to Health
 - 5.2.4 Occupational Health and Safety, The Electricity and NBR regulations as prescribed.
 - 5.2.5 Foodstuffs cosmetics and disinfectants act 54 of 1972 regulations

6. GENERAL REQUIREMENTS

- 6.1. The Service provider must allocate the relevant Uniform, PPE, consumables and equipment for this project.

- 6.2. The service provider shall appoint a dedicated on-site supervisor who will monitor work done jointly with a Departmental representative.
- 6.3. The service provider shall ensure uninterrupted service delivery by providing a suitably qualified relief staff member in the event of any employee absence for the monthly service.

7. FIRE ESCAPE ROUTES

- 7.1. The Contractor shall comply with all good practices and the Client's procedures and protocols relating to Health & Safety whilst in attendance on the Client's premises.

8. CONTRACTOR'S LIABILITY AND DUTY TO INSURE

- 8.1 The Contractor shall be liable for, and shall indemnify any claim, cost or proceedings resulting from death of, or bodily injury to any person or damage to property caused by the negligence of the Contractor's Employees, the Contractor will provide details of their Third Party and Public Liability Insurance.

9. PROCEDURE TO CLEAN AND SERVICE WATER COOLERS:

9.1 To be provided by service provider Monthly:

- 9.1.1 testing quality of water
- 9.1.2 replacement if filter
- 9.1.3 cleaning and checking water cooling systems including the pipes
- 9.1.4 replace water delivery pipes when needed
- 9.1.5 supply and delivery of 250 ml disposable cups 350 disposable cups monthly

10. CONTRACT PERIOD

- 10.1 The duration of the contract for the provision of a suitably qualified service provider for the rental, supply, installation, servicing, and maintenance of seven (7) piped water-cooling and dispensing machines at the DSBD offices, located at the dtic Campus, over a specified period of twelfth (12) months.

11. EVALUATION OF THE PROPOSAL

11.1 PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

11.1.1 During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents.

11.1.2 The bid proposal will be screened for compliance with 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 signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

11.1.3 The 80/20 principle will be applied in evaluating the proposal. Please note that the proposals/bids will follow a three-phased evaluation process as follows:

11.1.4 Phase 1: Preliminary evaluation (Compliance evaluation)

Supply Chain Management will conduct a preliminary compliance evaluation of all proposals and only those that have complied in terms of procurement requirements (i.e., registered on CSD, tax complaint, Completion of the SBD 4 and 6.1 and any other requirement that would have been indicated in the bid document).

11.2 PHASE 2: MANDATORY REQUIREMENTS

11.2.1 Bidders are required to complete below table by indicating whether they comply with the mandatory requirements by marking the appropriate column with an 'X'. Bidders are required to attach support documentation.

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

11.2.3 Bidders that have comply with all mandatory requirements will move to phase 3: Price and Specific Goals contribution.

11.3 MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST

11.3.1 The second phase will be the evaluation to determine the capability of the service provider to deliver on the specified requirements. The following key score shall be applied for the evaluation of functionality. Only service providers that score all points on the below list on functionality will go through the second Phase Price and Specific Goals level.

MANDATORY REQUIREMENTS

No	Category		
	COMPLIANCE REQUIREMENTS	YES	NO
1.	Experience of proposed organisation/ service provider	ATTACHED (YES)	ATTACHED (NO)
1.1.	Track record and previous experience: The organisation/ service provider must have at least a minimum of 12 months or more, proven record rendering the rental, supply, installation, servicing, and maintenance of seven piped water-cooling and dispensing machines. Attach reference letters as proof. <i>Each reference letter must:</i> Be on the client s official letterhead, signed and dated. Include contactable details (i.e. telephone number, and email address) Confirm the nature, duration and dates of when services were rendered.		

	Note: The Department reserves the right to verify the authenticity of the information provided.		
1.2.	Expertise and knowledge: of the requested services and materials with certified <u>team members</u> on the following: 1. Maintenance of water-cooling dispenser machines and or plumbing. Note: Provide CV.		
1.3.	Accreditation certificate on hygiene services with the below certificates: • ISO 9001 (Quality Management) and or ISO 45001 (Occupational Health and Safety),		
1.4.	Capacity: • Project implementation plan for the supply and installation of water-cooling dispensers in all the listed areas with projected timelines. • Maintenance schedules of the water-cooling dispensers, reflecting cleaning of the coolers and replacement of filters, must be submitted.		

Note: All bidders who do not comply with the criteria above will be disqualified for further evaluation.

12. PHASE 3: PRICE AND SPECIFIC GOALS

Please note that, only service providers that have fulfilled all requirements as per the **Mandatory Requirements Compliance Checklist** on functionality will be evaluated on Price and Specific Goals contribution.

The bid price must be inclusive of VAT and quoted in RSA currency.

	80/20 PRINCIPLE	POINTS
1	PRICE	80
2	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 PPPFA.

Preference Points

The 80/20 Preference points system will be applied using the below formula to calculate the price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = 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 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)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2	
	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	8	
	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4	
	Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	6	
	Youth = 6 None-Youth = 1,8	

13. TERMS AND CONDITIONS

- 13.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 13.2. The completed SBD 4 and SBD 6.1 documents attached to this RFQ must be completed and returned with the quotation.
- 13.3. No late quotations will be accepted under any circumstances.
- 13.4. The service provider must complete and return all the required documents, failing which the quotation will be declared invalid.

14. ENQUIRIES

Below is the contact detail for all bid related enquiries. Electronic communication will be preferred:

QUERY	NAME	CONTACT DETAILS
Technical	Ms. Radebe	Nradebe@dsbd.gov.za 072 573 7881
	Ms. Monyepao	MMonyepao@dsbd.gov.za 082 603 7511
	Mr. H Kidsingh	HKidsingh@dsbd.gov.za 072 493 2825
Direct all supply chain questions and submit your proposals to: dsbdtenders@dsbd.gov.za	Ms. Rudzani Matodzi,	012 394 3014
	Mr. Nhlakanipho Msane	NMsane@dsbd.gov.za
	Mr. Conty Mokala	012 394 3014

ToR Checked

YES

☒

NO

☐

Hareraj Kidsingh





Mr. H Kidsingh

Director: Security, Facilities Management and Auxiliary Services

Date: 19 AUGUST 2026

ToR Approved

YES

☒

NO

☐

Mbali Mbatha





Ms. Mbali Mbatha

Chief Director: Corporate Management Services

Date: 19 AUGUST 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:

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

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: