

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 | | 23 January 2026 | | | |
| Closing date and time | | 28 January 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 | | | | | |
|--|--|-----------|-----|------------|----------------|
| Item No | Item description | UNIT/Hour | QTY | FIXED RATE | Value per item |
| 1 | HANDYMAN ON SITE | | | | |
| 1.1 | 8 hours a day X 1 day a week x 4 weeks x 12 months = 384 hours | hour | 384 | | R |
| 2 | CALL OUT RATES | | | | |
| Estimated hours: 1 hour per week × 4 weeks per month × 12 months = 48 hours | | | | | |
| 2.1 | Building fabric works | hour | 48 | | R |
| 2.2 | General Plumbing works | hour | 48 | | R |
| 2.3 | General Electrical works | hour | 48 | | R |
| 2.4 | General Carpentry works | hour | 48 | | R |
| 2.5 | Fixing and replacement of locks and keys | hour | 48 | | R |
| 2.6 | Fixing of electronic access control systems (biometric and card readers) | hour | 48 | | R |
| 2.7 | Repair Domestic Appliances | hour | 48 | | R |
| 2.8 | Transport of assets and rubble removal | hour | 48 | | R |
| 2.9 | Movement of office furniture, boxes & appliances within Block G | hour | 48 | | R |
| 2.10 | Movement of office furniture, boxes & appliances outside Block G | hour | 48 | | R |
| 3 | NORMAL HOURS LABOUR RATES | | | | |
| Estimated hours: 4 hours per week × 4 weeks per month × 12 months = 192 hours ÷ 6 = 32 | | | | | |
| 3.1 | Building fabric works | hour | 32 | | R |
| 3.2 | General Plumbing works | hour | 32 | | R |
| 3.3 | General Electrical works | hour | 32 | | R |
| 3.4 | General Carpentry works | hour | 32 | | R |
| 3.5 | Fixing and replacement of locks and keys | hour | 32 | | R |
| 3.6 | Fixing of electronic access control systems (biometric and card readers) | hour | 32 | | R |
| 3.7 | Repair Domestic Appliances | hour | 32 | | R |
| 3.8 | Transport of assets and rubble removal | hour | 32 | | R |
| 3.9 | Movement of office furniture, boxes & appliances within Block G | hour | 32 | | R |
| 3.10 | Movement of office furniture, boxes & appliances outside Block G | hour | 32 | | R |
| 4 | AFTER HOURS/EMERGENCY LABOUR RATES | | | | |
| 4 hours/week × 4 weeks/month × 12 months = 192 hours ÷ 6 = 32 | | | | | |
| 4.1 | Building fabric works | hour | 32 | | R |
| 4.2 | General Plumbing works | hour | 32 | | R |
| 4.3 | General Electrical works | hour | 32 | | R |

| | | | | | |
|---|--|------|--------|-------------|-------------|
| 4.4 | General Carpentry works | hour | 32 | | R |
| 4.5 | Fixing and replacement of locks and keys | hour | 32 | | R |
| 4.6 | Fixing of electronic access control systems (biometric and card readers) | hour | 32 | | R |
| 4.7 | Repair Domestic Appliances | hour | 32 | | R |
| 4.8 | Transport of assets and rubble removal | hour | 32 | | R |
| 4.9 | Movement of office furniture, boxes & appliances within Block G | hour | 32 | | R |
| 4.10 | Movement of office furniture, boxes & appliances outside Block G | hour | 32 | | R |
| 5 | ALLOW AMOUNT OF R 75 000,00 FOR MATERIAL (material costs will be pre-approved by DSBD per quotation) | item | 1 | R 75,000.00 | R 75,000.00 |
| 5.1 | % of markup for Material | item | 1 | %..... | R |
| 5.2 | Certificate of Compliance for every new electrical installation | item | 1 | | R |
| 5.3 | Kilometer to be travelled for moving departmental assets or rubble removal | km | Per km | | R |
| TOTAL QUOTATION PRICE FOR 12 MONTHS CONTRACT PERIOD, EXCLUDING VAT | | | | | R..... |
| TOTAL QUOTATION PRICE FOR 12 MONTHS CONTRACT PERIOD AND *ALL APPLICABLE TAXES | | | | | R..... |

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 | | |
| | 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 | | |
| | 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 PROVISION OF A SUITABLE SERVICE
PROVIDER TO RENDER HANDYMAN SERVICES FOR THE DEPARTMENT, OVER A
SPECIFIED PERIOD OF TWELVE (12) MONTHS**

DATE ISSUED : 23 JANUARY 2026

CLOSING DATE : 28 JANUARY 2026

TIME : 11H00

TENDER VALIDITY PERIOD : 90 DAYS

1. PURPOSE

- 1.1. The purpose of the terms of reference (ToR) is to appoint a service provider to render handyman services for the Department of Small Business Development (DSBD) offices for a period of 12 months.

2. INTRODUCTION

- 2.1. The DSBD, is currently located in Block G of the Dtic campus and requires handyman services to provider general maintenance for the department. The services will be required for a maximum period of 12 months.

3. DELIVERABLES

The appointed service provider is required to render handyman services at Block G on **the dtic** Campus for a period of 12 months from the date of signing of the SLA.

The service provider must provide own equipment and tool of trade to undertake **all** the handyman services as outlined below:

- 3.1. **Building Fabrics Works:** On request conduct general repairs and maintenance to internal office areas inclusive but not limited to the following:

- a. Internal subdividing walls and doors, internal wall finishes and fixtures, Floor finishes, ceiling finishes, internal kitchen and fixtures, maintenance and servicing of all internal doors, floor springs / door closures, fixing of blinds, furniture, and attending day to day miscellaneous carpentry repairs.
- b. Mounting of OHS signage, TVs', DSTV installation, emergency contact list, first aid boxes, condom dispensers, whiteboards and departmental posters.
- c. Serving of shredding machines, watercoolers (refilling of water) coolers, and portable AC's units.

- 3.2. **General Plumbing Works:**

- a. On request repair leaks, blockages and replace broken plumbing units to plumbing reticulation system, fittings, blockages.
- b. Plumbing services shall be provided after hours, after hour rates to be provided accordingly.

3.3. General Electrical Works: Electrical works to tenant areas comprising but not limited to the following:

- a. Supply & install power point on skirting
- b. Supply & install power point on drywall
- c. Supply & install power pole
- d. Supply and install lights
- e. Relocating of power point on skirting
- f. Relocating of power point on drywall
- g. Relocating of power pole
- h. Relocating of light fittings
- i. Rubble removal from site to dumping area located by contractor
- j. Certificate of Compliance (CoC) will be required after the electrical installation.

3.4. General Carpentry Works:

- a. Fixing of office furniture: Generally, entails designing, building, and repairing various types of furniture such as desks, chairs, shelves, drawers, servers, couches, ottomans, credenzas, pedestals and kitchen cabinets top and doors and other wood fixtures. Dismantling and assembling of furniture

3.5. Fixing and replacement of locks and keys:

- a. Unlock locked doors, furniture and kitchen cabinets and other joineries.
- b. Replacement of doors and installation of door glass panels.
- c. Replacement of damaged locks.
- d. Replacement and/or duplication of keys.
- e. Unlocking of safes and resetting of safe codes or replacing of keys.

3.6 Fixing of electronic access control systems (biometric and card readers)

- a. Fixing or replacing magnetic lock and steel plates on doors.
- b. Fixing or replacing biometric and card readers.
- c. Repair or replace of wiring.
- d. Updating of access control software.
- e. Removing and/or relocating of biometric/card readers.

3.7 Movement of Office Furniture, Boxes and Appliances

- a. On request move furniture, boxes and appliances within and outside Block G such as: chairs, pedestal, desk mounted and free-standing screen, desk, workstation, fridge, microwave, filing cabinet and other related items.

3.8 Repair Domestic Appliances

- a. On request repair/install domestic appliances including microwaves, hydroboils, dishwashers, shredders, fridges, and the technical/installation/repairs of DSTV satellite.

3.9 Transport of assets and rubble removal

- a. Transport (transporting departmental assets around Pretoria and rubble removal)

3.10 Maintain the contract in accordance with the handyman specifications and scope of works.

3.11 Provide at all times the complement of staff necessary to satisfy the requirements laid out in the contract. Personnel shall be efficiently qualified to ensure that the standard detailed is achieved at all times. It is the service provider's responsibility to ensure that as far is practicably possible the turnover of staff is kept to a minimum. Working hours are from 07h45 till 16h00 weekdays, including weekends and public holidays if requested by DSBD.

3.12 Responsible for the provision and management of all equipment and materials necessary to provide the specific service. 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 and National Environmental Management Act (NEMA).

ANNEXURE A

SCOPE OF WORK (HANDYMAN SPECIFICATION)

The handyman services specification is as follows and will form part of the Service Level Agreement. The services rendered will be measured against the signed Service Level Agreement and penalties will be imposed should there be non-compliance to the SLA.

| Item No | Item description | UNIT/Hour | QTY |
|--|--|-----------|-----|
| 1 | 1 HANDYMAN ON SITE | | |
| 1.1 | 8 hours a day X 1 day a week x 4 weeks x 12 | hour | 384 |
| 2 | CALL OUT RATES | | |
| Estimated hours: 1 hour per week × 4 weeks per month × 12 months = 48 hours | | | |
| 2.1 | Building fabric works | hour | 48 |
| 2.2 | General Plumbing works | hour | 48 |
| 2.3 | General Electrical works | hour | 48 |
| 2.4 | General Carpentry works | hour | 48 |
| 2.5 | Fixing and replacement of locks and keys | hour | 48 |
| 2.6 | Fixing of electronic access control systems | hour | 48 |
| 2.7 | Repair Domestic Appliances (biometric and card readers) | hour | 48 |
| 2.8 | Transport of assets and rubble removal | hour | 48 |
| 2.9 | Movement of office furniture, boxes & appliances within Block G | hour | 48 |
| 2.10 | Movement of office furniture, boxes & appliances outside Block G | hour | 48 |
| 3 | NORMAL HOURS LABOUR RATES | | |
| Estimated hours: 4 hours per week × 4 weeks per month × 12 months = 192 hours ÷ 6 = 32 | | | |
| 2.3 | Building fabric works | hour | 32 |
| 2.4 | General Plumbing works | hour | 32 |
| 2.5 | General Electrical works | hour | 32 |

| Item No | Item description | UNIT/Hour | QTY |
|---|--|-----------|--------|
| 2.6 | General Carpentry works | hour | 32 |
| 2.7 | Fixing and replacement of locks and keys | hour | 32 |
| 2.8 | Fixing of electronic access control systems (biometric and card readers) | hour | 32 |
| 2.9 | Repair Domestic Appliances | hour | 32 |
| 2.10 | Transport of assets and rubble removal | hour | 32 |
| 2.11 | Movement of office furniture, boxes & appliances within Block G | hour | 32 |
| 2.12 | Movement of office furniture, boxes & appliances outside Block G | hour | 32 |
| 4 | AFTER HOURS/EMERGENCY LABOUR RATES | | |
| 3 hours/week × 4 weeks/month × 12 months = 192 hours ÷ 6 = 32 | | | |
| 3.3 | Building fabric works | hour | 32 |
| 3.4 | General Plumbing works | hour | 32 |
| 3.5 | General Electrical works | hour | 32 |
| 3.6 | General Carpentry works | hour | 32 |
| 3.7 | Fixing and replacement of locks and keys | hour | 32 |
| 3.8 | Fixing of electronic access control systems (biometric and card readers) | hour | 32 |
| 3.9 | Repair Domestic Appliances | hour | 32 |
| 3.10 | Transport of assets and rubble removal | hour | 32 |
| 3.11 | Movement of office furniture, boxes & appliances within Block G | hour | 32 |
| 3.12 | Movement of office furniture, boxes & appliances outside Block G | hour | 32 |
| 5 | ALLOW AMOUNT OF R 75 000,00 FOR MATERIAL (material costs will be pre-approved by DSBD per quotation) | item | 1 |
| 5.1 | % of markup for Material | item | 1 |
| 5.2 | Certificate of Compliance for every new electrical installation | item | 1 |
| 5.3 | Kilometer to be travelled for moving departmental assets or rubble removal | km | Per km |

4. CONTRACT PERIOD

4.1 The duration of the contract for handyman services for the department, over a specified period of twelve (12) months.

5. PROPOSAL EVALUATION CRITERIA

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

5.2 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 compliant, Completion of the SBD 4 and 6.1 and any other requirement that would have been indicated in the bid document).

5.3. Phase 2: 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 $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ | 80 |

Where,

P_s = Points scored for the comparative price of a bid under consideration

P_t = Comparative price of a bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

In terms of Regulations 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 by 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) |
|---|--|--|
| | 2 | |

| | | |
|---|--|--|
| BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013) | 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 | |
| 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 | |

6. TERMS AND CONDITIONS

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

7. PROPOSAL SUBMISSION

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

Date : November 2025
Time : 11h00
Email Address : dsbdtenders@dsbd.gov.za

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 |

| ToR | QUERY | NAME | CONTACT DETAILS |
|-----|--|-----------------------|-----------------|
| | | | |
| | dsbdtenders@dsbd.gov.za | Ms. Rudzani Matodzi, | 012 394 3014 |
| | | Mr. Nhlakanipho Msane | 012 394 3014 |
| | | Ms. Jene Kekana | 012 394 3014 |

| | | | | |
|--|-------------------------------------|--|--------------------------|--|
| | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | |
|--|-------------------------------------|--|--------------------------|--|

Mr. H Kidsingh
 Director: Security, Facilities Management and Auxiliary Services
 Date:

ToR Approved YES ☒ NO ☐

Mbali Mbatha
 Ms. M Mbatha
 Chief Director: Corporate Management Services
 Date: 07 January 2026

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

| | |
|-----------|----------------|
| | |
| Signature | Date |
| | |
| Position | Name of bidder |

PREFERENCE 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: