

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 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	REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICES PROVIDER TO FACILITATE THE SMALL BUSINESS DEVELOPMENT FINAL PORTFOLIO STRATEGIC PLANNING SESSION FOR THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT DURING THE 2026/27 PLANNING CYCLE FOR ONE DAY	
Compulsory documents to be returned.		<p>(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1</p> <p>(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.</p> <p>To claim points following should be provided.</p> <p>i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,</p> <p>ii. A Confirmation of SMMEs, take note of the above table (business classification)</p> <p>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months</p>	

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 THE APPOINTMENT OF A SERVICES PROVIDER TO FACILITATE THE SMALL BUSINESS DEVELOPMENT FINAL PORTFOLIO STRATEGIC PLANNING SESSION FOR THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT DURING THE 2026/27 PLANNING CYCLE FOR ONE DAY

DATE ISSUED: ~~21~~¹⁹ January 2026

CLOSING DATE: ~~22~~²³ January 2026

CLOSING TIME: 11:00

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1. OBJECTIVE

The objective of this request for proposals is to appoint a suitably qualified, knowledgeable and experienced service provider to facilitate the final Small Business Development (SBD) Portfolio Strategic Planning Session services for the Department of Small Business Development (DSBD) during the 2026/27 Planning Cycle for a one-day session in February 2026. The first Portfolio Strategic Planning Session was held as follows:

- 1.1.** The first 2026/27 Strategic Planning Session for the Small Business Development (SBD) Portfolio took place from 21 to 22 August 2025. This session was a pivotal step in shaping the Portfolio's Annual Performance Plans (APPs) for the 2026/27 financial year, thereby marking the second year of implementing the SBD Portfolio 2025–2030 Strategic Plans.
- 1.2.** Bringing together key stakeholders from various government departments, agencies, Co-operatives, and the private sector, the session underscored the importance of digitalisation and collaboration in driving South Africa's economic transformation through the empowerment of Micro, Small, and Medium Enterprises (MSMEs) and co-operatives.
- 1.3.** Following the first Portfolio Strategic Planning session, Branches and Chief Directorates within Programme One strategic planning sessions were conducted to cascade the first Portfolio Strategic Planning session outcomes to the Branch-level and Chief Directorates within Programme One outputs. These sessions also addressed potential risks in implementing the 2026/27 APP and finalised technical indicator descriptions.
- 1.4.** The draft 2026/27 APP was shared to the Department Executive and Management Committee on 14 October 2025. Additional inputs from Executive and Management were incorporated before submission to the Minister for Small Business Development for further review, consideration, and approval.
- 1.5.** On 31 October 2025, the Department submit the draft 2026/27 APP to the Department of Planning, Monitoring and Evaluation (DPME) in line with the Revised Framework for Strategic and Annual Performance Plans.

1.6. Purpose of the final Portfolio Strategic Session

The planning session aimed to:

- Present the SBD Portfolio members with the draft 2026/27 Annual Performance Plans for concurrence and recommendations for the Minister's approval for tabling in Parliament.
- Ensure that DSBD and SEDFA's draft 2026/27 Annual Performance Plans are aligned to each other, the approved 2024-29 MTDP priorities, the Minister's and

Accounting Officer Performance Agreements, and the SBD Portfolio Policy directives (21 – 22 August 2025, first Portfolio Strategic Planning Session).

- Ensuring that the selected outputs are budgeted for and that they focus on achieving the outcomes and impacts outlined in the SBD 2025-30 Strategic Plans for both the Department and SEDFA.
- Consider the Assessment Report on the draft 2026/27 APP from DPME, and provide input on the SEDFA draft 2026/27 APP.

1.7. SCOPE OF WORK

The final Portfolio Strategic Planning Session is provisionally scheduled to take place on 10 February 2026. The purpose of the session is to finalise the draft 2026/27 Annual Performance Plans for both the DSBD and SEDFA.

The service provider with the necessary expertise and capacity will be required to undertake the following activities with regard to the above:

- (a) Facilitate the final Portfolio Strategic Planning Session for one day.
- (b) Provide technical assistance and facilitation services support before, during and after the Portfolio Strategic Planning.
- (c) Design and prepare innovative participatory methodologies, including mind maps and matrix maps activities, emphasising discussion and focusing on building the MSMEs' strengths.
- (d) The Strategic Planning Session must be participatory and must be designed to provoke critical thinking and review among participants.
- (e) To facilitate the final 2026/27 strategic planning session and produce a report for the session.

2. PROJECT OUTPUTS / KEY DELIVERABLES

- (a) The service provider will be expected to produce the following:

- 2.1.1. Pre-workshop preparation and documentation.
- 2.1.2. Methodology and draft Agenda / Programme.
- 2.1.3. Project Plan and Activities.
- 2.1.4. First draft Strategic Planning Session Report, five days after the session.
- 2.1.5. Final Strategic Planning Session Report, seven days after the session.

3. PROJECT MANAGEMENT

- (a) The successful service provider in terms of project management will be expected to adhere to the following expectations:

- 3.1.1. Hold a meeting with the Project Manager representing the Department of Small Business Development to discuss the draft Project Plan and Activities prior to finalisation.
- 3.1.2. Assign suitable, experienced and qualified personnel to assist with the facilitation and development of the Project Plan and Activities.
- 3.1.3. Manage the overall project in consultation with the Project Manager.

4. REPORTING REQUIREMENT AND PROGRESS MEETINGS

- (a) Meetings will be for plenary, and feedback on progress shall be held, as and when necessary. The venue for these meetings will be hybrid. The service providers' Project Manager will be obliged to attend and will report to the Chief Director: Strategy and Governance. Any patents or copyrights developed from this project will belong to the Department of Small Business Development.

5. COMPLETION DATE

- (a) The duration of the contract will be for one day: the Final SBD Portfolio Strategic Planning Session.
- (b) The Department reserves the right to terminate the contract during the first day after work has commenced should the appointed service provider have misrepresented themselves and/or their product and will not be in a position to fulfil the requirements as contained in the contract, which might result in the Department failing to deliver on its mandate.

6. DSBD'S ROLES AND RESPONSIBILITIES

- (a) Communicate with the appointed Service Provider, through e-mails, about all logistics.
- (b) Share all guidelines and documentation for the development and compilation of the final Portfolio Strategic Planning Session.
- (c) Provide agenda / programme and planning tools.

7. DSBD: PRICE AND SPECIFIC GOALS

Please note that only service providers that have met all requirements on the attached Mandatory Requirements Compliance checklist on functionality will be evaluated on Price and Specific Goals.

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 formula below 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 the comparative price of a bid under consideration

Pt = Comparative price of a bid under consideration

Pmin = 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)
OWNERSHIP	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	

In responding to this request, the service provider needs to provide:

- SCM documents SBD 4, SBD 6.1 forms and CSD information
- Items listed in the checklists below:

MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST

NO	COMPLIANCE REQUIREMENTS	YES	NO
1.	Understanding of the project scope		
2.	Relevant Experience – monitoring, log frames and ToC (CV of expert)		
3.	Relevant experience – Facilitation of workshops, group discussions (CV of expert)		
4.	Relevant experiences – SMME Incubation and BDS (CV of expert/team)		
5.	Relevant experiences – Inter-governmental collaboration and working with government (CV of expert/team)		
6.	Relevant experiences – government policy development processes (CV of expert/team)		
7.	Costing – all inclusive		

ENQUIRIES

Below is the contact detail for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	MR. N Ratshisindi Ms. N Zulu	Nratshisindi@dsbd.gov.za 066 472 3782 NFZulu@DSBD.gov.za
Bid related	Mr. Nhlakanipho Msane, Ms. Rudzani Matodzi and Ms. Jane Kekana	dsbdtenders@dsbd.gov.za 012 394 3014

Please note this checklist must be completed and submitted together with the **Financial Proposal**

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
Functional Proposal including Mandatory documents	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule	YES/NO	Submit full details of the pricing proposal

ToR Approved

☒ YES

☐ NO



Mr. Winston Baatjies

Acting Chief Director: Strategy and Governance

Date: 16 January 2025

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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2.1. POINTS AWARDED FOR PRICE

$$P_S = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) \quad \text{or} \quad P_S = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right)$$

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

- 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:

.....