

**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					
<b>Turn over</b> (TICK appropriate box below)					
<b>Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance</b>					
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					
<b>Contact person</b>		Nhlakanipho Msane			
<b>e-mail address</b>		DSBDtenders@dsbd.gov.za			
<b>Telephone number</b>		060 981 0616			
<b>Issue/Request date</b>		14 MAY 2026			
<b>Closing date and time</b>		21 MAY 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 <b>Department of Small Business Development's</b> general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
<b>10</b>	<b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation</b>				



<b>Mining and Quarrying</b>	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
<b>Manufacturing</b>	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
<b>Electricity, Gas and Water</b>	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
<b>Construction</b>	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
<b>Retail, motor trade and repair services.</b>	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
<b>Wholesale</b>	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
<b>Catering, Accommodation and other Trade</b>	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
<b>Transport, Storage and Communications</b>	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
<b>Finance and Business Services</b>	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
<b>Community, Social and Personal Services</b>	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

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**REQUEST FOR QUOTATION (RFQ) FOR FULL AND PROFESSIONAL  
EDITING, DESIGN, AND LAYOUT OF INCUBATION BUSINESS  
DEVELOPMENT SERVICE (IBDS) POLICY.**

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DATE : 14 MAY 2026  
CLOSING DATE : 21 MAY 2026  
TIME :11:00

Responses to be emailed to:

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

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## **1. OBJECTIVES**

- 1.1. The objective of this Request for Proposals is to appoint a suitably qualified, knowledgeable, and experienced service provider to deliver comprehensive and professional packaging, editing, design, and layout services for the Incubation Business Development Services (IBDS) Policy.
- 1.2. The following services would be required of the service provider:
  - 1.2.1 Professional editing and packaging.
  - 1.2.2 Design and layout.
  - 1.2.3 Electronic submission of each document – pdf, editable version.

## **2. SCOPE OF WORK**

- 2.1. The service provider will be provided with the approved IBDS policy and will be expected to design, package and organise the information in the document according to the government policy template.
- 2.2. The design specifications must align with the DSBD corporate identity guidelines. The DSBD will provide the successful service provider with the corporate identity manual, which will outline the prescribed corporate colours, font types and sizes, paper quality, and the use of photographs and imagery. The appointed service provider will be required to develop and submit a minimum of three (3) design mock-ups of the documents for review and approval by the DSBD.
- 2.3. Professional editing and graphic designer will be required to:
  - 2.3.1. Translate complex information into clear, concise, and easy to understand with no diversion (or misinterpretation) and error-free.
  - 2.3.2. Organize and streamline content logically.
  - 2.3.3. Verify the accuracy of the information and correct any errors.
  - 2.3.4. Comprehensive knowledge of technical terms and concepts.
  - 2.3.5. Proofread documents for grammar, spelling, and punctuation mistakes and apply corrections.
- 2.4. The service provider will also be expected to propose or provide high resolution pictures that are to be used for branding the IBDS policy.
- 2.5. Timeframes.

2.5.1. The Department will provide the service provider with an approved IBDS policy.

2.5.1.1. The first edited version of the IBDS policy will be required within three (3) working days from receipt of the document.

2.5.1.2. The DSBD will provide the service provider with changes, comments, and inputs for follow-on amendments on the edited version.

2.5.1.3. Follow-on versions with second amendments and corrections will be required within two (2) working days from receipt by the service provider.

**The final IBDS policy version will be as per the agreed timelines.**

### **2.5.2. Design Specifications**

2.5.2.1. Design will be done on edited and approved document which will be provided by DSBD.

### **2.5.3. Format of the publication**

2.5.3.1. Page size: A4 (Landscape / Portrait / Combination of Landscape and Portrait).

2.5.3.2. Number of pages – estimated at maximum 93 pages of the document.

## **2.6. Memory Stick**

2.6.1. Production of one memory stick to accompany the final deliveries of each document.

2.6.2. Memory stick to be labelled.

2.6.3. Content/information in the memory stick to be saved in editable PDF format.

## **3. DSBD'S ROLES AND RESPONSIBILITIES**

3.1. Communicate with the appointed service provider through e-mails and phone (where necessary) regarding all instructions and logistics.

3.2. Share all guidelines for development and compilation of the documents.

3.3. Provide content for all the documents.

3.4. Provide the service provider with pictures to be used in the documents.

3.5. Approve copywriting artwork designed by service provider.

## **4. DELIVERABLES BY SERVICE PROVIDER**

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

NO.	DELIVERABLE	DETAIL TO THE DELIVERABLE
1.	<b>Inception and Planning</b>	Confirm understanding of the scope of work, methodology, and project timelines in consultation with the Department of Small Business Development (DSBD).
2.	<b>Edited Draft Documents</b>	<ul style="list-style-type: none"> <li>▪ Submit the first professionally edited version of the National Entrepreneurship Strategy and Implementation Plan within five (5) working days of receipt.</li> <li>▪ Provide subsequent revised versions incorporating DSBD inputs, comments, and corrections within five (5) working days per revision cycle.</li> <li>▪ Ensure all edited versions reflect improved clarity, coherence, structure, factual accuracy, and consistency in style and tone.</li> </ul>
3.	<b>Design and Layout Mock-ups.</b>	<ul style="list-style-type: none"> <li>▪ Develop and submit a minimum of three (3) distinct design mock-ups aligned with DSBD Corporate Identity Guidelines for review and approval.</li> <li>▪ Incorporate DSBD feedback and refine the selected design concept.</li> </ul>
4.	<b>Designed and Packaged Document.</b>	<ul style="list-style-type: none"> <li>▪ Produce a fully designed, formatted, and print-ready version of the National Entrepreneurship Strategy and Implementation Plan.</li> <li>▪ Ensure the document is visually appealing, well-structured, and aligned with government policy templates and DSBD branding requirements.</li> </ul>
5.	<b>Images and Visual Content</b>	Provide high-resolution images and visual elements suitable for branding and enhancing the presentation of the document, subject to DSBD approval.

<b>6.</b>	<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>▪ Deliver a final document that has been thoroughly proofread and quality checked for grammar, spelling, punctuation, formatting, and factual accuracy.</li> <li>▪ Ensure consistency in referencing, terminology, and editorial standards throughout the document.</li> </ul>
<b>7.</b>	<b>Final Submission</b>	<ul style="list-style-type: none"> <li>▪ Submit the final approved document electronically to the DSBD in the following formats: <ul style="list-style-type: none"> <li>○ High-quality PDF (print-ready and shareable version)</li> <li>○ Fully editable source file (e.g., Word or InDesign format)</li> </ul> </li> <li>▪ Ensure the document is publication-ready and suitable for public dissemination.</li> </ul>

## 5. EVALUATION OF THE PROPOSAL

### PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

1. During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents and only those that have complied in terms of procurement requirements will move to phase 2.
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 3.3 – pricing schedule	Completed and signed
3.	SCM - SBD 4 – Bidders Disclosure	Completed and signed
4.	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
5.	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, <b>if applicable</b>

## PHASE 2: MANDATORY REQUIREMENTS

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

	Proposal checklist	YES	NO
1.	<p><b>Previous Work Performed</b></p> <p>For this request, the service provider must provide at least four (4+) <b>electronic samples (full documents)</b> each Strategies or policies previously edited, proof-read, designed, and had done its layout.</p>		
2.	<p><b>Track Record</b></p> <p>The service provider must demonstrate proven experience in editing, proof-reading, layout designing of policies and strategies for government/corporate organisations.</p> <p>The service provider must submit a minimum of four (4+) signed, dated reference letters from clients for editing, proof-reading, layout designing of policies and strategies for government/corporate organisations of services rendered within the last five (5) years.</p> <p>Each reference letter must:</p> <ul style="list-style-type: none"> <li>▪ Be on the client's official letterhead.</li> </ul>		

	<b>Proposal checklist</b>	<b>YES</b>	<b>NO</b>
	<ul style="list-style-type: none"> <li>▪ Be signed and dated.</li> <li>▪ Include contactable details (i.e. telephone number, and email address)</li> <li>▪ Confirm the nature, duration and dates of when services were rendered.</li> </ul> <p><b>Note: The Department reserves the right to verify the authenticity of the information provided.</b></p>		
3.	<p><b>Experience of Project Leader and Team Members.</b></p> <p>Attach CVs of the below mentioned key personnel:</p> <p>Attach CVs of the below mentioned key personnel:</p> <p>a) Project Leader: Must have a minimum qualification of NQF level 7 or higher in Bachelor of Arts majoring in Communication/journalism/English/Creative Writing or any studies related to professional writing and must have a minimum of 5 years' experience in editing, proof-reading, layout designing of policies and strategies of the government/corporate with 3 contactable references.</p> <p>b) Minimum of (2+) Team Members: Must have a minimum qualification of NQF level 6 in a form of a Diploma or higher in Communication/ journalism/English/Creative Writing or any studies related to professional writing and must have minimum of 2 years' experience in in editing, proof-reading, layout designing of policies and strategies of the government/corporate with 3 contactable references.</p> <p><b>Note: The Department reserves the right to verify the authenticity of the information provided.</b></p>		
4.	<p><b>Project Implementation Plan</b></p> <p>Service provider to provide a fully detailed project implementation plan, aligned to the time frames and standards of the project. Given the nature of this work and the approval processes embedded in it, the service provider must be willing to accommodate requests that come in outside office hours, including during weekends, and for the work or delivery not to be limited to during office hours / weekdays only.</p>		

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

**PHASE 3: PRICE AND SPECIFIC GOALS**

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

	<b>80/20 PRINCIPLE</b>	<b>POINTS</b>
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:

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

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)
<b>BEE</b> Compliance Based on Section of the <b>BBBEE</b> Act (Act 53 of 2003 as amended by Act 46 of 2013)	<p style="text-align: center;"><b>2</b></p> 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	
<b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	<p style="text-align: center;"><b>8</b></p> Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
<b>Spatial (Rural/ Township/ City)</b>	<p style="text-align: center;"><b>4</b></p> Rural = 4 Township = 2,4 City = 0,8	
<b>Youth and Non-Youth</b>	<p style="text-align: center;"><b>6</b></p> Youth = 6 None-Youth = 1,8	

## 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 SBD 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.
- 6.5. Suppliers should take note of the Mandatory Requirements below.

## 7. CONFIDENTIALITY AND DATA PROTECTION

7.1. The Procurement Agent will handle sensitive procurement information, beneficiary data, and supplier documents. As such, they must ensure:

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

## 8. DISCLAIMER

8.1. DSBD reserves the right not to appoint any bidder or to cancel the procurement process at any time when the need arises.

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

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

## 9. PROPOSAL SUBMISSION

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

Date : 14 May 2026

Closing Date : 21 May 2026

Time : 11:00

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

## 10. ENQUIRIES

Below is the contact detail for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	Mr. Fhatuwani Tshikovhi	Email: <a href="mailto:ftshikovhi@dsbd.gov.za">ftshikovhi@dsbd.gov.za</a> Telephone: 067 415 6078
	Ms Nomfezeko Ntika	Email: <a href="mailto:NNtika@DSBD.gov.za">NNtika@DSBD.gov.za</a> Telephone: 073 332 4601
Direct all supply chain questions <a href="mailto:DSBDtenders@dsbd.gov.za">DSBDtenders@dsbd.gov.za</a>	Mr Nhlakanipho Msane	012 394 3014
	Mr. Conty Mokala	012 394 3014

ToR Approved

YES

NO

Mr. Mojalefa Mohoto



Chief Director: Entrepreneurship and Enterprise Development

Date: 13 May 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 interest<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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
<b>PRICE</b>	80
<b>OWNERSHIP</b>	2
<b>SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	8
<b>SPATIAL (RURAL/ TOWNSHIP/ CITY)</b>	4

<b>YOUTH AND NON-YOUTH</b>	<b>6</b>
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

- 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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)
<b>OWNERSHIP</b>	<p style="text-align: center;"><b>1</b></p> <p>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</p> <p>Non-compliant contributor= 0</p>	<p style="text-align: center;"><b>2</b></p> <p>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</p> <p>Non-compliant contributor= 0</p>		
<b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	<p style="text-align: center;"><b>4</b></p> <p>Micro = 4 Small = 3,6 Medium = 2 Large = 1,6</p>	<p style="text-align: center;"><b>8</b></p> <p>Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8</p>		
<b>Spatial (Rural/ Township/ City)</b>	<p style="text-align: center;"><b>2</b></p> <p>Rural = 2 Township = 1,2 City = 0,4</p>	<p style="text-align: center;"><b>4</b></p> <p>Rural = 4 Township = 2,4 City = 0,8</p>		
<b>Youth and Non-Youth</b>	<p style="text-align: center;"><b>3</b></p> <p>Youth = 3 None-Youth = 0,9</p>	<p style="text-align: center;"><b>6</b></p> <p>Youth = 6 None-Youth = 1,8</p>		

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....