

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	22 JULY 2026
Closing date and time	05 AUGUST 2026 @ 11H00

Terms and Conditions

#	REQUIREMENTS	COMMENTS
1	Quotations should be dated.	
2	Quotations should be valid for 30 days unless indicated otherwise.	
3	Does it comply with cost containment (Yes or No)	
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.	
4	Should you not be registered for VAT it should be clearly indicated on the quotation.	
5	Please indicate the delivery period and confirm whether the delivery period is firm.	
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.	
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.	
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.	
9	Quotations should be on the service provider's letterhead.	

	CONFIDENTIAL	
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation	

Small Business Development
Republic of South Africa

ANNEXURE A

Small Business Development
Republic of South Africa

SCHEDULE 1

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

Small Business Development
Republic of South Africa

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 QUOTATIONS (RFQ) FOR A SERVICE PROVIDER TO CONCEPTUALISE AND
DESIGN (SPACE PLANNING) A KNOWLEDGE HUB FOR THE DEPARTMENT OF SMALL
BUSINESS DEVELOPMENT.**

DATE OF ISSUE : 22 JULY 2026
CLOSING DATE AND TIME : 5 AUGUST 2026
CLOSING TIME : 11:00

Responses to be emailed to: Email:

DSBDtenders@dsbd.gov.za

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1. PURPOSE

- 1.1. To appoint a Service Provider to Conceptualise and Design a Knowledge Hub for the Department of Small Business Development (DSBD).

2. BACKGROUND AND PROBLEM STATEMENT

- 2.1. The Department of Small Business Development (DSBD) is mandated to lead and coordinate an integrated approach to the promotion and development of Micro, Small, and Medium Enterprises (MSMEs) and Cooperatives. Output 1 of the National Integrated Small Enterprise Development (NISED) Framework Regular calls for research on MSMEs to identify evidence for better policy. The Knowledge Hub would serve as a resource center, out of which evidence-based policy, programme and intervention shall derive. The hub will host vital information and knowledge derived from department, business sector, business associations, academia and research institutions to help the department to provide the broader DSBD community with knowledge on new trends in developing and supporting MSMEs.
- 2.2. In 2024, the Department of Public Service and Administration (DPSA) issued the Determination and Directive on Knowledge and Data Management in the Public Service to standardize the institutionalization of knowledge management across government departments. The Directive requires departments to develop and implement knowledge management policies, strategies and processes that strengthen service delivery, improve organizational efficiency and support evidence-based decision-making. In this context, the establishment of the DSBD Knowledge Hub will support compliance by providing a centralized platform for capturing, managing, sharing and leveraging institutional knowledge to enhance organizational learning and informed decision-making.
- 2.3. An assessment conducted with DSBD officials to identify the challenges and information needs critical to executing their responsibilities revealed clear gaps in how knowledge is managed within the department. Officials frequently cited difficulty in maintaining up-to-date knowledge (15%), challenges locating information coupled with technology limitations (14%), and lack of clear processes and knowledge fragmentation (12%) as recurring obstacles to their work. The findings point to a need for a centralized knowledge hub that consolidates knowledge and information in a single accessible location. Additionally, they highlight the need for standardized processes for

capturing and updating knowledge. Establishing such a hub would directly address the challenges identified, enabling DSBD officials to access accurate, current information more efficiently.

3. RATIONALE

- 3.1. Given the above, it is evident that the Department of Small Business Development needs to invest in the development of knowledge management practices and an internal library/hub to house knowledge and information, which are critical to the provision of support to MSMEs and their ecosystem. Additionally, evidence suggests that there is a need for a communal workspace that will provide officials with access to knowledge and information which will consequently promote cultural change. The Knowledge Hub will integrate physical information resources with digital and cloud-based systems, providing modern and professional environment for research, collaboration, strategic engagements and partnerships with external knowledge and data providers such as the Companies and Intellectual Property Commission (CIPC) and Statistics South Africa (StatsSA).

4. OBJECTIVES

- 4.1. Conceptualize and design the physical layout of a knowledge Hub, translating the department's institutional knowledge management and decision-support needs into a functional, centralised, technology-enabled physical space.
- 4.2. Design the spatial and infrastructural requirements to accommodate an integrated resource environment incorporating dedicated areas for physical journals and publications alongside access points (e.g. workstations, screens, connectivity infrastructure) for a cloud-based online library platform.
- 4.3. Design and specify functional and professional workspaces (workstations, collaboration zones and computer facilities) to support research, collaboration, and strategic discussions.
- 4.4. Develop a detailed implementation plan for the physical establishment of the Knowledge Hub, including space plans (floor plans, technical drawings) furniture and equipment requirements and budget estimates)

5. SCOPE OF WORK

In response to the objectives, the prospective service provide shall do the following:

- 5.1. Conduct a needs analysis and spatial assessment of the identified room.
- 5.2. Develop a conceptual design and detailed spatial layout of the Knowledge Hub.
- 5.3. Design interior spaces reflecting a modern, contemporary, and corporate look and feel.

- 5.4. Specification and procurement of furniture, shelves, workstations, and equipment suitable for a hybrid library environment and
- 5.5. Advise on and specify ICT infrastructure and requirements for a cloud-based online library system.
- 5.6. Produce detailed design drawings and three-dimensional (3D) visualisations.
- 5.7. Prepare an implementation plan outlining activities, timelines, and milestones.
- 5.8. Physical set-up of the Knowledge Hub.

6. DSBD ROLES AND RESPONSIBILITIES

- 6.1. Brief potential service provider on the requirements.
- 6.2. Communicate with the service provider appointed regarding matters pertaining to the project.
- 6.3. The project leader will review, evaluate and approve the services provided by consultants.
- 6.4. Provide all necessary support, information and documents (access).
- 6.5. Manage the project by continuously checking up on the service provider on the project deliverables and timelines.
- 6.6. Provide time frames for the service provider about the completion and quality of the work.

7. DELIVERABLES BY SERVICE PROVIDER

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

The following deliverables will be expected from the appointed service provider:

Deliverables	Timeframe
PHASE ONE	
A concept design and spatial layout plan.	17 – 21 August 2026
Three-dimensional (3D) visualisations	17 – 21 August 2026
Furniture specifications (dimensions, costs, procurement timeline).	17 – 21 August 2026
An implementation and project management plan.	21 August 2026
PHASE TWO	
Procurement of Furniture as per specifications	28 August – 11 September 2026
Physical set-up of the DSBD Knowledge Hub completed (Knowledge Hub office furnished and	11 – 25 September 2026

operationally ready in accordance with the approved layout).	
Handover of the DSBD Knowledge Hub	30 September

8. INFORMATION SESSION AND SITE VIEWING

8.1. Is the briefing session applicable?

YES

8.2. Is it a compulsory briefing session?

YES

8.3. The briefing session will be held as follows:

Date: 30 July 2026

Time: 09h00

Platform/ Venue: Block G – 1st Floor, Room 19, 77 Meintjies St, Sunnyside,

8.4. Bidders will be required to attend a compulsory briefing at the DSBD premises.

9. EVALUATION OF THE PROPOSAL

9.1. PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

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

9.1.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1.	CSD Registration	Attached CSD registration report.
2.	SCM - SBD 4 – Bidders Disclosure	Completed and signed

3.	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
4.	In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreements signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

9.2. PHASE 2: MANDATORY REQUIREMENTS

- 9.2.1. Bidders are required to complete below table by indicating whether they comply with the mandatory requirements by marking the appropriate column with an 'X'. Bidders are required to attach the requested documentation.
- 9.2.2. Failure to submit any of the required documents or to comply with these requirements will render the bid non-responsive and will result in disqualification from further evaluation.
- 9.2.3. Bidders that have complied with all mandatory requirements will move to phase 3: Price and Specific Goals.

	Proposal checklist	YES	NO
1.	<u>Understanding of the Project Scope</u> Submit a methodology demonstrating understanding of the project scope, including: - Needs analysis, - Spatial assessment, - Conceptual and detailed designs, - Interior design, - Furniture/equipment specification, - ICT requirements, - 3d visualizations, - Implementation plan and		

	- Physical set-up.		
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	Proposal checklist	YES	NO
2.	2.1. Relevant Experience and Track Record Demonstrate proven experience in space planning, interior architecture and work space/place design. Submit at least three (3) signed reference letters for similar projects completed within the last five (5) years. Each reference letter must be on client letterhead, signed, dated, include contact details, and confirm the nature, scope and duration of services. The Department reserves the right to verify all information. 2.2. Previous Work Performed Each reference letter must be accompanied by a portfolio of evidence for the corresponding project, demonstrating the quality of the work performed. It must include examples of the completed work, such as photographs, conceptual layouts, floor plans, technical drawings, furniture specifications, 3D visualizations, reports, or other relevant project deliverables. Bidders must submit at least three (3) reference letters, each accompanied by a corresponding portfolio of evidence for a similar project. Note: The Department reserves the right to verify the authenticity of the information provided.		
	Proposal checklist	YES	NO

3.	Qualification and Experience of Project Leader. Attach CVs of the below-mentioned key personnel. CVs must have a minimum of 3 contactable references: (a). Lead Space Planner/Interior Architect Minimum NQF Level 7 qualification in Interior Architecture, Interior Design, Architecture, Spatial Design or related field; minimum five (5) years' experience; submit CV. Qualification and Experience of Team Member/s (b). Technology-enabled Space Design Expert Minimum NQF Level 7 qualification in Interior Architecture, Interior Design, Architecture, Spatial Design or related field. Submit CV demonstrating experience in designing situation rooms, knowledge hubs, libraries, resource centres or similar technology-enabled environments. (c). Space Planning and Furniture Specification Specialist Minimum NQF Level 7 qualification in Interior Architecture, Interior Design, Architecture, Spatial Design or related field. Submit CV demonstrating experience in floor plans, technical drawings, furniture specifications, shelving layouts, workstation planning and equipment schedules. Note: The Department reserves the right to verify the authenticity of the information provided.		
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	Proposal checklist	YES	NO
4.	Project Implementation Plan Service provider to provide a project implementation plan, aligned to the time frames and standards of the project. Refer to Paragraph 7.		

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

9.3. PHASE 3: 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 below formula to calculate the price:

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

Where,

- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2 Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8 Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4 Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	6 Youth = 6 None-Youth = 1,8	

10. TERMS AND CONDITIONS

- 10.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 10.2. The completed SBD 4 and SBD 6.1 documents attached to this RFQ must be completed and returned with the quotation.
- 10.3. No late quotations will be accepted under any circumstances.
- 10.4. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid.
- 10.5. Suppliers should take note of the Mandatory Requirements on paragraph 9.2.
- 10.6. 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.

11. CONFIDENTIALITY AND DATA PROTECTION

- 11.1. The successful service provider will handle sensitive departmental data. As such, they must ensure:
 - Compliance with the Protection of Personal Information Act (POPIA).
 - Secure handling, storage, and transmission of records.
 - No disclosure to third parties.

12. DISCLAIMER

- 12.1. DSBD reserves the right not to appoint any bidder or to cancel the procurement process should the need arise.
- 12.2. DSBD will not reimburse any costs incurred during the preparation of proposals.
- 12.3. The final award is subject to approval processes and due diligence checks.

13. PROPOSAL SUBMISSION

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

Date : 22 JULY 2026
 Closing Date : 05 AUGUST 2026
 Time : 11:00

Through Email Address: DSBDtenders@dsbd.gov.za

14. ENQUIRIES

Below is the contact details for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	Ms Mutondi Mmushi	Email: MMmushi@dsbd.gov.za Telephone: 082 527 3996
Direct all supply chain questions DSBDtenders@dsbd.gov.za	Mr Nhlakanipho Msane	012 394 3014
	Mr. Conty Mokala	012 394 3014

TOR Approved YES ☒ NO ☐

Mr. Vuyisa Dayile

.....
 Deputy Director-General

Sector Policy & Research

Date:

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 institution	State

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.

SBD4

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.

SBD4

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:

80/20

or

90/10

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

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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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:

.....

