

## 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)<br><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)<br>R0.00 to R10m                                                                                                                                          |                                                                                                                                                             |        |                              | Qualifying Small Enterprises<br>(QSE) | Large Company |
| Small                                                                                                                                                                                       | Micro                                                                                                                                                       | Medium | Cooperative                  | >R10m <R50m                           | >R50 million  |
|                                                                                                                                                                                             |                                                                                                                                                             |        |                              |                                       |               |
| ENQUIRIES AND SUBMISSION DETAILS                                                                                                                                                            |                                                                                                                                                             |        |                              |                                       |               |
| Contact person                                                                                                                                                                              |                                                                                                                                                             |        | Nhlakanipho Msane            |                                       |               |
| e-mail address                                                                                                                                                                              |                                                                                                                                                             |        | DSBDEExternalRFQ@dsbd.gov.za |                                       |               |
| Telephone number                                                                                                                                                                            |                                                                                                                                                             |        | 060 981 0616                 |                                       |               |
| Issue/Request date                                                                                                                                                                          |                                                                                                                                                             |        | 19 November 2025             |                                       |               |
| Closing date and time                                                                                                                                                                       |                                                                                                                                                             |        | 3 December 2025              |                                       |               |
| 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.                                                                                                 |        |                              |                                       |               |
| 10                                                                                                                                                                                          | <b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation</b>                                 |        |                              |                                       |               |
|                                                                                                                                                                                             |                                                                                                                                                             |        |                              |                                       |               |

**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              | To conduct a review of MSMEs support programs within national/ sector departments and provincial departments of economic development                                                                                                                                                                                                                                                                                                                                                                                                  |                |
|                                      | Submission to: | dsbdtenders@dsbd.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |
|                                      |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
|                                      |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
|                                      |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
|                                      |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| 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><b>To claim points following should be provided.</b></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 |
| <b>Agriculture</b>                                                | Medium                      | 51 - 250                                     | ≤ 35,0 million        |
|                                                                   | Small                       | 11- 50                                       | ≤ 17,0 million        |
|                                                                   | Micro                       | 0 – 10                                       | ≤ 7,0 million         |
| <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

#### REQUEST FOR PROPOSALS (RFP)

|                 |                                                   |
|-----------------|---------------------------------------------------|
| Company:        | Department of Small Enterprise Development (DSBD) |
| Ref/Request No: | RFQ: POLICY 003/2025                              |
| Date Issued:    | <del>18 November 2025</del><br>19 November 2025   |
| Closing Date:   | 03 December 2025                                  |
| Closing Time:   | 14H00                                             |

#### REQUEST FOR PROPOSALS FOR

**A SERVICE PROVIDER TO CONDUCT A REVIEW OF MICRO, SMALL AND MEDIUM ENTERPRISE SUPPORT PROGRAMMES WITHIN NATIONAL/SECTOR DEPARTMENTS AND PROVINCIAL DEPARTMENTS OF ECONOMIC DEVELOPMENT**

## **1. PURPOSE**

- 1.1. Appoint a service provider to conduct a review of Micro, Small and Medium Enterprise (MSME) support programmes within national/sector departments and provincial departments of Economic Development for a period of four (4) months.

## **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 entrepreneurship and Micro, Small, and Medium Enterprises (MSMEs). This includes the integration and mobilization of efforts and resources towards the creation of an enabling environment for the growth and sustainability of MSMEs. Output three (3) of the National Integrated Small Enterprise Development (NISED) Framework calls for effective targeting and monitoring of public sector funded support to MSME. This is done to ensure that the South African government is able to conduct M&E on a continuous basis for effective planning and resources allocation.
- 2.2. This means that DSBD should spearhead the organization of responsibilities across multiple national/sector departments, government institutions and units that have specific support programmes on the development of MSMEs while provincial departments of economic development and their public entities are responsible for establishing and implementing support programs for MSMEs to facilitate their growth and sustainability.
- 2.3. Government has extensively provided support to MSMEs through a range of interventions i.e. incentives schemes, loans, sector-specific programs and projects, which is implemented at various levels of government. A study by Schachtebeck, Groenewald and Nieuwenhuizen (2017) highlighted that the public sector accounts for 53% of the support provided to small enterprises<sup>1</sup>. Over the years, numerous research/investigation studies have been conducted by various government institutions on certain programmes to understand their purpose, nature and characteristics (coverage, sectors and target audience). Arshad, Ahmad, Ali, Khan and Arshad (2020) argue that although numerous efforts are provided by

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<sup>1</sup> Schachtebeck, C., Groenewald, D., and Nieuwenhuizen, C. (2017). SME support institutions: the South African case

government for small enterprise development in South Africa, MSMEs continue to fail, thus necessitating the need for further empirical research of the support programmes impact<sup>2</sup>.

- 2.4. Additionally, multiple programmes, with similar objectives, are implemented across government without regular and constant monitoring of the quantum of public spending and the impact they have had. For instance, the Provincial Departments of Economic Development reported a collective budget of approximately R2,5 billion for the 2023/2024 financial year<sup>3</sup>, aimed at enhancing MSMEs access to financial services, training and market opportunities, while national/sector departments continue to have interventions targeted at MSMEs for their development and growth. Thus, fundamental steps are required to ensure that fit for purpose measures are provided to MSMEs for greater efficiency and optimum effectiveness, particularly in a constrained fiscal environment.

### 3. RATIONALE

- 3.1. To this end, based on the above, it is pivotal for the DSBD to conduct a baseline study to understand current levels of support and the associated expenditures, provide a reference for evaluating programme impact and aid informed decision-making for policy makers and role players in the South African government, since, over the years, government has allocated a significant budget to support MSMEs. Understanding how public funds are utilized will inform management strategies, policy refinement, funding reprioritization and/or programme redesign, as articulated on **Output one (1) of the NISED framework, which advocates for regular research on MSMEs to identify evidence for better policy.**
- 3.2. Furthermore, output three (3) supports the **monitoring of the usage of public funds to MSMEs, necessitating the need for regular research on MSME trends to identify gaps in the market and opportunities within the entire ecosystem.** In this context, key efforts in the development of support measures both in national/sector and provincial departments are reliant on better tracking and targeted data, which aids in a well-informed ecosystem, and understanding the needs of MSMEs requires building MSME centric data. Thus, there is a need for continuous comprehensive reviews of MSME support programmes within national/sector and provincial departments to ensure that they are fit for purpose and

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<sup>2</sup> Arshad, M. Z., Ahmad, M. J., Ali, M., Khan, W. A., & Arshad, M. H. (2020). The role of government business support services and absorptive capacity on SMES performance. *International Journal of Advanced Science and Technology*, 29(3), 1492-1499.

<sup>3</sup> National Treasury of South Africa, Budget Review of 2023

address the ever-changing needs of small enterprises due to the complex environments they exist in.

- 3.3. Using a review of MSME support programmes within two national sector departments and two provincial Departments of Economic Development as a baseline will ensure that in future, DSBD is able to assess and evaluate support programmes within other provincial departments ensure that all programmes are effectively aligned to the national priorities of government and that the impact of government support in the sector is tracked to ultimately enhance it for economic growth, employment creation and overall MSME development and sustainability.
- 3.4. To ensure that effectiveness is measured, this baseline study will look at support programmes implemented between 2020 and 2024 that still exist. Taking into cognizance that some of the programmes may have evolved to align to the priorities of the government of the day. Measuring effectiveness will ensure that the department is able to draw lessons and best practices that are still relevant today. Additionally, role players such as the National Treasury and the Department of Planning Monitoring and Evaluation (DPME) can track the impact of government contribution in the sector and present a precise data-driven analysis.

#### **4. OBJECTIVES**

The objectives of the project are:

- 4.1. To evaluate and/or assess the allocation of public funds to support MSMEs within government institutions at National and Provincial level, with the aim of understanding the focus areas and associated expenditures between 2020 and 2024.
- 4.2. To establish a comprehensive national and provincial baseline for MSME support programs from 2020 to 2024, highlighting those that exist to date.
- 4.3. To review the existing MSME support programs implemented by national/sector and provincial departments of economic development and its public entities (Strategic intent/ alignment with national priorities) to determine effectiveness, relevance and strategic alignment.
- 4.4. To specify mechanisms for the consistent reporting of the support and impact to the work they are undertaking.

## 5. METHODOLOGY

The review will employ a mix of qualitative and quantitative research methods, including document analysis, surveys, interviews, focus group discussions, and financial data review. The methodology will be designed to ensure objectivity and comprehensive coverage of the subject matter.

In response to the objectives and methodology of the study, the prospective service provide may utilize the following:

- 5.1. Program Inventory:** Compile a comprehensive inventory of MSME support programs currently offered by national/sector and provincial departments of economic development and its public entities, including details of their objectives, target audience, budgets (allocation and expenditure), and outcomes to date.
- 5.2. Policy Analysis:** Examine the alignment of sub-national programs with national MSME strategies/policies and regulations. Identify any discrepancies or areas of potential improvement.
- 5.3. Stakeholder Engagement:** Conduct interviews and consultations with relevant stakeholders, including government officials, MSME owners, industry associations, and experts in the field.
- 5.4. Financial Review:** Analyze the financial aspects of the programs to determine their cost-effectiveness and value for money. Assess the allocation of funds and resource utilization.
  - Evaluate and/or assess the allocation of public funds to support MSMEs within government institutions at National and Provincial level.
  - Determine the scale and areas of support and the associated expenditures.
- 5.5. Best Practices:** Identify and document best practices within the reviewed programs and make recommendations for their scalability and replication (Consider case studies: One European study and two African case studies).
- 5.6. Monitoring and Evaluation Framework:** Develop a robust framework for ongoing monitoring and evaluation of MSME support programs, ensuring continued improvement and impact assessment.
- 5.7.** The Service Provider is required to expand on the sampling framework to be employed and on data collection methods and approaches, to source the required information and data.



## 6. DELIVERABLES

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

| Deliverables                                                                                                                                               | Timeframe                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Inception Report                                                                                                                                           | Two weeks after project inception |
| Literature Review                                                                                                                                          | 12 December 2025                  |
| Data Collection tools                                                                                                                                      | 16 January 2025                   |
| Fieldwork Report                                                                                                                                           | 23 January 2026                   |
| Draft report                                                                                                                                               | 13 February 2026                  |
| Final Report (comprehensive report that includes program assessments, policy recommendations, and best practice documentation) and PowerPoint Presentation | 15 March 2026                     |

## 7. DSBD OBLIGATIONS

- 7.1. Communicate with the service provider appointed regarding matters pertaining to the project.
- 7.2. Schedule monthly progress meetings for timely updates, track milestones and address challenges (if any).
- 7.3. The DSBD will establish a Project Steering Committee which will review, evaluate and approve the services provided by consultants or researchers against the Service Level Agreement on an on-going basis.
- 7.4. Facilitate data access by providing necessary support for information and documents across departments and ensure information security.
- 7.5. Manage the project by continuously checking up on the service provider on the project deliverables and timelines.
- 7.6. Provide time frames to the service provider for the completion of the work.
- 7.7. Often join service provider for data collection / observations / skills transfer

## 8. SERVICE PROVIDER OBLIGATIONS

- 8.1. The service provider undertakes to act as independent contractors in respect of the work.
- 8.2. Attend meetings with DSBD officials whenever required to do so for the purposes of obtaining information or advice regarding the work and assignments or for discussing any matters arising from or in connection therewith.

- 8.3. The service provider is responsible for its own computers and its own technical infrastructure to adequately perform their functions.
- 8.4. The service provider shall exercise all reasonable skill, care, protection of information and diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards.
- 8.5. The service provider shall act as a faithful advisor to the DSBD and respect the laws and customs of the country and provinces in which any business in relation to the project is conducted.
- 8.6. The service provider should in their proposal demonstrate how they will transfer skills to the DSBD employees during the execution of this project. The areas of skills transfer are data collection and analysis. The DSBD Project Manager will closely monitor the implementation and progress of skills transfer to the employees.

## **9. CONTRACT PERIOD**

- 9.1. The scope of work should be completed **within four (4) months** from the commencement of the contract.

## **10. TENDER/PROPOSAL EVALUATION CRITERIA**

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

### **10.1. PHASE 1: PROPOSAL MANDATORY REQUIREMENTS (SCM COMPLIANCE EVALUATION)**

- a) The service provider must submit quotation together with the proposals.
- b) SCM will conduct and confirm compliance and completeness of documents, i.e., Tax compliance, complete SBD forms (SBD 4 and SBD 6.1) and other documentation that might have been required for the tender (e.g., certification of professional bodies).
- c) DSBD may request clarification or further information regarding any aspect of the bid, e.g., update of the Tax Compliance status where a bidder is non-tax compliant on the closure of the tender or incomplete). The bidder must supply the requested information within 7 days

(tax compliance) or within 3 days (Incomplete SBD Forms) after the request has been made otherwise the bid will be disqualified.

d) Only those proposals whose compliance is in order will move to Phase 2.

## 10.2. PHASE 2: FUNCTIONALITY EVALUATION

The Bid Evaluation Committee (BEC) will conduct the technical evaluation. The Bid proposals shall be evaluated individually on score sheets by the BEC according to the evaluation criteria indicated below and only those service providers that score 70 percent out of 100 will be considered for phase 3 as a final phase of the process.

### Measurement Matrix for Proposal

| Scoring System                               |                                                   |                                        |                                                          |                                                                    |                                                              |
|----------------------------------------------|---------------------------------------------------|----------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------|
| 0                                            | 1                                                 | 2                                      | 3                                                        | 4                                                                  | 5                                                            |
| <b>Does not comply with the requirements</b> | <b>Poor</b><br>(significantly below requirements) | <b>Average</b><br>(below requirements) | <b>Good</b><br>(Satisfactory and meets the requirements) | <b>Very Good</b><br>(Above average compliance to the requirements) | <b>Excellent</b><br>(Exceeds the functionality requirements) |

| No  | Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Weight | Key score | Total |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|-------|
| 1.  | Experience of service provider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15     | 1-5       |       |
| 1.1 | The service provider must have a minimum of 9 years' experience conducting research and evaluations aligned to policy, legislation, strategies and business support programmes.<br><br>Expertise regarding interpretation and analysis of MSME support inclusive of analysis of different support measures, Research design, methodologies and tools applicable to MSME development across different levels of government.<br><br>Provide proof of relevant experience by means of cases studies and reference letters detailing the type of project, the period of the project, the magnitude of the project and the result of the project. |        |           |       |
|     | The Service Provider must have a minimum of 9 or more years' experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5      |           |       |
|     | The Service Provider must have a minimum of 7 to 8 years' experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 4      |           |       |
|     | The Service Provider must have a minimum of 5 to 6 years' experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3      |           |       |

|           |                                                                                                                                                                                                                                                                                                                                                                                                              |           |  |  |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
|           | The Service Provider must have a minimum of 3 to 4 years' experience                                                                                                                                                                                                                                                                                                                                         | 2         |  |  |
| <b>2.</b> | <b>Qualifications, experience and expertise of the Project Manager</b>                                                                                                                                                                                                                                                                                                                                       | <b>30</b> |  |  |
| 2.1       | The Project Manager must have a degree as a minimum, in<br>1. Social Sciences (Economics/Development Economics/Development studies/Business Management/Entrepreneurship/ M&E specific degrees or<br>2. Statistics                                                                                                                                                                                            | <b>10</b> |  |  |
|           | The Service Provider must have a doctoral degree or above                                                                                                                                                                                                                                                                                                                                                    | 5         |  |  |
|           | The Service Provider must have a master's degree                                                                                                                                                                                                                                                                                                                                                             | 4         |  |  |
|           | The Service Provider must have an honors degree                                                                                                                                                                                                                                                                                                                                                              | 3         |  |  |
|           | The Service Provider must have a degree                                                                                                                                                                                                                                                                                                                                                                      | 2         |  |  |
| 2.2       | The Project Manager must have a minimum of 9 years with comprehensive knowledge, experience and expertise in the field of MSMEs, business support services and/or interventions, business climate surveys, national and international best practices on MSME support, policy research, business and strategy development, economic and statistical analysis as well as monitoring and evaluation mechanisms. | <b>10</b> |  |  |
|           | The Project Manager must have 9 or more years' experience                                                                                                                                                                                                                                                                                                                                                    | 5         |  |  |
|           | The Project Manager must have 7 to 8 years' experience                                                                                                                                                                                                                                                                                                                                                       | 4         |  |  |
|           | The Project Manager must have 5 to 6 years' experience                                                                                                                                                                                                                                                                                                                                                       | 3         |  |  |
|           | The Project Manager must have 3 to 4 years' experience                                                                                                                                                                                                                                                                                                                                                       | 2         |  |  |
| <b>3.</b> | <b>Qualifications, experience and expertise of the key staff/ task team.</b>                                                                                                                                                                                                                                                                                                                                 | <b>15</b> |  |  |
| 3.1       | All key staff / task team members must have as a minimum a degree, preferably Social Sciences (Economics/Development Economics/Development studies/Business Management/Entrepreneurship/M&E degrees/Statistics                                                                                                                                                                                               | 5         |  |  |
|           | Doctoral Degree                                                                                                                                                                                                                                                                                                                                                                                              | 5         |  |  |
|           | Master's Degree                                                                                                                                                                                                                                                                                                                                                                                              | 4         |  |  |
|           | Honors Degree                                                                                                                                                                                                                                                                                                                                                                                                | 3         |  |  |
|           | Degree                                                                                                                                                                                                                                                                                                                                                                                                       | 2         |  |  |
| 3.2       | All key staff/task team must have a collective minimum of 5 years' experience in project management, knowledge and experience of policy research, strategies and programmes, business support services and/or interventions for the benefit of MSMEs within the different lifecycles including sector specific support, business climate surveys, national and                                               | 10        |  |  |

|     |                                                                                                                                                                                                                                                                                                                             |    |  |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|--|
|     | international best practices support. Business and strategy development, economic and statistical analysis as well as monitoring and evaluation mechanisms. Skills in data analysis, financial analysis, surveys, interviews, focus groups, theory of change, critical thinking, report writing and stakeholder engagement. |    |  |  |
|     | All key staff/task team must have a collective of 10 or more years' experience                                                                                                                                                                                                                                              | 5  |  |  |
|     | All key staff/task team must have a collective of 9 to 10 years' experience                                                                                                                                                                                                                                                 | 4  |  |  |
|     | All key staff/task team must have a collective of 7 to 8 years' experience                                                                                                                                                                                                                                                  | 3  |  |  |
|     | All key staff/task team must have a collective of 5 to 6 years' experience                                                                                                                                                                                                                                                  | 2  |  |  |
| 4.  | Methodology & Project Plan                                                                                                                                                                                                                                                                                                  | 40 |  |  |
| 4.1 | 4.1.1. Methodology proposed in line with requirements stipulated in the Terms of Reference. The methodology must also include the project plan outlining activities, outputs, milestones and ability to complete the project.                                                                                               |    |  |  |
|     | 4.1.2. Proposed methodology with detailed project plan. Implementation plan as per the criteria in 4.1.1.                                                                                                                                                                                                                   | 5  |  |  |
|     | 4.1.3. Methodology with a project plan without detailed outlined activities, outputs, milestones (high level proposal                                                                                                                                                                                                       | 4  |  |  |
|     | 4.1.4. Standard proposed methodology as per the ToR                                                                                                                                                                                                                                                                         | 3  |  |  |
| 5.  | Skills Transfer                                                                                                                                                                                                                                                                                                             | 5  |  |  |
| 5.1 | Skills transfer plan proposed in line with requirements stipulated in the Terms of Reference.<br>The skills transfer plan must also include the activities, outputs and timelines.                                                                                                                                          |    |  |  |
|     | Proposed skills transfer plan with detailed activities, outputs and timelines                                                                                                                                                                                                                                               | 5  |  |  |
|     | Skills transfer plan with detailed activities but without outputs and timelines, or                                                                                                                                                                                                                                         | 4  |  |  |
|     | Skills transfer plan with detailed outputs but without activities and timelines, or                                                                                                                                                                                                                                         | 4  |  |  |
|     | Skills transfer plan with detailed timelines but without activities and outputs                                                                                                                                                                                                                                             | 4  |  |  |
|     | Standard skills transfer plan as per the TOR                                                                                                                                                                                                                                                                                | 3  |  |  |

|                                                                                                                                          |     |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| Total Score                                                                                                                              | 100 |  |  |
| <b>A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE</b> |     |  |  |

### 10.3. PHASE 3: Price and BEE Contribution status level

Please note that only service providers that score 70 points and above on functionality will be evaluated on 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            |
|   | <b>MAXIMUM POINTS</b>                       | <b>100</b>    |

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

### Preference Points

Only bidders that score at least 80 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. 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 |
|-------------------------------------------------------------------------------------|--------|
| <b>Price Evaluation</b><br>$Ps\ 80 \left( 1 - \frac{Pt - P\ min.}{P\ min.} \right)$ | 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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)</b> | <b>2</b>                                                                                |                                                                              |
|                                                                                                       | 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 (MSMEs): MICRO, SMALL, MEDIUM ENTERPRISES</b> | <b>8</b>                                                |  |
|                                                                     | Micro = 8<br>Small = 5,6<br>Medium = 3,2<br>Large = 0,8 |  |
| <b>Spatial (Rural/ Township/ City)</b>                              | <b>4</b>                                                |  |
|                                                                     | Rural = 4<br>Township = 2,4<br>City = 0,8               |  |
| <b>Youth and Non-Youth</b>                                          | <b>6</b>                                                |  |

## 11. TERMS AND CONDITIONS

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

## 12. IMPORTANT NOTICES

Submission of the bid must include two envelopes, i.e., comprehensive proposals (**Envelope 1**) and financial proposals (**Envelope 2**).



### 13. ENQUIRIES

Direct all technical enquiries to:

Ms. Lesego Maruping

Telephone: 066 477 9777

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

**Direct all tendering processes enquiries to:**

Mr. I Chabalala, Ms. Rudzani Matodzi and Mr. Nhlakanipho Msane

Telephone: 012 394 3014

Email: [dsbdtenders@dsbd.gov.za](mailto:dsbdtenders@dsbd.gov.za)/ [NMsane@dsbd.gov.za](mailto:NMsane@dsbd.gov.za)

### ANNEXURE A

Please note this checklist must be completed and submitted together with the **Financial Proposal** (Envelope 1)

| Document that must be submitted                        | Non-submission may result in disqualification? |                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration of Interest – SBD 4</b>                 | YES/NO                                         | Complete and sign the supplied pro forma document                                                                                                                                                                                                                                                                  |
| <b>Preference Point Claim Form – SBD 6.1</b>           | 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 BBEE                                                                                                                                                  |
| <b>Registration on Central Supplier Database (CSD)</b> | 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 <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number.<br><br>Submit proof of registration. |

| Document that must be submitted                                   | Non-submission may result in disqualification? |                                                                                                     |
|-------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Functional Proposal including Mandatory documents<br>(Envelope 2) | YES/NO                                         | Submit a functional proposal in line with the Terms of Reference including the SBD documents above. |
| Pricing Schedule<br>(Envelope 1)                                  | YES/NO                                         | Submit full details of the pricing proposal                                                         |

ToR Approved

YES

☒

NO

☐


NAME: VUYISA DAYILE

DESIGNATION: DEPUTY DIRECTOR GENERAL

BRANCH: SECTOR POLICY AND RESEARCH

Date: 18/11/2025

## 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 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

---

<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

---

<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 |
|--------------------------------------------------------------|--------|
| PRICE                                                        | 80     |
| OWNERSHIP                                                    | 2      |
| SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES | 8      |
| SPATIAL (RURAL/ TOWNSHIP/ CITY)                              | 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:

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

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender         | Number of points allocated<br>(90/10 system)<br>(To be completed by the organ of state)                                                                                                     | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state)                                                                                                                  | Number of points claimed<br>(90/10 system)<br>(To be completed by the tenderer) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>OWNERSHIP</b>                                                    | <b>1</b>                                                                                                                                                                                    | <b>2</b>                                                                                                                                                                                                 |                                                                                 |                                                                                 |
|                                                                     | Level 1 = 1 pts<br>Level 2 = 0,125pts<br>Level 3 = 0 pts<br>Level 4 = 0 pts<br>Level 5 = 0 pts<br>Level 6 = 0 pts<br>Level 7 = 0 pts<br>Level 8 = 0 pts<br><br>Non-compliant contributor= 0 | Level 1 = 2 pts<br>Level 2 = 1,75 pts<br>Level 3 = 1,5 pts<br>Level 4 = 1,25 pts<br>Level 5 = 1 pts<br>Level 6 = 0,75 pts<br>Level 7 = 0,5 pts<br>Level 8 = 0,25 pts<br><br>Non-compliant contributor= 0 |                                                                                 |                                                                                 |
| <b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b> | <b>4</b>                                                                                                                                                                                    | <b>8</b>                                                                                                                                                                                                 |                                                                                 |                                                                                 |
|                                                                     | Micro = 4<br>Small = 3,6<br>Medium = 2<br>Large = 1,6                                                                                                                                       | Micro = 8<br>Small = 5,6<br>Medium = 3,2<br>Large = 0,8                                                                                                                                                  |                                                                                 |                                                                                 |
| <b>Spatial (Rural/ Township/ City)</b>                              | <b>2</b>                                                                                                                                                                                    | <b>4</b>                                                                                                                                                                                                 |                                                                                 |                                                                                 |
|                                                                     | Rural = 2<br>Township = 1,2<br>City = 0,4                                                                                                                                                   | Rural = 4<br>Township = 2,4<br>City = 0,8                                                                                                                                                                |                                                                                 |                                                                                 |
| <b>Youth and Non-Youth</b>                                          | <b>3</b>                                                                                                                                                                                    | <b>6</b>                                                                                                                                                                                                 |                                                                                 |                                                                                 |
|                                                                     | Youth = 3<br>None-Youth = 0,9                                                                                                                                                               | Youth = 6<br>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:** .....