

REQUEST FOR QUOTATION

Reference No:

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
Turn over (TICK appropriate box below) Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person			Nhlakanipho Msane		
e-mail address			dsbdtenders@dsbd.gov.za		
Telephone number			060 981 0616		
Issue/Request date			19 SEPTEMBER 2025		
Closing date and time			29 SEPTEMBER 2025 @ 11H00		
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation				

Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards specific goals, Size of Enterprise, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
1	1	REQUEST FOR QUOTATION (RFQ) FOR A SUITABLE SERVICE PROVIDER TO OVERSEE, VERIFY AND PROVIDE ASSURANCE TO THE ADJUDICATION AND SELECTION PROCESS AT THE NATIONAL PRESIDENTIAL MSME AND STARTUP20 AWARDS 2025	
Compulsory documents to be returned.		<p>(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1</p> <p>(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.</p> <p>To claim points following should be provided.</p> <p>i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,</p> <p>ii. A Confirmation of SMMEs, take note of the above table (business classification)</p> <p>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months</p>	

SCHEDULE 1

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

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million

	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ) FOR A SUITABLE SERVICE PROVIDER TO OVERSEE, VERIFY AND PROVIDE ASSURANCE TO THE ADJUDICATION AND SELECTION PROCESS AT THE NATIONAL PRESIDENTIAL MSME AND STARTUP20 AWARDS 2025

DATE ISSUED : 19 SEPTEMBER 2025

CLOSING DATE : 29 SEPTEMBER 2025

TIME : 11H00

TENDER VALIDITY PERIOD : 120 DAYS

RESPONSES TO BE SUBMITTED ELECTRONICALLY TO:

dsbdtenders@dsbd.gov.za

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1. INTRODUCTION

The National Presidential MSME C Cooperatives Awards 2025 aims to recognize and celebrate outstanding MSMEs across various categories. As part of the integrity and credibility of the awards process, an independent audit firm is required to oversee, verify and provide assurance to the adjudication and selection process.

The 2025 Awards will focus on addressing key challenges and identifying opportunities for startups, with the overarching aim of fostering a more inclusive, supportive, and collaborative global ecosystem for innovation and entrepreneurship.

The Auditor's mandate will also extend to the Startup20 (SU20) International Startup Competition, which forms part of South Africa's SU20 Presidency deliverables. The competition includes five categories, GreenTech, Agri Tech, EdTech, HealthTech, and FinTech, each with its own eligibility, scoring, and evaluation criteria. The Auditor will be required to verify that these criteria are applied consistently across all national and international entries, ensuring alignment with G20 Startup20 standards.

2. OBJECTIVES

- 2.1. To ensure a transparent, fair, and efficient adjudication process.
- 2.2. To verify that the selection process adheres to the defined criteria and methodology.
- 2.3. To provide an independent review, assurance and validation of the screening and selection process.

3. SCOPE OF WORK

3.1 Adjudication Process Oversight

3.1.1. Review Criteria:

Verify that the criteria for each category are clearly defined and consistently applied.

3.1.2 Screening Process:

Oversee the three-level screening process:

- **First Level:** Basic eligibility criteria.
- **Second Level:** Category-specific criteria and documentary evidence validation.
- **Third Level:** Grading and narrowing down entries

3.1.3. Validation:

Ensure that all entries are evaluated fairly and transparently according to the established criteria.

3.2 Independent Review

3.2.1. Documentation:

Review all documentation and evidence submitted by applicants to ensure compliance with the criteria.

3.2.2. Evaluation:

Independently verify the scoring and grading of entries at each level of the screening process.

3.2.1. Reporting:

Provide detailed reports on the findings and any discrepancies or issues identified during the review process.

3.3. Final Selection Oversight

3.3.1. Shortlisting:

Oversee the final shortlisting process to ensure it is conducted fairly and transparently.

3.3.2. Compliance:

Ensure that the final selection of awardees complies with the defined criteria and methodology.

3.4. Startup20 Competition oversight

- 3.4.1. Verify adherence to the Startup20 eligibility requirements, including business age, readiness levels (TRL C BRL 6–9), compliance documentation, and innovation criteria.
- 3.4.2. Ensure fair evaluation in line with the defined Startup20 scoring framework (Innovation Depth, Market Potential, Revenue C Growth, Team Competence, Business Model Adaptability, and Motivation).
- 3.4.3. Oversee the integration of national Startup20 results into the broader MSME competition process, ensuring no duplication or conflict.
- 3.4.4. Validate the selection of category winners to represent South Africa at the global Startup20 competition.
- 3.4.5. Ensure the international component is properly factored into timelines, communications, and compliance requirements.

4. DELIVERABLES

- 4.1. Detailed reports on the adjudication process, including findings and recommendations.
- 4.2. Verification of the scoring and grading of entries at each level of the screening process.
- 4.3. Final report on the compliance and transparency of the selection process.
- 4.4. Independent verification report for all Startup20 category evaluations, including compliance with both national and G20 competition rules. The auditor must check all the judging for

Startup20 categories and confirm that it followed both South Africa's rules and the G20 competition rules.

- 4.5. A consolidated report comparing MSME and Startup20 adjudication processes, highlighting any variations, risks, or required adjustments (i.e The auditor must write one combined report that compares how the MSME Awards and Startup20 were judged, pointing out any differences, possible problems, or things that need fixing.)

5. PROPOSAL REQUIREMENTS

5.1. **Company Profile**

Overview of the audit firm, including relevant experience and qualifications.

5.2. **Project Plan**

Detailed plan outlining the approach to overseeing the adjudication process. The plan must outline how the firm will oversee both MSME and Startup20 competition processes, including the handling of international evaluation components, additional categories, and separate scoring systems.

5.3. **Team Composition**

List of team members, their roles, and relevant experience.

5.4. **Budget**

Detailed budget breakdown for the oversight services.

5.5. **Timeline**

Proposed timeline for completing the oversight, including key milestones.

5.6. **References**

Contact information for at least three references from similar projects.

6. EVALUATION CRITERIA

6.1 Experience and Qualifications:

Proven track record in overseeing similar awards processes. Experience in auditing competitions or awards processes with both domestic and international components will be an advantage, particularly those aligned to global innovation or entrepreneurship frameworks.

6.2. **Project Plan**

Clarity and feasibility of the proposed plan.

6.3 Team Composition

Relevant experience and expertise of the team members.

6.4. **Budget**

Cost-effectiveness and transparency of the budget.

6.5. Timeline

Realistic and achievable timeline. The auditor's project plan must accommodate both MSME and Startup20 processes, with Startup20 adjudication occurring between 15 September and 15 October 2025, and final integrated reporting completed before 22 October 2025.

6.6 References

Positive feedback from previous clients.

7. SUBMISSION DETAILS

7.1. Deadline

Proposals must be submitted by 29 September 2025 @ 11:00

7.2. Submission Method

Proposals should be submitted electronically to dsbdtenders@dsbd.gov.za

7.3. Contact Information:

For technical queries: PMasebe@dsbd.gov.za and for Supply Chain Management related queries: dsbdtenders@dsbd.gov.za

8. CONCLUSION

We look forward to receiving your proposal and working together to ensure the Presidential MSME and Startup20Awards 2025 are conducted with the highest standards of transparency and fairness.

9. QUALIFICATIONS AND EXPERIENCE OF THE PROSPECTIVE SERVICE PROVIDER

To be considered for this project, the service provider and proposed team members must have the following qualification and experience:

- 9.1. The project leader should possess qualifications in auditing and at least 10 years working experience in the field of auditing and be accredited in conducting quality assurance reviews. The team members should possess auditing qualifications and at least 5 years' experience in auditing and be accredited in conducting quality assurance reviews.
- 9.2. Copies of the qualifications of the bidders and their team members must be included as proof and foreign acquired qualifications should be endorsed by South African Qualifications Authority (SAQA) before they can be considered by DSBD;
- 9.3. Have knowledge of the, PFMA, and the Treasury Regulations and the compliance requirements.
- 9.4. Demonstrate previous experience by providing three case studies of similar work performed in the past 5 years.
- 9.5. Have current technical and logistical capacity to conduct an external assessment as per the IIA Standards.

10. TENDER 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: Preliminary evaluation (Compliance evaluation)

Supply Chain Management will conduct a preliminary compliance evaluation of all proposals and only those that have complied in terms of procurement requirements (i.e., registered on CSD, tax complaint, Completion of the SBD 4 and 6.1 and any other requirement that would have been indicated in the bid document).

10.2. Functionality Proposal

MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST

The second phase will be the evaluation to determine the capability of the service provider to deliver on the specified requirements. The following key score shall be applied for the evaluation of functionality. Only service providers that score all points on the list on functionality below will go through the second Phase **Price and Specific Goals level**.

COMPLIANCE REQUIREMENTS	YES	NO
1. PROJET APPROACH AND METHODOLOGY	ATTACHED (YES)	ATTACHED (NO)
<ul style="list-style-type: none">▪ Methodology and approach clearly outline the requirements of the IIA standards, code of ethics and the definition of internal audit.▪ Methodology is aligned to the scope for full external assessment.▪ Proposal submitted to the Department requirements.		
2. PROJECT PLAN	ATTACHED (YES)	ATTACHED (NO)
<ul style="list-style-type: none">▪ Methodology and approach clearly outline the requirements of the IIA standards, code of ethics and the definition of internal audit.▪ Methodology is aligned to the scope for full external assessment.▪ Proposal submitted responds to the Department requirements.		

3. QUALIFICATIONS AND EXPERIENCE OF PROJECT TEAM	ATTACHED (YES)	ATTACHED (NO)
<ul style="list-style-type: none"> ▪ The project leader and team possess qualifications in auditing and are accredited in conducting Internal Audit quality assurance reviews. ▪ The project leader and team have at least 10 years and 5 years auditing experience respectively. ▪ Certified copies of qualification and comprehensive CV that details the experience of team members in carrying out external quality assurance reviews are attached. 		
4. REFERENCES	ATTACHED (YES)	ATTACHED (NO)
<p>References: submission of reference letters of similar work conducted within the past 5 years containing the following:</p> <ul style="list-style-type: none"> ▪ Name of the company. ▪ Nature of the work conducted. ▪ Date of when project was undertaken; and ▪ Duration of the project. Reference letters must be signed 		

#	CHECKLIST FOR ASSESSMENT OF THE AUDIT COMPANY	ATTACHED/ DO YOU HAVE WHAT IS REQUIRED (YES)	ATTACHED/ DO YOU HAVE WHAT IS REQUIRED (NO)
1	To be considered for this project, the service provider and proposed team members must have the following qualifications and experience:		

2	The project leader should possess qualifications in auditing and at least 10 years' working experience in the field of auditing and be accredited in conducting quality assurance reviews. The team members should possess auditing qualifications and at least 5 years' experience in auditing and be accredited in conducting quality assurance reviews.		
3	Copies of the qualifications of the bidders and their team members must be included as proof and foreign acquired qualifications should be endorsed by South African Qualifications Authority (SAQA) before they can be considered by DSBD.		
4	I have knowledge of PFMA, Treasury Regulations and compliance requirements.		
5	Demonstrate previous experience by providing three case studies of similar work performed in the past 5 years.		
6	Have current technical and logistical capacity to conduct an external assessment as per the IIA Standards.		

10.3. Phase 3: Price and BEE Contribution status level

Please note that only service providers that have all the above referred on the above mandatory requirements compliance checklist will be evaluated on Price and Specific Goals.

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

	80/20 PRINCIPLE	POINTS
1	PRICE	80
2	SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
	MAXIMUM POINTS	100

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

Preference Points

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 below formula to calculate the price:

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

Where,

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2	
	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8	
	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4	
	Rural = 4 Township = 2,4 City = 0,8	

Youth and non-youth	6	
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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 SBD 6.1 documents attached to this RFQ must be completed and returned with the quotation.
- 11.3. No late quotations will be accepted under any circumstances. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid

12. IMPORTANT NOTICES

The bid must be submitted together in two envelopes, i.e., comprehensive proposals **(Envelope 1)** and financial proposal **(Envelope 2)**.

13. PROPOSAL SUBMISSION

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

Date : 29 September 2025
Time : 11h00
Email Address : dsbdtenders@dsbd.gov.za

Direct all research specific questions to:

Ms. Pulane Masebe

Email: PMasebe@dsbd.gov.za

Direct all tendering processes questions to:

dsbdtenders@dsbd.gov.za

Ms. Rudzani Matodzi and Mr. Nhlakanipho Msane

Telephone: 012 364 3014

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?	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents (Envelope 2)	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule (Envelope 1)	YES/NO	Submit full details of the pricing proposal

ToR Approved

☒ YES

NO

☐

P. Masebe

PULANE MASEBE: DIRECTOR ENTREPRENEURSHIP DEVELOPMENT

Date: 09/09/2025

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

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

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

YOUTH AND NON-YOUTH	6
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS: