



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town – Private Bag X0039 – Bisho – 5605 – REPUBLIC OF SOUTH AFRICA:  
Email address: ncumisa.ngalwana@ecdsd.gov.za - Website: www.ecdsd.gov.za

**RFQ-24/25-0047(i)**

**REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE IMPLEMENTATION OF A SAQA ALIGNED UNIT STANDARD BASED CREDIT BEARING TRAINING PROGRAMME: DEMONSTRATE KNOWLEDGE AND INSIGHT INTO THE PRACTICE OF FIRST AID LEVEL 1- FOR 22 DEPARTMENTAL OFFICIALS FOR THE 2024/2025 FINANCIAL YEAR.**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development

**Contact Person for Bid Documents:**

Ms. V. Matha/ Mr. M Vukubi  
Tel: 064 608 2853/082 779 9347

**Contact Person for Specification:**

Mr. J Van Vuuren 079 791 2452

Private Bag X0039  
Bisho

5605

Name of Company/Bidder: \_\_\_\_\_

CSD/Supplier Number: MAAA \_\_\_\_\_

Company/Bidder's Tel/Cell: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

**COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRICE STREET, KING WILLIAM'S TOWN.**

*Building a Caring Society. Together*

**Closing Date: 11<sup>th</sup> December 2024**

**Closing Time: 11H00**

RFQ-24/25-0047(i)

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**Province Of The Eastern  
Cape**

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Department of Social  
Development  
Private Bag X 0039 Bhisho  
5605  
SOUTH AFRICA

**BID SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE IMPLEMENTATION OF A SAQA ALIGNED UNIT STANDARD 119 567 “PERFORM BASIC LIFE SUPPORT AND FIRST AID PROCEDURES” BASED CREDIT BEARING TRAINING PROGRAMME: DEMONSTRATE KNOWLEDGE AND INSIGHT INTO THE PRACTICE OF FIRST AID LEVEL 1 - FOR 22 DEPARTMENTAL OFFICIALS FOR THE 2024/2025 FINANCIAL YEAR.**

## **1. INTRODUCTION**

The Eastern Cape Provincial Department of Social Development espouses the Human Resource Development Strategy for the Public Service. The provisions of the HRD strategy for the Public Service are currently being implemented on a continuous basis by the Human Resource Development Unit of the Eastern Cape Provincial Department of Social Development.

One of the strategic thrusts of the HRD Strategy for the Public Service is the implementation of unit standard based training programmes in the Public Service. These training programmes are intended to equip the officials / learners with theoretical and practical knowledge and skill in a particular field of learning.

The unit standard based training programmes are guided by various legislative policy frameworks and mandates which include, amongst others, the Skills Development Act No 97 of 1998, Employment Equity Act No 55 of 1998, Skills development Levies Act No 9 of 1999, Human Resource Development Strategy for the Public Service, National Skills Development Strategy III, and the National Development Plan Vision 2030.

### **1.1. OVERALL OBJECTIVES**

- 1.1.1. The purpose of the unit standard based training programmes is to assist the Department in achieving its skills development initiatives and addressing the skills gaps that exist within the Department.
- 1.1.2. Furthermore, in line with the provisions of the Human Resource Development Strategy in the Public Service, government should undertake efforts to ensure that employees are well prepared to undertake their responsibilities and develop viable careers.
- 1.1.3. This unit standard based skills programme will assist participants in adding value to the productivity and service delivery of the department, motivation, career advancement and performance, and the attainment of the overall vision, mission and strategic objectives of the department.

## **2. SCOPE OF WORK/ACTIVITIES TO BE UNDERTAKEN**

- 2.1 The contemplated unit standard based job-specific training programme will take in a limited number of learners to reach the outcome to perform basic life support and first aid procedures as per unit standard 119 567.



- 2.2 The number of learners to be enrolled in this Departmental on-site training programme is 22 security officials (08 officials in Burgersdorp, 06 officials in Qumbu and 08 officials in East London) for the 2024/2025 financial year.

**Address where training must be conducted:**

- John X Merriman CYCC, Smithfield Street, Cambridge Village, East London
  - Qumbu Child and Youth Care Center, M Maloyi Street, Qumbu
  - Lulama Futchane Child and Youth Care Center, 3515 Thembisa Location, Burgersdorp.
- 2.3 An appointed service provider will be expected to conduct tuition for this unit standard based and credit bearing training programme related to US 119 567.
- 2.4 An appointed service provider must ensure that all formative and summative assessments are conducted for all officials / learners that will be attending the training programme.
- 2.5 An appointed service provider will be required facilitate the completion of the Portfolios of Evidence (POEs) during the training session for all the officials / learners.
- 2.6 The appointed service provider will be required to provide proof of results of the training and certificates for all the officials / learners after the completion of the training programme.
- 2.7 The appointed service provider will be required to travel to the mentioned sites as mentioned in par. 2.2 supra to conduct the on-site training intervention.

### **3. DELIVERABLES**

- 3.1 An appointed service provider will be expected to conduct the tuition for unit standard 119 567 based and credit bearing training programme on-site at the provided address for the number of officials per site.
- 3.2 An appointed service provider will be required to ensure that all formative and summative assessments are conducted for all officials / learners that will be attending the training programme.
- 3.3 An appointed service provider will be required to facilitate the completion of the Portfolios of Evidence (POEs) during the training session for all the officials / learners.
- 3.4 The appointed service provider will be required to provide proof of results of the training and certificates for all the officials / learners after the completion of the training programme.

3.5 An appointed Service Provider will be expected to provide catering (lunch) to all 22 participants.

3.5.1 Lunch – which must include a finger lunch with 1 soft-drink.

3.6 An appointed Service Provider will be expected to agree to dates with the Department to allow the Department to arrange a suitable on-site venue at each address for the delivery of this training programme.

#### **4. SPECIAL CONDITIONS**

4.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website. [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.

4.2 Bidders must provide details of contactable reference/s to confirm the bidder's previous experience by completing Annexure B.

4.3 The successful bidder shall, in the performance of its functions arising from this bid, ensure compliance at all times with the legislation and any regulations applicable in this industry.

4.4 A project plan indicating time frames will be discussed with the successful bidder within 7 days after the awarding of the bid.

#### **5. SUBMISSION OF PROPOSALS**

Bidders must submit a detailed proposal with the following:

- a) A project plan indicating time frames,
- b) Names, relevant qualifications in support of unit standard 119 567, basic life support and first aid procedures of the trainers / facilitators, with two (2) years' experience and proof of two (2) sessions conducted over the last two (2) years.
- c) List of relevant equipment, tools, and items to be used during trainings must be attached (a minimum of overhead projector, flip-chart board, instructional material e.g. books or course prescribed resource study guides)

#### **6. REQUIREMENTS**

6.1 Bidders must provide proof of accreditation by an accrediting body for the delivery of unit standard 119 567.

6.2 A minimum of one instructor / facilitator with relevant qualification(s) to the unit standard / learning field (submit qualifications).

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- 6.3 The trainers/facilitators must have conducted at least two (2) sessions within the last two (2) years, with traceable records (Submit CV indicating the sessions conducted).
- 6.4 Bidders must have previously implemented at least one (1) similar project with traceable record. (Complete Annexure B).
- 6.5 Availability of the required training infrastructure including relevant equipment such as tools (e.g. flipcharts, projectors and other instructional material e.g. books or course prescribed resource study guides etc.) and items to be used during training sessions. (Submit a written undertaking that full equipment is available and provide address).

## **7 CONTRACT PERIOD**

The training shall be conducted over a period that is commensurate with the national hours as determined by the unit standard (US ID: **119 567**) requirements. The commencement date of the contract shall be mutually agreed upon between the Department and the successful bidder.

## **8 PRICING**

- 8.1 Bidders must submit a detailed price schedule in respect of all costs and quote as per the pricing schedule attached hereto.
- 8.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12 month period to register for VAT.
- 8.3 Bidders must ensure that the quotes submitted have no arithmetic errors as department will not rectify any errors on the quotations received. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by department and the appointed service provider prior to contract acceptance.
- 8.4 Bidders will carry the responsibility of ensuring that the proposal submitted have been signed by a dully authorized person. Should it be established after the submission of proposal that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 8.5 All prices submitted should be typed in black ink or written in pen. No proposals written in pencil will be accepted or evaluated.

## 9 PAYMENT

- 9.1. Payment will be made within 30 days of submission of a properly completed invoice.
- 9.2. The final payment will be made only after full completion of the course.
- 9.3. It is therefore essential for the bidder to have funds to start the training and ensure that there are sufficient funds for the salaries of the employees and other overheads.

## 10 PENALTIES

The Department shall be entitled to impose penalties in the event of successful bidder failing to comply with any of the terms of this bid. The details of the penalties will be indicated in the service level agreement.



**DIRECTOR: HUMAN RESOURCE DEVELOPMENT**  
**DATE:**

## 11 BID EVALUATION CRITERIA

The bid will be evaluated in two phases, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2000 (PPPFA) as indicated below:

### 11.1 Pre-evaluation criteria

- 11.1.1 Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 13.1;
- 11.1.2 Fully completed and signed SBD4
- 11.1.3 Correction fluid of any kind **MUST NOT** be used. Any corrections made **ON PRICE** must be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature;
- 11.1.4 Fully completed Annexures A and B
- 11.1.5 Accreditation by an accrediting body for the delivery of unit standard 119 567 (e.g. Confirmation letter).
- 11.1.6 A minimum of one instructor / facilitator with relevant qualification(s) to the unit standard / learning field (Submit qualifications).
- 11.1.7 Facilitator must have an experience of at least two (2) sessions conducted in the past 2 years' with traceable record (Submit CV clearly reflecting the sessions conducted).
- 11.1.8 Bidder must have previously completed at least one similar project with traceable record. (Complete annexure B)

### 11.2 Evaluation as per PPPFA

Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals.

#### MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	6
5.	▪ No franchise	2
6.	▪ Disability	3
7.	▪ Locality (Eastern Cape)	6
8.	▪ Youth	3
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>





- In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.
- Locality will be confirmed as follows:
  - a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
  - b. If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points, OR
  - c. A lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published, OR
  - d. Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
  - e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more that 30% interests in the JV,
- In order to be awarded points for disability, a medical doctor's confirmation must be submitted together with this bid.

## **12 BID POLICIES, PROCEDURES AND CONDITIONS:**

- 12.1 Quotations are valid for 60 days.
- 12.2 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 12.3 Service Providers must complete the preferential points claim forms in order to claim preference points.
- 12.4 The Department reserves the right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- 12.5 The Department may, if necessary, negotiate a market related price.
- 12.6 The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.

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- 12.7 This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- 12.8 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company

### **13 CONSORTIUM / JOINT VENTURE**

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements: -

- 13.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium;

### **14 DISCLAIMER**

- 14.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 14.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).

  

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**DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**DATE: 03/12/24**

**ANNEXURE A**

**PRICING SCHEDULE**

**TRAINING COST ANALYSIS:**

<b>Empowerment/Training Area/Activity</b>	<b>No of learners</b>	<b>Rate per learner</b>	<b>Total cost per group of learners</b>
<b>Other Admin costs (If any)</b>			
<b>TOTAL</b>			

**Total:** \_\_\_\_\_

**VAT:** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**Signature of Service Provider:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**ANNEXURE B: LIST OF REFERENCES**

**STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT**

Bidders must insert in the space provided below and submit with their proposals, the following statement showing the job/s which they have successfully carried out which can be verified by the Department

The information must be supplied by accurately completing the table set out below, which the bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

For whom done	Description	Date completed	Contact Person	Contact Details

**Bidder's Name (Company):** \_\_\_\_\_

**CSD Number:** \_\_\_\_\_

**Name of representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	RFQ Number: RFQ-24/25-0047(i)
Closing Time 11:00	Closing date: 11 <sup>th</sup> December 2024

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

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**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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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.

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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

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**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

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

a) The applicable preference point system for this tender is the 80/20 preference point system.

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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</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.

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- 1.7 A tenderer must submit, together with its tender, a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

## 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) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

## 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

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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 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)	Percentage owned
Gender (women ownership)	6		
No franchise	2		
Disability	3		
Locality (Eastern Cape)	6		
Youth	3		
<b>Total</b>	<b>20</b>		

**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

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[TICK APPLICABLE BOX]

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

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

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

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**ANNEXURE TO DSD 80/20 SBD 6.1 FORM**

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

\* Indicate YES or NO

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## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid
    - Tax clearance certificate
    - Pricing schedule(s)
    - Filled in task directive/proposal
    - Preference Certificates in terms of the Preferential Procurement Regulations 2001
    - Declaration of interest
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

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**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

- 1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating service delivery instructions is forthcoming.
- 3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR HDIs	PREF POINTS CLAIMED FOR RDP GOALS

- 4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

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