



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

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**ADVERTISEMENT**  
**RFQ: 23/24 – 0051(ii)**

**APPOINTMENT OF A SERVICE PROVIDER FOR PURCHASING OF SECURITY RELATED  
TACTICAL AND OPERATIONAL EQUIPMENT**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development

**Contact Person:**

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5605

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

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

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

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

**QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 26 JANUARY 2024 IN THE TENDER BOX AT: DEPARTMENT OF  
SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING  
WILLIAMS TOWN**

**Closing Date: 26 JANUARY 2024**

**Closing Time: 11H00**

RFQ-23/24 – 0051(ii)

*Building a Caring Society Together*

**1**



## **SPECIFICATION FOR PURCHASING OF SECURITY RELATED TACTICAL AND OPERATIONAL EQUIPMENT**

### **1. BACKGROUND**

The Department provide in-house security services at three (3) Child and Youth Care Centers for children in conflict with the law in the Province in terms of the Children’s Act, No 38 of 2005 namely John X Merriman, Qumbu and Lulama Futchane Child and youth care centers. To render an effective security service, it is necessary to use equipment to ensure effective communication while performing services. The Private Security Industry Regulation Act, No 56 of 2001 requires security service providers to avail the necessary security equipment for officers to perform their duties in an efficient and effective manner. The Department is therefore required to supply specifically designed SABS approved equipment to enable effective communication between on duty staff at the mentioned centres. To meet this requirement, it is necessary to procure tactical and operational security related equipment indicated in the scope of work below.

### **2. SCOPE OF WORK:**

The successful bidder is expected to supply, deliver at Albertina Sisulu House, 7 Beatrice Street, Qonce, Room 34 and provide aftersales service of the following:

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
<b>HANDCUFFS WITH BROWN POUCH</b>	All parts made from steel with internal parts case hardened Double tumbler locking system High tensile spring (56-58 HRC) Reinforced steel swivel link handcuff 13 locking positions on 34 mm thick ratchet Handcuff cheeks 2 mm thick per side Handcuffs are nickel plated for reinforcing, scratch and wear resistant Individually packed with 2 keys Weight per handcuff 400g Static diameter 50 mm (cuff inside diameter) Static load approximately 1 500 N (pulling force)	19

“Building a caring society, together”

“Specification for purchasing of security related tactical and operational equipment”

	<p>Length of linked handcuff 250 mm Length of chain handcuff 300 mm</p> <p>Pouch to be made from durable material viz nylon or canvas to be attaches to Duty/Web Belts. Hold single or double hinge handcuffs. Snap button closure.</p>	
<b>HANDHELD METAL DETECTORS</b>	<p>Operating Temperatures:-37C to 70C Humidity: to 95% non-condensing AudioFrequency:2kHz Warble Tuning: Automatic Indicators: Speaker, LED Alert Lights, Green: Power ON, Amber: Battery Low, Red: Alarm condition Controls: Power Switch (ON/OFF),Interference Elimination Momentary Switch Battery: Single 9 volt battery provides up to 60 hours of normal operation, Optional NIMH rechargeable battery provides up to 20 hours operation on each 12 hour charge Dimensions: Width: 8.3cm, Thickness: 4.13cm, Length: 42 cm, Weight: 500g Warranty: Limited 24 months, parts and labour.</p>	12
<b>PORTABLE TORCH - Rechargeable – ((ZARTEK 1200 LUMEN EX OR EQUIVELANT)</b>	<p>NiMH Rechargeable Battery Pack. Portable Battery Charger. AC Converter Brightness: ≤1200 lumens Beam Distance ≤600 meters Runtime: ±4.5 hours - high, 9 hours - low Battery: 1 x Rechargeable Battery Pack Rechargeable via: Mains (220V AC / Vehicle 12v DC With belt carry holder.</p>	9
<b>SECURITY BATON (Tonfa type or equivalent)</b>	<p>Colour: Black Overall Length: 500mm Side Handle: 135mm Handle Grip: 135mm Diameter: 30mm Weight: 430g Injection moulded plastic materials Solid shaft construction, heat and UV stabilized With belt carrier</p>	15
<b>BOLT CUTTER</b>	<p>600mm Professional bolt cutter. Adjustable type. Chrome vanadium steel blade, hardened and sandblasted.</p>	1

	Drop Forged Carbon Steel handle with anti-slip soft plastic grips	
<b>WHISTLE AND LANYARD</b>	High quality metal whistle Lanyard: weaved material - brown	63
<b>PADLOCK – STAINLESS STEEL (CYLINDER TYPE)</b>	Material: Stainless Steel Width: 70mm Shackle dimensions: A:10mm B:16mm C:21mm Security level: medium to high security Number of keys: 4	5
<b>PEPPER SPRAY AND POUCH</b>	Pepper spray: Oleoresin Capsicum (OC) 110ml/60g Pepper spray – Direct Stream Pouch: Nylon pouch that suits a 110ml can. Colour – Brown	19

### 3. PRICING

3.1 Bidders must submit quotations which include all the costs for the completion of the service.

3.2 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.

3.3 Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:

3.3.1 If the correct price is higher than the quoted price, the department will only pay the quoted price and the obligation of the bidder will remain unchanged.

3.3.2 If the correct price is lower than the quoted price, the department will only pay the correct price and bidder's obligations will remain unchanged.

### 4. PAYMENT

4.1 The successful bidder will bill the Department after services have been rendered successfully.

4.2 Payment will be made within 30 days of submission of a properly competed invoice and delivery note.

  
Mr. J van Vuuren

2023-12-05

Deputy Director: Security Management

## 5. EVALUATION CRITERIA:

### 5.1 Pre-qualification criteria:

- 5.1.1 Correction fluid of any kind **MUST NOT** be used. In cases where corrections are necessary; these can be made by crossing a line on the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's initials.
- 5.1.2 Submit letter of commitment to confirm fulfillment of guarantees and warranties for the period as determined by the manufacturer.
- 5.1.3 Completed and signed ECBD4.
- 5.1.4 Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities.
- 5.1.5 Completed and signed Annexure A and B.

**N.B: Failure to fully comply with the pre-qualification criteria to the satisfaction of the department may lead to the automatic disqualification of the Bid.**

### 5.2 Evaluation as per PPPFA

**Bids will be evaluated on 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.	<b>SPECIFIC GOALS</b>	<b>NUMBER OF POINTS</b>
4.	▪ Gender	7
5.	▪ Race	5
6.	▪ Disability	2
7.	▪ Youth	2
8.	▪ Promotion of enterprises located in the Eastern Cape Province	4
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

### NOTE:

- *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.*
  - c. *A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.*
  - 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 than 30% interests in the JV,*
- *In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.*

## **6. BID POLICIES, PROCEDURES, TERMS AND CONDITIONS**

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- a) Quotations are valid for 60 days.
- b) 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.
- c) d) Service Providers must complete the preferential points claim forms in order to claim preference points.
- e) 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.
- f) The Department may, if necessary, negotiate a market related price.
- g) 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.
- h) The Department reserves the right not to appoint a Service Provider with two or more similar contracts running concurrently within the Department.
- i) 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.
- j) Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company


## 7. 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:-

- 7.1 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;
- 7.2 A copy of the Central Supplier Database (CSD) registration report must be submitted by all parties.

## 8. DISCLAIMER

- 8.1 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.
- 8.2 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).

  
pp \_\_\_\_\_  
**DIRECTOR**  
**SUPPLY CHAIN MANAGEMENT**  
**DATE: 16/01/2024**

**ANNEXURE A – PRICING SCHEDULE**

ITEM	QUANTITY	UNIT PRICE (Excl. VAT)	TOTAL PRICE (Excl. VAT)
<p><b>HANDCUFFS WITH BROWN POUCH</b>                      All parts made from steel with internal parts case hardened                      Double tumbler locking system                      High tensile spring (56-58 HRC)                      Reinforced steel swivel link handcuff                      13 locking positions on 34 mm thick ratchet                      Handcuff cheeks 2 mm thick per side                      Handcuffs are nickel plated for reinforcing, scratch and wear resistant                      Individually packed with 2 keys                      Weight per handcuff 400g                      Static diameter 50 mm (cuff inside diameter)                      Static load approximately 1 500 N (pulling force)                      Length of linked handcuff 250 mm                      Length of chain handcuff 300 mm</p> <p>Pouch to be made from durable material viz nylon or canvas to be attaches to Duty/Web Belts. Hold single or double hinge handcuffs. Snap button closure.</p>	19		



<p><b>HANDHELD METAL DETECTORS</b>  Operating Temperatures:-37C to 70C  Humidity:to 95% non-condensing  Audio Frequency:2kHz Warble  Tuning: Automatic  Indicators: Speaker, LED Alert  Lights,Green: Power ON, Amber: Battery Low, Red: Alarm condition  Controls: Power Switch (ON/OFF),Interference Elimination Momentary Switch  Battery:Single 9 volt battery provides up to 60 hours of normal operation,Optional NIMH rechargeable battery provides up to 20 hours operation on each 12 hour charge  Dimensions:Width: 8.3cm, Thickness: 4.13cm, Length: 42 cm, Weight: 500g  Warranty: Limited 24 months, parts and labour.</p>	12		
<p><b>PORTABLE TORCH</b> - Rechargeable – ((ZARTEK 1200 LUMEN EX OR EQUIVELANT) with belt carry holder. NiMH Rechargeable Battery Pack. Portable Battery Charger. AC Converter  Brightness: ≤1200 lumens  Beam Distance ≤600 meters  Runtime: ±4.5 hours - high, 9 hours - low  Battery: 1 x Rechargeable Battery Pack  Rechargeable via: Mains (220V AC / Vehicle 12v DC</p>	9		
<p><b>SECURITY BATON</b> (Tonfa type or equivalent) with belt carrier  Colour: Black  Overall Length: 500mm  Side Handle: 135mm  Handle Grip: 135mm  Diameter: 30mm  Weight: 430g  Injection moulded plastic materials  Solid shaft construction, heat and UV stabilized</p>	15		
<p><b>BOLT CUTTER</b>  600mm Professional bolt cutter, Adjustable type.  Chrome vanadium steel blade, hardened and sandblasted.  Drop Forged Carbon Steel handle with anti-slip soft plastic grips</p>	1		

<b>WHISTLE AND LANYARD</b> High quality metal whistle Lanyard: weaved material - brown	63		
<b>PADLOCK – STAINLESS STEEL</b> (CYLINDER TYPE) Material: Stainless Steel Width: 70mm Shackle dimensions: A:10mm B:16mm C:21mm Security level: medium to high security Number of keys: 4	5		
<b>PEPPER SPRAY AND POUCH</b> Pepper spray: Oleoresin Capsicum (OC) 110ml/60g Pepper spray – Direct Stream Pouch: Nylon pouch that suits a 110ml can. Colour – Brown	19		
<b>SUBTOTAL</b>			<b>R</b>
<b>VAT</b>			<b>R</b>
<b>DELIVERY</b>			<b>R</b>
<b>GRAND TOTAL</b>			<b>R</b>

**NB: The Department does NOT pay VAT to service providers that are not registered with SARS as VAT Vendors.**

SUPPLIER NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

## ANNEXURE B – GUARANTEE/WARRANTEE COMMITMENT

The supplier is required to confirm commitment to fulfill any guarantees and warranties for the period prescribed by the manufacturer.

ITEM	DESCRIPTION	GUARANTEE/ WARRANTEE PERIOD (MONTHS)
<b>HANDCUFFS WITH BROWN POUCH</b>	<p>All parts made from steel with internal parts case hardened                      Double tumbler locking system                      High tensile spring (56-58 HRC)                      Reinforced steel swivel link handcuff                      13 locking positions on 34 mm thick ratchet                      Handcuff cheeks 2 mm thick per side                      Handcuffs are nickel plated for reinforcing, scratch and wear resistant                      Individually packed with 2 keys                      Weight per handcuff 400g                      Static diameter 50 mm (cuff inside diameter)                      Static load approximately 1 500 N (pulling force)                      Length of linked handcuff 250 mm                      Length of chain handcuff 300 mm</p> <p>Pouch to be made from durable material viz nylon or canvas to be attaches to Duty/Web Belts. Hold single or double hinge handcuffs. Snap button closure.</p>	
<b>HANDHELD METAL DETECTORS</b>	<p>Operating Temperatures:-37C to 70C                      Humidity: to 95% non-condensing                      AudioFrequency:2kHz Warble                      Tuning: Automatic                      Indicators: Speaker, LED Alert Lights, Green: Power ON, Amber: Battery Low, Red: Alarm condition                      Controls: Power Switch (ON/OFF), Interference Elimination Momentary Switch                      Battery: Single 9 volt battery provides up to 60 hours of normal operation, Optional NIMH rechargeable battery provides up to 20 hours operation on each 12 hour charge                      Dimensions: Width: 8.3cm, Thickness: 4.13cm, Length: 42 cm, Weight: 500g                      Warranty: Limited 24 months, parts and labour.</p>	
<b>PORTABLE TORCH - Rechargeable</b>	<p>NiMH Rechargeable Battery Pack. Portable Battery Charger. AC Converter                      Brightness: ≤1200 lumens</p>	

<b>- (ZARTEK 1200 LUMEN EX OR EQUIVELANT)</b>	Beam Distance ≤600 meters Runtime: ±4.5 hours - high, 9 hours - low Battery: 1 x Rechargeable Battery Pack Rechargeable via: Mains (220V AC / Vehicle 12v DC With belt carry holder.	
<b>SECURITY BATON (Tonfa type or equivalent)</b>	Colour: Black Overall Length: 500mm Side Handle: 135mm Handle Grip: 135mm Diameter: 30mm Weight: 430g Injection moulded plastic materials Solid shaft construction, heat and UV stabilized With belt carrier	
<b>BOLT CUTTER</b>	600mm Professional bolt cutter. Adjustable type. Chrome vanadium steel blade, hardened and sandblasted. Drop Forged Carbon Steel handle with anti-slip soft plastic grips	
<b>WHISTLE AND LANYARD</b>	High quality metal whistle Lanyard: weaved material - brown	
<b>PADLOCK – STAINLESS STEEL (CYLINDER TYPE)</b>	Material: Stainless Steel Width: 70mm Shackle dimensions: A:10mm B:16mm C:21mm Security level: medium to high security Number of keys: 4	
<b>PEPPER SPRAY AND POUCH</b>	Pepper spray: Oleoresin Capsicum (OC) 110ml/60g Pepper spray – Direct Stream Pouch: Nylon pouch that suits a 110ml can. Colour – Brown	

SUPPLIER NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

**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.....	Bid number: RFQ- 23/24 – 0051(ii)
Closing Time 11:00	Closing date: 26 JANUARY 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

**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

**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.

- 1.7 A tendered must submit, together with its tender, the 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

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.)**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>	<b>Percentage owned</b>
Gender (Women owned enterprise)	7		
No Franchise (Black owned enterprise)	5		
Disability (Disabled person ownership)	2		
Youth	2		
Locality (Eastern Cape Province)	4		
<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

[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:** .....

.....

.....

**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

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

### PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - 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 goods and/or works 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:	.....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

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

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....