



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Beacon Hill Office Park - Corner of Hargreaves Road and Hockley Close - Private Bag X0039 - Bisho - 5605 - REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)43 605 5322 - - Email address: Veliswa.matha@ecdsd.gov.za

ADVERTISEMENT
RFQ: 23/24 - 0087

APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE IMPLEMENTATION OF A MEN CARE PLUS, GENDER MAINSTREAMING AND CAPACITY BUILDING WORKSHOP IN MENTORSKRAAL, JEFFREYS BAY FROM THE 18th-19th MARCH 2024.

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

Mr M. Hobo
Tel: 079 693 2631 (Specification)

Private Bag X0039
Bisho
5605

Ms N. James / V. Matha / Mr M. Vukubi
Tel: 078 683 7883/064 608 2853/082 779 9347 (Document)

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 04 MARCH 2024 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 04 MARCH 2024

Closing Time: 11H00

RFQ-23/24 - 0087

Building a Caring Society Together

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BID SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE IMPLEMENTATION OF A MEN CARE PLUS, GENDER MAINSTREAMING AND CAPACITY BUILDING WORKSHOP IN MENTORSKRAAL, JEFFREYS BAY FROM THE 18th-19th MARCH 2024.

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 workshops that are intended to equip the officials / participants with job or occupation-specific theoretical and practical knowledge and skill in a field or area of learning.

The workshops are supported 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 this workshop is to celebrate men's positive contributions to society, community, family, childcare and to the environment.
- 1.1.2. To focus on the departmental men's health and wellbeing (social, emotional, physical and spiritual)
- 1.1.3. To highlight discrimination against men, in areas of social services, social attributes, expectations and law.
- 1.1.4. To improve gender relations and promote gender equality.



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1.1.5. 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 reach their full potential.

1.1.6. This workshop will assist participants in adding value to the wellbeing of men leading to greater 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 workshop will take in a limited number of learners.

2.2. The number of men to be enrolled in this workshop is 200 officials from the Provincial Head office for the 18th-19th March 2024.

2.3. An appointed service provider will be expected to capacitate officials on the Men Care Plus and Gender Mainstreaming and Capacity Building Workshop in general.

2.4. An appointed service provider needs to ensure that the participants gain overview and focus on the following:

2.5. Presence – Encouraging Men to be physically and emotionally present in their families lives.

2.6. Partner Support – Encouraging men to support their spouse.

2.7. Preventing Violence – Committing to Non-Violent behaviour

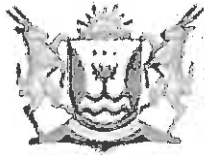
3. DELIVERABLES

3.1 An appointed service provider will be expected to provide the facilitation workshop

3.2 The appointed service provider will be responsible for the provision of certificates of attendance for all the officials / participants after the completion of the workshop.

3.3 The appointed service provider will be responsible to provide a write-up report with key recommendations as per the outcomes of the training.

3.4 An appointed Service Provider will be expected to provide a suitable venue at Mentorskraal, Jeffrey's Bay, Eastern Cape on the 18th-19th March 2024.



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- 3.4.1 Tablecloth on all tables
 - 3.4.2 2 X bottled still water and mints (morning and afternoon)
 - 3.4.3 Data projectors and flip chart
 - 3.4.4 Notepads and pens on day one ONLY
 - 3.4.5 2 Roving microphones
- 3.5 An appointed Service Provider will be expected to provide catering (morning tea, lunch and afternoon tea) to all 200 participants.
- 3.5.1 Morning Tea (Including tea, coffee, sandwiches, pastries, muffins and 100% Juice)
 - 3.5.2 Lunch (Including 2 meats, 3 vegetables and 1 starch (Samp & Beans or rice with 1 soft-drink)
 - 3.5.3 Afternoon Tea (Including tea, coffee, biscuits and 100% Juice)

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. 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 2 days after the awarding of the bid.
- 4.5 Proof of access to a learning venue/site shall be submitted within 2 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 timeframe.



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- b) Names, relevant qualifications to the training subject or learning field, and a minimum of two (2) years relevant experience of the trainers / facilitators.
- 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 Skills Development Providers.
- 6.2. A minimum of one instructor / facilitator with facilitation experience of at least two sessions conducted over the last two (2) years with traceable record (Submit CV);
- 6.3. Bidders must have previously implemented at least one (1) similar project with traceable record. (Complete Annexure B).
- 6.4. Availability of the required training infrastructure including venue, 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 of two days. 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.



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- 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 authorised person. Should it be established after the submission of proposal that the signatory authorising 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 training programme / workshop.
- 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.



MR X. MOLOTI
DIRECTOR- HUMAN RESOURCE MANAGEMENT & OD

15/02/2024

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. Evaluation Criteria:

The following are pre-qualification 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 Completed and signed ECBD4
- 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 Completed Annexure A
- 11.1.5 Proof of accreditation by an accrediting body as a Skills Development Provider.
- 11.1.6 Bidders must have experienced instructors / facilitators in the delivery of this training programme / workshop with at least two (2) sessions conducted in the past 2 years' traceable record (Submit CV).
- 11.1.7 Bidders must have experience in implementing at least one similar project with traceable record. (Complete annexure B)

11.2. Evaluation as per PPPFA

Bid proposals will be evaluated in accordance either 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 (black ownership)	2
6	▪ Disability	3
7	▪ Locality (Eastern Cape, South Africa)	6
8	▪ Youth	3
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

- *In order to obtain preference points for specific goals, bidders must complete ECBD*
- *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 was publication of invitation to bid.*
 - 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 used as the only address to consider for awarding of locality points.*
 - 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 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 that 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.*

12. BID POLICIES, PROCEDURES AND CONDITIONS

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

- a. Quotations are valid for 60 days.



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- b. Government's bidding procedures as prescribed by the Supply Chain Management Framework.
- c. Only bidders that have met the requirements of the bid specification shall be considered during the adjudication process.
- d. The Department may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it;
- e. A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points;
- f. Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- g. No bids will be considered if submitted after the closing date and time.
- h. Service Providers must complete the preferential points claim forms in order to claim preference points.
- i. The Department reserves a 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.
- j. The Department may, if necessary, negotiate a market related price in line with the Preferential Procurement Regulations 2022.
- k. 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.
- l. The Department reserves the right not to appoint a Service Provider with two or more similar contracts running concurrently within the Department.

13. CONSORTIUM/ JOINT VENTURE

It is recognized that the bidders may wish to form consortia in bidding for the service. A consortium or joint venture 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;



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13.2 All parties must be registered on the Central Supplier Database(CSD)

14. DISCLAIMER

14.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representation or warranties that the content in this Bid or any information communicated to or provide 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 reasonable 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).

DIRECTOR: SUPPLY CHAIN MANAGEMENT

20/02/24

DATE

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Specification to facilitate the implementation of a Men Care Plus, Gender Mainstreaming and Capacity Building Workshop in Mentorskraal, Jeffreys Bay from the 18th-19th March 2024.

Building a Caring Society. Together



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ANNEXURE A

PRICING SCHEDULE

TRAINING COST ANALYSIS:

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

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 jobs which they have successfully carried out which can be verified by the Department

Each bidder has to submit written references for verification by Department of jobs successfully performed by them. 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	Start Date	End Date	Contact Person

BIDDERS NAME: _____

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 - 0087
Closing Time 11:00	Closing date: 04 MARCH 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)
----------	----------	-------------	---

-
- Required by:
 - Air:
 - 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 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, _____ of 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

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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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.

- 1.7 A tenderer 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:

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

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.)

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		
Disabled person ownership	3		
Locality (Eastern Cape, South Africa)	6		
Youth	3		
Total	20		

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 - 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 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 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:	

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 numberdated.....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 (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	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 ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: