



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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ADVERTISEMENT
RFQ: 24/25 – 0009(i)

**APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE IMPLEMENTATION OF A SAQA
ALIGNED UNIT STANDARD BASED CREDIT BEARING TRAINING PROGRAMME: FACILITATE
THE RESOLUTION OF EMPLOYEE GRIEVANCES NQF LEVEL 6 (SAQA ID: 12139) - FOR 135
DEPARTMENTAL OFFICIALS FOR THE 2024/2025 FINANCIAL YEAR.**

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

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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 20 SEPTEMBER 2024 IN THE TENDER BOX AT: DEPARTMENT
OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING
WILLIAMS TOWN**

Closing Date: 20 SEPTEMBER 2024

Closing Time: 11H00

RFQ-24/25 – 0009(i)

Building a Caring Society Together



**Province Of The Eastern
Cape**

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
BASED CREDIT BEARING TRAINING PROGRAMME: FACILITATE THE
RESOLUTION OF EMPLOYEE GRIEVANCES NQF LEVEL 6 (SAQA ID: 12139) -
FOR 135 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.
- 2.2 The number of learners to be enrolled in this training programme is 135 officials (15 officials from Alfred Nzo District, 15 officials from Amathole

District, 15 officials from BCM, 15 officials from Chris Hani District, 15 officials from Joe Gqabi District, 15 officials from Nelson Mandela, 15 officials from OR Tambo District, 15 officials from Sarah Baartman District and 15 officials from Provincial Head office) for the 2024/2025 financial year.

- 2.3 An appointed service provider will be expected to provide the tuition for this unit standard based and credit bearing training programme.
- 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 must 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 responsible for the provision of proof of results of the training and certificates for all the officials / learners after the completion of the training programme.

3. DELIVERABLES

- 3.1 An appointed service provider will be expected to provide the tuition for this unit standard based and credit bearing training programme.
- 3.2 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.
- 3.3 An appointed service provider must 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 responsible for the provision of 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 (morning tea / water and lunch) to all 135 participants.
 - 3.5.1 1 x 500ml bottled still water per participant per day
 - 3.5.2 Morning Tea (Including sandwiches, tea, coffee, and 100% Juice)
 - 3.5.3 Lunch – which must include 2 meats, 3 vegetables and 1 starch (Samp & Beans or rice) with 1 soft-drink.
- 3.6 An appointed Service Provider will be expected to provide a venue (accessible to people with disabilities) in each District 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. 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 to the unit standard 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 the delivery of this unit standard.
- 6.2 A minimum of one instructor / facilitator with relevant qualification(s) to the unit standard / learning field (submit qualifications).
- 6.3 The facilitator must have an experience of at least two (2) sessions with a traceable record (Submit CV).
- 6.4 Bidders must have previously implemented at least one (1) unit standard based training project with traceable record. (Complete Annexure B).
- 6.5 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 that is commensurate with the notional hours as determined by the unit standard (US ID: **12139**) 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.

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- 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: 19/08/2024

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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 this unit standard (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 facilitation experience of at least two (2) sessions (Attach CV).
- 11.1.8 Must have experience in implementing at least one unit standard based 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 (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (Eastern Cape Province)	6
8.	▪ Youth	3
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

- 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 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 incitation 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 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. 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 ~~The Department reserves the right not to appoint a Service Provider with two or more similar contracts running concurrently within the Department.~~
- 12.8 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.
- 12.9 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).



DIRECTOR
SUPPLY CHAIN MANAGEMENT
DATE: 10/09/24

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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 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	Year of completion of service	Contact person	Contact number

BIDDERS NAME: _____

SIGNATURE: _____

DATE: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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.

contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT 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**

(delete whichever is not applicable for this tender).

- 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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

80/20 or 90/10

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 $P_{\max}$ = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender (Women owned enterprise)	6	
No Franchise (Black owned enterprise)	2	
Disability (Disabled person ownership)	3	
Locality (Eastern Cape Province)	6	
Youth	3	

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:

.....

.....

.....

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;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - 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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: