



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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ADVERTISEMENT
RFQ: 24/25 - 0062

**APPOINTMENT OF A REGISTERED PROFESSIONAL VALUER FOR THE
VALUATION OF LEASED PROPERTIES FOR THE DEPARTMENT OF SOCIAL
DEVELOPMENT**

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

Mr. G. Marshall / Mr M. Nyulushe
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Private Bag X0039
Bisho
5605

Ms V. Matha / Mr M. Vukubi
Tel: 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 09 DECEMBER 2024 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 09 DECEMBER 2024

Closing Time: 11H00

RFQ-24/25 - 0062

Building a Caring Society. Together



Province of The Eastern Cape

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

BID SPECIFICATION DOCUMENT

**SPECIFICATION FOR THE APPOINTMENT OF REGISTERED PROFESSIONAL
VALUER FOR THE VALUATION OF LEASED PROPERTIES FOR THE
DEPARTMENT**

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1. BACKGROUND

The Eastern Cape Department of Social Development (ECDSD) seeks a professional valuer registered with the South African Council for Property Valuers Profession (SACPVP) and South African Institute of Valuers (SAIV) for the valuation of leased properties within the Province of the Eastern Cape.

2. OBJECTIVE

- 2.1. The Department's obligation is to ensure, as part of the Health and Occupational Act, that all Departmental occupied buildings are fully compliant with the relevant building and safety regulations and the rental charged is market related.
- 2.2. The Department is looking for services of Professional Property Valuers or Property Associate Valuers registered with the South African Property Valuers Profession (SACPVP) in terms of Property Valuation Act, 2014 (Act No. 17 of 2014).
- 2.3. The Registered Professional Property Valuers or Property Associate Valuers will be expected to compile valuation reports for properties around the Eastern Cape, which will focus on the following:
 - 2.3.1. The current market value and market related office rental as per sites in Annexure B.
 - 2.3.2. Property condition as per sites in Annexure B.

3. SCOPE

- 3.1. To determine the current property market value and office rental rate per site of property.
- 3.2. To evaluate the condition of the building/property per site of property.
- 3.3. The bidder (valuer) should assess the building/property as indicated in Annexure B as either standalone or portion.
- 3.4. Each property valuation report (Refer to Annexure B) must comply with building norms and standards.

Hereby are the requirements:

- 3.4.1. Legislation and Regulations:
 - i. Property Valuation Act, 2014 (Act No. 17 of 2014).
 - ii. Valuers Act (No. 19 of 2016)
 - iii. Financial Intelligence Centre Act (No. 38 of 2001)

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3.4.2. Professional Standards:

- i. South African Council for Property Valuers Profession (SACPVP)
- ii. South African Institute of Valuers (SAIV) standards

3.4.3. Report Requirements:

- i. Executive summary
- ii. Property description (location, size, type, erf number and physical address)
- iii. Valuation purpose and date
- iv. Valuation methodology (rental office property)
- v. Market analysis (trends, comparable sales)
- vi. Property characteristics (age, condition, improvements)
- vii. Valuation conclusion (building grade, estimated value and market related rent)
- viii. Qualifications and limitations
- ix. Certifications and declarations
- x. Appendices (photos, diagrams, title deed, municipal valuation)

3.4.4. Valuator Requirements:

- i. Registered with the South African Council for Property Valuers Profession (SACPVP)
- ii. Professional certification (Member of the South African Institute of Valuers (MV), Registered Valuer (RV) and Certified Valuer (CV))
- iii. Minimum 9 years post qualification experience
- iv. Knowledge of local market rental office property of the Eastern Cape Province and South African property valuation legislation
- v. Independence and objectivity

3.4.5. Report Structure:

- i. Cover page (valuation report number, date, property address)
- ii. Table of contents
- iii. Executive summary
- iv. Introduction (valuation purpose, methodology)
- v. Property description
- vi. Market analysis
- vii. Valuation
- viii. Conclusion
- ix. Certifications and declarations
- x. Appendices

3.4.6. Content Requirements

- i. Property details (erf number, size, zoning)
- ii. Valuation methodology explanation
- iii. Market data (comparable sales, trends)
- iv. Property characteristics (age, condition, improvements)
- v. Water meter reading and meter number at time of valuation (photo)
- vi. Electrical meter reading and meter number at time of valuation(photo)
- vii. Valuation calculations
- viii. Estimated value
- ix. Qualifications and limitations

3.4.7. Format Requirements:

- i. A4 paper size
- ii. Font: Arial
- iii. Font size: 12 points
- iv. Margin: 2.5 cm (top, bottom, left, right)
- v. Headings and subheadings

3.4.8. Submission Requirements:

- i. Three original signed reports
- ii. Electronic copy (PDF)
- iii. Cover letter addressed to Head of Department

3.4.9. South African Institutions and Organizations:

- i. South African Council for Property Valuers Profession (SACPVP)
- ii. South African Institute of Valuers (SAIV)

3.5. A list of 40 properties that are to be evaluated for current rent billable and condition of the building/property is contained in **Annexure B**.

4. COMPULSORY SITE VISIT

Bidders are required to attend a compulsory briefing session One Vision (Erf 5000) Building next to Office of Premier in Bhisho. Date and times are indicated in the RFQ notice.

5. DELIVERY PERIOD

The total deliverable period is a period of three months on receipt of an official order.

Contact: Deputy Director: Mr Tozamile Masangwana, cell 082 814 3433 and email: Tozamile.Masangwana@ecdsd.gov.za

6. PRICES

- a) Bidders must submit quotation by completing the attached pricing schedule (Annexure A).
- b) Prices must be inclusive of VAT. If not confirmed, the Department will assume that 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.
- c) Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply
 - i. 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.
 - ii. 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.
- d) The quotations 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
- e) Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- f) All prices submitted should be typed / written in black ink. No proposals written in pencil will be accepted or evaluated.

7. PAYMENT

- 7.1 The successful bidder will bill the Department after completion of each signed off district.
- 7.2 Payment will be made within 30 days of submission of a properly completed invoice after signing off each phase.

8. SPECIAL CONDITIONS

8.1 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 can be performed online at the National Treasury's website, www.treasury.gov.za.

8.2 Bidders must complete Bidder's Disclosure form, SBD4.

8.3 Services must be rendered within the stipulated period but not exceeding three months on receipt of official works order. Failure to deliver within the stipulated time frame will result to the cancellation of the contract.

8.4 The technical team of the successful bidder must meet the following minimum requirements:

Technical Team Member	Professional registration	Post Qualification Experience
Project Leader	1. South African Council for Property Valuers Profession (SACPVP) 2. South African Institute of Valuers (SAIV)	>9 Years
Member	1. South African Council for Property Valuers Profession (SACPVP) 2. South African Institute of Valuers (SAIV)	>4 Years

8.5 Curricula Vitae must be provided for all technical staff and a company profile must be provided detailing the core business practices of the bidding company.

8.6 The main component of the contract "property valuation" may not be subcontracted.

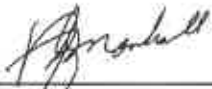
8.7 Bidders claiming preference points are required to complete and sign the Preference Points Claim Form (i.e. SBD 6.1) in order to be considered for the allocation of preference points.

8.8 The rate per night of accommodation is limited to R 1500.00 including breakfast, lunch and supper.

8.9 The rate per kilometer travelled is limited to R 5,14/km. To claim kilometres, a detailed log sheet for distance travelled is required.

8.10 To claim the professional fee (VAT to be included), in line with the Government Gazette, dated 15 October 2010, Property Valuers profession, the property valuation is required limited to R 50 million value of property per site of property.

8.11 The information provided concerning the property, including but not limited to its address, description, condition, value, and ownership details, is strictly confidential. This information is intended solely for the use of authorized parties, such as the property owner and designated agents. Bidders will be required to sign a confidentiality agreement prior to accessing this information. Any disclosure, reproduction, or distribution of the information obtained during the valuation to unauthorized individuals or entities is strictly prohibited. By accessing this information, bidders acknowledge their commitment to maintaining its confidentiality and using it solely for the purpose of evaluating the property for market-related rental and condition assessments. Any breach of confidentiality may result in legal action and damages claimed by the Department.



DIRECTOR ASSET MANAGEMENT

DATE: 12 November 2024



9. EVALUATION

9.1 PRE-EVALUATION CRITERIA

9.1.1 Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.

9.1.2 Completed and signed SBD4.

9.1.3 No correction fluids of any kind must be used. In cases where corrections are necessary ON PRICE; these can 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.

9.1.4 Minimum requirements for the technical team (clause 8.4).

Technical Team Member	Professional registration	Post Qualification Experience
Project Leader	1. South African Council for Property Valuers Profession (SACPVP) 2. South African Institute of Valuers (SAIV)	>9 Years
Member	1. South African Council for Property Valuers Profession (SACPVP) 2. South African Institute of Valuers (SAIV)	>4 Years

9.1.5 Curricula Vitae must be provided for all technical staff and a company profile must be provided detailing the core business practices.

9.1.6 Proof of registration with South African Council for Property Valuers Profession (SACPVP) and South African Institute of Valuers (SAIV) for the calendar year 2024.

9.1.7 Completed and signed **Annexure A**.

9.1.8 Attendance of compulsory briefing session.

N.B: Failure to fully comply with the pre-qualification criteria may lead to the disqualification of the bid.

9.2 EVALUATION AS PER PPPFA

Quotation 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.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	5
5.	▪ No franchise (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (Eastern Cape)	9
8.	▪ Youth	1
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

NOTE:

- *In order to obtain preference points for specific goals, bidders must complete SBD 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. Or*
 - 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. Or*
 - d. *Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.*
 - e. *In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV,*
- *In order to be awarded points for disability, a report from a medical doctor confirming permanent disability must be submitted together with this bid.*

10. 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:

- 10.1. Quotations are valid for 60 days.
- 10.2. 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.
- 10.3. Service Providers must complete the preferential points claim forms in order to claim preference points.
- 10.4. 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.
- 10.5. The Department may, if necessary, negotiate a market related price.
- 10.6. 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.
- 10.7. This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- 10.8. Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company

11. 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:

- 11.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered 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.
- 11.2 All parties must be registered on CSD.

12. DISCLAIMER

- 12.1 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.

12.2 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

18/11/24

DATE

ANNEXURE A

PRICING SCHEDULE

Item	Rate	Quantity	Total
Professional fee. Clause 8.10		40	
Accommodation (number of nights limited to two persons per night). Clause 8.8 (Rate not to exceed R1500 per person per night)			
Travel (estimate number kilometers to be traveled for project). Clause 8.9 (Rate not to exceed R5,14/km)			
Vat			
Total			

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 : _____

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ANNEXURE B

List of properties

Number	Districts	
	ALFRED NZO	
1	Bizana LSO	Stand alone
	AMATHOLE	
1	Willowvale LSO	Stand alone
2	Adelaide LSO	Stand alone
3	Stutterheim LSO	Stand alone
	BUFFALO CITY	
1	KWT LSO	Stand alone
2	East London LSO	Portion
	CHRIS HANI	
1	Tarkastad LSO	Portion
2	Queenstown LSO	Stand alone
3	Elliot LSO	Stand alone
4	Cradock Area & LSO	Portion
5	Dordrecht LSO	Portion
	JOE GQABI	
1	Mount Fletcher Area & Service	Portion
2	Jamestown LSO	Stand alone
3	Aliwal North Area & LSO	Portion
4	Maclear LSO	Portion
5	Venterstad LSO	Stand alone
6	Barkly East LSO	Stand alone
7	Ugie LSO	Stand alone
8	Burgersdorp LSO	Stand alone
9	Sterkspruit LSO	Portion
10	Maletswai one stop centre	Stand alone
	NELSON MANDELA	
1	KwaNobuhle One Stop Centre	Stand alone
2	Uitenhage Service	Stand alone
	OR TAMBO	
1	Lusikisiki Area & Service	Portion
2	Flagstaff Service	Portion
3	Tsolo Service	Stand alone
4	Mqanduli Service	Stand alone
5	Port St Johns	Stand alone
6	Qumbu LSO	Portion

	SARAH BAARTMAN	
1	Graaf Reinet Service	Stand alone
2	Graaf Reinet Area	Stand alone
3	Pearston Service	Stand alone
4	Cookhouse (Satallite)	Portion
5	Somerset East Service	Stand alone
6	Jansenville Service	Stand alone
7	Kirkwood Service	Portion
8	Joubertina Service	Stand alone
9	Humansdorp Service	Portion
10	Port Alfred Service	Stand alone
11	Hankey Service	Stand alone

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.

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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:

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

Where

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

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

Where

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

4. **POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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 ownership)	5	
No Franchise	2	
Disability (Disabled person ownership)	3	
Locality (Eastern Cape Province)	9	
Youth	1	
	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:

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 fulfilment 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: