



HEAD OFFICE – SUPPLY CHAIN MANAGEMENT

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RFQ – 25/26 – 0061

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ON-SITE ASSESSMENT ON THE
CURRENT ELECTRONIC SECURITY SYSTEMS AT THE BHISHO CHILD AND YOUTH CARE
CENTER SITUATED IN BHISHO**

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

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Private Bag X0039
Bisho
5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

**COMPULSORY BRIEFING SESSION: 20 JANUARY 2026 AT 10H00 AT BHISHO CHILD AND YOUTH CARE
CENTRE, MAIN BOARDROOM, BHISHO**

**QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 26 JANUARY 2026 IN THE TENDER BOX AT:
DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE,
BEATRICE STREET, KING WILLIAMS TOWN**

Closing Date: 26 JANUARY 2026

Closing Time: 11H00



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SPECIFICATION FOR APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ON-SITE ASSESSMENT ON THE CURRENT ELECTRONIC SECURITY SYSTEMS AT THE BHISHO CHILD AND YOUTH CARE CENTER SITUATED IN BHISHO

1. BACKGROUND

- 1.1. The Department is mandated to provide residential care for children in terms of the Children's Act No. 38 of 2005. The Department therefore established a residential facility namely Bhisho Child and Youth Care Centre situated in Bhisho in the Buffalo City Metropolitan District for children who have come into conflict with law and serving their sentences. The Department is always required to create a secure environment at this institution to protect the staff and service users against the threat of harm and unauthorized entry/exit and to secure all assets of Government and visitors.
- 1.2. Norms and standards that have been published for treatment centers by the National Department of Social Development indicates a medium level of security to be implemented at these centers. The holistic security environment consists of deployment of both security officers as well as security systems to complement each other to establish the required level of security.
- 1.3. The Department of Social Development therefore calls on service providers to conduct an on-site assessment on the existing electronic security systems at the center which became non-operational with the aim of providing a report on the assessment findings and recommendations to operationalize the system back to full operation.
- 1.4. Bidders are to price for the conducting of a full on-site assessment of the current systems, provide a report relating the "as-is" and "to-be" findings while recommending measures to close the gap. The report is further required to provide a detailed cost estimate for the entire proposed project broken into phases of implementation of the project and a comprehensive specification on the scope of work to be conducted inclusive of a costed bill of quantities.

2. SCOPE OF WORK:

- 2.1. The appointed service provider will be responsible for conducting a professional assessment in accordance with the project requirements. The scope includes, but is not limited to:
 - 2.1.1. Provision of qualified professional and technical personnel to conduct site assessments and reporting.
 - 2.1.2. Preparation of technical documentation, drawings, and reports.
 - 2.1.3. Travel to and from the project site as required for the execution of the assessment.



- 2.1.4. Accommodation and subsistence for personnel during the execution period.
- 2.1.5. Printing and binding of reports and drawings as required.
- 2.1.6. Submission of final assessment report and supporting documentation in hard and soft copy formats.
- 2.1.7. Submission of draft specification and bill of quantities in a phased approach as would be discussed with the Department.
- 2.1.8. Copy detail cost estimate for entire project broken down into phases of implantation.

3. TECHNICAL REQUIREMENTS

- 3.1. The service provider must deploy qualified and experienced professionals with relevant registration or accreditation to conduct evaluation and provide advice on electronic security systems and infrastructure.
- 3.2. All work must be carried out in accordance with applicable professional standards and statutory requirements.
- 3.3. Reports, recommended specification and bill of quantities must be submitted in a structured, professional format and include all supporting documentation and drawings.
- 3.4. Work must be completed within agreed timelines and in line with the approved project programme.
- 3.5. All disbursements (travel, accommodation, printing, etc.) must be itemised and invoiced in line with the quotation.

4. DELIVERABLES

- 4.1. Comprehensive assessment report (hard copy and electronic).
- 4.2. Supporting technical drawings, calculations, and annexures.
- 4.3. Signed attendance registers and photographic records (if applicable).
- 4.4. Final invoice itemized in accordance with the Bill of Quantities for this project.
- 4.5. Copy detail cost estimate for entire project broken down into phases of implantation.

5. BILL OF QUANTITIES

- 5.1. The procurement of services will be based on the approved Bill of Quantities (BoQ), which provides the measurement-based costing for the professional services, travel, accommodation, and disbursements associated with this project. The BoQ shall form an integral part of the contract documentation.



6. CONTRACTUAL AND COMPLIANCE REQUIREMENTS

- 6.1. The service provider(company), all directors and technical staff must be registered with the Private Security Industry Regulatory Authority (PSIRA).
- 6.2. The appointed service provider must be a registered legal entity and provide a valid tax clearance certificate.
- 6.3. Compliance with all applicable labour laws, occupational health and safety regulations, and relevant professional standards is mandatory.
- 6.4. Insurance and liability coverage must be in place for the duration of the contract.
- 6.5. All intellectual property and documentation produced as part of the project will remain the property of the client.
- 6.6. The service provider must provide regular progress updates and attend project meetings as required.

7. COMPETENCIES AND EXPERTISE REQUIRED

7.1. The Service Provider must:

- 7.1.1. Have at least two years relevant experience in maintaining electronic security equipment. (Complete annexure B and submit reference letters, on referral company letter heads, as proof of services (scope of work) performed and clearly indicating the level of satisfaction from the referee.
- 7.1.2. Bidders must have an active registration with Private Security Industry Regulatory Authority (PSIRA) and need to submit a copy of their PSIRA Registration Certificate with the bid. PSIRA registration certificate must be valid at the closing date of the bid. —
- 7.1.3. PSIRA confirmation of registration certificates for all Directors performing executive or management functions within the company. If the company have more than one Director an abbreviated company profile must be submitted indicating the structure of the executive and the roles and responsibilities of each Director, unless all Directors submit valid PSIRA registration certificates.
- 7.1.4. CV of at least one (1) Technician allocated to the project with not less than 2 year's experience in maintaining relevant electronic security systems must be accompanied by a valid PSIRA registration certificate. Failure to submit with the bid will automatically eliminate the bid for further consideration.

8.1. The service provider will be expected to complete the assessment by 27 February 2026. Any delays must be communicated in writing and approved by the client.

9. WORK PLAN, ACTIVITIES, DATES AND DELIVERABLES

9.1. The successful bidder must submit a comprehensive and detailed line-item budget showing total cost of the services, as well as the hourly rates of personnel to be involved and travelling costs. The budget should show service activities proposed and budget per activity and per team member. All assumptions made in drawing the budget, including all cost factors except travelling and accommodation, must be detailed.

NB. A bidder that does not include the pricing schedule as requested will be disqualified.

10. COMPULSORY BRIEFING SESSION

10.1. The Department will conduct a briefing session and interested service providers are welcome to attend the session to evaluate the services required and to enable comprehensive costing and submission of a competitive bid. The date and time of the briefing session are reflected in the advertisement.

11. DOCUMENTS TO BE SUBMITTED

11.1. Only bidders who fully comply with all the provisions of Section 20 (1) (a) of the Private Security Industry Regulation Act, Act No. 56 of 2002 and subsequent regulations will be considered. The following documents must be submitted together with the bid documents -

- 11.1.1. Bidders must have a valid registration with Private Security Industry Regulatory Authority (PSIRA) and need to submit a copy of their PSIRA Registration Certificate with the bid. PSIRA registration certificate must be valid at the closing date of the bid.
- 11.1.2. PSIRA confirmation of registration certificates for all Directors performing executive or management functions within the company. If the company have more than one Director an abbreviated company profile must be submitted indicating the structure of the executive and the roles and responsibilities of each Director, unless all Directors submit valid PSIRA registration certificates.



- 11.1.3. CV of at least one (1) Technician must be accompanied by a valid PSIRA registration certificate. Failure to submit with the bid will automatically eliminate the bid for further consideration.
 - 11.1.4. Provide a list of at least two (2) reference for previous evaluations conducted.
 - 11.1.5. Proof that the bidder attended the compulsory briefing session.
- 11.2. Failure to submit these documents will result in disqualification.

12. PRICING

- 12.1. Bidders must submit a detailed price schedule in respect of all costs and quote as per the pricing schedule attached hereto.
- 12.2. 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.
- 12.3. 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.
- 12.4. Bidders will carry the responsibility of ensuring that the proposal submitted have been signed by a duly 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.
- 12.5. All prices submitted should be typed or hand written in black ink. No proposals written in pencil will be accepted or evaluated.

13. PAYMENT

- 13.1. The pricing will be as per the approved Bill of Quantities. Payment will be made upon submission of the final deliverables and invoice, in accordance with the Departments procurement policies.
- 13.2. Payment will be made within 30 days of submission of a properly competed invoice and all the documents as provided under deliverables.



14. SPECIAL CONDITIONS:

- 14.1. 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. Bidders must attach confirmation of Bank details.
- 14.2. Bidders must have valid registration with Private Security Industry Regulatory Authority (PSIRA) and need to submit a copy of their PSIRA Registration Certificate with the bid. PSIRA registration certificate must be valid until the closing date of the bid.
- 14.3. Directors of the companies must be actively registered with PSIRA with Grade A or B Certificate. Copies of valid certificates must be submitted with the Bid Document.
- 14.4. CV of at least one (1) Technician must be accompanied by a valid PSIRA registration certificate. Failure to submit the CV with the bid will automatically eliminate the bid for further consideration.
- 14.5. Provide a list of reference for previous installation conducted as per annexure B.
- 14.6. Proof that the bidder attended the compulsory briefing session.



Mr. T Tcyiya

Chief Director: Corporate Services



15. EVALUATION CRITERIA:

15.1. Pre-qualification criteria:

- 15.1.1. Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 17.1;
- 15.1.2. Completed and signed SBD4.
- 15.1.3. Completed Annexure A and B.
- 15.1.4. Bidders must have an active registration with Private Security Industry Regulatory Authority (PSIRA) and need to submit a copy of their PSIRA Registration Certificate with the bid. PSIRA registration certificate must be valid until the closing date of the bid.
- 15.1.5. PSIRA confirmation of registration certificates for all Directors performing executive or management functions within the company. If the company have more than one Director an abbreviated company profile must be submitted indicating the structure of the executive and the roles and responsibilities of each Director, unless all Directors submit valid PSIRA registration certificates.
- 15.1.6. CV of at least one (1) Technician must be accompanied by a valid PSIRA registration certificate.
- 15.1.7. Provide a list of reference for previous installation conducted as per annexure B
- 15.1.8. Attendance of the compulsory briefing session.

N.B: Failure to fully comply with the pre-qualification criteria to the satisfaction of the department may lead to the automatic disqualification of Request for Quotation (RFQ)

15.2. 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 as per the Department's Preferential Procurement Policy.



Matrix for evaluation

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	3
5.	▪ No franchise (black ownership)	3
6.	▪ Disability	4
7.	▪ Youth	3
8.	▪ Military Veterans	2
9.	▪ Locality (Eastern Cape Province)	5
	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 be 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 50% interests in the JV,
- In order to be awarded points for disability, a document confirming permanent disability from a registered medical doctor must be submitted together with this bid.
- In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitutions.



- In order to be awarded points for Military Veterans the certificate issued by the Department of Military Veterans confirming status as a Military Veteran must be submitted together with this bid.

16. 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:

- 16.1. Quotations are valid for 60 days.
- 16.2. 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.
- 16.3. 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.
- 16.4. A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 16.5. The Department will not award a contract to a bidder whose TAX affairs are not in order.
- 16.6. No bids will be considered if submitted after the closing time.
- 16.7. This bid 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.
- 16.8. The Department reserves the right to require that both the contracting firm and its personnel providing the service be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require (full completion and submission of company questionnaire post award - annexure C).

17. 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: -



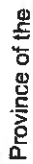
- 17.1. Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized 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.
- 17.2. All parties must be registered on Central Supplier Database (CSD).

18. DISCLAIMER

- 18.1. 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.
- 18.2. 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).


DIR. SUPPLY CHAIN MANAGEMENT

DATE: 05/12/25



EASTERN CAPE

SOCIAL DEVELOPMENT

Built in a caring Society Together

ANNEXURE A – PRICING SCHEDULE: FIRM PRICING

ANNEXURE A – PRICING SCHEDULE: FIRM PRICING										
Item	Description	Duration in Days	QTY KM	Travelling Rate	Total Travelling	Labour Rate p/h	Qty Hours	Total Labour	Accommodation and Subsistence rate	Combined Total
1	Providing professional assessment			R.....	R.....	R.....		R.....		R.....
2	Prepare technical documentation			R.....	R.....	R.....		R.....		R.....
3	Travel			R.....	R.....	R.....		R.....		R.....
4	Accommodation and Subsistence									
5	Any Other (Specify)			R.....	R.....	R.....		R.....	R.....	R.....
SUB TOTAL 1										
VAT at 15% (if Applicable)				R.....	R.....	R.....		R.....	R.....	R.....
GRAND TOTAL										R.....

NB: The Department does NOT pay VAT to service providers that are not registered for VAT.

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

VAT NUMBER REGISTRATION (if applicable)

SUPPLIER NAME

CONTACT PERSON :

SIGNATURE

DATE _____

12



ANNEXURE B:

List of References: Minimum Two (2)

Name	Location	Value	Start	End	Contact No.	Contact Person

Bidder's name _____

Sign: _____

Date: _____

Designation: _____

ANNEXURE C (CONFIDENTIAL WHEN COMPLETED)
(POST AWARD SUBMISSION BY SUCCESSFUL BIDDER WITHIN 7 DAYS)
QUESTIONNAIRE: SERVICE PROVIDER/COMPANY

Please note that failure to provide the requested information would result in the disqualification of the Service Provider /Company from the Security Screening process.

Registered name of Company/Service Provider:

Trading name

Details of Company/Service Provider:

Postal Address:

Physical Address:

Web Address:

Company / CC Registration No:

UIF no:

Workman's Compensation no:

PSIRA no:

(Attach copy of certificate)

VAT no:

Tax (SARS) no:

(Attach copy of certificate)

PAYE Reg. no.

List of Directors:

Attach: fingerprints form, Fingerprints consent form and a copy of ID (certified)

Director Full names:

Gender

ID No.

Previous convictions /Summons /Judgement /Adverse/Collections

Nature

Year

Outcome



Full names:	Gender	ID No:
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[illegible]

Nature	Year	Outcome
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Particulars	Year	Balance

Department:	Description:	Place:	Year:
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Department:	Description:	Amount:	Year:

**Contact Persons at Company/Service Provider;**

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

References/Contacts/acquaintances within the Department:

Names:

Position:

Relationship:

Number	Person	Relationship



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

PERMISSION FOR FINGERPRINTS TO BE TAKEN (PERSONNEL/SECURITY CLEARANCE PURPOSES)

I,

The undersigned, with identity number

And residing at

Hereby give permission for my fingerprints to be taken by an authorized employee of the National Intelligence Agency or the South African Police Service.

Furthermore I grant permission for my fingerprints to be sent to the criminal record centre of the South African Police Service to obtain information concerning my criminal background, history, previous convictions and/or any other relevant information that may be provided by the criminal record centre on form SAP69, for personnel purposes exclusively.

SIGNED AT

ON

200

.....
SIGNATURE

WITNESSES

1.

2.

[illegible]Page

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:

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

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:

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

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 ownership)	4	
No Franchise (Black ownership)	3	
Disability	3	
Locality (Eastern Cape Province)	6	
Youth	4	

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:

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CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference 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: