



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King Williams Town – Private Bag X0039 – Bisho – 5605 – REPUBLIC OF SOUTH AFRICA
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ADVERTISEMENT
RFQ - 25/26 – 0013

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TRAINING FOR ICT OFFICIALS TO BE CERTIFIED ADMINISTRATORS.

Issued by:

Province of the Eastern Cape

Department of Social Development

Contact Person:

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(For completion of document)

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(For specification related enquiries)

Private Bag X0039
Bisho
5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 22 JULY 2025 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT ALBERTINA SISULU, 7 BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 22 July 2025

Closing Time: 11H00

RFQ-25/26-0013

Building a Caring Society. Together.

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**Province Of The Eastern
Cape**

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

BID SPECIFICATION DOCUMENT

**SPECIFICATION FOR PROVISION OF TRAINING FOR ICT OFFICIALS TO BE CERTIFIED
ADMINISTRATORS**

1. BACKGROUND

The Eastern Cape Department of Social Development (hereafter the Department) has identified a skills gap in the area of Microsoft systems administration.

The department is looking for a suitable bidder to provide an instructor led training for twenty (20) officials, further provide once – off vouchers for international examinations.

This training is to be conducted in two groups to ensure that there is continued ICT support in the department

2. OBJECTIVE

The main objective of this bid is to appoint a certified Microsoft training provider to conduct an instructor led training with certification.

The bidders must submit proposals for the provision of an instructor led training with the following minimum requirements:

Bidders will be expected to:

- Provide training for twenty (20) Officials and arrange for Microsoft Examination (Once Off)
- Provide necessary courseware for the 20 Officials in two groups trained separately
- The training will be conducted virtually for both groups.

3. SCOPE OF WORK

Training Areas:

Microsoft 365 Fundamentals

Overview: This course introduces Microsoft 365, an integrated cloud platform that delivers industry-leading productivity apps along with intelligent cloud services, and world-class security. You'll learn foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing. You will be introduced to Microsoft 365 and learn how Microsoft 365 solutions improve productivity, facilitate collaboration, and optimize communications. The course then analyzes how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

Modules:

- Cloud Concepts
- Core Microsoft 365 Services
- Security & Compliance

Microsoft 365 Administrator

Overview: A Microsoft 365 administrator manages the organization's cloud services, including user accounts, licenses, security settings, and more. They are responsible for configuring and maintaining the Microsoft 365 environment to ensure proper functionality and security.

Modules:

- Microsoft 365 Tenant Management
- Identity & Access (Microsoft Entra)
- Microsoft Defender XDR Security
- Compliance with Microsoft Purview

Microsoft Azure Fundamentals

Overview: This entry-level course provides foundational knowledge of cloud concepts and Azure services, suitable for IT professionals beginning their Azure journey.

Modules:

- Core Azure Concepts
- Core Azure Services
- Core Solutions and Management Tools on Azure
- General Security and Network Security Features
- Identity, Governance, Privacy, and Compliance Features
- Azure Cost Management and Service Level Agreements

Microsoft Azure Administrator Associate

Overview: This intermediate course is designed for Azure administrators responsible for implementing, managing, and monitoring identity, governance, storage, compute, and virtual networks in a cloud environment.

Modules:

- Identity Management (Azure Active Directory)
- Governance and Compliance (RBAC, Azure Policy)
- Azure Administration (ARM, CLI, PowerShell)
- Virtual Networking (VNet, DNS, NSG)
- Intersite Connectivity (VPN, ExpressRoute)
- Network Traffic Management (Load Balancer, Application Gateway)
- Azure Storage (Blob, Files, Security)
- Azure Virtual Machines (Deployment, Availability, Extensions)
- Serverless Computing (App Services, Containers, AKS)
- Data Protection (Backup, Recovery)
- Monitoring (Azure Monitor, Alerts, Log Analytics)

4. DELIVERY PERIOD

The training must be delivered within 30 days of award through a managed project plan with the department. Exams will be scheduled outside the project plan dates to meet the availability of the examinees.

5. PRICES

- 5.1 Service Providers must quote training for individuals and examination (once-off) as indicated in the attached pricing schedule (Annexure A).
- 5.2 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.
- 5.3 Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:
- 5.3.1 If the correct price is higher than the quoted price, the department will only pay the quoted price and the obligation of the bidder will remain unchanged.
- 5.3.2 If the correct price is lower than the quoted price, the department will only pay the correct price and bidder's obligations will remain unchanged.
- 5.4 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.
- 5.5 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a duly 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.
- 5.6 All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluated

6. PAYMENT

- 6.1 The successful bidder will bill the Department after all the goods have been delivered.
- 6.2 Payment will be made within 30 days of submission of a properly completed invoice.

7. SPECIAL CONDITIONS

- 7.1 The bidder must provide proof of a minimum of two certified Microsoft trainers on the following competencies, **Microsoft 365 Administration** and **Microsoft Azure Administrator**. The proof must be in a form of CV, detailing training experience, accompanied with the relevant certification on **Microsoft 365 Administration** and **Microsoft Azure Administrator**.
- 7.2 The bidder must be a certified Microsoft Training Partner, and must submit a confirmation letter from Microsoft confirming the partnership.

- 7.3 The bidder must also submit a reference letter from a reputable organization in the Eastern Cape where training was conducted in the past three years on a company letter head confirming the Microsoft training that was conducted.
- 7.4 The bidder must have a Microsoft compliant examination centre in the East London area, this will be subject to on loco verification.
- 7.5 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.

8. LOCAL ECONOMIC DEVELOPMENT

To support Local Economic Development within the Province, the department allocated points to be acquired by service providers that are based in the Eastern Cape Province, in line with the Preferential Procurement Regulations 2022.



ACTING DIRECTOR: HUMAN RESOURCES DEVELOPEMNT

DATE: 30 / 06 / 2025

9. EVALUATION

The bid will be evaluated in two phases, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2022 (PPPFA) as indicated below:

9.1 PRE-EVALUATION CRITERIA

- 9.1.1 The bidder must provide proof of a minimum of two certified Microsoft trainers on the following competencies, **Microsoft 365 Administration** and **Microsoft Azure Administrator**. The proof must be in a form of CV, detailing training experience, accompanied with the relevant certification on **Microsoft 365 Administration** and **Microsoft Azure Administrator**.
- 9.1.2 The bidder must be a certified Microsoft Training Partner, and must submit a confirmation letter from Microsoft confirming the partnership.
- 9.1.3 The bidder must also submit a reference letter from a reputable organization in the Eastern Cape where training was conducted in the past three years on a company letter head confirming the Microsoft training that was conducted.
- 9.1.4 The bidder must have a Microsoft compliant examination centre in the East London area, this will be subject to on loco verification.
- 9.1.5 Copy of signed agreement in the case of Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 11.1
- 9.1.6 Fully Completed and signed SBD 4
- 9.1.7 Correction fluid of any kind **MUST NOT** be used. In cases where corrections are necessary; 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.
- 9.1.8 Fully completed and signed Annexure A

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). Quotations will be evaluated on price and Specific Goals.

| Criteria | Points |
|----------------------------------|-------------------------|
| Points for price | 80 |
| Points for specific goals | 20 |
| SPECIFIC GOALS | NUMBER OF POINTS |
| 1 Gender (Women ownership) | 6 |
| 2 No Franchise (Black ownership) | 2 |
| 3 Disability | 3 |
| 4 Youth | 3 |

| | |
|--|------------|
| 5 Locality (Eastern Cape) | 6 |
| TOTAL POINTS FOR PRICE & SPECIFIC GOALS | 100 |

9.2.1 In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.

9.2.2 Locality will be confirmed as follows:

- a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
- b. If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.
- c. A lease agreement where offices are 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 than 30% interests in the JV,

9.2.3 In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

10. BID POLICIES, PROCEDURES 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 (SBD 6.1) in order to claim preference points. Service Providers who have completed (SBD 6.1) will not be eliminated but will not qualify for rating points.
- 10.4 The Department reserves a right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- 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 The Department reserves the right not to appoint a Service Provider with two or more similar contracts running concurrently within the Department.

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- 10.8 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.
- 10.9 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 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;
- 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 RFQ, the Department makes no representations or warranties that the content in this RFQ 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 RFQ 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: 09/07/25

ANNEXURE A

PRICE SCHEDULE

| Description of Item | Quantity | Unit Price | Sub Total |
|-------------------------------|----------|------------|-----------|
| Microsoft 365 Fundamentals | 20 | | |
| Examination Vouchers | 20 | | |
| Microsoft 365 Administrator | 20 | | |
| Examination Vouchers | 20 | | |
| Microsoft Azure Fundamentals | 20 | | |
| Examination Vouchers | 20 | | |
| Microsoft Azure Administrator | 20 | | |
| Examination Vouchers | 20 | | |
| Training Materials | 20 | | |
| Examination Vouchers | 20 | | |
| VAT | | | |
| Grand Total | | | |

Name of Company: _____

Signature: _____

Capacity: _____

Date: _____

ANNEXURE B



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

| NAME OF MANUFACTURER/SERVICE PROVIDER | COMMODITY/SERVICE | LOCATION |
|---------------------------------------|-------------------|----------|
| | | |
| | | |
| | | |
| | | |

I, the undersigned (Bidder's representative)

.....commit in procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available. I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....
Signature

.....
Date

.....
Name of bidder

.....
Position

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

| | |
|---------------------|----------------------------|
| Name of bidder..... | Bid number: RFQ-25/26-0013 |
| Closing Time 11:00 | Closing date: 22 JULY 2025 |

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 |
|-----------|-----------------|---------------------------|
| | | |
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- 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**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

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

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

1.7 A tendered must submit, together with its tender, the a copy of CIPC Registration

document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.

- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies,

an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) | Percentage owned |
|---|--|--|------------------|
| Gender (Women ownership) | 6 | | |
| Black owned enterprise | 2 | | |
| Disabled person ownership | 3 | | |
| Locality (Eastern Cape Province) | 6 | | |
| Youth | 3 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | 20 | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety

18

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:

.....

.....

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ANNEXURE TO SBD 6.1

| No | Initial and Surname | ID No | Gender(F/M) | Race | Disability (Yes/No) | % Share |
|----|---------------------|-------|-------------|------|---------------------|---------|
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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: