HEAD OFFICE – DEMAND MANAGEMENT
PHYSICAL ADDRESS – 7 Beatrice Street Albertina Sisulu Building Qonce 5606
POSTAL ADDRESS: Private Bag X0039 Bhisho 5606 | REPUBLIC OF SOUTH AFRICA
Tel: +27(0)43 605 5280 | Cell +27(0) 78 683 7883 | Email Address: noludwe.james@ecdsd.gov .za | Website: www.ecdsd.gov.za

RE-ADVERTISEMENT
RFQ - 26/27 – 0052

APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT SKILLS AUDIT FOR FORTY (40) SENIOR MANAGEMENT SERVICES (SMS) MEMBERS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT AT PROVINCIAL AND DISTRICT LEVEL FOR THE 2026/2027 FINANCIAL YEAR.

Issued by:
Province of the Eastern Cape

Department of Social Development

Contact Person:
Ms. N. James / Ms. V. Matha / Mr. M. Vukubi
(Tel: 078 683 7883 / 064 608 2853 / 082 779 9347)
(For completion of document)

Mr. M. Hobo / Ms. F. Moodley
Tel: 079 693 2631 / 073 014 4613
(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 24 NOVEMBER 2026 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT ALBERTINA SISULU, 7 BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 24 November 2026 **Closing Time: 11H00**

Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

"Building a caring Society. Together."

HEAD OFFICE – ASSET MANAGEMENT
PHYSICAL ADDRESS – 7 Beatrice Street • Albertina Sisulu Building • Qonce • 5606
POSTAL ADDRESS: Private Bag X0039 Bhisho 5606 | REPUBLIC OF SOUTH AFRICA
Tel: +27(0)43 605 5280 | Cell +27(0) 78 683 7883 | Email Address: noludwe.james@ecdsd.gov .za | Website: www.ecdsd.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT SKILLS AUDIT FOR FORTY (40) SENIOR MANAGEMENT SERVICES (SMS) MEMBERS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT AT PROVINCIAL AND DISTRICT LEVEL FOR THE 2026/2027 FINANCIAL YEAR.

1. INTRODUCTION

The Eastern Cape Provincial Department of Social Development intends to undertake a Skills Audit Project for forty (40) Senior Management Services (SMS) members of the Department. This process is intended to assist the Department to understand the skills / competencies / qualifications that are required for each role, and the actual skills / competencies / qualifications each employee currently possess. In line with the applicable Department of Public Service and Administration (DPSA) framework and mandates it has been established that the SMS members of the Department are complex and professional.

The competencies that appear in the SMS Leadership and Management Competency Framework are viewed as being critical for high performance in the senior manager's role. These competencies are grouped under the Core Generic Leadership and Management Competencies that describe thought processes that influence behaviours and the functional characteristics that represent what needs to be done by SMS members in demonstration of their leadership and managerial roles.

Process Competencies exhibits the most useful externally observed set of behaviours that determine how leaders make successful or poor decisions. The process competencies influence the success of the core competencies. For example, if the standard of the process competencies is low, a manager may not effectively achieve the core competency, and the opposite is true. The achievement therefore depends on connection between the process and the core competencies to yield the required outcome. Personal Attributes / Personal Values cut across both the process and core competencies and complement the Public Service values

Thus, the Department needs to continuously align itself and empower its SMS members with relevant qualifications, skills and competencies to enable them to fulfil their roles.

The Skills Audit will be carried out at Provincial Office and in all the eight (8) Districts of the Department.

2. PURPOSE

2.1. To contract an external service provider to conduct skills audit for forty (40) Senior Management Services (SMS) members in the Eastern Cape Provincial Department of Social Development Provincial Office and in all the eight (08) Districts of the Department.

2.2. To draw up a skills development plan for the 40 SMS members and advise on the implementation of such plan to all Departments.

3. SCOPE OF WORK/ACTIVITIES TO BE UNDERTAKEN

3.1. The Eastern Cape Department of Social Development is inviting proposals from reputable service providers in the field of Human Resource Development to conduct skills audit for forty-40 Senior Management Services (SMS) members in the Provincial Office and in all the eight (08) Districts of the Department.

3.2. To fulfil / satisfy the contract needs, the service provider should consider the following.

3.2.1. Identification of skills / competencies / qualifications currently existing in Department pertaining to the SMS members related functions, this must be guided by the DPSA framework.

3.2.2. The service provider will assess the SMS members' existing skills / competency / qualifications levels against the DPSA benchmark on skills and competencies required to perform the SMS related roles / functions.

3.2.3. Upon ascertaining the above, the service provider will advise whether the SMS members have the appropriate skills / competencies / qualifications to perform the SMS related roles / functions.

3.2.4. The service provider must avail the received qualifications of the SMS members to the Department to enable the Human Resource Administration to capture and update the SMS members' qualifications on the PERSAL system

3.2.5. The service provider will then do a needs assessment based on the preliminary findings.

3.2.6. The service provider will draw up a skills development plan and advise on the implementation of such plan in the Department; this will specifically address the identified gaps in skills and competencies and the challenges they are faced with.

4. METHODOLOGY

4.1 Interested service providers should present a proposal clearly to the Provincial Department of Social Development:

4.1.1. A methodology for conducting the work.

4.1.2. A proposed projectized work plan.

4.1.3. The names and CVs of the individual/s to be assigned to do the work.

4.1.4. An itemized budget and indication of the total cost of the proposed work plan.

5. DELIVERABLES

The Provincial Department of Social Development is expecting the following deliverables:

5.1 Identification of skills / competencies / qualifications currently existing pertaining to officials currently employed as SMS members.

5.2 Assess whether SMS members have the appropriate skills / competencies / qualifications to perform SMS related roles and functions.

5.3 Provide a comprehensive report of the SMS members Skills Audit to the Department.

5.4 Provide the qualifications received of the SMS members to the Department to enable the Human Resource Administration to capture and update the SMS members' qualifications on the PERSAL system

5.5 The service provider will do a needs assessment and is expected to draw up a skills development plan for SMS members in the Department, which will specifically address their needs and the challenges they are faced with.

5.6 Transfer skills while executing the Skills Audit project to Departmental Human Resource Development officials at Provincial and District offices.

6. CONDITIONS OF CONTRACT AGREEMENT

6.1. **Ownership and publication of deliverables:** The Provincial Department of Social Development will become the owner of all data collected, furnished and/or compiled by the service provider during the project process and for the purposes of executing the contract agreement.

6.2. **Publication:** The publication and utilization of the data will be at the discretion of the Department of Social Development.

6.3. **Confidentiality:** All information gathered is confidential and its use by the service provider shall be for executing the project as per contract agreement.

6.4. The Provincial Department of Social Development will select the best proposal, and it will under no circumstances increase the agreed amount of the consultancy once a contract has been drawn up.

7. SUBMISSION OF PROPOSALS

7.1. The closing date for submission of proposals to be determined by Supply Chain Management.

7.2. Proposals must be sent to the Eastern Cape Provincial Department of Social Development, Supply Chain Management Unit, Albertina Sisulu Building, Beatrice Street, King Williams Town.

8. PROPOSALS MUST BE ACCOMPANIED BY:

8.1. A company profile

8.2. Curriculum vitae of proposed members of the team, illustrating qualifications and experience.

8.3. The accreditation certificate by a recognized accrediting body.

8.4. No proposals shall be allowed after due date

9. SPECIAL CONDITIONS

9.1 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.

9.2 Bidders must provide details of contactable reference/s to confirm the bidder's previous experience by completing Annexure B.

9.3 The successful bidder shall, in the performance of its functions arising from this bid, always ensure compliance with the legislation and any regulations applicable in this industry.

9.4 A project plan indicating time frames will be discussed with the successful bidder within 7 days after the awarding of the bid.

10. PROJECT DURATION

The project lifespan is over the maximum period of three (3) months from the date of appointment.

Enquiries:

For more information or clarity regarding the Skills Audit project please contact Mr. Mninawa Hobo at 079 693 2631 or Ms. Mbalentle Mlokothi 082 411 5824 or alternatively email at; Mninawa.hobo@ecdsd.gov.za or Mbalentle.Mlokothi@ecdsd.gov.za

11. PRICING

11.1 Bidders must submit a detailed price schedule in respect of all costs and quote as per the pricing schedule attached hereto.

11.2 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. Bidders must take note of the prescribed threshold for compulsory registration for VAT. The department will not be liable for VAT payment which was not included in the original quotation.

11.3 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.

11.4 Bidders will carry the responsibility of ensuring that the proposal submitted has been signed by a dully authorized person. Should it be established after the submission of proposal that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

11.5 All prices submitted should be typed in black ink or written in pen. No proposals written in pencil will be accepted or evaluated.

12. PAYMENT

12.1 Payment will be made within 30 days of submission of a properly completed invoice.

12.2 The final payment will be made only after full completion of the Skills Audit.

12.3 It is therefore essential for the bidder to have funds to start the Skills Audit ensure that there are sufficient funds for the salaries of the employees and other overheads.

13. PENALTIES

The Department shall be entitled to impose penalties in the event of successful bidder failing to comply with any of the terms of this bid. The details of the penalties will be indicated in the service level agreement.

DIRECTOR: HR STRATEGY AND PLANNING

DATE: 10/11/2026

14. BID EVALUATION CRITERIA

The bid will be evaluated in two phases, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2000 (PPPFA) as indicated below:

14.1 Pre-evaluation criteria

14.1.1 Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 13.1.
14.1.2 Fully completed and signed **SBD4**
14.1.3 Correction fluid of any kind **MUST NOT** be used. Any corrections made **ON PRICE** must be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
14.1.4 Fully completed Annexures A and B
14.1.5 A minimum of one skills audit member / facilitator with relevant qualification(s) to the skills audit related work / field (submit qualifications).
14.1.6 Skills audit member / facilitator must have experience of at least three (3) skills audit projects conducted in the past five (5) years with traceable record clearly expressed in the Curriculum Vitae (Submit CV).
14.1.7 Service Provider must have experience in implementing at least one similar project with traceable record. (Complete annexure B)

14.2 Evaluation as per PPPFA

Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals.

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	6
5.	▪ No franchise (black ownership)	2
6	▪ Disability	3
7	▪ Locality (Eastern Cape)	6
8	▪ Youth	3
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

- *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 is not a local address, was updated on a date after publication of the invitation to bid or there is no preferred address at all, then the company's physical address registered on CIPC will be used as the only address to consider for awarding of locality points.*
    c. *In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interest in the JV,*

- *In order to be awarded points for disability, a document confirming permanent disability form a registered medical doctor must be submitted together with this RFQ.*
- *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.*

15. BID POLICIES, PROCEDURES AND CONDITIONS:

15.1 Quotations are valid for 60 days.
15.2 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.
15.3 Service Providers must complete the preferential points claim forms to claim preference points.
15.4 The Department reserves the right to verify the validity of the Tax Clearance Certificate before signing the contract and shall be entitled to cancel the contract if 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.
15.5 The Department may, if necessary, negotiate a market-related price.
15.6 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.
15.7 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.
15.8 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company

16. 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: -

16.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the leading member and this authorization shall be included in the agreement entered between the consortium members. The leading member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of all the members of the Consortium;

16.2 A copy of the Central Supplier Database (CSD) registration report must be submitted by all parties.

17. DISCLAIMER

17.1 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.

17.2 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).

ACTING DIRECTOR
SUPPLY CHAIN MANAGEMENT

DATE: 10/11/2026

ANNEXURE A

PRICING SCHEDULE

TRAINING COST ANALYSIS:

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

Total: _____

VAT: _____

Grand Total: _____

Signature of Service Provider: _____

Position: _____

ANNEXURE B: LIST OF REFERENCES
STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Bidders must insert in the space provided below and submit with their proposals, the following statement showing the job/s which they have successfully carried out which can be verified by the Department

The information must be supplied by accurately completing the table set out below, which the bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

Service Recipient	Description	Date Completed	Contact person	Contact details

BIDDERS NAME: _____

SIGNATURE: _____

DATE: _____

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number: RFQ-26/27-0052
Closing Time 11:00	Closing date: 24 NOVEMBER 2026

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

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

---

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.

2.3.1 If so, furnish particulars:

.....
.....
.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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**

17

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:

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

18

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:

80/20 **or** **90/10**

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

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.

19

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)	6	
No franchise (black ownership	2	
Disability	3	
Locality (**Eastern Cape**)	6	
Youth	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

21

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 number .....dated.....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 AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

23