

TOR: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF TWO (2) OFFICE SPACES TO AQUITY INNOVATIONS NPC IN EHLANZENI DISTRICT (MPUMALANGA), AND BUFFALO CITY METRO (EASTERNSCAPE) - AQUITY/NDOH 02 /2025 -2028

Background and Introduction

AQUITY Innovations NPC has been appointed by the National Department of Health to serve as one of the GLOBAL FUND TB Sub-Recipients (SRs) in South Africa. The project activities are implemented in Mpumalanga (Ehlanzeni district) and Eastern Cape provinces (Amathole District and Buffalo City Metro districts). Amongst other objectives, the program seeks to improve TB testing at community level.

AQUITY Innovations NPC, through this grant, seeks to lease two (2) office spaces in the Mpumalanga and Eastern Cape provinces. In Mpumalanga, one office is required within Ehlanzeni District (Preferably in Mbombela) and in Eastern Cape one office are in Buffalo City Metro. (Preferably in East London). Separate contracts will be issued for the different districts. These contracts are expected to start as soon as the tender is finalised in February 2026 and remain in force until 31 March 2028, renewable on an annual basis. This tender is subject to Section 5 special conditions.

1. BID RESPONSES

Since the terms of reference for this tender requires two (2) offices in two different locations, bidders are required to clearly indicate which area they are responding to. Furthermore, bidders must **submit separate documents for each office tendered**, for evaluation purposes. It is the responsibility of each supplier to ensure that complete documents are submitted for their intended bid on or before the closing date and time. No late submissions will be accepted.

Phase 1

Phase 1 (Section 2) consists of the mandatory section that must be complied with in full before advancing to Phase 2. Failure to adhere to these requirements will result to an automatic disqualification, negating a need to proceed to Phase 2 evaluation.

2. MANDATORY ADMINISTRATIVE REQUIREMENTS

2.1 The supplier must submit all required documents indicated hereunder:

- 2.1.1 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- 2.1.2 Certified Director IDs copies (certified within the last 3 months).
- 2.1.3 Owner's consent for the leasing of the property covering the duration of the contract period. (Where building is not owned by the bidder),
- 2.1.4 Three months rates and taxes statement of the property to be leased.
- 2.1.5 Detailed office floor plans for the proposed building
- 2.1.6 Certificate of Compliance (Occupational Health and Safety and Electricity Certificates)
- 2.1.7 Proof Central Supplier Database registration not older than 30 days.
- 2.1.8 Valid **SARS Tax Pin** confirming full compliance with all tax related matters including VAT and other statutory taxes. The **VAT registration letter** must also be attached as confirmation of VAT registration.

- 2.1.9 Signed Global Fund Code of Conduct of Suppliers of Services.
- 2.2 The supplier must submit a profile of the entity which includes, but is not limited to, the following:
- 2.2.1 Company profile detailing property management experience.
 - 2.2.2 Risk Management strategy detailing how the bidder deals with risks associated with buildings such as fire, floods, power, emergencies, who is responsible for continuous risk assessments and mitigation etc. Bidders must demonstrate their capacity to manage risks where possible indicate available Service Level Agreements available for essential services such as back-up power, air conditioning and other essentials services.
 - 2.2.3 Names and identity numbers of all directors, chief operating officers, and staffing or contacts who will be responsible for maintenance and prompt attention to requests.
 - 2.2.4 Three (3) testimonials/ reference letters from previous contractors/clients. **See Annexure D.**

The following SBD forms must be attached (These are downloadable from http://ocpo.treasury.gov.za/Buyers_Area/Pages/Standard-Bidding-Forms.aspx):

- 2.2.5 SBD 1 - ANNEXURE A
- 2.2.6 SBD3 - ANNEXURE B
- 2.2.7 SBD 4 – ANNEXURE C
- 2.2.8 Updated SBD 6.1 – ANNEXURE D

2.2.5 Signed code of conduct of suppliers. **Please refer to the link below and initialize every page:**

[corporate code of conduct for suppliers policy en.pdf \(theglobalfund.org\)](http://www.theglobalfund.org/en/policy/corporate-code-of-conduct-for-suppliers-policy-en.pdf)

Applicants who do not submit the above mandatory requirements will automatically be disqualified.

2.3 ADDITIONAL REQUIREMENT.

Original or Certified copy of BBBEE Status Level (from SANAS Accredited Verification Agency) should be submitted with the applications. Sworn affidavits from qualifying small enterprise and specialised entities will be accepted in line with the relevant prescripts. Applicants are to note that the bid evaluation will consider the BBBEE status in line with the stipulated price evaluation criteria.

Phase 2

3. SCOPE OF WORK (BUILDING REQUIREMENTS) AND SCORING MATRIX

The tables below summarise the basic building requirements for this tender and the relevant scoring matrix to be used at evaluation of submissions. Bidders are to ensure that their submission clearly details information required for scoring purposes in their proposal and supported by appropriate documentation they deem relevant for a successful bid. To proceed to the following price evaluation phase, bidders must score a minimum 70% of the attached evaluation matrix. Choose the appropriate Table for bidding for Ehlanzeni and or Buffalo City Metro with potential points appended. **A detailed proposal must address functional areas covered in each table from point 1 to 15.**

Table 1 - BUILDING REQUIREMENTS FOR EHLANZENI DISTRICT OFFICE (MPUMALANGA - MBOMBELA)

BUILDING REQUIREMENTS TO BE EVALUATED.		POINT WEIGHT	CRITERIA 1	CRITERIA 2	CRITERIA 3
1.	A minimum of 250 m ² Ehlanzeni	10 Points	0 Less than minimum	3.5 Meets the minimum	5 Exceeds the minimum
2.	1 x Furnished reception accessible by wheelchair	5 Points	0 = Not accessible	2.5 = Furnished	5 = Furnished and accessible by wheelchair
3.	1 x Kitchen demarcated and has the basics	5 Points	0 = No kitchen	2.5 = Kitchen is demarcated	5 = Demarcated and has basics
4.	1 x 15–25-Seater boardroom (Staff Meetings) equipped with projector screens	5 Points	2 = Less than 15 seater boardroom	3.5 = 20-seater board room	5 = More than 20-seater boardroom
5.	1 x Storeroom 15 to 25 sqm (spread m	5 Points	2 = Less than 15 sqm storeroom	3.5 = 20 sqm storeroom	5 = Above 20 sqm boardroom
6.	1 x Open plan office (8 desks seating) 8 – 15-seater	5 Points	0 = Less than 8 desks	3.5 = 8 Desks	5 = More than 8 desks
7.	3 x Enclosed offices	5 Points	0 = Less than 3 enclosed offices	2.5 = 3 enclosed offices	5 = More than 3 offices
8.	Common areas & ablution facilities (Male and female toilets).	5 Points	0 = Accessible from outside	2.5 = Unisex accessible from inside	5 = Demarcated, separate male & Female, Accessible from inside
9.	All offices should be networked with POE (Power Over Ethernet)	5 Points	0 = No POE	5 = Fully capacitated with POE	
10.	Distance to major shopping centre	5 Points	0 = More than 5km	3.5 = 2km – 3 km	5 = 1km – 2 km
11.	Site access	5 Points	0 = Co-sharing	3.5 = Separate entity	5 = Separate entity with delivery direct access
12. 10	A minimum of 10 secured parking bays, with extra 4 bays with no height restrictions	10 Points	0 = Less than 10 parking bays	7 = 10 parking bays	10 = More than 10 parking bays with 2 above 2.5m
13.	All offices should be equipped with air-conditioning	10 Points	0 = No aircon	5 = Aircon	
14.	Power Backup system	10 Points	0 = No back-up system	10 = Functional back-up system	
15.	24-hour security with access control	10 Points	0 = No security	7 = Physically secure	10 = Physically secure with armed response
Total		100 Points			

Table 3 - BUILDING REQUIREMENTS - BUFFALO CITY METRO (EASTERN CAPE – EAST LONDON)

BUILDING REQUIREMENTS TO BE EVALUATED.		Maximum Score	Criteria 1	Criteria 2	Criteria 3
1.	A minimum of 350 m ² BCM/ Amathole	10 Points	0 Less than minimum	3.5 =Meets the minimum	5 =Exceeds the minimum
2.	1 x Furnished reception accessible by wheelchair	5 Points	0 = Not accessible	2.5 = Furnished	5 = Furnished and accessible by wheelchair
3.	1 x Kitchen demarcated and has the basics	5 Points	0 = No kitchen	2.5 = Kitchen is demarcated	5 = Demarcated and has basics
4.	1 x Minimum 20-Seater boardroom (Staff and Management meeting) equipped with projector screens	5 Points	2 = Less than 20-seater boardroom	3.5 = 20-seater board room	5 = More than 20-seater boardroom
5.	1 x Storeroom 15 to 25 sqm (spread m	5 Points	2 = Less than 15 sqm storeroom	3.5 = 20 sqm storeroom	5 = Above 20 sqm storeroom
6.	1 x Open plan office (15 desks seating)	5 Points	0 = Less than 15 desks	3.5 = 15 Desks	5 = More than 15 desks
7.	3 x Enclosed offices	5 Points	0 = Less than 3 enclosed offices	2.5 = 3 enclosed offices	5 = More than 3 offices
8.	Common areas & ablution facilities (Male and female toilets).	5 Points	0 = Accessible from outside	2.5 = Unisex accessible from inside	5 = Demarcated, separate male & Female, Accessible from inside
9.	All offices should be networked with POE (power over ethernet)	5 Points	0 = No POE	5 = Fully capacitated with POE	
10.	Distance to major shopping centre	5 Points	0 = More than 5km	3.5 = 2km – 3 km	5 = 1km – 2 km
11.	Site access	5 Points	0 = Co-sharing	3.5 = Separate entity	5 = Separate entity with delivery direct access
12.	A minimum of 10 secured parking bays, with extra 4 bays with no height restrictions	10 Points	0 = Less than 10 parking bays	2.5 = 10 parking bays	5 = More than 10 parking bays with 2 above 2.5m
13.	All offices should be equipped with air-conditioning	10 Points	0 = No aircon	5 = Aircon	
14.	Power Backup system	10 Points	0 = No battery back-up system	10 = Functional back-up system	
15.	24-hour security with access control	10 Points	0 = No security	7 = Physically secure	10 = Physically secure with armed response
	Total	100 Points			

Phase 3

4. EVALUATION CRITERIA

The bid will be further evaluated in accordance with the Preferential Procurement Policy Framework Act (PFMA) outlined in the SBD 6.1 documentation based on an 80/20 principle. 20% Functionality and 80% Price. It is advisable that the proposal strictly follows the evaluation criteria stipulated under **SBD 6.1 Annexure D**. Bids considered in this section will have scored a minimum 70% in Phase 2 evaluation.

Other Important Matters

5. SPECIAL CONDITIONS

- 5.1 The contractor reserves the right to award according to the most economical service option submitted.
- 5.2 AQUITY reserves the right to appoint or cancel the tender, and the continuity of the work published that is subject to the availability of funding from the funder.
- 5.3 The contractor reserves the right not to make an award.
- 5.4 The contractor reserves the right to conduct price negotiations, where deemed necessary.
- 5.5 All suppliers are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications.
- 5.6 The contractor reserves the right to request any relevant documentation at any stage of implementation.
- 5.7 The contractor reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

6. SUBMISSION AND FURTHER ENQUIRIES

- 6.1 Both email and physical submissions will be accepted.
- 6.2 **Physical submission** should be submitted at the AQUITY office located on address number - 114 Sovereign Drive, Route 21 Office Park, Irene, Centurion, 0157 on or before the closing date and time as per 6.8 below. The sealed envelope must be clearly marked with the reference for the tender being bided as per references on point 6.5 below.
- 6.3 **Emailed submissions** must submit all required documents relating to this proposal by email to Office@aquity.org quoting the reference of this tender bided for as per 6.5 below on the email subject to allow ease of processing.
- 6.4 An email size limit of 10mb per email will apply. If the bidder needs to submit more documentation, emails should clearly be marked Email 1 of 2, Email 2 of 3 as an example. Please note that SharePoint or OneDrive, Google Drive or similar links will NOT be accepted.
- 6.5 **The following referencing should be used for both physical and emailed submissions.**

Bided office	Bidding Reference
EHLANZENI OFFICE	02/2025 – 2028 BIDER NAME_AQUITY0001_ EHLANZENI OFFICE
BCM/AMATHOLE OFFICE	02/2025 – 2028 BIDER NAME_AQUITY0002 BCM/AMATHOLE OFFICE

Bidders to replace bidder name with own name. Example: XYZ PTY_AQUITY001_EHLANZENI OFFICE.

- 6.6 All pages in the bid submission must be initialled by the same person with black ink.
- 6.7 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.
- 6.8 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.
- 6.9 All bid documents must be submitted on or before **the closing date and time on the 10th of February 2026**. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.
- 6.10 Incomplete bids will be deemed non-responsive and rejected at bid opening.
- 6.11 All questions relating to this tender must be addressed to tenders@aquity.org before the 8th of March 2023. Responses to the questions will be posted on the AQUITY website (www.aquity.org) post the compulsory briefing session as well.
- 6.12 A compulsory virtual briefing session will be held on **the 22nd of January 2026**. Bidders who wish to attend must send an email to Officetender@aquity.org by 16 January 2026 in order to receive an invite link.
- 6.13 Bidders are required to clearly indicate which office they are bidding for.
- 6.14** Bid documents must be for a single office, **no two offices should be included in the same bid.**
- 6.15 It is the responsibility of each supplier to ensure that complete documents are submitted on or before the closing date and time.

ANNEXURE A – SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

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: DBE178
Closing Time: 11:00	Closing date: 05 September 2022

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		Appointment of service provider or a consortium of service providers for printing, warehousing packaging and distribution of Teacher Toolkits to schools in two districts in the Mpumalanga Province	R
Pricing must be in line with paragraph 8 (d) page 7 of the Terms of Reference.			

- 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 basis *Delivery: Firm/not firm

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 institution	State

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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

SBD4

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.

- 3.6 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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

SBD 6.1

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 WITH RESPECT TO THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems apply 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

- 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 a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.
- 1.7 The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. The department also uses the Central Supplier Database report for further verification. In case of claiming points for disability, the company must submit a registered Doctor's note or document as evidence of the disability.

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:

$$\mathbf{80/20} \quad \mathbf{or} \quad \mathbf{90/10}$$

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = 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:

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

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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historical Disadvantaged Individuals	10		
Female	8		
People with disability (provide proof)	2		

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 authorized 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:

Annexure E. Supplier references: Bidders to complete the table below.

#	Reference Client Name	Contract Number and Description of services rendered	Contract Duration	Contactable reference Contact Details.	
1				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
2				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
4				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
5				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
<i>Add as may be necessary</i>					