REQUEST FOR QUOTATION (RFQ)

RFQ NO: 137/2026/OCFO/GRAP/RFQ

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE IN-PERSON GRAP TRAINING TO TCTA EMPLOYEES

DESCRIPTION:	Appointment of a professional service provider to provide In-person GRAP training to 21 TCTA employees for one day
DURATION:	Once-off
PROPOSED BID PROCESS:	RFQ
BRIEFING SESSION:	N/A
CLARIFICATION DEADLINE:	23 November 2026 **@11H00 a.m.**
ISSUE DATE:	18 October 2026
CLOSING DATE:	**27 November 2026 @ 11H00 a.m.**
BID VALIDITY PERIOD:	30 days
ENQUIRIES:	tenders06@tcta.co.za
SUBMISSION OF PROPOSALS:	tenders06@tcta.co.za

BACKGROUND

Background and Motivation

The Trans-Caledon Tunnel Authority (TCTA) adopted Generally Recognised Accounting Practice (GRAP) as its financial reporting framework for the first time in the 2025/26 financial year. This followed the non-approval by National Treasury of TCTA's application for an exemption to continue preparing its Annual Financial Statements (AFS) in accordance with International Financial Reporting Standards (IFRS). National Treasury subsequently instructed TCTA to prepare its financial statements in accordance with GRAP with effect from the 2025/26 financial year.

TCTA has since undertaken the transition and is now required to strengthen and consolidate its internal capacity to ensure the consistent and effective application of GRAP in its financial reporting processes.

In this regard, TCTA intends to procure the services of a suitably qualified and experienced service provider to conduct GRAP refresher training for relevant employees involved in financial reporting, accounting, Internal audit and financial management. The training is intended to reinforce

participants' understanding of the applicable GRAP standards, clarify areas of uncertainty, address practical challenges experienced during implementation, and highlight key differences between IFRS and GRAP where relevant.

The training should focus on the practical application of GRAP standards in the preparation, review and presentation of TCTA's Annual Financial Statements, taking into consideration lessons learnt from the initial implementation and any recurring accounting and financial reporting challenges identified during the audit process.

Furthermore, the training is intended to support the resolution and prevention of audit findings arising from the incorrect interpretation or application of GRAP standards, inadequate supporting documentation, inappropriate accounting treatments and weaknesses in the preparation and review of financial statement disclosures, where applicable. By strengthening the technical competence of relevant officials and promoting a consistent understanding of GRAP requirements, the training should contribute to improved financial reporting quality, strengthen internal controls over financial reporting and reduce the recurrence of similar audit findings in future audit cycles.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

1. The purpose of this RFQ is to appoint a suitably qualified and experienced service provider to provide Generally Recognised Accounting Practice (GRAP) refresher training to relevant CTA employees involved in financial reporting, accounting, internal audit and financial management. The service provider must deliver the training through a structured, interactive and practical approach that combines technical presentations, facilitated discussions, case studies, worked examples and question-and-answer sessions.

2. The objective of the assignment is to enhance the technical competence and internal capacity of TCTA employees to apply the applicable GRAP standards accurately, consistently and effectively in the preparation, review and presentation of the Annual Financial Statements.

   The training should, in particular, aim to:
   - Reinforce participants' understanding of applicable GRAP standards and their practical application within TCTA's financial reporting environment.
   - Address technical accounting challenges, areas of uncertainty and lessons learnt from the initial implementation of GRAP.
   - Highlight key differences between IFRS and GRAP where these are relevant to TCTA's transactions, accounting policies and financial reporting processes where necessary.
   - Improve the quality of accounting treatments, supporting documentation, financial statement disclosures.
   - Assist in addressing and preventing recurring audit findings arising from the incorrect interpretation or application of GRAP requirements.
   - Promote a consistent approach to the application of GRAP across relevant business functions and support compliance with applicable financial reporting requirements.

3. The appointed service provider will be required to perform, at a minimum, the following:

- Conduct the training in English and in-house (face-to-face) at TCTA offices.
- The training must be completed within one (1) day
- Develop a training programme and materials tailored to TCTA's operating environment and financial reporting requirements.
- Provide participants with reference materials that can be used to support the ongoing application of GRAP after completion of the training.
- Identify the applicable GRAP standards and technical accounting topics to be covered, taking into consideration the nature of TCTA's transactions and recurring financial reporting challenges.
- Provide practical guidance on the interpretation and application of applicable GRAP standards in the preparation, review and presentation of the Annual Financial Statements.
- Use practical examples, case studies and illustrative scenarios relevant to TCTA's financial reporting environment.
- Address common accounting errors, areas of uncertainty and implementation challenges encountered during the preparation and audit of the Annual Financial Statements.
- Provide opportunities for participants to raise questions and discuss practical challenges to promote a consistent understanding of the applicable requirements.
- Provide practical recommendations to prevent the recurrence of similar findings in future audit cycles.
- Explain the requirements for adequate supporting documentation, appropriate accounting judgements, accurate accounting treatments and complete financial statement disclosures.

COMPANY EXPERIENCE REQUIRED

The service provider must have completed at least a minimum of three (3) projects in the provision of GRAP training, accounting, auditing, financial reporting or related technical accounting services in the last five (5) years.

PERSONNEL EXPERIENCE REQUIRED

The person nominated to conduct the training must meet the following minimum requirements:

- Hold a relevant professional accounting or auditing qualification, such as CA(SA), ACCA or an equivalent recognised professional qualification relevant to the assignment.
- Have a minimum of eight (8) years' relevant experience in facilitation of training in GRAP, accounting, auditing, financial reporting or related technical accounting services.
- demonstrable experience in the interpretation and practical application of GRAP standards.
- Demonstrate practical experience in the preparation, review or audit of financial statements prepared in accordance with GRAP.

DELIVERABLES

The service provider must deliver:

a) Tailored GRAP training materials.

b) Delivery of the training to the designated TCTA employees in line with scope of work.

c) Practical exercises, case studies and supporting reference materials where necessary.

TCTA will provide the dates for the training once the service provider has been appointed. The training should be conducted by mid-December latest.

RETURNABLES

SECTION	DESCRIPTION	ACTION REQUIRED	DOCUMENT STATUS
Section 3	**COMPANY EXPERIENCE:** The service provider must have completed at least a minimum of three (3) projects in the provision of GRAP training, accounting, auditing, financial reporting or related technical accounting services in the last five (5) years. ANNEXURE A must be fully completed and submitted with at least three (3) projects or a minimum of 3 reference letters must be submitted. References must identify the client, scope, engagement dates (start and end date), and contact person, contact number and email address. **TCTA reserves the right to verify the information with the contact persons from the bidders' clients.**	Complete and submit	Non-Mandatory
Section 4	**PERSONNEL EXPERIENCE:** The proposed Facilitator must submit a fully completed Annexure B or a detailed Curriculum Vitae (CV) demonstrating **at least eight (8) years of relevant experience** in providing training in GRAP, accounting, auditing, financial reporting, or related technical accounting services	Complete and submit	Non-Mandatory
Section 5	The proposed Facilitator must hold a recognised professional registration relevant to the assignment e.g. CA(SA), ACCA Submit a valid membership certificate or provide a verifiable professional registration number as proof of registration on Annexure B.)	Complete and submit	Mandatory
Section 6	**Financial proposal:** RFQ Pricing Schedule as advertised	Complete and submit	Mandatory
Section 7	**B-BBEE evidence**: A valid B-BBEE certificate issued by a SANAS-accredited verification agency, or a validly commissioned affidavit for an	Submit	Non-Mandatory

	eligible EME or QSE, meeting the requirements specified in the RFQ. A joint venture or consortium must submit a consolidated B-BBEE certificate to claim preference points:		
Section 8	SBD 1: Invitation to bid and terms and conditions for bidding	Complete	Non-Mandatory
	SBD4: Declaration of interest	Complete	Non-Mandatory
	SBD6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022	Complete	Non-Mandatory
Section 9	Proof of registration on National Treasury Central Supplier Database	Submit	Non-Mandatory
Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further. Any bidder who fails to submit a non-mandatory document where that document is linked to specific evaluation criteria will not be awarded points.			

PROPOSED FUNCTIONALITY CRITERIA

Section	Functional Criteria	Max Score
1. Company experience: Annexure A or reference letters to be considered	The bidder must have completed a minimum of 3 projects in the provision of GRAP training, accounting, auditing, financial reporting or related technical accounting services. in the last five (5) years Points will be allocated as follows: • 4 or more Grap Training Projects =20 • 3 Grap Training Projects = 15 • Less than 3 Grap Training Projects: 0 Bidders must submit signed reference letters on client letterheads or fully completed Annexure A	20
2. <u>Grap Training Facilitator</u>	The proposed Facilitator must submit a detailed Curriculum Vitae (CV) or complete and submit Annexure B demonstrating a minimum of eight (8) years' relevant experience in facilitation of training in GRAP, accounting, auditing, financial reporting or related technical accounting services. **Point allocation:** <u>Years of Work Experience as a Trainer/Facilitator:</u> • 9 or more years of experience: 10 points • 8 years of work experience: 5 points • Less than 8 years: 0 points Bidders must submit CV or fully completed Annexure B : Personnel experience	10
	TOTAL	**30**
NB - Bidders must obtain a minimum of 20 points out of thirty (30) points to qualify for evaluation on		

Price and Specific Goals. Bidders that score less than 30 points for functionality will be disqualified at this stage.

PRICING SCHEDULE
APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE ONCE-OFF GRAP TRAINING TO TCTA EMPLOYEES.

Grap Training Component	Quantity	Unit Price	Total Cost
GRAP Training For 21 employees	21	R	R
Grap Training Materials	21	R	R
Disbursements			R
Total Professional Fees (ex VAT)			**R**
VAT @15%			
Total Inclusive of VAT			

PRICING INSTRUCTIONS

- Prices must be firm, unconditional and market related
- Prices may include disbursements where applicable. Disbursements will be paid for actual costs incurred.
- Price must be reflected Excluding and Including VAT.

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE A. Where a B-BBEE Certificate is issued by a withdrawn verification agency, no points will be awarded as the B-BBEE Certificate will be deemed invalid.

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80

Specific Goals = 20

Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid.

ANNEXURES

A	COMPANY EXPERIENCE
B	GRAP FACILITATOR EXPERIENCE
C	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
D	SBD 1 – INVITATION TO BID
E	SBD 4 – BIDDERS DISCLOSURE
F	SBD 6.1 – IN TERMS OF PPR 2022

ANNEXURE A: COMPANY EXPERIENCE:

CLIENT	INDICATE THE TYPE OF TRAINING THAT WAS PROVIDED. TRAINING MUST BE IN LINE WITH THE SCOPE OF WORK	START DATE (INDICATE THE MONTH AND YEAR)	END DATE (INDICATE THE MONTH AND YEAR)	NAME & SURNAME OF CONTACT PERSON	CONTACT DETAILS : EMAIL AND TELEPHONE NUMBER

NB: No points will be allocated if this table is not fully completed for each client

SIGNATURE: .....…… NAME OF BIDDER:..... person authorised to sign on behalf of the Bidder)

ANNEXURE B: QUALIFICATIONS AND EXPERIENCE OF PROJECT FACILITATOR:

CV TEMPLATE FOR PROJECT FACILITATOR:

Name and Surname of Resource:
Relevant Certification :
Registration number:

EMPLOYER/ CLIENT	INDICATE THE TYPE OF TRAINING THAT WAS PROVIDED. TRAINING MUST BE IN LINE WITH THE SCOPE OF WORK	START DATE (INDICATE THE MONTH AND YEAR)	END DATE (INDICATE THE MONTH AND YEAR)	NAME & SURNAME OF CONTACT PERSON	CONTACT DETAILS: EMAIL AND TELEPHONE NUMBER

NB: No points will be allocated if this table is not fully completed for each employer/client in full.

SIGNATURE: .....…… NAME OF BIDDER: ..... (person authorised to sign on behalf of the Bidde

ANEXURE C: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;

2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

7. B-BBEE Status level. An enterprise can only have one status level;

8. Nature of business;

9. VAT Number;

10. Date deponent signed and date of Commissioner of Oath must be the same;

11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

12. Correct Sector Codes Affidavit to be used.

ANNEXURE D **SBD 1**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	137/2026/OCFO/GRAP/RFQ	CLOSING DATE:		CLOSING TIME:	**11H00 a.m.**
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE IN-PERSON GRAP TRAINING TO TCTA EMPLOYEES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
tenders06@tcta.co.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER	**N/A**	TELEPHONE NUMBER	**N/A**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	tenders06@tcta.co.za	E-MAIL ADDRESS	tenders06@tcta.co.za

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
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		**2.** ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ 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

3. 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, 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).**

4. 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: ……

ANNEXURE E **SBD 4**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship 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:

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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.

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 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

ANNEXURE F **SBD 6.1**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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.

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

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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);

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.

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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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**

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

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.

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)**
BBBEE-LEVEL		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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: ……

ANNEXURE B: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

13. Name/s of deponent as they appear in the identity document and the identity number;

14. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

15. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

16. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

17. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

18. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

19. B-BBEE Status level. An enterprise can only have one status level;

20. Nature of business;

21. VAT Number;

22. Date deponent signed and date of Commissioner of Oath must be the same;

23. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

24. Correct Sector Codes Affidavit to be used.

ANNEXURE F

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
Financial Sector

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a ☐ Member ☐ Director ☐ Owner **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name *(If applicable)*	
Registration Number:	
Vat Number *(If applicable)*	
Enterprise physical address	
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)	

3. I hereby declare under Oath that:

- The Enterprise is _____**% Black Owned** using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____**% Black Female Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Definition of "Black Designated Groups"	"Black Designated Groups mean: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011."

4. The Enterprise is _____**% Black Designated Group Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- **Black Designated Group Owned % Breakdown** as per the definition stated above:
    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas _____%
    - Black Military Veterans % =_____%

- Based on the ☐ Financial Statements ☐ Management Accounts and other information available on the latest financial year-end of _____ **(DD/MM/YYYY),** the annual Total Revenue was R10,000,000.00
  (Ten Million Rands) or less.
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
More than 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
More than 50% black owned (Existing Equity Deal prior to AFSC)	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6. The affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Deponent Signature: _____

Date: _____

_____

Commissioner of Oaths
Signature & stamp_____
Date _____

ANNEXURE G

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL FINANCIAL INSTITUTION
FINANCIAL SECTOR

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Name of industry within the financial sector:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per the Amended Financial Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per the Amended Financial Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per the Amended Financial Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas % = _____%
    - Black Military Veterans % =_____%

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
50% Black Owned (Only for deals existing prior to the gazette) or at least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date:_____

_____

Commissioner of Oaths
Signature & stamp