



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

Request for Proposals the Appointment of a service provider to undertake spatial transformation research in selected municipalities, collect data, monitor and assess state of progress and submit each municipal data set to populate the SALGA Spatial Transformation Barometer and produce annual report on the state of municipal spatial transformation to SALGA

Closing date and time: 05 November 2026 at 11:00

Bid Validity Period: 60 days

For Enquiries

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER ON THE PORTAL AND SUBMIT THE RESPONSE TO THIS TENDER.

PLEASE CLICK THE LINK BELOW:

<https://scmportal.salga.org.za/>

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public interest organisation established by the Constitution of the Republic of South Africa (Section 163) Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- ✓ **Representation, Advocacy and Lobbying** refers to representing the interests of members in various intergovernmental platforms including legislative and executive arms of state and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- ✓ **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- ✓ **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- ✓ **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- ✓ **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- ✓ **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. SALGA has strategically located research and data systems as pivotal tools to promote the

development of a capable and informed municipal decision-making culture. The knowledge hub is also a useful reference point for all who seek Local Government information.

3. PURPOSE OF THIS REQUEST

The purpose of this document is to call for proposals from suitably qualified service providers to assist the South African Local Government Association (SALGA) undertaking spatial transformation research in selected municipalities. This should entail at least:

- Collection of data in minimum 13 selected municipalities to monitor and assess the state of progress in spatial transformation. These include **all 8 metropolitan municipalities plus four intermediary cities of Polokwane, Rustenburg, Msunduzi, George and Mbombela local municipalities.**
- Submit each municipal data set to populate the SALGA Spatial Transformation Barometer
- Produce a report on the state of spatial transformation in South African cities

The list of the selected municipalities shall be issued as addendum to the request for proposals in order to guide the submissions and accuracy of quotations.

This document also outlines the draft terms of reference that will guide the specifications to be adhered to in the submission of the proposal, general contracting rules with a successful bidder and important information about this supply chain process.

4. BACKGROUND

SALGA Strategy 2022 – 2027 seeks to contribute to outcome six (6) of the National Development Plan Midterm Development Framework which aims to achieve a “Developmental Local Government for Global Competitiveness”. For SALGA, realizing this outcome will take a series of incremental outputs delivered per annum. The SALGA 2026/2027 annual performance plan directs the organization to implement a sub-program on “Socio-economic Development and Spatial Transformation” with a range of planned outputs or annual deliverables. The project envisaged under these terms of reference is part fulfilment of the SALGA 2026/2027 annual performance plan.

This project builds on the work that SALGA has undertaken over the last few years on municipal spatial transformation. It focuses attention on guiding a systematic enquiry into the state of progress or gaps in municipal programs aimed at guiding achievement of spatial transformation and socio-economic development outcomes.

SALGA leads a systematic process of collaboration with strategic partners to enable data based planning and continuous research that must ensure that municipalities

are measured on spatial transformation and enabled to improve their capacity to be developmental and globally competitive institutions.

In this regard, SALGA has prioritised socio-economic development and spatial transformation as a strategic commitment for the current term of office. Thus, far SALGA has undertaken the following work,

- a) Adopted a Spatial Transformation Barometer program which conducts research and produces annual reports,
- b) Collaborated with research, national department institutions and municipalities to produce general set of indicators for spatial transformation, undertake periodic measurements and produce annual reports,
- c) Engaged its partners and stakeholders on the findings of annual research on spatial transformation for integration into future and peer learning and exchanges.

5. SCOPE OF WORK

Notwithstanding, any listed scope of work that may be prescribed in terms of the contractual conditions, a successful bidder shall be obliged to undertake and deliver to SALGA the following key deliverables as part of fulfilling these terms of reference:

5.1 KEY DELIVERABLES

1. **Project Inception Report:** To produce the envisaged report, the bidder should have gone through and performed the following activities in the least,
 - a. Upon receipt of purchase order advising of the appointment, meet with SALGA to initiate the project, discuss required contents of the inception report and conclude final contracting arrangements,
 - b. Discuss and agree with SALGA on proposed project management arrangements,
 - c. Submit a concise process plan affirming the planned project delivery approach, outlining project activities, timeframes and deliverables to be anticipated,
 - d. All the above to be incorporated into a clearly written and submitted project inception report
2. **Produce Situation Assessment Report:** To produce this deliverable, the service provider must undertake a desktop review exercise that identifies any work and tools that are currently in use and being implemented to undertake spatial transformation in municipalities. Such instruments may include those initiated by provincial or national departments or agencies. This report must among others:
 - Reflect on the set of indicators used for data collection in those listed tools,
 - Produce a matrix of data collected or collated through such tools,

- Propose to SALGA, a concise instrument to be applied in collecting future spatial transformation data from municipalities, starting in 2026/2027 research project,
 - Produce report titled, “Situation Assessment Report” to measure (gather and analyse data) spatial transformation in selected municipalities during 2026/2027.
3. **Produce Municipal Profiles on spatial transformation:** To do so, the service provider shall:
- Facilitate municipal engagements with support from SALGA,
 - Source and utilise any available secondary data to supplement the primary data gaps from selected and engaged municipalities,
 - Produce data sets using indicators agreed to in deliverable 2 above,
 - Create dashboard profiles of each selected municipality based on analysis of gathered data and available reports and/or literature from desktop.
 - Submit to SALGA the profiles and meta data sets supporting the data analysis
4. **Validation Exercise:** With the advice of SALGA, the service provider shall set aside time and personnel to attend and present emerging findings to selected platforms that SALGA will convene or collaborate. The purpose of such platforms shall be to conduct a two-fold “internal” and “external” data validation. These platforms shall provide a space for engaging wider municipal and stakeholder networks to canvass views and perceptions on the emerging trends or draft findings or observations prior to concluding the final annual report. For purposes of guiding costing, this shall be limited to no more than (3) such sessions. The location and format (ie. whether virtual or physical) of such activities in the project process plan shall be agreed in advance with the service provider.
5. **Produce Annual Report & Submit Municipal Data sets:** Based on the steps above, the service provider is expected to have generated municipal data sets, matrixes, and dashboard profiles for at least (but not limited to) the selected municipalities to submit to SALGA. The service provider shall allocate time to be linked for a discussion with SALGA digital team to enable formatting and transfer of information on these data sets into the SALGA Spatial Transformation Barometer digital hub. This deliverable should be concluded prior to submission of final project output “Municipal Spatial Transformation Annual Report 2026/2027”. The final report shall comprise among other, two (2) Microsoft Word documents being, a comprehensive report and a concise high level summary report version.

Notwithstanding, the guided submission by the bidder, SALGA estimates this work to be potentially delivered within a space of three and half (3,5) to four (4) months maximum. This estimate does not take away from the bidder the responsibility to calculate properly, produce a proposed project plan and estimate in accordance with its proposed methodology, approach and resources the suitable timeframe to deliver on its proposed submission. However, it is advised that this project cannot have a

delivery timeframe that exceed, **Friday, 29th February 2027**. Anything beyond this window may be deemed undesirable.

5.2 PREFERRED SERVICE PROVIDER COMPETENCIES

SALGA will evaluate and adjudicate submissions based on its internal supply chain policies. It is however, an expressed interest that SALGA shall prefer the following suitability to the successful bidder, a proposal that:

- ❖ Reliable references and demonstrable capacity and experience of the submitting bidder in relation to the proposed work assignment,
- ❖ Demonstrable appropriate skills/expertise of the proposed team members in conducting research of this nature,
- ❖ Commitment by the bidding service provider to avail the proposed team members for the duration of the contracted project,
- ❖ Expressed capacity and willingness to deliver the assignment within the set constraints (time, funds and scope. NB: **the final deliverable to not exceed, Friday, 29th February 2027**)

5.3 CONTENT OF QUOTATION

The quotation should include

- 5.3.1. all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.;
- 5.3.2. the summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible;
- 5.3.3. a list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.
- 5.3.4. an organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.

- 5.3.5. A breakdown of the tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 5.3.6. In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as traveling.
- 5.3.7. The rate of remuneration of consultants will be subject to negotiation, not exceeding the applicable rates as contained in the DPSA Guide on Hourly Fee Rates for Consultants.
- 5.3.8. The remuneration framework of consultants shall take the following into consideration:
- a) The “Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)” as issued by the South African Institute of Chartered Accountants (SAICA);
 - b) The “Guide on Hourly Fee Rates for Consultants” as issued by the department of Public Service and Administration (DPSA); and/or
 - c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.
- 5.3.9. How the bidder proposes to provide governance assistance to SALGA; and
- 5.3.10. In so far as is possible, provide an overview of the methodology to be applied.
- 5.3.11. How the bidder will ensure that there is transfer of skills to the SALGA team.

5.4 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work within a week of being issued with an appointment letter and thereafter for a duration of the project as may be stated in the contractual agreement. **The final output of this envisaged project must be delivered by no later than Friday, 29th February 2026.**

The service provider will upon receipt of the appointment or purchase order, whichever is the communicated means, enter and sign an agreement with SALGA

6. INSTRUCTION TO BIDDERS

6.1 General Instructions

This document constitutes a Request for Proposals (RFP), which specifies SALGA's requirements for a service provider to undertake the conducting of spatial transformation research, engagement of selected municipalities to collect data, monitor their progress and submit data sets to populate SALGA Spatial Transformation Barometer Hub and produce an annual report on the state of municipal spatial transformation on behalf of SALGA.

The information contained herein provides a guide and format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. The proposed price figure in the bidder's submission will constitute a sum of all costs anticipated to deliver on the proposed work in accordance with the specified scope of work. Please feel free to address any other potential services not specifically mentioned in this RFQ that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

6.2 Objectives

SALGA's objective in the call for quotations is to select a service provider suitable for the conducting of spatial transformation research, engagement of selected municipalities to collect data, monitor their progress and submit data sets to populate SALGA Spatial Transformation Barometer Hub and produce an annual report on the state of spatial transformation in South African cities on behalf of SALGA.

6.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

6.4 Questions during Quotation Process

Any enquiries regarding this RFQ should be directed to **Xolisa Itane**, SCM at scm@salga.org.za, located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify SCM at xitani@salga.org.za at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any

written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addendum will be issued by SALGA after stated closing time of the bid or indicated last date of enquiries whichever is the latter. The bid document will specify the applicable timeframes.

6.4 Submission of Proposal

PLEASE USE THE BELOW LINK TO SUBMIT YOUR PROPOSAL.

<https://scmportal.salga.org.za/>

Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

6.5 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide to meet the estimated contract duration period for the full implementation of the scope of work.

6.6 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- 6.6.1** the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP;
- 6.6.2** the winning bidder otherwise violates the provisions of the RFP or agreement to a substantial degree.

6.7 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

6.8 Important Dates

29 October 2026 - Last day for questions

05 November 2026 – Proposal submission due date

7. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

- 7.1 The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 7.2. A contract will be signed with the appointed Service Provider.
- 7.3. **The** Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 7.4. SALGA may at its own discretion vary an instruction to include more work.
- 7.5. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 7.6. In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 7.7. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 7.8. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 7.9. Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 7.10. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 7.11. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 7.12. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 7.12. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 7.13 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- 7.14. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 7.15 SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- 7.16 Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

7.17. Standard Bidding Forms

7.17.1 Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.

7.17.2 Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.

8. EVALUATION

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in three phases as stated below:

- | | |
|---------|--|
| Phase 1 | pre-compliance check on Mandatory requirements |
| Phase 2 | Technical Functionality |
| Phase 3 | Price and BBBEE Status Level contribution |

PHASE 1: MANDATORY REQUIREMENTS FOR THE BIDDER

The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

Phase 2 of evaluation will include the sum of the two criteria below:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS		WEIGHT
Approach, methodology and work plan: - Clarity, quality and logic of the proposal - Appropriateness towards achieving the objectives of the study - Provides cutting edge ideas/innovation in the context of the expected deliverables - Demonstrates feasibility of the proposal	Rating	Descriptor	40
	0	No methodology or approach described	
	8	Approach and methodology lacking in detail	
	16	Approach and methodology not suitable for the scope of work	
	24	Adequate proposal, covers content and method that meets the minimum requirements	
	32	Proposal exceeds minimum requirements, extensively details approach, methodology and work plan	
	40	Exceptional proposal that encompasses an innovative approach to scope of work, methodology and work plan	
Relevant and appropriate project experience: - Demonstrates relevant experience and proven capability in spatial transformation assessment and monitoring, including the development and application of indicators, dashboards, or similar local government performance measurement frameworks. - The bidder must provide SALGA with proof of similar work undertaken in the form of appointment letter and/or a positive letter of recommendation from			35
	Rating	Descriptor	
	0	Bidder with no previous experience – 0 reference letter	
	7	Bidder with 1 similar previous project experience – 1 reference letter	
	14	Bidder with 2 similar previous project experience – 2 reference letters	

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS		WEIGHT
various clients on the clients' letterhead. (N.B. SALGA reserves the right to verify the letters submitted by service providers)	21	Bidder with 3 similar previous project experience – 3 reference letters	
	28	Bidder with 4 similar previous project experience – 4 reference letters	
	35	Bidder with 5 similar previous project experience or more – 5 reference letters	
Team Qualifications, Knowledge, and Experience: - The personnel performing the service must possess relevant qualifications, knowledge, and experience in Local Government, Spatial Planning, Spatial Transformation, GIS and spatial data analysis, research and policy analysis, monitoring and evaluation, and the implementation of municipal planning and legislative frameworks. - The Project Team Leader must possess a Master's or PhD degree in Town and Regional Planning or a related field, with at least twenty (20) years' experience in research, spatial analysis, monitoring and evaluation, and local government planning, including experience in spatial transformation measurement and reporting frameworks.	Rating	Descriptor	25
	0	Bidder with no project team CV / Profiles, with no experience and no qualification.	
	5	Project team CV/Profiles provided, indicating 5-year experience and a relevant graduate qualification . No clear project team leader.	
	10	Project team CV/Profiles provided, indicating 7-year experience and a relevant graduate qualification . Project team leader profile indicates less than 5-year relevant experience, without a Masters/PhD qualification	
	15	Project team CV/Profiles provided, indicating 12-year experience and a postgraduate qualification . Project team leader profile indicates -year relevant experience, with a Masters/PhD qualification.	

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS		WEIGHT
	20	Project team CV/Profiles provided, indicating 15-year experience and a postgraduate qualification . Project team leader profile indicates more than 5-years relevant experience, with a Masters/PhD qualification.	
	25	Project team CV/Profiles provided, indicating 20-years or more experience including a postgraduate qualification . Project team leader profile indicates more than 5-year relevant experience, with a Masters/PhD qualification.	
Total for functionality			100
Minimum threshold score			70

Bidders who score 70 (average) points and above will be considered in phase 2 of the evaluation.

PHASE 3: PRICE AND BBBEE STATUS LEVEL CONTRIBUTION

The 80/20 points system will be used when evaluating this Request for Proposal. The remaining 20 points will be allocated in terms of specific goals below.

The maximum points for this tender are allocated as follows:

Table 1:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1

Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Phase 3 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	10
Specific Goals	10
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor. A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score point out of 80 for price and score 0 points out of 20 for B-BBEE.

5. GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials, data and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials, data and products developed up to that point must be handed over to SALGA.
- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result because of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its own discretion.

**REQUEST FOR PROPOSAL
SBD 1 (Part A)**

ACQUISITION NUMBER:		2026-08-06-0002775-80101500	
DESCRIPTION OF ACQUISITION:		This project aims to assess and monitor the progress of spatial transformation in selected South African municipalities on behalf of SALGA. The appointed service provider will conduct research, collect and analyse municipal data, develop municipal spatial transformation profiles and dashboards, facilitate stakeholder validation sessions, populate the SALGA Spatial Transformation Barometer, and produce the 2026/27 Annual Report on the State of Municipal Spatial Transformation.	
ACQUISITION ISSUE DATE:		06 Aug 2026	
CLOSING DATE AND TIME:		05 Nov 2026 11:00	
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:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ YES ☐ NO	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ YES ☐ NO
<i>[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]</i>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ YES ☐ NO [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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.			

TERMS AND CONDITIONS FOR PROPOSAL
SBD 1 (Part B)

1. PROPOSAL SUBMISSION:	
1.1	PROPOSALS MUST BE SUBMITTED BY THE STIPULATED TIME TO THE CORRECT ADDRESS/THROUGH THE DESIGNATED ONLINE SUPPLIER PORTAL. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2	ALL PROPOSALS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE RFP DOCUMENT.
1.3	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4	THIS RFP IS SUBJECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.5	BIDDERS MUST SUPPLY WRITTEN PROPOSALS THAT REFLECT THE FOLLOWING INFORMATION: PRICE VALIDITY PERIOD WHICH IS THE PERIOD THAT YOUR PRICE IS VALID FROM THE DATE OF PROPOSAL), ALL INCLUSIVE PRICES ARE REQUIRED PER ITEM, DELIVERY LEAD TIME, COMPANY NAME, COMPANY REGISTRATION NUMBER, VAT REGISTRATION NUMBER (IF REGISTERED), ADDRESS, CONTACT PERSON, TELEPHONE NUMBER, FAX NUMBER/EMAIL ADDRESS.
1.6	ALL PRICES MUST BE FIXED AND FIRM, AND WILL BE ROUNDED UP TO TWO DECIMAL PLACES.
1.7	BIDDERS MUST RETURN A SIGNED BIDDER'S DISCLOSURE
1.8	ALL QUOTES MUST BE VALID FOR 60 DAYS FROM THE CLOSING DATE.
1.9	BIDDERS THAT ARE VAT REGISTERED SHOULD SHOW UNIT PRICES PER ITEM EXCLUSIVE OF VAT AND THE TOTAL AMOUNT FOR THE PROPOSAL MUST BE SHOWN INCLUSIVE AND EXCLUSIVE OF VAT.
1.10	BIDDERS THAT ARE NOT VAT REGISTERED SHOULD SHOW PRICES EXCLUSIVE OF VAT. IF YOU HAVE SUBSEQUENTLY REGISTERED FOR VAT, YOUR PROPOSAL WILL NOT BE ACCEPTED AND YOU ARE REQUIRED TO SUBMIT YOUR UPDATED VAT DETAILS.
1.11	PROPOSALS OVER R1500000 (INCLUSIVE OF VAT) WILL NOT BE ACCEPTED, REGARDLESS OF VAT REGISTRATION.
1.12	DELIVERY WILL BE MADE DIRECTLY TO THE DELIVERY ADDRESS ABOVE.
1.13	ALL PURCHASES WILL BE MADE THROUGH AN OFFICIAL ORDER FORM. THEREFORE NO GOODS MUST BE DELIVERED AND /OR SERVICES RENDERED BEFORE AN OFFICIAL ORDER HAS BEEN RECEIVED.
1.14	BIDDERS WHO CONSISTENTLY DO NOT RESPOND TO ACQUISITION INVITATIONS, MAY BE EXCLUDED FROM INVITATIONS TO FUTURE ACQUISITIONS.
1.15	BIDDERS MUST ENSURE THAT ALL PAGES ARE INITIALLED.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	IN PROPOSALS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE CSD NUMBER.
2.3	THE BIDDER MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD). THE BIDDER'S TAX COMPLIANCE STATUS WILL BE CHECKED ON THE CSD AT THE TIME OF AWARD.
2.4	NO PROPOSALS 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 IN THE SERVICE OF THE STATE, UNLESS THE BIDDER PROVIDES THE PROOF OF AUTHORITY TO UNDERTAKE REMUNERATIVE WORK OUTSIDE EMPLOYMENT IN THE PUBLIC SECTOR.

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:

.....

BID NOTICE AND INVITATION TO BID

You are hereby invited to bid for the following Request for Bid
2026-08-06-0002775-80101500

This project aims to assess and monitor the progress of spatial transformation in selected South African municipalities on behalf of SALGA. The appointed service provider will conduct research, collect and analyse municipal data, develop municipal spatial transformation profiles and dashboards, facilitate stakeholder validation sessions, populate the SALGA Spatial Transformation Barometer, and produce the 2026/27 Annual Report on the State of Municipal Spatial Transformation.

ACQUISITION NUMBER:	2026-08-06-0002775-80101500
DESCRIPTION OF ACQUISITION:	This project aims to assess and monitor the progress of spatial transformation in selected South African municipalities on behalf of SALGA. The appointed service provider will conduct research, collect and analyse municipal data, develop municipal spatial transformation profiles and dashboards, facilitate stakeholder validation sessions, populate the SALGA Spatial Transformation Barometer, and produce the 2026/27 Annual Report on the State of Municipal Spatial Transformation.
ACQUISITION ISSUE DATE:	06 Aug 2026
CLOSING DATE AND TIME:	05 Nov 2026 11:00
ACQUISITION VALIDITY PERIOD:	60 days (FROM THE BID CLOSING DATE)
DELIVERY ADDRESS:	175 Corobay Ave, , Pretoria, 0018

Please submit a quotation for the items listed below. Only quotations which contain the information requested below will be considered. Please read the instructions below before completing your quotation.

Item Number	Description	Vatable	Unit of Measure	Quantity
1	1	YES	1	1

CLARIFICATION QUESTIONS:	Submit clarification questions through the South African Local Government Association SUPPLIER PORTAL. (see details below on how to access the Supplier Portal)
DEADLINE FOR CLARIFICATION QUESTIONS:	29 Oct 2026 23:59

ENQUIRIES:	Supply Chain Management Department Tel no: 0123698000 Email: scm@salga.org.za
BIDDING DOCUMENTS AVAILABLE AT:	South African Local Government Association SUPPLIER PORTAL. Under the following Bid Number 2026-08-06-0002775-80101500. (see details below on how to access the Supplier Portal)

INCLUDED IN THIS BID DOCUMENT:	• BIDDER'S ACCEPTANCE OF TERMS AND CONDITIONS OF BIDDING • BID NOTICE AND INVITATION TO BID • BID DATA • BIDDER'S DISCLOSURE • PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1) • DETAILED TERMS OF REFERENCE
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INSTRUCTIONS FOR PROPOSAL SUBMISSION:	Bids must be submitted online through the South African Local Government Association SUPPLIER PORTAL (see details below on how to access the Supplier Portal) BY 05 Nov 2026 11h00
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HOW TO ACCESS THE South African Local Government Association SUPPLIER PORTAL:	Accessing the South African Local Government Association SUPPLIER PORTAL - Bidders can access the SUPPLIER PORTAL at the following link: - https://scmpportal.salga.org.za Signing up on the South African Local Government Association SUPPLIER PORTAL - Bidders must sign up on the South African Local Government Association SUPPLIER PORTAL to access the Acquisition, submit clarification questions, register for a briefing session (if any) and submit a response to the Acquisition. - If you have not already signed up on the South African Local Government Association SUPPLIER PORTAL, you can sign up by: - Access the SUPPLIER PORTAL and click on the "CREATE AN ACCOUNT" at the top right hand side of the page. - Enter your Central Supplier Database (CSD) Supplier Number, Unique Registration Reference Number (obtained from your CSD account) and an email address. Then click on the "CREATE AN ACCOUNT" button. - You will be redirected to register an account with the email address. - Agree to the Terms and Conditions and pay attention to the guided tutorial on how to use the Supplier Portal. Accessing Acquisitions (RFx/Bids) - Once signed in to the South African Local Government Association SUPPLIER PORTAL, bidders can find the required Acquisition by clicking on Acquisitions in the main banner. Bidders can engage with the Acquisition and view all necessary information, including access to the Acquisition Documents. Submitting Clarification Questions (If available) - Bidders will thereafter be able to capture any clarification questions and view any responses to clarification questions. - Bidder can submit Clarification Questions after Briefing Session and Before Deadline for Clarification Questions. - Bidders will receive an email once their clarification questions have been answered. - Bidders can view and track all clarification questions submitted through the supplier portal. Creating and Submitting Responses to Acquisitions - Once signed in, bidders can find the required acquisition by clicking on Acquisitions on the main banner. Bidders can engage with the Acquisition and view necessary information, including Acquisition Documents. - Bidders will be able to capture their response to an Acquisition and upload their submission documents, no later than Acquisition Closing Date and Time. - Bidders are to ensure the documents being uploaded are correct, accurate and duly completed
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Mandatory Requirements Checklist:

Kindly confirm if you have complied with all the mandatory requirements:

Mandatory Requirements Questions	Bidders Response
Have you attached a valid proposal and quotation?	☐
Are all the pages of the RFP initialled?	☐
Have you signed the Bidder's Disclosure?	☐
Is the signed Bidder's Disclosure attached with your quotation?	☐
Have you completed and signed the SBD 6.1?	☐
Is the SBD 6.1 attached with your quotation?	☐
Have you attached your B-BBEE certificate or affidavit?	☐
Have you attached your CIDB Certificate (if applicable)?	☐

ACQUISITION INFORMATION

Please submit a bid for the items listed below. Only bids which contain the information requested below will be considered. Please read the instructions below before completing your bid.

Item Number	Description	Vatable	Unit of Measure	Quantity
1	1	YES	1	1

ELIGIBILITY CRITERIA

The following Eligibility Criteria have been set up: -

- Bidders must be registered on National Treasury's Centralised Supplier Database - Bidders must submit Proof of Registration with National Treasury Central Supplier Database (CSD) - Provide CSD Summary Report
- Bidder's must be Tax Compliant at time of Award
- Bidders Acceptance of TERMS AND CONDITIONS OF BIDDING, duly signed
- BIDDERS DISCLOSURE duly completed and signed
- PREFERENCE POINTS CLAIM FORM (SBD 6.1) duly completed and signed
- FORM OF OFFER duly completed and signed
- GENERAL CONDITIONS OF CONTRACT duly completed and signed
- Valid original or certified COIDA LETTER OF GOOD STANDING
- Proof of authority from the ORIGINAL EQUIPMENT MANUFACTURER (OEM) to sell, distribute, and support the products of the OEM
- Proof of authority from the ORIGINAL SOFTWARE MANUFACTURER (OSM) to sell, distribute, implement and support the products of the OSM
- At least 3 written and contactable REFERENCES
- A joint venture legal agreement in the event of a joint venture proposal
- A valid BBBEE STATUS LEVEL VERIFICATION CERTIFICATE or a SWORN AFFIDAVIT
- DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (SBD 6.2), Duly completed and signed

EVALUATION CRITERIA

EVALUATION TYPE: **PPR 2022 80-20 POINTS SYSTEM**

EVALUATION VERSION: **2**

Total Points Breakdown

DETAILS	POINTS
Price Points	80
Preference Points	20
2 STAGE BIDDING	
Total Points	100

Preference Points Breakdown

B-BBEE Status Level of Contributor

Range	POINTS
0	0
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Black Female Shareholding

Range	POINTS
>= 100	3
< 100	0

Black Youth Shareholding

Range	POINTS
>= 100	3
< 100	0

SMME (EME OR QSE)

Range	POINTS
QSE	4
EME	4
NONE	0
GENERIC	0

FUNCTIONALITY CRITERIA: -

Functionality Criteria	POINTS
Approach, methodology and work plan • Clarity, quality and logic of the proposal • Appropriateness towards achieving the objectives of the study • Provides cutting edge ideas innovation in the context of the expected deliverables • Demonstrates feasibility of the proposal 0 No methodology or approach described 8 Approach and methodology lacking in detail 16 Approach and methodology not suitable for the scope of work 24 Adequate proposal, covers content and method that meets the minimum requirements 32 Proposal exceeds minimum requirements, extensively details approach, methodology and work plan 40 Exceptional proposal that encompasses an innovative approach to scope of work, methodology and work plan	40
Relevant and appropriate project experience: • Demonstrates relevant experience and proven capability in spatial transformation assessment and monitoring, including the development and application of indicators, dashboards, or similar local government performance measurement frameworks. • The bidder must provide SALGA with proof of similar work undertaken in the form of appointment letter and or a positive letter of recommendation from various clients on the clients' letterhead. (N.B. SALGA reserves the right to verify the letters submitted by service providers) 0 Bidder with no previous experience – 0 reference letter 7 Bidder with 1 similar previous project experience – 1 reference letter 14 Bidder with 2 similar previous project experience – 2 reference letters 21 Bidder with 3 similar previous project experience – 3 reference letters 28 Bidder with 4 similar previous project experience – 4 reference letters 35 Bidder with 5 similar previous project experience or more – 5 reference letters	35
Team Qualifications, Knowledge, and Experience • The personnel performing the service must possess relevant qualifications, knowledge, and experience in Local Government, Spatial Planning, Spatial Transformation, GIS and spatial data analysis, research and policy analysis, monitoring and evaluation, and the implementation of municipal planning and legislative frameworks. • The Project Team Leader must possess a Master's or PhD degree in Town and Regional Planning or a related field, with at least twenty (20) years' experience in research, spatial analysis, monitoring and evaluation, and local government planning, including experience in spatial transformation measurement and reporting frameworks. 0 Bidder with no project team CV Profiles, with no experience and no qualification. 5 Project team CV Profiles provided, indicating 5-year experience and a relevant graduate qualification. No clear project team leader. 10 Project team CV Profiles provided, indicating 7-year experience and a relevant graduate qualification. Project team leader profile indicates less than 5-year relevant experience, without a Masters PhD qualification 15 Project team CV Profiles provided, indicating 12-year experience and a postgraduate qualification. Project team leader profile indicates -year relevant experience, with a Masters PhD qualification. 20 Project team CV Profiles provided, indicating 15-year experience and a postgraduate qualification. Project team leader profile indicates more than 5-years relevant experience, with a Masters PhD qualification. 25 Project team CV Profiles provided, indicating 20-years or more experience including a postgraduate qualification. Project team leader profile indicates more than 5-year relevant experience, with a Masters PhD qualification.	25
TOTAL POINTS	100

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
-----	----

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

Full Name	Identity Number	Name of organ of state

- 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 interest¹ in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?

Yes	No
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- 2.3.1 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.

¹the 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.

Initials

BIDDER'S DISCLOSURE (continued)

3. GENERAL DECLARATION

I, _____, the undersigned, in submitting the accompanying bid for **Acquisition #: 2026-08-06-0002775-80101500** to **South African Local Government Association**, 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/Position

Name of Bidder/Firm

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

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 all bids:

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

1.3 Points for this bid shall be awarded for:

- Price; and
- SPECIFIC GOALS

1.4 To be completed by the organ of state.

The maximum points for this bid 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

- "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;
- "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- "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
- "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 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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 points is allocated for price on the following basis:
80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pmax = Price of highest acceptable bid

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 tables below.

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)
B-BBEE Status Level of Contributor	10	
Black Female Shareholding	3	
Black Youth Shareholding	3	
SMME (EME OR QSE)	4	

The following table(s) show the breakdown of points per specific goal.

B-BBEE Status Level of Contributor

Range	POINTS
0	0
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Black Female Shareholding

Range	POINTS
>= 100	3
< 100	0

Black Youth Shareholding

Range	POINTS
>= 100	3
< 100	0

SMME (EME OR QSE)

Range	POINTS
QSE	4
EME	4
NONE	0
GENERIC	0

SBD 6.1 (Continued)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm:

4.4 Company registration number:

4.5 TYPE OF COMPANY/FIRM:

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 bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

SIGNATURE OF BIDDER(S)

SURNAME AND NAME:

DATE

ADDRESS