Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ number: IDT/ICT-UNIT/27/11/2027

Description: Appointment of a service provider for Microsoft Dynamics GP 2018 R2 support, development and maintenance for 12 months

Closing date and Time: 02 December 2026 @12PM

Submission of quotations: All quotations must by email to Quotations@idt.org.za be submitted on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SBD 6.1

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals

INDEPENDENT DEVELOPMENT TRUST

REQUIREMENTS SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR MICROSOFT DYNAMICS GP 2018 R2 SUPPORT, DEVELOPMENT AND MAINTENANCE

Contract period: 12 months

Procurement method	Request for Quotation
Location	IDT National Office, Pretoria; primarily remote with approved on-site attendance
Contract period	12 months from commencement stated in the contract or purchase order
Service ceiling	480 combined business-hours support/development hours and 120 after-hours hours
RFQ number	[SCM TO COMPLETE]
Closing date/time	[SCM TO COMPLETE]
Validity	At least 30 days after closing, unless SCM specifies otherwise

DOCUMENT CONTROL AND BID PARTICULARS

Field	Requirement / value

1. BACKGROUND

The Independent Development Trust (IDT), a Schedule 2 state-owned entity, uses Microsoft Dynamics GP 2018 R2 as a core financial management platform. IDT requires a suitably qualified service provider for specialist support, controlled minor development and maintenance for 12 months.

Finance operates an in-house Management Fees Calculator Module (Billing Module) for project billing, management fee calculation and client debtor management. This RFQ does not replace the ERP or Billing Module. Changes may be implemented only when approved.

2. PURPOSE AND OBJECTIVES

- Maintain the availability, integrity and reliable operation of GP 2018 R2.
- Resolve application, processing, integration, reporting, database and performance incidents within agreed service levels.
- Provide controlled minor development, configuration and report changes.
- Support month-end, year-end, audit, reconciliation and data-extraction activities.
- Support the Billing Module and listed custom/third-party components.
- Provide documentation, knowledge transfer and sustainable internal capability.

3. CURRENT ENVIRONMENT

Component	Current position
ERP	Microsoft Dynamics GP 2018 R2; ICT to confirm exact build before publication.
Database	Microsoft SQL Server; ICT to confirm edition/version/build.
Billing	IDT Finance in-house Management Fees Calculator Module.
Reporting	SQL Server Reporting Services (SSRS).
Payroll	Integration Manager for Sage 300 People payroll financial transactions into GP.

Banking	GP creates an EFT file in a shared folder; an authorised IDT user manually uploads it to Absa Business Integrator. There is no integration between GP and Absa.
Support model	Second-line specialist support and maintenance against approved monthly ceilings.

3.1 Registered GP modules

Area	Modules
Financial	General Ledger/Advanced Financial Analysis; Account Rollups; GL Transaction Matching; Intercompany Processing; Fixed Assets
Cash and bank	Cashbook Bank Management; Electronic Bank Management; Electronic Reconcile; Electronic Reconciliation Management
Payables/receivables/projects	Payables Management; Receivables Management; National Accounts; Project Accounting
Purchasing/sales/inventory	Purchase Order Processing; Sales Order Processing; Inventory Control
Security/customisation/integration	Field Level Security; Modifier; Customization Site Enabler; Integration Site Enabler

3.2 Custom, third-party and interface components

Component	Type	Purpose
GL/Programme Reconciler	Custom GP module	Reconciles programme General Ledger and Project Accounting transactions.
AP/AR Reconciler	Custom GP module	Reconciles programme AP and AR transactions.
Parity Creditors Recon	Third-party module	Releases creditor payments by EFT.
Management Fees Calculator	IDT Finance in-house module	Billing, management fees and client debtor management.
Absa Business Integrator	External banking platform	Manual upload of GP EFT files; Absa supports the platform.
Integration Manager	Integration utility	Transfers Sage 300 People payroll financial transactions into GP.
SSRS	Reporting platform	Custom and operational GP reporting.

4. SCOPE OF WORK

4.1 Business-hours support

- Provide second-line functional and technical support during IDT business hours.
- Resolve user, workflow, posting, batch, integration, database, reporting and performance issues.
- Resolve stuck batches, failed imports and reconciliation errors across GL, Project Accounting, Payables, Receivables and Cashbook.
- Support period close, audits, reconciliations, reports and data extraction.
- Finance must approve any financial correcting entry.
- Document and escalate defects or risks that cannot be resolved within approved hours.

4.2 Development and enhancement

- Perform approved minor enhancements, configurations, scripts, integrations and report changes.
- Design or modify authorised SSRS and operational reports.
- Provide effort, dependency, testing, implementation and rollback estimates before work starts.
- Maintain version-controlled source, technical documentation and release records.
- Obtain written change approval before production deployment.

4.3 Billing Module

- Resolve billing and management-fee calculation errors.
- Support invoicing, receipting, debtor postings, balances and reconciliation.
- Reconcile Billing Module outputs to GP and investigate unrecorded items and financial-year allocation.
- Improve validation, duplicate prevention, exception handling and audit trails through approved changes.
- Replacement or redesign is excluded unless separately procured.

4.4 Component-specific support

Component	Minimum requirement
GL/Programme Reconciler	Support programme/date filters, GL-to-PA variance display, cross-ticking, exceptions, statements and schedules; resolve mapping, calculation, display and report errors.
AP/AR Reconciler	Equivalent AP-to-AR reconciliation, exception management, statements and line-item schedules.
Parity Creditors Recon	Resolve payment-run/EFT generation errors; maintain Absa file format and shared-folder output; investigate failed, duplicate or rejected payments.
Absa boundary	Provider supports GP-side file generation, naming, formatting and saving only. Absa supports its platform and IDT performs manual upload.
Integration Manager	Maintain payroll/GL mapping; resolve failed or partial imports; reconcile Sage 300 People journals to GP.
SSRS	Maintain, troubleshoot and modify reports; develop approved new reports.

Where source code, installation files or documentation are unavailable, the provider must document architecture, data flows, database objects, dependencies, deployment and support procedures within three months of commencement.

4.5 After-hours maintenance

- Provide up to 10 authorised hours per month for planned maintenance or critical support.
- Prepare implementation, test, backup and rollback evidence before planned production work.
- Record dates, start/end times, resources, activities, outcomes and hours.

4.6 Advisory and knowledge transfer

- Advise on effective use of licensed modules and reduction of manual activities.

- Support processing controls, auditability, and prevention/detection of irregular and fruitless and wasteful expenditure.
- Advise on compatible patches, risks and upgrade considerations; upgrades are excluded without separate approval.
- Transfer skills through working sessions, runbooks and handover notes.

5. SERVICE HOURS AND CONTROLS

Category	Monthly	12 months	Conditions
Combined business-hours support/development	40	480	Blended allocation, not 40 hours per resource.
After-hours maintenance	10	120	Approved planned maintenance or critical support only.
Total ceiling	50	600	Approved tickets, timesheets and reports required.

- All work must reference an approved ticket or change.
- Written approval is required before exceeding a category ceiling.
- Hours may not be transferred between categories without approval and required variation.
- Out-of-scope work requires compliant change

6. SERVICE LEVELS

Priority	Definition	Acknowledge	Restore/resolve
P1 Critical	Production unavailable, major processing halted or material data-integrity risk.	30 minutes	Continuous effort; restore within 4 hours where feasible; RCA follows.
P2 High	Major function impaired with no acceptable workaround.	1 business hour	8 business hours or agreed workaround and plan.
P3 Medium	Limited impact; workaround exists.	4 business hours	3 business days or agreed date.
P4 Low/Request	Information, cosmetic issue, report or minor enhancement.	1 business day	Scheduled by priority, estimate and hours.

- IDT assigns final priority.
- Targets pause only while awaiting documented IDT/third-party input or approval.
- P1 requires agreed status updates and root-cause analysis.
- Each request receives a unique reference.

7. DELIVERABLES

Deliverable	Minimum content	Due
Inception/support plan	Resources, escalation, process, tools, access, risks and 12-month plan.	10 business days
Monthly report	Tickets, status, root causes, SLA, hours, changes, risks and	Monthly

	remaining allocation.	
Timesheets	Date, ticket, resource, activity, start/end, category and approver.	Monthly
Change/release pack	Requirement, impact/design, tests, backup/rollback, implementation and acceptance.	Each change
Documentation	Runbooks, mappings, configuration, source index, report catalogue and known errors.	After change/handover
Knowledge transfer	Attendance, materials, topics and sign-off.	Quarterly/close
Close-out report	Open items, risks, documentation index and recommendations.	Before expiry

8. ROLES AND RESPONSIBILITIES

8.1 Service provider

- Provide skilled, available GP support and development resources.
- Protect IDT data, credentials and environments.
- Comply with incident, change, release, security and procurement controls.
- Maintain records and disclose material incidents, risks and conflicts.
- Obtain approval before replacing key personnel.

8.2 IDT

- Nominate business, technical, contract and change approvers.
- Provide approved access, available documents, test data and subject input.
- Prioritise work and approve hours.
- Perform UAT and approve deployments.
- Review reports, timesheets, invoices and performance.

9. GOVERNANCE, SECURITY AND CHANGE CONTROL

- No production change without an approved change record, except authorised emergency change with retrospective documentation.
- Apply least privilege, named-user accountability and segregation of duties.
- Do not copy IDT data to unauthorised devices, locations or services.
- Preserve audit trails and do not post financial adjustments without Finance approval.
- Hand over IDT-specific source, scripts, configurations, reports and documentation in editable form, subject to contract IP clauses.
- Subcontracting requires prior written approval.

10. MINIMUM BIDDER CAPABILITY

- Demonstrable GP 2018/2018 R2 support and development experience.
- SQL Server, T-SQL, troubleshooting, backup/restore concepts and performance diagnosis.
- GP financials, Project Accounting, Payables, Receivables, Cashbook and Purchase Order Processing.
- SSRS and Integration Manager, including Sage 300 People or equivalent payroll integration.
- Custom reconciliation/billing modules and EFT file formats; Absa format experience is advantageous.
- Accrual accounting, audit support, PFMA and South African public-sector controls.
- Technical documentation and knowledge transfer.

11. MANDATORY REQUIREMENTS (PASS/FAIL)

Failure to comply with a mandatory requirement renders the quotation non-responsive.

Ref	Requirement	Evidence	Comply (Y/N)
M1	Proof of authorisation to provide Microsoft Dynamics GP services	The bidder must provide at least one of the following: (a) proof of active Microsoft partner status or (b) a confirmation letter from Microsoft or an authorised Microsoft distributor ((CSP indirect provider) that the bidder is a Dynamics GP partner; The letter must be valid on the closing date. IDT reserves the right to verify the evidence with Microsoft or the distributor.	
M2	Accept hours	Signed acceptance of 40 combined business-hours and 10 after-hours hours monthly.	
M3	Pricing	Completed prescribed schedule, rates, totals, VAT, billing increments and assumptions.	
M4	Core resources	Qualifications and experience of core team members including GP support technician and developer. Both work experience and relevant qualifications must be submitted.	
M5	Company Experience	Company Experience in conducting similar project(s) as described in the scope (client, contact person, period, GP version, scope, modules, outcome), backed by appointment letters, purchase orders, contracts or completion certificates.	
M6	Client references	At least two (2) signed reference letters on client letterhead from different clients, dated within the last five (5) years, with contactable details and confirming GP support, development or maintenance services. IDT may verify any reference.	
M7	Support methodology	A methodology specific to the IDT GP environment.	

12. PRICING SCHEDULE

Quote firm hourly rates and calculate monthly and 12-month totals. Rates must include labour, management, administration, documentation, knowledge transfer and ordinary remote-support costs.

Item	Hours/month	Hours/12 months	Rate excl VAT	Monthly excl VAT	12-month excl VAT
Combined GP support/development	40	480			
After-hours maintenance	10	120			
SUBTOTAL	50	600			
VAT					
TOTAL INCL VAT					

- State minimum billing increments.
- State whether after-hours rates differ.
- Do not price 40 hours per resource.
- Disclose travel, call-out and reimbursable assumptions.
- Invoices require approved timesheets and reports.

13. ASSUMPTIONS AND EXCLUSIONS

Area	Requirement
Delivery	Primarily remote; approved on-site attendance in Pretoria when necessary.
Major projects	Upgrades, new modules, migrations, Billing Module replacement and work beyond ceiling are excluded unless separately authorised.
Licences/infrastructure	Excluded unless expressly included.
Rollover	No rollover assumed; SCM to state final rule.
Acceptance	Authorised IDT approval required before payment.
Contract terms	Confidentiality, POPIA/data protection, IP, liability, termination, disputes and service credits governed by final contract.

14. BID RESPONSE CHECKLIST

No.	Returnable	Included
1	Signed quotation on company letterhead	
2	Completed pricing schedule and VAT-inclusive total	
3	CSD and registration details	
4	Valid SARS Tax Compliance PIN letter	
5	Signed SBD 4	
6	Signed SBD 6.1 and specific-goal evidence	
7	Mandatory technical evidence (M1–M3)	
8	Core-team CVs and certificates (M4)	
9	Experience schedule and client references (M5–M6)	
10	Support methodology and inception plan (M7)	
11	Subcontractor, billing, travel and assumption disclosures	

1. Closing date and submission

Responses and proposals to the RFQ must be submitted on or before: Quotations@idt.org.za

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: AidaN@idt.org.za

- All technical queries must be directed in writing to Ictbids@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

SBD4

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 interest in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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.

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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

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SBD

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	**90**	**80**
SPECIFIC GOALS	**10**	**20**
TARGETED GROUP		

Women 100% Ownership	3	6

Youth 100% Ownership	3	6
People with Disabilities 100% Ownership	2	4
Black Mail 100% Ownership	2	4
Total points for Price and SPECIFIC GOALS	**100**	**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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

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

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

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

CONFIDENTIAL

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

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)

CONFIDENTIAL

SURNAME AND NAME: ……
DATE: ……

ADDRESS: ……

……