



REQUEST FOR PROPOSAL (RFP)

South African Library for the Blind

REQUISITION NUMBER	RFP 15-09-2026 B
DESCRIPTION	Appointment of a panel of three (3) fundraising and/or revenue-generation practitioners to assist the SALB with fundraising activities/services for a period of two (2) years (as and when required).
ISSUE DATE	15.09.2026
CLOSING DATE	28.10.2026
CLOSING TIME	17h00
BID VALIDITY PERIOD	90 days (commencing from the RFP closing date)

1. BACKGROUND AND CONTEXT

The South African Library for the Blind (SALB) was established by Josie Wood in 1918 and was later recognised by the Department of Sport, Arts and Culture as a national library serving the reading and information needs of South Africans who are blind, visually impaired or otherwise print-disabled. SALB is mandated to provide free and accessible reading materials to these communities. However, the increasing demand for its services, combined with declining funding allocations, has placed significant pressure on the organisation's ability to fully deliver on its mandate.

According to the World Health Organization (WHO, 2023), approximately 170,000 South Africans are born blind or become blind each year due to various conditions, including cataracts. The same source indicates that, in 2023, approximately 574,000 blind and visually impaired people were recorded on the Statistics South Africa database. In light of this growing need, SALB requires additional sources of income to expand its reach and better serve its target communities.

SALB currently has approximately 10,000 voluntarily registered members; however, limited resources constrain its ability to market its services, grow membership and respond to the increasing needs of blind and visually impaired people, particularly in relation to the cost of accessible reading devices and transport to and from library services.

2. PURPOSE

SALB seeks to appoint suitably qualified and experienced service providers with a proven track record in developing sound and successful fundraising proposals to form part of a panel

responsible for generating additional funding for the South African Library for the Blind. The appointed panellists will also be expected to guide and coach SALB's Executive and Management teams in strengthening their revenue-generation skills.

2.1 Fundraising Objectives

- To raise funding to build and maintain a balanced, relevant and accessible collection of South African and other reading materials that responds to the reading needs and preferences of blind and print-disabled readers.
- To secure funding for the establishment and resourcing of mini libraries across the country, including the provision of adequate reading materials in braille, audio and other accessible formats for readers at different literacy levels.
- To raise funds to provide transport support and mobility-assistive devices, including smart canes, to improve access to mini libraries for blind and visually impaired users.
- To secure funding for vehicles that will enable national and provincial coordinators to visit mini libraries and support member participation in training programmes, reading clubs, workshops, mobility training and social-cohesion activities.
- To raise funds for the acquisition of modern reading devices, software and hardware that will enable users to access reading materials uploaded on the SALB website whenever needed.

3. SCOPE OF SERVICES

Appointment of suitably qualified and experienced service providers with the requisite management and technical skills to source investors and funding from potential funders and partners. The appointed panelists will also be required to identify and secure, in collaboration with SALB Management, key stakeholders with whom SALB could partner.

4. CONSULTANTS' ROLE

4.1 Scope of Services

The fundraising consultant(s) will be required to provide the following services as a minimum:

- **Fundraising Strategy Development:** Develop a comprehensive fundraising and revenue-generation strategy aligned to SALB's mandate, priority programmes, operational needs and long-term sustainability objectives.

- **Donor and Funding Landscape Analysis:** Conduct research into local, national and international funding opportunities, including grants, corporate social investment, foundations, trusts, embassies, development agencies and disability-focused funders.
- **Funding Pipeline and Donor Database:** Develop and maintain a structured funding pipeline and donor database that includes potential funders, eligibility requirements, funding focus areas, application deadlines, contact details and engagement status.
- **Proposal and Concept Note Development:** Prepare high-quality concept notes, grant applications, fundraising proposals, pitch documents and supporting materials tailored to the requirements of identified funders.
- **Partnership Development:** Identify and facilitate strategic partnerships with government departments, private-sector organisations, non-profit organisations, universities, libraries, disability organisations and technology providers that can support SALB's mandate.
- **Revenue Diversification:** Recommend alternative and sustainable revenue streams, including sponsorships, corporate partnerships, donor campaigns, legacy giving, accessible-publishing partnerships and other income-generating opportunities relevant to SALB.
- **Fundraising Campaign Support:** Design and support targeted fundraising campaigns linked to SALB's priority needs, including mini libraries, assistive reading devices, accessible reading materials, transport support, technology upgrades and outreach programmes.
- **Stakeholder and Donor Engagement:** Support SALB in preparing for funder engagements, including meeting briefs, talking points, presentations, follow-up correspondence and donor relationship management.
- **Capacity Building and Skills Transfer:** Provide coaching, guidance and skills transfer to SALB's Executive and Management teams on donor engagement, fundraising planning, proposal writing, relationship management and revenue-generation practices.
- **Compliance and Due Diligence Support:** Assist SALB with compiling compliance documents, project budgets, implementation plans, monitoring frameworks and other supporting documents required for funding applications and donor reporting.
- **Monitoring, Reporting and Performance Tracking:** Submit monthly and quarterly progress reports detailing funding opportunities identified, proposals submitted, donor engagements held, funds secured, pending applications, challenges encountered and recommendations for improvement.
- **Case for Support and Impact Communication:** Develop a compelling case for support that clearly communicates SALB's mandate, impact, target beneficiaries, priority funding needs and expected outcomes for donors and partners.

5. DELIVERABLES

The fundraising and revenue-generation practitioners are expected to deliver the following:

- Develop and submit a comprehensive fundraising and revenue-generation strategy for SALB.
- Complete funding applications, compile compliance documents and ensure timely submission to identified funders and donors.
- Develop project development frameworks, concept notes, proposal templates, budgets and implementation plans for SALB's priority fundraising initiatives and special projects.
- Support the development of partnership agreements, letters of support and memoranda of understanding with suitable funders, partners and stakeholders whose resources and interests align with SALB's mandate and sustainability objectives.
- Develop and maintain a donor pipeline and funding database by:
 - developing a database of local, national and international organisations, government agencies, foundations, trusts, private-sector entities and development partners that may support SALB's fundraising priorities;
 - developing and maintaining a prioritised list of funding opportunities matched to SALB's mandate, programme priorities, eligibility requirements, donor interests, application deadlines and potential funding value;
 - initiating at least five (5) new funding applications, grant proposals or donor submissions within each year of appointment;
 - securing, or supporting the conclusion of, at least three (3) successful funding commitments, grants, sponsorships or partnership funding agreements within each year, subject to donor approvals; and
 - targeting new funding commitments with a cumulative value of at least R5,000,000 within a year, subject to funder availability, eligibility and approval processes.
- Record and submit meeting notes, follow-up actions and engagement outcomes for each meeting held with potential donors, funders or partners.
- Submit monthly and quarterly reports within fourteen (14) days after the end of each month and quarter, summarising activities undertaken, proposals submitted, donor engagements, funding secured, pending applications and recommendations.
- Draft concept documents, presentations, campaign materials, execution plans and donor-communication documents aligned to SALB's mandate, priorities and approved fundraising strategy.
- Develop and maintain a comprehensive donor information pack and impact-reporting template that showcases SALB's mandate, programmes, beneficiary impact, funding priorities, success stories, and donor recognition opportunities to support fundraising, stakeholder engagement, and donor-retention efforts.

5.1 Reporting Line and Monitoring of the Contractor's Performance

- The Contractor shall report to SALB Head Office in Makhanda.
- The Chief Executive Officer of SALB is the Inspecting Officer, who will inspect the services performed in pursuance of the contract.

6. CONTRACT PERIOD

The duration of the contract will be for a period of two (2) years from the date of appointment.

7. FUNCTIONAL / TECHNICAL REQUIREMENTS

The service provider must indicate its compliance / non-compliance with the following requirements and substantiate as required. The bidder must respond in the format below. Where additional information is provided or attached elsewhere, such information must be clearly referenced.

7.1 Functional Evaluation Criteria

FUNCTIONAL REQUIREMENT	MAXIMUM POINTS
Provide the qualifications, CVs and experience of the personnel who will be assigned to the project, demonstrating the following levels of experience in fundraising: 36 or more months (3 years and above) – 20 points 13–35 months (1–3 years) – 10 points 0–12 months (0–1 year) – 5 points	20
Provide a schedule of past and current successful fundraising projects with values. Points will be allocated as follows: R10,000 – R100,000 – 5 points R100,001 – R1,000,000 – 10 points R1,000,001 – R3,000,000 – 15 points R3,000,001 – R5,000,000 – 20 points Greater than R5,000,000 – 30 points	30
Provide a list of client references for institutions for which similar services were rendered. References must include the date and description of the service, contract term, contract amount, organisation name, contact person, title, email address and telephone number. Points for number of projects: 1 Reference letters – 5 points 2 Reference letters – 10 points 3 Reference letters – 15 points 4 Reference letters – 20 points 5 Reference letters – 30 points	30
• Methodology -Risk management and sustainability approach -Implementation plan and with clearly documented milestone -Description of a case-study scenario – campaign-execution services, including rationale- 5 points -Approach followed to develop the strategy to support the objectives- 5	20

points - Execution strategy- 5 points - Success factors and how the success rate was measured- 5 points	
TOTAL POINTS <i>A functionality score of less than 70 points will eliminate the proposal from further evaluation.</i>	100

8. PRICE AND PREFERENCE POINTS EVALUATION

	PREFERENCE POINT CRITERIA	POINTS ALLOCATION
1.	Price	80
2.	Specific Goals	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS		100

8.1 Specific Goals

The specific goals for this tender, and the points that may be claimed, are indicated in the table below (80/20 preference point system):

CRITERIA	POINTS (80/20 SYSTEM)
51% or more ownership by women	4
51% youth ownership	4
51% owned by persons living with disabilities	4
51% Black-owned	4
Bidders located in the Eastern Cape	4
TOTAL POINTS	20

9. PRICING SCHEDULE (COMMISSION)

NB: For every successful funding application, donation and partnership, the successful bidder will receive a commission as follows:

DESCRIPTION	FUNDING VALUE	BIDDER'S COMMISSION
Successful funding application and approval	R100,000 – R1 million	6%
Successful funding application and approval	R2,000,000 – R5 million	8%
Successful funding application and approval	R5 million and above	10%

Disbursements / payments will be paid in tranches according to the contractual agreements negotiated by Management and will be dependent on the amount of money received by SALB from donors. Payments made to the service providers will only be expedited once funds are received into SALB's bank account.

10. PROPOSAL SUBMISSION

Closing Date: 28.10.2026 **Time:** 17h00

Attention: Simcelele Martin **Email:** SupplyChain@salb.org.za

Kindly submit your proposal electronically to the Supply Chain Management Unit (SupplyChain@salb.org.za) by the closing date and time stipulated above.

11. ENQUIRIES

SCM Enquiries	Simcelele Martin Tel: 046 622 7226 Email: SupplyChain@salb.org.za
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12. TERMS AND CONDITIONS

- The completed SBD 1, SBD 4, SBD 6.1, SBD 8 and SBD 9 must be submitted with the proposal.
- Proof of registration with the Central Supplier Database (CSD) must be submitted.
- The original or a certified copy of the company's registration documents (CIPC) must be submitted.
- Prices quoted must be valid for at least ninety (90) days from the date of offer for evaluation purposes.

- The tenderer's original valid Tax Compliance Status (TCS) PIN or tax clearance certificate must be attached.
- The original or a certified B-BBEE certificate / sworn affidavit must be attached.
- No late proposals will be accepted under any circumstances.
- Submission documents should not exceed 10 MB.
- Suppliers must complete and return all the required documents, failing which the supplier's proposal will be declared invalid.
- Disclaimer: SALB reserves the right not to make an appointment and to cancel the RFP.
- SALB reserves the right not to accept the lowest quotation received.

13. BRIEFING SESSION AND Q&A

Non-compulsory briefing session 28 September 2026 10am

Q&A SupplyChain@salb.org.za: 29-30 September 2026 14:00 PM

Venue: Microsoft teams

<https://teams.microsoft.com/meet/343920770506910?p=c3jbgBTfh7N5xoUtHZ>

Meeting ID: 343 920 770 506 910

Passcode: 95jx65B8

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN LIBRARY FOR THE BLIND (SALB)

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	17h00
DESCRIPTION	Appointment of a panel of three (3) fundraising and/or revenue-generation practitioners to assist the SALB with fundraising activities/services for a period of two (2) years (as and when required).				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TCS PIN:		OR	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes ☐ No ☐	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		Yes ☐ No ☐	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	☐ An Accounting Officer as contemplated in the Close Corporation Act (CCA) ☐ A Verification Agency accredited by the South African Accreditation System (SANAS) ☐ A Registered Auditor Name:				
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?		Yes ☐ No ☐ [IF YES ANSWER PART B:3]	

SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Department / Public Entity: South African Library for the Blind Contact Person: Simcelele Martin Telephone Number: 046 622 7226 E-mail Address: SupplyChain@salb.org.za		Contact Person: Bathi Ngcoza Telephone Number: 046 622 7226 E-mail Address: bathi.ngcoza@salb.org.za	

SBD 1**PART B
TERMS AND CONDITIONS FOR BIDDING****1. BID SUBMISSION**

- 1.1 Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2 All bids must be submitted on the official forms provided – (not to be re-typed) – or online.
- 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. A B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to the bidding institution.
- 1.4 Where a bidder is not registered on the CSD, mandatory information, namely business registration / directorship / membership / identity numbers and tax compliance status, may not be submitted with the bid documentation. A B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to the bidding institution.
- 1.5 This bid is subject to the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for Tax Compliance Status (TCS) or PIN may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za.
- 2.4 Bidders may also submit a printed TCS together with the bid.
- 2.5 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / PIN / CSD number.
- 2.6 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1 Is the bidder a resident of the Republic of South Africa (RSA)? Yes ☐ No ☐
- 3.2 Does the bidder have a branch in the RSA? Yes ☐ No ☐

3.3 Does the bidder have a permanent establishment in the RSA? Yes ☐ No ☐

3.4 Does the bidder have any source of income in the RSA? Yes ☐ No ☐

If the answer is “NO” to all of the above, then it is not a requirement to obtain a Tax Compliance Status / Tax Compliance System PIN code from the South African Revenue Service (SARS), and if not, register as per 2.3 above.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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 the sole proprietor / directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, in the 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:

- 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;
- 3.5 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 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

1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2 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.

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
- 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 80/20 preference point system.
 - (b) The 80/20 preference point system will be applicable in this tender. The lowest / highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.
- 1.4 To be completed by the organ of state: the maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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, a 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:

$$Ps = 80 (1 - [Pt - Pmin] / Pmin) \quad \text{or} \quad Ps = 90 (1 - [Pt - Pmin] / Pmin)$$

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:

$$Ps = 80 (1 + [Pt - Pmax] / Pmax) \quad \text{or} \quad Ps = 90 (1 + [Pt - Pmax] / Pmax)$$

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)
51% or more ownership by women		4		
51% youth ownership		4		
51% owned by persons living with disabilities		4		
51% Black-owned		4		
Bidders located in the Eastern Cape		4		

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 proprietor
- ☐ 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:

SBD 8**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that, when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors, have –
 - (a) abused the institution's supply chain management system;
 - (b) committed fraud or any other improper conduct in relation to such system; or
 - (c) failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied.) The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	☐	☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	☐	☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	☐	☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....CERTIFY
THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
 - (a) disregard the bid of any bidder if that bidder, or any of its directors, have abused the institution's supply chain management system and/or committed fraud or any other improper conduct in relation to such system;
 - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid.

1 Includes price quotations, advertised competitive bids, limited bids and proposals.

2 Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of.....(Name of Bidder) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium³ will not be construed as collusive bidding;
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where the product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit, or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates;
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder