MICT SETA Head Office
~~Supply Chain Management~~
19 Richards Drive, Gallagher Convention Centre,
Gallagher House; Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	**RFQ/MICT/72/2026**
RFQ DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MONITORING FOR MICT SETA PROGRAMMES (OCCUPATIONAL AND HISTORICAL) DURING IMPLEMENTATION**
RFQ ISSUE DATE	**22 OCTOBER 2026**
BRIEFING SESSION	**N/A**
CLOSING DATE & TIME	**28 OCTOBER 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.**
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	**1 SOFT COPY**

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ**.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

MICT SETA: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(**Tick in the relevant block below**)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by **SARS** and/or **SARS-issued** verification pin		
SBD 4 – Bidder's Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than six (06) months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

Note: This RFQ must be completed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/

a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
d. Award a contract to one or more bidder(s).
e. Withdraw the RFQ at any stage
f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:	
RFQ Number:	

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"

b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.

d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MONITORING FOR MICT SETA PROGRAMMES (OCCUPATIONAL AND HISTORICAL) DURING IMPLEMENTATION.

1. BACKGROUND AND CONTEXT

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of the Skills Development Act, No. 97 of 1998 (as amended). MICT SETA is listed as a Schedule 3A public entity under the Public Finance Management Act, No. 1 of 1999 (PFMA), and is accordingly subject to the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, No. 5 of 2000 (PPPFA), and all other applicable legislation and regulations governing public entities. MICT SETA's mandate encompasses the promotion and facilitation of quality learning and skills development within the Media, Information and Communication Technologies sector. A core function of MICT SETA's Education, Training and Quality Assurance (ETQA) directorate is the monitoring of accredited Skills Development Providers (SDPs) to ensure continued compliance with the standards, requirements, and conditions under which accreditation was granted.

Provider monitoring serves as a critical quality assurance mechanism. It ensures that SDPs maintain the integrity of learning delivery, assessor and moderator oversight, learner record management, training environment standards, and alignment with the qualifications and unit standards for which they hold accreditation. Monitoring is necessary to protect the interests of learners, employers, and the broader skills ecosystem.

MICT SETA is required to monitor providers accredited to deliver:

- Occupational qualifications and programmes registered on the Occupational Qualifications Sub-Framework (OQSF) as administered by the Quality Council for Trades and Occupations (QCTO)and
- The eleven (11) extended historical qualifications within MICT SETA's scope as gazetted in the most recent applicable Government Gazette issued in 2026.
- These historical qualifications have been extended in accordance with the applicable transitional arrangements set out in Government Gazette No. 50742 dated 3 June 2024 and the 2026 extension gazette, and providers accredited to deliver them remain subject to MICT SETA's quality assurance obligations for the duration of the teach-out period.

Given the mid-year stage of the 2026/2027 financial year and existing operational demands on MICT SETA's internal ETQA capacity, MICT SETA is seeking to appoint an external service provider to supplement and support provider monitoring activities for the remainder of the financial year, from the date of appointment through to 31 March 2027.

2. OBJECTIVES

The primary objective of these Terms of Reference (TOR) is to solicit quotations from suitably qualified and experienced service providers for the provision of provider monitoring services. The appointed service provider shall, in close collaboration with MICT SETA's ETQA directorate:

- Conduct structured provider monitoring visits (physical and/or hybrid) at accredited SDP sites across all nine (9) provinces of South Africa;
- Assess SDPs' ongoing compliance with MICT SETA accreditation conditions, QCTO requirements, and the relevant NQF standards applicable to each qualification/programme;
- Evaluate the quality of learning delivery, assessment, moderation, and record management practices in respect of both occupational qualifications/programmes and the 11 extended historical qualifications;

- Identify areas of non-compliance, risk, and good practice, and provide actionable corrective action recommendations;
- Compile comprehensive, evidence-based monitoring reports for each SDP visited; and
- Submit a consolidated summary monitoring report with systemic findings and strategic recommendations to MICT SETA by 28 February 2027, with a final close-out report by 31 March 2027.

3. SCOPE OF WORK

3.1 General Scope

The appointed service provider shall conduct provider monitoring of MICT SETA-accredited SDPs delivering:

- Occupational qualifications and skills programmes registered under the OQSF; and (b) the 11 extended historical qualifications as listed in the 2026 Government Gazette.
- The monitoring shall be national in scope, covering all provinces in which MICT SETA-accredited providers are operating.
- MICT SETA will provide the service provider with the list of targeted SDPs at contract commencement. The scope will be confirmed and mutually agreed in the project inception meeting.
- The number of SDPs to be monitored will be determined by the approved monitoring plan and available budget, and the service provider must demonstrate the capacity to deliver within the contracted value.

3.2 Specific Activities

3.2.1 Inception and Planning

- Participate in an inception meeting with MICT SETA within five (5) working days of contract commencement;
- Review and confirm the list of SDPs to be monitored, prioritised by risk, geography, and qualification type;
- Develop a detailed monitoring schedule and work plan for approval by MICT SETA within ten (10) working days of contract commencement;
- Review and familiarise the team with MICT SETA's monitoring tools, instruments, checklists, and reporting templates; and
- Align the methodology with MICT SETA's Quality Management System (QMS) requirements.

3.2.2 Provider Monitoring Visits

Monitoring visits shall be conducted as follows:

- Physical on-site visits shall be the primary modality for provider monitoring. Remote/hybrid visits may be considered in exceptional circumstances, subject to prior written approval by MICT SETA;
- Each monitoring visit shall assess, at minimum: (i) the physical training environment and facilities; (ii) the availability and qualifications of registered assessors and moderators; (iii) the adequacy and compliance of learner records, portfolios of evidence, and assessment records; (iv) compliance with the SDP's approved scope of accreditation; (v) learner attendance and progress tracking; (vi) assessment and moderation practices; (vii) the SDP's internal quality management systems; and (viii) any corrective actions arising from previous monitoring or accreditation findings;
- The monitoring team shall use MICT SETA-approved monitoring instruments and may supplement these with additional tools, subject to MICT SETA approval;
- A site visit report shall be completed for each SDP visited within five (5) working days of the visit; and

- A debriefing note summarising initial findings shall be shared with the SDP and with MICT SETA at the conclusion of each visit.

3.2.3 Reporting and Corrective Action Tracking

- For each SDP monitored, the service provider shall compile a detailed monitoring report documenting findings, evidence references, compliance ratings, and corrective action recommendations with target dates;
- The service provider shall maintain a consolidated tracking log of all findings and corrective actions across all monitored SDPs, updated monthly and shared with MICT SETA;
- Non-compliance findings that pose a risk to learner welfare or qualification integrity must be escalated to MICT SETA immediately (within 24 hours of identification);
- Where an SDP disputes a finding, the service provider shall engage MICT SETA for guidance and record the dispute in the monitoring report;
- A mid-term progress report shall be submitted to MICT SETA by a date to be agreed at inception (approximately mid-November 2026); and
- A consolidated monitoring summary report shall be submitted to MICT SETA by 28 February 2027, and a final close-out report by 31 March 2027.

3.2.4 Stakeholder Engagement and Capacity Building

- Conduct a minimum of two (2) feedback session or workshop with monitored SDPs to share systemic findings, good practices, and areas requiring improvement; and
- Facilitate the sharing of best practices between SDPs where appropriate, with MICT SETA's prior approval.

4. KEY DELIVERABLES AND TIMELINES

5. No.	Deliverable	Description	Due Date
1	**Inception Report and Approved Work Plan**	Monitoring schedule, resource plan, and risk register	10 working days from contract commencement
2	Individual SDP Monitoring Reports	One report per SDP visited, with findings, evidence, ratings, and corrective actions	Within 5 working days of each visit
3	**Monthly Corrective Action Tracking Log**	Consolidated cross-SDP tracking of findings and corrective action progress	Last working day of each month
4	Mid-Term Progress Report	Summary of monitoring progress, findings to date, and risks	To be confirmed at inception (approx. November 2026)
5	**Consolidated Monitoring Summary Report**	Systemic findings, trends, sector-level risks, and strategic recommendations	28 February 2027

6	Stakeholder Feedback Session	Presentation of systemic findings to SDPs and MICT SETA stakeholders	February/March 2027 (date TBC)
7	**Final Close-Out Report**	All deliverables finalised; lessons learned; handover to MICT SETA	31 March 2027

All reports must be submitted in both editable format (Microsoft Word) and PDF. Raw monitoring data (completed checklists, evidence records, photographs) must be submitted to MICT SETA at contract conclusion.

5. DURATION OF THE CONTRACT

The contract shall be effective from the date of signature of the Service Level Agreement (SLA) through to 31 March 2027, being the end of the 2026/2027 financial year. No extension beyond 31 March 2027 shall be granted under this contract. Any future monitoring requirements will be subject to a new procurement process in the 2027/2028 financial year.

MICT SETA reserves the right to terminate the contract in whole or in part, with thirty (30) calendar days' written notice, in the event of persistent underperformance, material breach of the SLA, or changes in MICT SETA's operational requirements.

6. INSTITUTIONAL ARRANGEMENTS

The following institutional arrangements shall govern the appointment:

- The appointed service provider shall report directly to the MICT SETA ETQA Manager or a designated official;
- A project steering committee comprising MICT SETA ETQA officials and the service provider's project lead shall meet on a monthly basis to review progress, resolve issues, and approve deliverables;
- All deliverables must be approved in writing by MICT SETA before payments are processed against those deliverables;
- The service provider shall at all times operate within the mandate and quality standards set by MICT SETA and shall not act independently in any matter that could bind MICT SETA;
- All monitoring instruments, reports, data, and materials produced under this contract shall be the intellectual property of MICT SETA;
- The service provider and all personnel engaged under this contract shall sign and comply with MICT SETA's Confidentiality and Non-Disclosure Agreement (NDA) prior to commencement; and
- The service provider shall comply with the Protection of Personal Information Act, No. 4 of 2013 (POPIA) in all activities involving the processing of personal information of learners, SDP personnel, or any other data subjects.

7. PRICING SCHEDULE

Name of bidder: _____ **RFQ number:** _____

Closing date: _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description APPOINTMENT OF A SERVICE RPOVIDER TO PROVIDE MONITORING FOR MICT SETA PROGRAMMES (OCCUPATIONAL AND HISTORICAL) DURING IMPLEMENTATION	Quantity	Unit Price	Total Cost (Excl. VAT)
1.	Provider Monitoring for the total duration of the contract including travel and accommodation	1	R	R
	Sub-Total	R		
	VAT@15%	R		
	TOTAL PRICE (INCLUDING VAT)	R		

Complete below:

1. Delivery Address: **MICT SETA Head office**
   Level 3 West wing, Gallagher House
   19 Richards Drive, Halfway House
   Midrand
2. Indicate Delivery period after order receipt……
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: _____

Capacity under which this quote is signed: _____

Signature: _____

Date: _____

8. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on functional evaluation criteria, and price and specific goals comparison.

8.1. STAGE 1: FUNCTIONAL EVALUATION CRITERIA

RFQ proposals submitted will be evaluated on technical/ functionality out of a maximum of **100 points.** A threshold of **70** points out of **100 points** has been set.

Only bidders who meet or exceed the qualification threshold on technical/ functionality evaluation of **70 points** will be evaluated further on price and specific goals.

Note: All bidders achieving less than the set threshold of **70 points** will not move to the next stage of evaluations.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA		
Category	**Description**	**Maximum Points**
Experience and Reference Letters	Relevant experience: The bidder must demonstrate a minimum of three (3) years' experience in conducting provider monitoring, quality assurance, auditing, tracer studies or evaluation activities in the context of the NQF, SETA, or QCTO framework. Evidence must include a minimum of three (3) contactable reference letters or contracts. **NB:** Reference Letters must be fully signed on the client's letterhead, with contact details, project description and duration / period. **Points on submission on provision of signed reference letters will be allocated as follows:** • Bidder submitted three or more signed reference letters from different clients **= 20 points** • Bidder submitted one or two signed reference letters from different clients **= 10 points** • Bidder did not submit reference letter = **0 points** **MICT SETA reserves the right to contact references prior to the award.**	**20**
Experience of Project Team	Bidder must submit project team's CV / profile that clearly demonstrate minimum of three (03) years' experience in assessment/moderation/monitoring/tracer studies/accreditation site vits. The bidder must provide a project team which consist of a minimum of two members (Project lead and a team member who will also conduct visits). Both individuals must be clearly identified in the submission, with their relevant experience and qualifications clearly indicated and supported by verifiable documentation.	**20**

	Bidder must also submit project team's certified NQF 7 qualification8 in Information Technology, Media, Communication, Film and Television, Advertising or a related field. All personnel who will be responsible for conducting monitoring must: • Hold and NQF level 7 qualification in Information Technology, Media, Communication, Film and Television, Animation, Advertising or a related field. • Be a registered assessor/moderator with the MICT SETA. • Have a minimum of three years' experience in assessment/moderation/monitoring/tracer studies/accreditation site visits. **Points on submission of CV/profile of project team highlighting three (03) years' experience in assessment/moderation/monitoring/tracer studies/accreditation site visits and certified copies of above-mentioned qualifications will be allocated as follows:** • Bidder submitted CV/profile of project team highlighting three (03) years' experience in assessment/moderation/monitoring/tracer studies/accreditation site visits and NQF 7 and above certified qualification **= 20 points** • Bidder submitted CV/profile of project team highlighting three (03) years' experience in assessment/moderation/monitoring/tracer studies/accreditation site visits and NQF 6 certified qualification **= 10 points** • Bidder did not submit CV/profile of project team highlighting three (03) years' experience in assessment/moderation/monitoring/tracer studies/accreditation site visits and qualifications = **0 points** The Bidder must submit project team's certified copies of qualifications not older than 6 months.	
Methodology and Approach	The bidder must submit a detailed methodology that they will follow when monitoring accredited Skills Development Providers, addressing: 1. Sampling and risk-based targeting 2. Site visit protocols; 3. Documentation review 4. Evidence collection; 5. Non-compliance classification; and reporting. The methodology must demonstrate an understanding of both occupational qualifications (OQSF/QCTO) and historically registered qualifications. • Bidder submitted a detailed methodology and approach covering all the above-mentioned elements **= 30 Points** • Bidder submitted a detailed methodology and approach covering only 4 points **= 20 Points** • Bidder submitted methodology and approach that covers less than three of the project milestones **= 0 Points**	**30**
Capacity and Geographic Reach	The bidder must demonstrate capacity to conduct monitoring visits across all nine (9) provinces within the contract period. Proof of existing provincial networks, partnerships, or employed staff based in multiple provinces must be provided. The bidder must submit a human resource plan indicating how national coverage will be achieved must be included. This must indicate the human resources who will conduct visits at the various provinces.	**30**

	Points for submission of a human resource plan indicating how coverage will be achieved will be allocated as follows: • Bidder submitted a human resource plan that covers all 9 provinces = 3**0 Points** • Bidder submitted a human resource plan that covers less than 9 provinces **= 0 Points**	
TOTAL		**100**
MINIMUM SCORE		**70**

N.B: Only bidders who meet the threshold of 70 points out of 100 points on functional criteria will be further evaluated for price & specific goals.

8.2. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

Specific Goal Criteria	Points allocation
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	05
Enterprise owned by historically disadvantaged youth.	05
Total	**20**

** **Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC documents and a valid shareholding certificate(s) indicating percentage (%) shareholding by each director; and
- Certified ID copies of the company director(s) as per CIPC documents (certified copies must not be older than six (06) months.)

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed

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 interest[1] in the enterprise,
employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.1.2. 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

[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.

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[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

[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.

…… ……

Position Name of bidder

SBD 6.1

PREFERENCE PROCUREMENT CLAIM FORM

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

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, 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**

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

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

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

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

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

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 tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;
(b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....
.....
.....
.....