MICTSETA | Media, Information And Communication Technologies Sector Education And Training Authority
SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

Gallagher House; Level 3 West Wing Centre,

MICT SETA Head Office
Supply Chain Management
19 Richards Drive, Gallagher Convention

Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	**RFQ/MICT/84/2026**
RFQ DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF MOBILE COMMUNICATION CAMPAIGNS AND ELECTRONIC MAILER SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS**
RFQ ISSUE DATE	**09 NOVEMBER 2026**
BRIEFING SESSION	**N/A**
CLOSING DATE & TIME	**16 NOVEMBER 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 FOR PROVISION OF MOBILE COMMUNICATION CAMPAIGNS AND ELECTRONIC MAILER SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) seeks to appoint a suitable service provider to provide mobile communication and marketing services and WhatsApp Business Platform for improved stakeholder communication and support. The MICT SETA currently has an approximate profile of over 60 000 active stakeholders spread across five sub-sectors in the media and ICT sector. Communication is distributed to targeted yet differentiated audiences within our stakeholder profile which include employers, skills development providers, SMME's, professional bodies, government, community bodies and industry associations amongst others.

2. DELIVERY REQUIREMENTS

The MICT SETA distributes communication to its stakeholder profile 10-15- times per month based on a targeted audience and specific campaign. The MICT SETA will also send out communication to its stakeholder profile in its entirety (i.e. up to 60 000) on a weekly or monthly basis or as required based on the active communication campaign.

Thus, rapid and reliable delivery of bulk SMS, Emailers and WhatsApp Business messaging from any mobile device with delivery reports and effective database management and capacity will be required. Comprehensive reporting on message delivery rates, open and bounce rates, heat maps and response metrics will be essential for tracking the success and reach of each campaign on a monthly basis. The system should also allow for message recall and content layout editing.

3. SCOPE OF WORK

3.1. Bulk Short Messaging Services (SMS)

The service provider will be required to provide the following services on all South African mobile networks as detailed:

3.1.1 Bulk SMS call to action and all relevant campaign communication to Internal and External stakeholders.
3.1.2 Personalising messages to recipients
3.1.3 Sending long messages (+160 characters)
3.1.4 Scheduling messages for future delivery
3.1.5 SMS surveys
3.1.6 Replies for Stop to OPT out
3.1.7 Full reporting on a monthly basis

3.2. WhatsApp Business Platform

3.2.1 Develop and manage a WhatsApp Business Platform for campaign delivery, consent management and responsive communication to stakeholders on MICT SETA service offerings, with opt-in and opt-out managed on the platform.

3.2.2 Deploy chatbots to provide real-time support and quick auto-replies to frequently asked questions.
3.2.3 Incorporate marketing material on the WhatsApp Business profile for ease of viewing and downloading, giving stakeholders instant access to programme information and procedures.
3.2.4 Auto-detect messages received outside trading hours and respond with business information, operating hours, regional branch information and contact details (website, telephone, social media).
3.2.5 Incorporate customer satisfaction (CSAT) scores to obtain first-person feedback, gauge platform effectiveness and capture stakeholders' real-time experience.
3.2.6 Enable satisfaction survey campaigns through the platform.
3.2.7 Create response templates and automatic topic detection for incoming customer care and stakeholder requests.
3.2.8 Ensure MICT SETA obtains and maintains the green verified badge, assuring stakeholders they are engaging with the authentic brand.
3.2.9 Enable distribution of audio and video files to drive stakeholder value.
3.2.10 Provide monthly detailed analytics reports on key engagement metrics.
3.2.11 Establish a WhatsApp Channel for public announcements only, with all targeted, consent-based communication handled through the Business Platform.

3.3. Email Marketing Tool

a) Offer HTML email templates that takes into consideration MICT SETA Corporate Identity, include option for images, videos and interactive content. The templates used must be visually appealing and accommodate different size elements to align to relevant campaigns i.e. (up to 700px).
b) Implement pro-active B2B email marketing campaigns to target stakeholders in different sectors, (media, electronics, Telco's, ICT) run event adverts/ pre-event email newsletters and drip campaigns on MICT SETA product and service offerings to help strengthen relationships with MICT SETA stakeholders and maintain strong communication
c) Work with in-house designer to create visually appealing emailer promos/ templates on specific campaigns and information sharing emailers. The service provider must have design
d) Allow for email scheduling.
e) Provide analytics tool for audience and engagement insights to track email distribution performance – i.e. delivery, read, bounce rates, regions, time of day and other audience and engagement metrics.
f) Responsive emailer option for users to unsubscribe
g) Allow for cross-channel coordination and engagement to provide an integrated experience for stakeholders across other customer touchpoints (call-to-action channels: website, social platforms and related links).

4. ENGAGEMENT METRICS

The contract period is twelve (12) months. Each financial year the service provider will be required to produce:

4.1 User Acquisition and Activation Rates:

- Measure the number of users who engage and start using the mobile service, including account registrations or activations.

4.2 User Retension rate:

- Monitor the percentage of users who maintain engagement with the service over designated timeframes, such as 30-day or 90-day intervals.

4.3 Daily Active Users (DAU) and Monthly Active Users (MAU):

- The number of unique users interacting with the service on a daily and monthly basis, crucial for understanding engagement levels.

4.4 Session Frequency and Duration:

- Track the average duration of user sessions and the frequency of service usage, providing valuable insights into user engagement and retention metrics.

4.5 Churn Rate:

- The percentage of users who stop using the service, helping to assess customer satisfaction and areas for improvement.

4.6 Conversion Rates:

- Percentage of users who complete a desired action (e.g., subscriptions, form submissions) within the mobile services.

4.7 Customer Satisfaction and Net Promoter Score (NPS):

- Surveys or feedback mechanisms to gauge user satisfaction and likelihood to recommend the service to others.

4.8 In-app/Communication Engagement Metrics:

- Track interactions such as click-through rates (CTR), feature usage, and user behaviour within the communication distributed to identify which aspects are driving the most value.

5. PROJECT MANAGEMENT

5.1 Provide continuous support to the MICT SETA marketing and communications team and attend status report meetings.
5.2 Identify campaign metrics to measure campaign success
5.3 Analyse market trends providing input to the marketing team to improve efficiency of distribution and deliver effective stakeholder focused content solutions
5.4 Provide monthly and quarterly reports as and when required.

6. 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 FOR PROVISION OF MOBILE COMMUNICATION CAMPAIGNS AND ELECTRONIC MAILER SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS	Quantity	Unit Price	Total Cost (Excl. VAT)
1.	Development and management of the WhatsApp Business platform, WhatsApp verification, SMS distribution, audio-visual content development, digital content design, electronic mailer design and distribution, database management, campaign scheduling, monitoring, recall, reporting and technical support. NB: This should serve as an indicative guide rather than a prescriptive schedule and may be adjusted in accordance with operational requirements.		**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:
_____

7. 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.

RFQ proposals received will be evaluated on functional evaluation criteria and price and specific goals comparison.

7.1 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 appointed to be part of the panel.

Note: All bidders achieving less than the set threshold of 70 points will be declared non-responsive.

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

FUNCTIONAL CRITERIA WEIGHING		
Category	**Description**	**Maximum Points**
Samples/Evidence of Previous Work	The bidder must provide samples/evidence of the previous work done from different clients on the following: **(30 points)** (Samples can be in the form of templates, screen shots, links) 1. WhatsApp Business Platform Samples, **(10 points)** 2. Bulk Short Messaging Services Samples **(10 points)** and 3. Email Marketing Content Samples. **(10 points)** **1. WhatsApp Business Platform Samples** Bidder must submit WhatsApp Business Platform samples/evidence of previous work done from different clients. **Points on submission of WhatsApp Business Platform samples of work previously done from different clients will be allocated as follows:** • Bidder submitted two (02) or more WhatsApp Business Platform samples from different clients **= 10 points** • Bidder submitted one (01) WhatsApp Business Platform sample **= 05 points** • Bidder did not submit WhatsApp Business Platform samples **= 0 points** **2. Bulk Short Messaging Services** Bidder must submit Bulk Short Messaging Services samples/evidence of previous work done from different clients.	**30**

	Points on submission of Bulk Short Messaging Services samples will be allocated as follows: • Bidder submitted two (02) or more Bulk Short Messaging Services samples from different clients **= 10 points** • Bidder submitted one (01) Bulk Short Messaging Services sample **= 05 points** • Bidder did not submit Bulk Short Messaging Services sample **= 0 points** **3. Email Marketing Content Samples** **Points on submission of Email Marketing Content Samples of work previously done from different clients will be allocated as follows:** • Bidder submitted two (02) or more Email Marketing Content samples from different clients **= 10 points** • Bidder submitted one (01) Email Marketing Content sample **= 05 points** • Bidder did not submit Email Marketing Content Samples **= 0 points** **NB: Non-compliance with the minimum requirements will be declared non-responsive.**	
Experience and References	Bidder must have a track record in delivering mobile communication campaign and electronic mailer services or similar services in the past five (05) years. Bidder must provide contactable reference letters from different clients, on the client's letterhead, The reference letters, must include a **project description**, must be on the **company letterhead**, and must be **signed** by the Bidder's client indicating implementation of at least 2 of the following elements: (**20 points)** **1. WhatsApp Business Platform Samples,** **2. Bulk Short Messaging Services Samples** **3. Email Marketing Content Samples.** **Reference letters MUST indicate at least two of the above-mentioned services i.e. (WhatsApp, Email Marketing or SMS)** **Points on submission of contactable reference letters will be allocated as follows:** • Bidder submitted four (04) or more reference letters from different clients' letters reflecting all **3 of the required elements** (Email Marketing, WhatsApp Business Platform, SMS) **= 20 points** • Bidder submitted three (03) reference letters from different clients' reflecting **all 3 of the required elements** (Email Marketing, WhatsApp Business Platform, SMS) **= 15 points** • Bidder submitted two (02) contactable reference letters from different clients' reflecting at least 2 of the required elements (Email Marketing, WhatsApp Business Platform, SMS) **= 10 points**	**20**

	• Bidder submitted One (01) contactable reference letter reflecting at least 2 of the required elements (Email Marketing, WhatsApp Business Platform, SMS) **= 05 points** • Bidder did not submit contactable reference letters reflecting at least 2 of the required elements (Email Marketing, WhatsApp Business Platform, SMS) **= 0 points** **NB: Non-compliance with the minimum requirements will be declared non-responsive.**	
Project Implementation Plan	Bidder to provide a project implementation plan that demonstrates how the project will be delivered. The project plan should indicate the following (but not limited to): **(20 points)** Bidders should indicate all 4 of below elements in the Project Plan to obtain full points: 1. **Objectives and Scope** – purpose, channels covered (email, SMS, WhatsApp etc) 2. **Project Deliverables –** Technical Platforms, campaign roll-out, content, template design etc 3. **Resource Allocation –** roles and responsibilities, Compliance: POPIA consent and opt-out etc. 4. **Milestones and Timelines –** Phases, key milestones **Points on submission of a detailed project implementation plan highlighting the above four (04) elements will be allocated as follows:** • Bidder submitted a detailed project implementation plan that demonstrates how the project will be delivered where **4 of 4** elements are highlighted (Objectives, Project Deliverables, Resource Allocation, Milestones/Timelines). **= 20 points** • Bidder submitted a detailed project implementation plan that demonstrates how the project will be delivered where **3 of 4** elements are highlighted (Objectives, Project Deliverables, Resource Allocation, Milestones/Timelines). **= 15 points** • Bidder submitted a detailed project implementation plan that demonstrates how the project will be delivered where **2 of 4** elements are highlighted (Objectives, Project Deliverables, Resource Allocation, Milestones/Timelines). **=10 points** • Bidder submitted a detailed project implementation plan that demonstrates how the project will be delivered where **1 of 4** elements are highlighted (Objectives, Project Deliverables, Resource Allocation, Milestones/Timelines). **(05 points)** • Bidder submitted a project implementation plan that does not highlight any of the above-mentioned elements where **0 of 4** elements are highlighted (Objectives, Project Deliverables, Resource Allocation, Milestones/Timelines). **= 0 points** **NB: Non-compliance with the minimum requirements will be declared non-responsive.**	**20**
	Bidder must provide a detailed methodology and approach in executing the project and support services. The methodology	**30**

Methodology and Approach	and approach should include all (but not limited to) of the following elements: **(30 points)** The methodology and approach should indicate **all 4** of below elements in the Methodology to obtain full points: **1. Planning;** **2. Contents and Audience Preparation** **3. Campaign Execution** **4. Reporting and Review** **Points on submission of a detailed methodology and approach will be allocated as follows:** • Bidder submitted detailed methodology and approach that meets all the four (04) or more elements mentioned above **= 30 points** • Bidder submitted detailed methodology and approach that meets only three (03) elements **= 20 points** • Bidder submitted detailed methodology and approach that meets **only two (02) = 10 points** • Bidder submitted a detailed methodology and approach that meets only one (01) element – 05 points • Bidder submitted a methodology and approach that does not meet any of the elements mentioned. **(0 points)** **NB: Non-compliance with the minimum requirements will be declared non-responsive.**	
TOTAL SCORE		**100**
MINIMUM SCORE		**70**

Note: All bidders achieving less than the set minimum threshold of 75 points will be declared non-responsive and will be eliminated from the evaluation process.

7.2 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 Goals Criteria	Points
Enterprise owned by 51% historically disadvantaged persons.	10
Enterprise owned by 51% historically disadvantaged women.	05
Enterprise owned by 51% 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:

……

……

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

3 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 [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.

[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.

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

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

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1 GENERAL CONDITIONS

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

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

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