NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

REQUEST FOR QUOTATION (RFQ)

To:	**All participating bidders**	**From NYDA**	
Date:	**09 November 2026**	**Number of Pages**	**16**
Contact details	**087 284 6235**		
Project description	**Procurement of Psychometric Assessment for 6 Candidates**		
RFQ number	**RFQ2026/0132/06454/NYDA**		

CLOSING DATE: 13 November 2026 @ 10H00 A.M
SUBMISSION EMAIL ADDRESS: Quotations@nyda.gov.za

Issued by:
National Youth Development Agency
7 Naivasha Road
Sunninghill
2191

Name of Bidder: ……

ADDRESS : ……

LAND LINE : …….. **Cell No: ……**

EMAIL: ……

Contents

A.	ADMINISTRATIVE COMPLIANCE	5
B.	TERMS OF REFERENCE/SPECIFICATION	7
C.	PRICING SCHEDULE	8
D.	BIDDERS DISCLOSER	9
E.	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	12

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL YOUTH DEVELOPMENT AGENCY					
BID NUMBER:	RFQ2026/0132/06454/NYDA	CLOSING DATE:	13 November 2026	CLOSING TIME:	10:00
DESCRIPTION	**Request for Quotation – Psychometric Assessments for 6 Candidates**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
NATIONAL YOUTH DEVELOPMENT AGENCY
7 NAIVASHA ROAD
SUNNINGHILL

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**Mr. Velaphi Shithlelana**	CONTACT PERSON	**Mr. Velaphi Shithlelana**
TELEPHONE NUMBER	**087 158 6377**	TELEPHONE NUMBER	**087 158 6377**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	velaphi.shithlelana@nyda.gov.za	E-MAIL ADDRESS	velaphi.shithlelana@nyda.gov.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR** CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No

[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 ☐ N o [IF YES, ANSWER PART THE QUESTION BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

A. ADMINISTRATIVE COMPLIANCE

	QUOTATION DATA
1.	**EVALUATION PROCESS**
1.1	**<u>STAGE ONE:</u>** **ADMINISTRATION COMPLIANCE INFORMATION**
1.1.1	All quotes will be evaluated to determine compliance with quotation requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated from further adjudication. (a) Eligibility/mandatory requirements Quotes will only be compliant if bidder has submitted the following documents: • A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS efiling pin **prior** to the award of the bid. • SBD1 - Invitation to bid • SBD 4 (Bidders Disclosure) - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive • A completed and signed pricing schedule using the template provided. **Failure to provide any mandatory information required will result in the submission being considered non- responsive**
1.2	**<u>STAGE TWO</u>** **PRICE AND SPECIFIC GOALS** In order for the bidder to claim specific goals: • The bidder must indicate how they claim points for each preference point system in the SBD 6,1 form, and; • A BBBEE Certificate/Sworn Affidavit must be attached. **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.**

	QUOTATION DATA
1.2.1	Price and Specific Goals evaluation will only be done to bidders who went pass Stage 1

1.3	**ADJUDICATION OF BID**
1.3.1	The bid shall be awarded at the sole and absolute discretion of NYDA. NYDA hereby represents that it is not obliged to award this bid to any bidder. NYDA is entitled to **retract** this bid at any time as from the date of issue and is not obliged to award this bid to the bidder that quotes the lowest.
1.3.2	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of NYDA regarding this bid from the date the offer is submitted until the date of award of the bid.
1.4	**Awarding of contract**
1.4.1	This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and specific goals will amount to 20 points. The award of business will be made to a bidder who has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder
1.4.2	NYDA reserves the right to award this bid in full or in Part.
1.4.3	No service rendered or delivery to be made without a purchase order. Services rendered or goods delivered without a purchase order will not be paid for
1.4.4	NB: SHOULD THE APPOINTED SERVICE PROVIDER DECIDE TO OUTSOURCE THE SERVICES OR WORK UNDER THIS RFQ, THEY MUST ENSURE THAT THEY DO NOT APPOINT A PERSON OR COMPANY OWNED BY A PERSON WORKING FOR THE STATE. FAILURE TO ADHERE TO THIS CLAUSE WILL LEAD TO DISQUALIFICATION AND CANCELLATION OF PURCHASE ORDER AND OR CONTRACT

B. Specification

THE NYDA HEREBY INVITES YOU TO SUBMIT A PRICE QUOTATION FOR THE FOLLOWING:

Psychometric Assessments for 6 (Six) Candidates for the following Management positions:

- Independent Audit Committee Chairperson x 02
- Independent Audit Committee Member x 02
- Company Secretary x 01
- Senior Manager: Financial Services x 01

NYDA JOB DESCRIPTION

Job Description: Independent Audit Committee Chairperson			
Section A: JOB INFORMATION SUMMARY			
Job Title:	Independent Audit Committee Chairperson	**Job Grade:**	n/a
Job Holder Name:			
Level:	Non-Executive Board Member		
Date:	30 April 2025		
Location	Head Office – Sunninghill		
Division or Cluster:	Executive Director's Office		
Seconded to:			
Reports to:	Board of Directors	**Name**	
Location:	n/a		
No. of positions in the Division or Cluster:	3		
Type of contract:	Full Time – Permanent	Fixed Term Contract **X**	Temporary
Contract period:			

Key Job Purpose:

Assisting the Board in the effective discharge of Audit Committee responsibilities in the areas of statutory reporting, internal control systems, risk management systems, insurance and legal proceedings, and the internal and external audit functions. Chairing the meetings of the Committee thus encouraging free and open discussion.

Key Outcomes: (what deliverables are required to achieve job purpose)

- ✏ Safeguarding of assets
- ✏ The operation of adequate systems and control processes;
- ✏ The operation of adequate risk management processes; and
- ✏ The review of the preparation of accurate and timely financial reports and statements by management: in compliance with all applicable legal requirements and accounting standards.

Key Roles: (what role does one must play to deliver the outcomes)

- Adviser
- Examiner
- Facilitator
- Communicator
- Strategic

Direct Reports: None
Indirect Reports: None

Section B: DETAILED OUTLINE

Outcomes	**Key Activities (what activities are relevant to deliver the outcomes)**
KPA 1: Financial	▶ Carry out responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to approved charter ▶ Ensure a channel of communication between stakeholders, Board of Directors, Management and Auditors; ▶ Improve the quality and accounting function as well as the objectivity and credibility of financial reporting; ▶ Review the Organisation's financial statements.
KPA 2: Internal Audit	▶ Fulfilling the oversight responsibilities to ensure that the Organization maintains effective, efficient and transparent systems of financial, risk management, governance and internal control. ▶ Review the effectiveness of the Internal Audit activity and provide direction to the work of external auditors ▶ Strengthen the independence of the internal audit as well as the external audit functions
KPA 3: Governance & Risk	▶ Perform roles and responsibilities of the Audit Committee as clearly defined in the approved charter of the Committee ▶ Ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer.

	▶ Quarterly reporting to the Portfolio Committee on Women, Youth and Persons with Disabilities ▶ Assist directors and management to fulfill their legal responsibilities
KPA 4: Leadership	▶ Effective functioning of the Committee ▶ Ensuring the independence of the external auditor from management. ▶ Chairing the meetings of the Committee and encourage free and open discussion at Committee meetings

Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)	
Outcomes	**Key Performance Indicators (KPI's)** (What will tell that one is achieving the outcome)
KPI 1:	Adequate systems and control processes
KPI 2:	Adequate risk management processes
KPI 3:	Accurate and timely financial reports and statements by management: in compliance with all applicable legal requirements and accounting standards
KPI 4:	Effective functioning of the Committee and efficient Committee meetings

Section D: INHERENT JOB REQUIREMENTS

Competencies:
Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency

D1. Managerial Competencies		**D2.Generic Competencies**	
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**
• Leadership • Project management • Training and development • Strategic	5 3 3 5	• Consultation • Communication skills • Diversity management • Presentation skills • Effectiveness • Efficiency • Detail oriented • Goal oriented • Problem solving • Punctual and timeliness • Self-motivation • Willingness to learn • Organisational commitment	3 5 4 5 4 4 5 5 3 5 4 4

D3. Technical skills and knowledge

Knowledge		**Skills**		**D4. Attributes**
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**	
• Adequate experience within a unionised environment • Knowledge of organisation's policies • Knowledge of PFMA • Knowledge of Companies Act • Knowledge of King Report • Knowledge of LRA	4 5 5 3 5 3	• Administration • Computer literacy • Contract management and administration • Mobilising resources • Understand operations, roles and responsibilities • Compliant to policies and legislations	5 4 3 3 4 3	• Initiative • Confidentiality • Well presented • Deadline driven • Reliable • Dependable

D5. Qualification and Experience:

Minimum Qualification:

- CIA or CA (SA)/SAIPA/CIMA
- A relevant three year tertiary or equivalent qualification in Commerce, Auditing, Corporate Governance & Risk Management
- Expertise in auditing, finance and legal environment Knowledgeable person who keeps up to date with the developments of audit, accounting
  Profession and developmental aspects.
- Strong leadership qualities
- Exposure in serving in the oversight committee in the public sector will be an added advantage.

Preferred Qualification:

- CIA/CISA/CA(SA)/SAIPA/CIMA and operational finance: 10 years
- Public Sector Auditing and Financial environment: 10 years

Relevant experience:

- At least 5 years' experience in Auditing, Corporate Governance and Risk management

Section E: KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates).	**External Relationships (With Local/Provincial structures and other key parties, specify)**
• Chief Executive Officer • Chief Financial Officer • Internal Audit • Risk Unit • Executive Directors Office • Company Secretary	• National Treasury • AGSA • DPME • Parliament

**These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete a 360 degree performance assessment.*

Signed by: (**Job Holder)** 	Authorised by: 
Date:	Date:

NYDA JOB DESCRIPTION

Job Description: Independent Audit Committee Member			
Section A: JOB INFORMATION SUMMARY			
Job Title:	Independent Audit Committee Member	**Job Grade:**	
Job Holder Name:			
Level:	Non-Executive Board Member		
Date:			
Location	Head Office – Woodmead		
Division or Cluster:	Executive Director's Office		
Seconded to:			
Reports to:	Board of Directors	**Name**	
Location:			
No. of positions in the Division or Cluster:	3		
Type of contract:	Full Time – Permanent	Fixed Term Contract **X**	Temporary
Contract period:	Aligned to the term of the NYDA Board of Directors.		

Key Job Purpose:
Assisting the Board in the effective discharge of Audit Committee responsibilities in the areas of statutory reporting, internal control systems, risk management systems, insurance and legal proceedings, and the internal and external audit functions.

Key Outcomes: (what deliverables are required to achieve job purpose)

- Safeguarding of assets.
- The operation of adequate systems and control processes.
- The operation of adequate risk management processes; and
- The review of the preparation of accurate and timely financial reports and statements by management: in compliance with all applicable legal requirements and accounting standards.

Key Roles: (what role does one must play to deliver the outcomes)

- Adviser
- Examiner
- Facilitator
- Communicator
- Strategic

Direct Reports: None
Indirect Reports: None

Section B: DETAILED OUTLINE	
Outcomes	**Key Activities** **(what activities are relevant to deliver the outcomes)**
KPA 1: Financial	• Carry out responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to approved charter • Improve the quality and accounting function as well as the objectivity and credibility of financial reporting; • Review the Organization's financial statements.
KPA 2: Internal Audit	• Fulfilling the oversight responsibilities to ensure that the Organization maintains effective, efficient and transparent systems of financial, risk management, governance and internal control. • Review the effectiveness of the Internal Audit Activity and provide direction to the work of external auditors • Strengthen the independence of the internal audit as well as the external audit functions
KPA 3: Governance & Risk	• Perform roles and responsibilities of the Audit Committee as clearly defined in the approved charter of the Committee • Ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. • Assist directors and management to fulfill their legal responsibilities

Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)	
Outcomes	**Key Performance Indicators (KPI's)** (What will tell that one is achieving the outcome)
KPI 1: Financial	Adequate systems and control processes
KPI 2: Internal Audit	Adequate risk management processes
KPI 3: Governance & Risk	Accurate and timely financial reports and statements by management: in compliance with all applicable legal requirements and accounting standards

Section D: INHERENT JOB REQUIREMENTS			
Competencies: **Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency**			
D1. Managerial Competencies		**D2.Generic Competencies**	
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**
• Leadership • Project management • Training and development • Strategic	3 3 3 5	• Consultation • Communication skills • Diversity management • Presentation skills • Effectiveness • Efficiency • Detail oriented • Goal oriented • Problem solving • Punctual and timeliness • Self-motivation • Willingness to learn • Organisational commitment	3 5 4 3 4 4 4 5 3 5 4 4 3

D3. Technical skills and knowledge

Knowledge		**Skills**		**D4. Attributes**
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**	

• Adequate experience within a unionized environment • Knowledge of organization's policies Knowledge of PFMA Knowledge of Companies Act Knowledge of King Report • Knowledge of LRA	4 5 5 4 3 5 3	• Administration • Computer literacy • Contract management and administration • Mobilizing resources • Understand operations, roles and responsibilities • Compliant to policies and legislations • Political awareness	5 4 3 3 4 3 3	• Initiative • Confidentiality • Well presented • Deadline driven • Reliable • Dependable

D5. Qualification and Experience:
Minimum Qualification: • CIA or CA (SA) • A relevant three year tertiary or equivalent qualification in Commerce, Auditing, Corporate Governance & Risk Management • Expertise in auditing, finance and legal environment Knowledgeable person who keeps up to date with the developments of audit, accounting Profession and developmental aspects. • Exposure in serving in the oversight committee in the public sector will be an added advantage. **Preferred Qualification:** ▶ CIA/CISA/CA(SA) and operational finance: 5 years ▶ Public Sector Auditing: 5 years **Relevant experience:** • At least 5 years' experience in Auditing, Corporate Governance and Risk management

Section E: KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates).	**External Relationships (With Local/Provincial structures and other key parties, specify)**
☐ Chief Executive Officer ☐ Chief Financial Officer ☐ Internal Audit ☐ Risk Unit ☐ Executive Directors Office	☐ National Treasury ☐ AGSA ☐ DPME ☐ Parliament

**These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete a 360 degree performance assessment.*

Signed by: (**Job Holder)**	Authorised by:
Date:	Date:



NYDA JOB DESCRIPTION

Job Description:			
Section A: JOB INFORMATION SUMMARY			
Job Title:	Company Secretary	**Job Grade:**	E1
Job Holder Name:			
Level:	Senior Management		
Date:			
Location	Head Office		
Division or Cluster:	Executive Directors Office		
Seconded to:			
Reports to:	Chairperson of the NYDA Board	Secondary reporting to the CEO	
How many positions of this title in the Cluster:	1		
Type of contract:	Full Time - Permanent	Fixed Term **X**	Temporary
Contract period:	5 Years fixed term contract		

Key Job Purpose:

To provide corporate secretariat services to NYDA Board and the CEO with the aim of ensuring and upholding good corporate standards, and ensuring compliance with all relevant legislation

Key Outcome/s: (What deliverable/s are required to achieve job purpose)

- Governance and Compliance
- Board Administration
- Communications
- Legal Obligations
- Leadership and Staff Management
- Maintenance of Statutory Books

Key Roles: (What role/s should you play to deliver the outcome/s)

- Planning
- Organizing
- Facilitation and presentation
- Attend Meetings
- Coordinating
- Project Management

Section B: DETAILED OUTLINE

Outcomes (What deliverables are required to achieve job purpose)	**Key Activities** (What activities are relevant to deliver the outcomes)	**Key Performance Indicators (KPI's)** (What will tell that one is achieving the outcome)
GOVERNANCE AND COMPLIANCE	✎ Provide sound and professional advice to the Chairperson of the Board and CEO on matters relating to effective and efficient governance. ✎ Keep the Board members, CEO and Executive Directors fully informed of existing and new legislative requirements and ensure the execution of such requirements ✎ Act as a custodian of the Code of ethics and monitor compliance thereof. ✎ Perform all secretariat functions outlined in KING IV, best practices, the Companies Act and requirements of the Board. ✎ Maintain strict confidentiality of all tasks executed.	

Section B: DETAILED OUTLINE		
Outcomes (What deliverables required to achieve job purpose)	**Key Activities** (What activities are relevant to deliver the outcomes)	**Key Performance Indicators (KPI's)** (What will tell that one is achieving the outcome)
BOARD ADMINISTRATION	✎ Prepare for meetings, including drafting agendas and sending out documentations ahead of the meetings. ✎ In between meetings, pro-actively follow up on the matters requiring action. ✎ Develop and maintain effective Board elective process and procedures. ✎ Organise and record the activities of Board and committee meetings. ✎ Responsible for drafting of Board resolutions and processing such ✎ Ensure that all documentation required in terms of applicable legislation is kept up to date e.g company registers, movement in membership, etc. ✎ Responsible for filing financial payments relating to Board activities and overseeing their payments. ✎ Prepare for Board and Committee meetings and other Board related events. ✎ Coordinate publication of the Annual Report with Communications Unit and governance related activities. ✎ Ensure effective and efficient management of all logistical arrangements pertaining to the Board. ✎ Organise regular capacity building for Board members to keep them abreast of relevant issues and topics.	

COMMUNICATIONS	✎ Advise and assist Board members regarding their duties and responsibilities. ✎ Facilitate the Governance Committees' and Board	

Section B: DETAILED OUTLINE		
Outcomes (What deliverables required to achieve job purpose)	**Key Activities** (What activities are relevant to deliver the outcomes)	**Key Performance Indicators (KPI's)** (What will tell that one is achieving the outcome)
	Members orientation and education. ✎ Act as a communication and information channel for Board & Committee Members. ✎ Ensure Board resolution and directives are communicated and implemented by relevant parties. ✎ Follow up on Board members decisions and requests. ✎ Track and coordinate Board requests between the Board and Management. ✎ Review briefs, presentations and responses. ✎ Review press statements	
LEGAL OBLIGATIONS	✎ Advise all relevant governance bodies / members on any matters that may have an impact on the governance aspects of the various legal entities. ✎ Provide an oversight role for legal function of the Organisation.	

LEADERSHIP AND STAFF MANAGEMENT	✎ Provide divisional leadership to facilitate effectiveness, efficiency and achievement of Organisational objectives. ✎ Manage staff performance in accordance with NYDA Performance Management policy. ✎ Manage staff in line with HR policies and procedures to ensure contractual obligations of NYDA and staff. ✎ Liaise with relevant departments to ensure that resources necessary for effective performance are available.	
Section B: DETAILED OUTLINE		
Outcomes (What deliverables required to achieve purpose)	**Key Activities** (What activities are relevant to deliver the outcomes)	**KPI's** (What will tell that one is achieving the outcome)
Maintenance of Statutory Books	✎ Meeting attendance Registers ✎ Minute books/files ✎ Electronic Files	
Ad-hoc	✎ Perform Induction of directors ✎ Prepare and manage the Annual Board Calendar	

Section C: INHERENT JOB REQUIREMENTS	
Competencies: Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency	
C1. Managerial Competencies	**C2. Generic Competencies**

Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)
Planning Project Management Reporting Time Management Research Accurate attention to detail	5 5 5 5 5 5	Good communication & writing skills Computer Literacy Report and minute writing Coordinating and Facilitation Team work Integrity/honesty Ability to deal with difficult people Strong time management & ability to comply with strict deadlines	5 5 5 5 5

C2. Technical skills and knowledge

Knowledge		Skills		C4. Attributes
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**	

C3. Qualification and essential proficiencies:

Legal qualifications such as B Proc, B Juris, LLB, LLM

Admitted Attorney

Recognition of prior learning will be considered

Bcom Accounting & Chartered Governance Institute of Southern Africa (CGISA) Qualification will be advantageous

C4. Relevant experience:

5 years Company Secretary Experience

Corporate Law and Corporate Governance Experience

Relevant work experience in government entities will be advantageous

A good understanding of Companies Act and King IV

Section D: KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)

• CEO • Executive Managers • General Staff	• National and Provincial Departments • Treasury • Parliament • Presidency • Public Protector

*These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete a 360 degree performance assessment.

Signed by: **(Job Holder)**	Authorised by:
Date:	Date:

NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

NYDA JOB DESCRIPTION

Job Description: Senior Manager Financial Services				
Section A:	JOB INFORMATION SUMMARY			
Job Title:	Senior Manager: Financial Services		**Job Grade:**	D5
Job Holder Name:				
Level:	Senior Management			
Date:				
Location	Head Office – Woodmead			
Division or Cluster:	Financial Services			
Seconded to:				
Reports to:	Chief Financial Officer		**Name:**	
Location:	Head Office – Woodmead			
No. of positions in the Division or Cluster:	1			
Type of contract:	Full Time - Permanent	Fixed Term Contract x		Temporary
Contract period:	5 years fixed term contract with 6 months probation period			

Key Job Purpose:

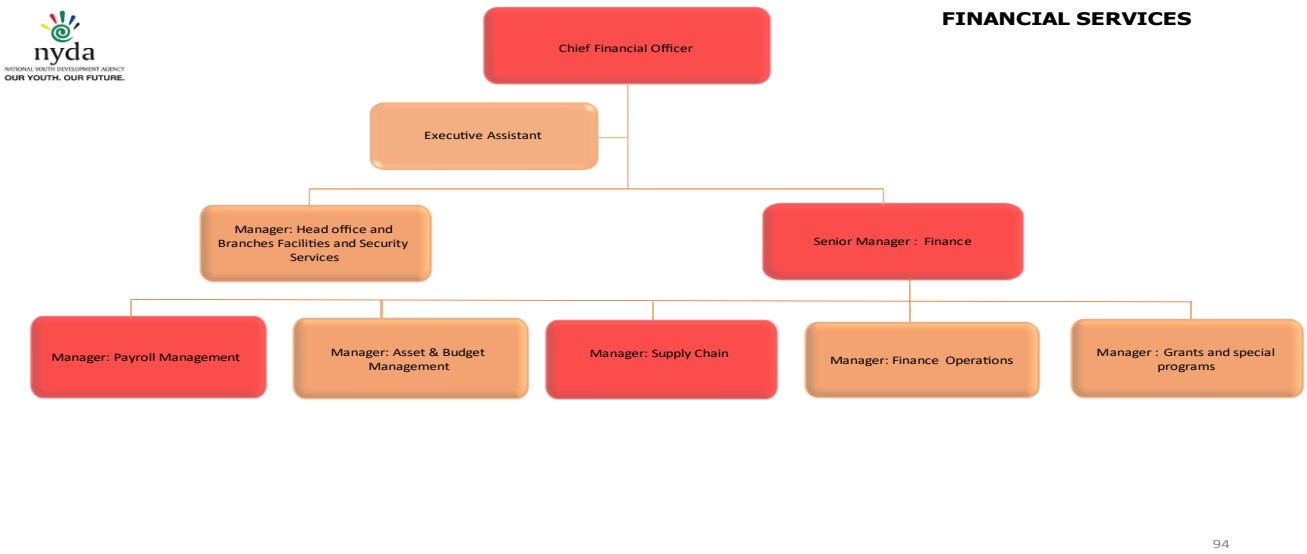
To support the Chief Financial Officer in managing and controlling the implementation of budget policies, systems and procedures and financial statement and management account processes, processes to ensure legislative compliance and sound financial management practices; managing supply chain management services, procedures and control for demand, acquisition, and logistics; and managing organization's assets and disposal practices to ensure completeness of asset registers. Managing all financial operations activities including payroll management.

Key Outcomes: (what deliverables are required to achieve job purpose)

- Strategic Financial Support
- Establish Financial Management practices
- Asset Management
- Ensure implementation of Supply Chain Management Practices
- Ensure compliance to policies, standards, Acts and all other statutory requirements
- Financial Reporting
- Financial operations
- Payroll management
- People Management

Key Roles: (what role does one have to play to deliver the outcomes)

- Advisor to the CFO
- Provide financial advice, planning and policy support
- Leader and Manager
- People Manager
- Reporting
- Section operational planning and budgeting
- Administer and account for expenditure
- Troubleshoot queries
- Manage relationships through the organisation



Direct Reports: 4
Indirect Reports: 18
Financial Responsibility: R501 million (indirect)/ R54 million (direct)

Section B: DETAILED OUTLINE	
Outcomes	**Key Activities** **(what activities are relevant to deliver the outcomes)**
KPA 1: Strategic Financial Support	• Providing strategic advice and assistance to the CFO on new policy proposals. • Responsible for the financial management of activities in the Finance Division. • Take efficient and appropriate steps to: ➢ Prevent unauthorized, irregular and wasteful expenditure and losses resulting from criminal conduct; and ➢ Manage and oversee available working capital efficiently and effectively. • Critically assess and challenge current service delivery methods and implement, together with the CFO, any changes to improve performance and reduce costs. • Assisting the CFO in determining policy, program and outcome strategies through the provision of strategic and operational performance reporting and analysis. • Increase management understanding of financial issues through being an advocate of the value of linking financial and operational information for decision-making purposes.
KPA 2: Establish Financial Management Practices	• Assist the CFO in managing expenditure and taking action to prevent unauthorized expenditure. • Take effective and appropriate steps to avoid overspending and underspending within NYDA. • Establish and maintain effective and efficient financial and internal controls. • Ensure the efficient, effective, economical and transparent use of the resources of the NYDA. • Focus more on measuring and controlling business risk through an effective financial risk management framework.
KPA 3: Asset Management	• Assist the CFO in developing and maintaining asset management strategies and investment plans over the long term, medium term and short term. • Oversee proper management of the assets and liabilities of the NYDA. • Assist the CFO in preparing budgets for the annual investment plan and recommend action to ensure the programme is delivered on time and within budget. • Regularly report on asset management issues to the CFO.

KPA 4: Ensure implementation of Supply Chain Management practices	• Promote the consistent application of 'best practices' that are aligned to the PFMA throughout NYDA's supply chain. • Oversee demand management to ensure that goods or services are acquired in order to deliver the agreed service; specifications are precisely determined; requirements are linked to the budget; and the supplying industry has been analysed. • Oversees acquisitioning management to decide on the manner in which the market will be approached; • Manage the process of ensuring that bid documentation is complete, including evaluation criteria; • Oversees the evaluation of bids in accordance with published criteria; and to ensure that proper contract documents are signed. • Oversees and determine whether the proper processes have been followed and whether the desired objectives were achieved. • Manage the daily transactional procurement that flows through Supply Chain Management. • Manage the Bid Committees process. • Manage centralised Supply Chain accounts. • Manage the organisational supplier contract register. • Ensure all relevant instructions and guidelines are adhered to.
KPA 5: Ensure compliance to policies, standards, Acts and all other statutory requirements	• Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. • Assist the CFO in ensuring that the NYDA complies with any financial commitments required by legislation. • Assists the CFO in ensure that the NYDA complies with any remedial measures imposed by treasury. • Ensure compliance with supply chain management, asset management, budgeting, financial operations and reporting policies.
KPA 6: Financial Reporting	• Report to the CFO on shortfalls within budget revenue and overspending within NYDA. • Assist the CFO in preparing financial statements for each financial year in accordance with Generally Recognised Accounting Practices (GRAP). • Ensure that reports and audited financial statements fairly represent the state of affairs of the NYDA, its financial results, its performance against predetermined objectives and its financial position. Monthly submission of information in the prescribed format on actual revenue and expenditure for the preceding month and the amounts anticipated for that month. • Prepare a detailed monthly report setting out expenditure trends

	and mapping out detailed reports of financial expenditure. • Complete National Treasury templates such as quarterly reporting template, Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE).
KPA 7: Financial Operations	• Oversee the accounts receivable function including the invoicing and collection of debtors. • Manage the accounts payable function including the relationships with suppliers, payment terms, accounts which require reconciliation and payments within 30 days. • Oversee the loan book of the Agency including management of the loan book, collections, write off's and settlement agreements. • Manage the grant disbursements including ensuring that all grants disbursed are within policies and prescripts of the Agency. • Manage the donor funds of the Agency including the relevant reporting to donor organisations. • Manage the Treasury function, including relationships with bankers, financing, cash flows, credit cards, bank reconciliations and petty cash.
KPA 8: Payroll	• Build relationships with the Human Resources function to ensure cohesiveness between the two units. • Manage the payroll function including ensuring adequate financial compensation for appointments, terminations and monthly employees. • Manage the functions relating to medical aid, provident fund and all other related benefits. • Ensure leave is appropriately accounted for. • Oversee the process of annual salary increases. • Oversee the process of annual distribution of performance bonuses.
KPA 9: Budget Management	• Manage the annual budget process resulting in an annual budget statement. • Manage any in year budget transfers including the contingency reserve. • Manage the half year budget review process. • Participate in the National Treasury budget process through the Medium • Term Expenditure Committee and the Estimates of National Expenditure.

KPA 10: People Management	• Ensure that there is a structure for direct reports with clearly defined roles and responsibilities to adequately support sound financial management. • Review, at least annually, training and education needs for direct reports. • Supervise and manage subordinates, team members and/or contractors. • Build an effective team through leadership and personal example so that team members are fully engaged and prepared to go the extra mile. • Manage the performance and development of direct reports by ensuring that all team members have clear objectives and targets, through regular reviews and appraisals in order to improve service delivery and customer satisfaction

Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)	
Outcomes	**Key Performance Indicators (KPI's)** (What will tell that one is achieving the outcome)
KPI 1: Strategic financial support	• Financial management framework. • Exercise of financial management responsibilities in accordance with legislation. • Financial strategies and plans.
KPI 2: Establish Financial Management Practices	• Sound financial management practices. • Policies and procedure manuals • Process maps
KPI 3: Asset Management	• Asset management strategy • Investment plan • Annual asset count report
KPI 4: Ensure implementation of Supply Chain Management practices	• Supply chain management strategy and plan • Supply Chain Management reports • Contract register
KPI 5: Ensure compliance to policies, standards, Acts and all other statutory requirements	• Policies, acts and standards in place • Adherence to guidelines and instruction notes
KPI 6: Financial Reporting	• Financial statements and reports • Monthly management accounts • National Treasury templates
KPI 7: Financial Operations	• Monthly Financial Operations report • Debtors collection report • Loan book report • 30 day payments report
KPI 8: Payroll	• Monthly payroll file • Performance bonus / salary increment schedules
KPI 9: Budget Management	• Budget statement • ENE/ MTEF
KPI 10: People Management	• A fully functional and high performing Finance team • Performance appraisals

Section D: INHERENT JOB REQUIREMENTS			
Competencies: **Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency**			
D1. Managerial Competencies		**D2.Generic Competencies**	
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**
Coaching and mentoring	4	Networking skills	4
Performance management	5	Communication skills	5
Change management	5	Conflict Management	4
Leadership	5	Relationship Building	4
Development support	4	Diversity Management	4
People management	4	Presentation skills	4
Strategic thinking, planning and management	5	Fostering teamwork	4
		Stakeholder Relations	5
Monitoring and evaluation	5	Goal oriented	5
Planning, organising and coordinating resources	4	Problem solving	5
		Conceptual thinking	4
Decision-making	5	Effectiveness	5
		Efficiency	5
		Detail orientated	5 4
		Accountability	5
		Punctuality	5
		Ethics, integrity and professionalism	4
		Organisational commitment	4
		Visioning	

D3. Technical skills and knowledge				
Knowledge		**Skills**		**D4. Attributes**
Competency	**Level of Proficiency (1-5)**	**Competency**	**Level of Proficiency (1-5)**	
Sufficient understanding of financial legislation, standards, policies and acts.	5	Business Knowledge	5	Analytical
Financial Management	5	Political Awareness	4	Proactive
Good understanding of relevant and applicable legislation with regard to Asset Management,	5	Market Awareness	5	Honesty
Budgeting, Reporting, Supply Chain Management, and Finance Operations.	5	Compliant to policies and legislation	5	Trustworthy
Excellent knowledge of asset management, budgeting, SCM, and reporting theory and practice.	5	Business Development	4	Integrity
Knowledge of business planning, budget preparation and contract management.	5	Fund Management	5	Team oriented
Knowledge of Accounting, and Bookkeeping.	5	Understand operations, roles and responsibilities	5	Collaborative
		Cross-functional awareness	5	Change agent
		Risk identification and management	5	
		Mobilising resources	4	
		Systems thinking	5	
		Contract Management	5	
		Supply Chain management	5	
		Asset Management	5	
		Analytical abilities	5	
		Information Management	5	
		Computer Literacy	4	
		Information technology systems utilization	5	

D5. Qualification and Experience
Minimum Qualification Required: NQF Level 8 Commercial Qualification with Completed Articles including registration as a CA(SA) **Preferred Qualification Required:** Master's degree in commerce **Relevant Experience:** ▪ Minimum of 3 years in Management experience ▪ 5- 8 years Finance and/or Accounting experience ▪ Experience of working with public entities ▪ Knowledge of the relevant applicable legislation and regulations

Section E: KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates).	**External Relationships (With Local/Provincial structures and other key parties, specify)**
▪ CFO ▪ CEO ▪ Executive Directors ▪ Board and Non-Board members ▪ NYDA staff	▪ National Treasury ▪ Auditor-General ▪ Portfolio Committee ▪ Department of Women, Youth and Persons with Disabilities

**These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete* a *360 degree performance assessment.*

Signed by: (**Job Holder)**	Authorized by:
Date:	Date:

C. Price Schedule

DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE EXCLUDING VAT
Psychometric Assessments Management Positions	**06**	**R**	**R**
Total Excluding VAT		**R**	**R**
VAT		**R**	**R**
Total Including VAT		**R**	**R**

COMPANY NAME : _____

SIGNATURE OF BIDDER: _____

CAPACITY : _____

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 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**

2.2 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:

……

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.

……

2.3 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.

3.4 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

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.

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

May 2011

SBD 6.1

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

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

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

---

1. GENERAL CONDITIONS

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

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

1.2. To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

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

(a) Price; and

(b) Specific Goals.

1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
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 t

o 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,

(d) and includes all applicable taxes;

(e) **"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

(f) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference

points must be awarded for specific goals stated in the tender. For the purposes of this tender the

tenderer will be allocated points based on the goals stated in table 1 below as may be supported

by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is

unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the

tender documents, stipulate in the case of—

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

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

preference point
system,

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

preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth Owned Institutions		10		
Women Owned Institutions		05		
Ownership by persons with disabilities		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:	…… …… …… ……