MHSC
Mine Health and Safety Council

Established in terms of Section 41(1) of the Mine Health and Safety Act, 1996 (Act 29 of 1996)
Western Woods Office Park, 145 Western Service Road, B7 Maple Place, Woodmead
Tel. No. (011) 656 1797 I Fax: (011) 656 1796

REQUEST FOR QUOTATION (RFQ)

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE BOARD MEETING MANAGEMENT SOLUTION FOR THE PERIOD OF 36 MONTHS

RFQ NUMBER: 2735

CLOSING DATE AND TIME: 24 November 2026 @11:00

BID DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING EMAIL ADDRESS:
ebids@mhsc.org.za **NB:** Only bid documents submitted via the designated email above will be accepted.

Enquiries: Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested in writing from:
Supply Chain Management – MHSC: **ebids@mhsc.org.za**

SBD 1

MHSC
Mine Health and Safety Council

1. PART F: STANDARD BIDDING DOCUMENTS

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MINE HEALTH SAFETY COUNCIL					
BID NUMBER:	2735	**CLOSING DATE:**	24 November 2026	**CLOSING TIME:**	11:00
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE BOARD MEETING MANAGEMENT SOLUTION FOR THE PERIOD OF 36 MONTHS**				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE DESIGNATED EMAIL ADDRESS BELOW					
ebids@mhsc.org.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**SCM**	CONTACT PERSON	**SCM**
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	ebids@mhsc.org.za	E-MAIL ADDRESS	ebids@mhsc.org.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**
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		*ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?*	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE 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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED, WHERE APPLICABLE 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 PIN 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: ……

STANDARD TERMS AND CONDITIONS OF RFQ

- A submission including the pricing submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of **thirty (30) days** from the date of submission to the MHSC. Bidders may not modify their initial pricing offer whilst the RFQ validity period is still in force. **(RFQ Validity Period: 30 days from date of closure)**
- No service will be rendered, or goods delivered before an officially signed MHSC Purchase Order has been issued to the awarded bidder.
- It is the responsibility of the bidder to ensure that its response reaches MHSC on or before the closing date and time of the RFQ.
- Bidders may not make any alterations or additions to the content of this RFQ document, except to comply with the instructions issued by the MHSC.
- There shall be no discussions with any enterprise until evaluation of the proposal has been complete.
- RFQ's received after the closing time and date will be classified as **LATE** and will not be considered.
- With regards to pricing, where a bidder submits both a quote and SBD 3, should the total bid prices differ, or discrepancies be identified, the one indicated on the SBD 3 pricing schedule shall be considered the correct price.
- MHSC reserves the right to cancel this RFQ due to the following reasons:

    a) Due to changed circumstances, there is no longer a need for the services specified in this RFQ.
    b) Funds are no longer available to cover the total envisaged expenditure for the project.
    c) No RFQ meets the required specifications.
    d) There is a material irregularity in the RFQ process.
    e) Bidder fails to deliver in accordance with the requirements of the RFQ. The MHSC reserves the right to terminate the contract/PO during the first week after work has commenced should the appointed service provider have misrepresented themselves and/or their product and will not be able to fulfil the requirements as contained in the contract.

TERMS OF REFERENCE/SCOPE OF WORK

1.1 OVERVIEW

The Mine Health and Safety Council (MHSC) is a national public entity (Schedule 3A) established in terms of the Mine Health and Safety Act, No 29. of 1996, as amended. The MHSC is mandated to advise the Minister of Mineral and Petroleum Resources (DMPR) on Mine Health and Safety (MHS) issues in the mining industry, relating to the development and implementation of the MHSC annual MHS research programme, reviewing and development of mining MHS legislation and dissemination (knowledge and technology transfer) of MHSC research outcomes to improve MHS conditions in the South African Mining Industry (SAMI).

The MHSC is listed as a Public Entity (Schedule 3A) according to the PFMA, and in terms of government funding received for administrative purposes, as legislated by the MHSA.

2.DETAILED SPECIFICATIONS/SCOPE OF WORK

MHSC requires services of an experienced Service Provider to provide Board Meeting Management solution for the period of 36 months.

2.1.1. Functional Requirements

2.1.1.1. Board Meeting Management system licenses.

2.1.1.1.1. 19 meeting attendees

2.1.1.1.2. Allow scalability

2.1.1.1.3. 5 meeting secretaries

2.1.1.1.4. 2 ICT support team members

2.1.1.2. System configuration and installation on end user devices.

2.1.1.3. Training for the following groups:

2.1.1.3.1. 19 meeting attendees

2.1.1.3.2. 5 meeting secretaries

2.1.1.3.3. 4 ICT support team members

2.1.1.4. Software maintenance and support for 36 months.

2.1.2. System Specifications

2.1.2.1. User Interface: Intuitive, customizable branding.

2.1.2.2. Meeting Scheduling: Schedule, reschedule, and cancel meetings.

2.1.2.3. Agenda Management: Create, distribute, and update meeting agendas.

2.1.2.4. Document Management: Secure storage, sharing, and annotation of documents.

2.1.2.5. Minutes and Action Items: Record, distribute, and track meeting minutes and action items.

2.1.2.6. Notifications: Automated email, and push notifications for meeting updates.

2.1.3. Mobile Device Compatibility

2.1.3.1. Platform Support: Windows, iOS and Android compatibility.

2.1.3.2. Mobile App Features:

2.1.3.2.1. Access to agendas, documents, and minutes.

2.1.3.2.2. Real-time notifications.

2.1.3.2.3. Offline access to downloaded materials.

2.1.3.2.4. Annotation and note-taking capabilities.

2.1.3.2.5. Secure login with multi-factor authentication.

2.1.3.3. Features: Full functionality on mobile, including document access, voting, and agenda management.

2.1.3.4. Offline Access: Ability to access documents and take notes offline, with synchronization upon reconnection.

2.1.3.5. Notifications: Push notifications for updates, reminders, and urgent messages.

2.1.3.6. User Experience: Consistent and intuitive user experience across devices.

2.1.4. Security and Compliance

2.1.4.1. Data Security: Encryption standards, secure data storage and transmission.

2.1.4.2. Privacy Compliance: POPIA and other relevant data privacy laws.

2.1.4.3. Access Control: Role-based access, audit logs, and reporting.

2.1.4.4. Backup and Recovery: Regular data backups and disaster recovery plans.

2.1.5. Integration Requirements

2.1.5.1. Calendar Integration: Sync with Outlook, and other calendar services.

2.1.5.2. Email Integration: Compatibility with major email platforms for notifications.

2.1.5.3. Third-party Integration: Ability to integrate with existing enterprise systems (Microsoft Office 365).

2.1.6. Software Requirements

2.1.6.1. Platform: Compatible with Windows, macOS, iOS, and Android.

2.1.6.2. Dashboard: Centralized management dashboard with real-time data.

2.1.6.3. Reporting: Customizable reports, data export options.

2.1.6.4. Scalability: Ability to scale with additional users and meetings.

2.1.7. Installation and Configuration

2.1.7.1. Site Survey: Pre-installation site assessment.

2.1.7.2. Installation: Complete physical setup and configuration.

2.1.7.3. Configuration: Initial software and device setup.

2.1.7.4. Documentation: Comprehensive user manuals and guides.

2.1.8. End-User Training

2.1.8.1. 14 EXCO and Board Members: Training on using the system, accessing documents, participating in meetings, voting, and using mobile applications.

2.1.8.2. 5 Meeting Secretaries: Training on scheduling meetings, managing agendas, taking minutes, and managing documents.

2.1.8.3. 4 ICT Support Members: Training on system installation, configuration, maintenance, and troubleshooting.

2.1.9. Support and Maintenance

2.1.9.1. Warranty: 3-year comprehensive warranty.

2.1.9.2. Technical Support: 24/7 phone and email support.

2.1.9.3. Maintenance: Regular software updates and on-site support.

2.1.9.4. Training: Comprehensive user and admin training.

2.2. OUTPUTS

2.2.1. Supply Board Meeting Management system licenses for 19 meeting attendees, 5 meeting secretaries, and 2 ICT support team members

2.2.2. System configuration and installation on end user devices.

2.2.3. Training for the 19 meeting attendees, 5 meeting secretaries, and 4 ICT support team members.

2.2.4. Hardware warrantee plus maintenance and support for 36 months.

2.2.5. Software maintenance and support for 36 months.

CONTRACT PERIOD

The project is expected to take a period of **36 months**. Please note that the project will be once off for the configuration, installation and training. The licenses, warranty, maintenance and support will be for a period of **36 months.**

RFQ EVALUATION PROCESS

SCM COMPLIANCE REQUIREMENTS (RETURNABLE DOCUMENTS)

The RFQ will be evaluated in various phases as mentioned below:

1. **Phase 1:** SCM compliance requirements (returnable documents).
2. **Phase 2:** Mandatory/Technical evaluation.
3. **Phase 3:** Functional evaluation

4. **Phase 4:** Price and Specific Goals evaluation.

Phase 1: SCM Compliance requirements (Returnable documents)

RFQs received will be verified for completeness and correctness. MHSC reserve the right to accept or reject an RFQ based on the completeness and correctness of the documentation and information provided.

SBD forms are both mandatory (compulsory to complete) and returnable (required to be submitted back to the MHSC, meaning these are mandatory administrative returnable documents which bidders are required to complete and submit as part of their bid responses).

Returnable documents are categorized as follows:

Invitation to Bid (SBD 1)	Fully completed and signed. Any omission or discrepancies will be assessed by MHSC based on its nature and materiality. Failure to meet the applicable requirements may result in disqualification.
Bidders' Disclosure form (SBD 4)	Fully completed and signed. Any omission or discrepancies will be assessed by MHSC based on its nature and materiality. Failure to meet the applicable requirements may result in disqualification.
SBD 6.1 (Preference Claim Form)	Fully completed and signed. **Proof of evidence:** • valid and certified sworn affidavit or B-BBEE certificate. • Bidders should ensure the points are correctly claimed for the specific goals and information is captured correctly and information is true. Any omission or discrepancies will be assessed by MHSC based on its nature and materiality. Failure

	to meet the applicable requirements may result in disqualification.
Pricing Schedule (SBD 3).	The bidder must submit and attach to the RFQ response a fully completed pricing Schedule (SBD 3). Pricing schedules must be completed **in full**. Prices are valid for period of 30 days in line with the validity period. ***Failure to comply with requirements will render the bidder non-responsive.***

NB: ***MHSC only conducts business with bidders whose tax matters and CSD registration are in order. It is the responsibility of the bidder to ensure they are tax compliant and are registered on CSD at time of submitting their response.***

Failure to comply in terms of tax obligations as per relevant legislation and failure to comply with CSD registration will result in the bidder being non-responsive.

Phase 2: Technical / Functional/ Mandatory Evaluation

Mandatory requirements.

The following Technical / Functional requirements which are mandatory must be complied with by the bidder.

Please note that bidders will not be evaluated further if they do not provide evidence confirming compliance with any of the specified mandatory requirements.

DESCRIPTION	COMPLY	NOT COMPLY
Criteria 1 – Original Equipment Manufacturer A company must be a certified partner / reseller of proposed Meeting Management Solution.		

(Provide a valid letter or certificate from the OEM)		

FUNCTIONAL TECHNICAL EVALUATION – PHASE 3

NO.	CRITERIA	WEIGHTED SCORE
1.	Experience of the team leader in developing or supporting electronic board pack. • Experience more than 5 years = 5 points • Experience between 3 and 5 years = 3 points, • Experience less than 3 years = 1 point • No Experience = 0 point	40
2.	Signed reference letters on valid letter heads from organisations who have conducted such board/committee solution in the last 5 years: • Three or more letters = 5 Points • Two letters = 3 Points • Less than two letters = 1 Point • No letter = 0 Point	30
3.	Company must submit a Project Plan with clear timelines and costing • Clear Project plan indicating completion in less than six weeks and detailed costing = 5 Points • Clear Project plan indicating completion in six weeks and detailed costing = 3 Points	30

NO.	CRITERIA	WEIGHTED SCORE
	• Clear Project plan indicating completion in more than six weeks and detailed costing = 1 Point • No Project Plan and detailed costing = 0 Point	
		100

Phase 4: Price and Specific Goals Evaluation

PRICING INSTRUCTIONS	
1.	**Applicable currency**: All prices shall be quoted in South African Rand (R).
2.	**Completion of pricing schedule:** Bidders shall complete the pricing schedule in full, inserting all the information required therein.
3.	**Price Quotation Basis:** total prices quoted must be inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods. Where imported goods/services are to be used, and pricing is subject to exchange rate fluctuations, the exchange currency against the Rand must be stipulated, as well as the exchange rate at the time of bidding. The portion of the bid price subject to exchange rate fluctuations must be stated. Price changes whether because of CPI, PPI, industry extensions or expansions will be allowed in terms of the signed contract by both parties.)
4.	**Submission of pricing:** bidders must submit their pricing proposals with the technical proposal. The pricing folder must be clearly labelled as such.
5.	**Validity Period: SBD 3 is valid for 30 days from date of closure of this RFQ**
6.	**Payment terms: Payment will be made in accordance with Treasury Regulations 15.10.1.and 8.2.3 (within 30 days from receipt of invoice after completion of deliverables).**

PRICE SCHEDULE (SBD 3.1 Firm Unit Prices)

The following Schedule of Prices must be completed by the Tenderer. The total price must include everything necessary to complete the terms of the Specifications or scope of work.

Total Cost is determined by multiplying quantity by unit price for all line items.

NO	DESCRIPTION/ PROJECTS	QTY	FREQUENCY	ONCE OFF FEE (INC VAT)	MONTHLY FEES (INC VAT)	TOTAL FOR 36 MONTHS (INC VAT)
1	Meeting Management System Software Licences	26	Monthly Subscription	[redacted]	**R**	**R**
2	Warrantee, Maintenance and Support	1	Monthly Subscription		**R**	**R**
3	Configuration and Installation	1	Once off	**R**	[redacted]	**R**
4	Training for meeting attendees, secretaries and ICT Support	1	Once off	**R**		**R**
	TOTAL		[redacted]	**R**	**R**	**R**

GRAND TOTAL (VAT Inclusive): R……

Prices quoted are fully inclusive of all costs including applicable taxes and disbursements and other overheads. (Please note that all prices quoted should be **inclusive** of Value Added Tax (VAT) and

Price fluctuations (including exchange rates) for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance, and any other costs relating to this bid.

Price changes whether because of CPI, PPI, industry extensions or expansions will be allowed in terms of the signed contract by both parties.)

Specific goals

Bid price proposals are compared on an equal and fair basis, considering all aspects of the bid pricing requirements. Qualifying bids are ranked on price and specific goals points claimed in the following manner:

(i) **Price** - with the lowest priced bid receiving the highest price score as set out in the Preferential Procurement Regulations 2022.

(ii) **Preference** - preference points are allocated in accordance with the Preferential Procurement Policy Framework Act (Act 5 of 2000) and its Regulations 2022 as claimed in the specific goals claim form (SBD 6.1) are added to the price ranking scores. The points for specific goals must be supported by a valid B-BBEE certificate or certified sworn affidavit.

A maximum of 80 points will be allocated for price on the following basis:

80/20

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

Where;

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

A maximum of 20 points will be allocated for specific goals on the following basis:

- The tenderer must indicate how they claim points for each preference point system in line with the specific goals of the RFQ as outlined in SBD 6.1.

1.2 PRICE NEGOTIATIONS

The award of this RFQ may be subject to price negotiations where there are opportunities where prices are not market related. Under no circumstances will negotiation with any Bidders, constitute an award or promise/ undertaking to award the contract.

1.3 PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)

MHSC adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021. As MHSC, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

1.4 OCCUPATIONAL HEALTH AND SAFETY

The service provider acknowledges that he is fully aware of the provisions of the OHS Act 85 of 1993 and that he is an employer in his own right with duties and responsibilities as prescribed in the Act.

1.5 IMPORTANT NOTICE TO BIDDERS

Bidders are to be aware of scammers who pose as MHSC employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.
***MHSC is in no way selling the bid document, all documents shall be found on the MHSC website and National Treasury eTender Portal and awarded bids are notified through the website and MHSC shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids*.**

GENERAL CONDITIONS OF CONTRACT (GCC)

In accordance with the Framework for Supply Chain Management [Section 76 (4) (c) of the PFMA] that was promulgated in Government Gazette Number 25767 on 5 December 2003 as Treasury Regulations, National Treasury is required to issue general conditions of contract and bid documentation for supply chain management.

This Request for Quotation and any contract emanating from this Request for Quotation are subject to the General Conditions of Contract (GCC) which were revised in July 2010.

The General Conditions of Contract (GCC) revised and issued by National Treasury in July 2010 are available on the website of National Treasury.

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

The SBD 7 contract form will be required, where applicable, from the recommended bidder upon award.

DUE DILIGENCE

The MHSC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, reference checks and requests for additional information. The MHSC may where applicable request samples from the bidder/s to confirm capability.

RFQ AWARD

Awarding of RFQ's will not be published on the National Treasury e-tender portal or MHSC' website. No regret letters will be sent out. An RFQ is considered awarded when an official purchase order as signed by the delegated authority of the MSC is issued to the service provider. Goods may be delivered, or services may be rendered only with an official purchase order as signed and issued by the MHSC.

REASONS FOR DISQUALIFICATION

MHSC reserves the right to disqualify any bidders who do not comply with one or more of the following RFQ requirements and may take place without prior notice to the bidder:

- Bidder whose tax matters are not in order (Instruction Note 09 of 2017/2018 Tax Compliance Status will apply).
- Bidders who are not registered with the Central Supplier Database (CSD).
- submitted incomplete information and documentation according to the requirements of this RFQ document.
- submitted information that is fraudulent, factually untrue or inaccurate information.
- received information not available to other potential bidders through fraudulent means.
- failed to comply with mandatory and technical requirements as stipulated in the RFQ document.
- misrepresented or altered material information in whatever way or manner.
- promised, offered, or made gifts, benefits to any The Mine Health and Safety Council (MHSC) employee.
- canvassed, lobbied to gain unfair advantage.
- committed fraudulent acts; and
- acted dishonestly and/or in bad faith etc.

NB: it is the responsibility of the bidder to ensure the bid response is fully completed and signed and all required documents are valid and submitted upon closing date. The bidder should ensure that their response reaches the MHSC on the stipulated date and time.

Bidders are not allowed to contact any other MHSC staff in the context of this tender other than the indicated officials under SBD 1 above or as mentioned under "correspondences".

BIDDER'S DISCLOSURE **SBD4**

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

2.3.1 If so, furnish particulars:

……
……

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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

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

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process

except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……	……
Signature	Date
……	……...
Designation	Name of bidder

MHSC
Mine Health and Safety Council

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

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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**

(*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.

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	**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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

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 (80/20 system) (To be completed by the organ of state)	Number of points allocated (example)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black owned enterprises "*enterprises owned by black people".* Persons historically disadvantaged on the basis of race:	**Total Points: 10** 100% black ownership = 10 76% to 99% black ownership = 8 61% to 75% black ownership = 6 41% to 60% black ownership = 4 20% to 40% black ownership = 2 0 to 19% black ownership = 0	For example, if the bidder's Black Ownership is between 61% and 75%, it will score/claim **6** points for 80/20	
Black women owned enterprises *"Enterprises owned by women"*	**Total Points: 5** 100% black women ownership = 5	For example, if the bidder is 61 to 75% owned by Women, it will score/claim **3** points for 80/20.	

Persons historically disadvantaged on the basis of gender:	76% to 99% black women ownership = 4 61% to 75% black women ownership = 3 41% to 60% black women ownership = 2 20% to 40% black women ownership = 1 0 to 19% black women ownership = 0		
Enterprises owned by Youth *"Enterprises owned by people who are youth.* Persons historically disadvantaged on the basis of youth.	**Total Points: 5** 100% owned by youth = 5 76% to 99% owned by youth = 4 61% to 75% owned by youth = 3 41% to 60% owned by youth = 2 20% to 40% owned by youth = 1 0 to 19% owned by youth = 0	For example, if the bidder is 61 to 75% owned by Youth , it will score/claim **3** points for 80/20.	
Total Points for Specific Goals	**20.00**		

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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….
DATE: ……

ADDRESS: ……

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