forestry, fisheries & the environment
Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street. Private Bag X447, Pretoria, 0001

REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit a Quotation for the requirements of the Department of Forestry, Fisheries & Environment.	
RFQ number	**RFQ343 AM (26/27)**
RFQ Description	**Provision of training services on Field Guiding (Refer to Annexure A below)**
RFQ Issue Date	**03 NOVEMBER 2026**
Closing date and Time	**11 NOVEMBER 2026 AT 11H00 AM**
Delivery address	***Northwest Province***
RFQ Returnable Documents	***Completed & signed SBD Documents, supplier Formal Quotation, CSD report***
COMPULSORY/ NON-COMPULSORY BRIEFING SESSION	**None**
Briefing Session Date and Time: (where applicable)	**None**
Mandatory Requirement ***(non-submission will lead to disqualification)***	**The bidder must submit a valid copy of Culture, Arts, Hospitality, Sport Sector Education and Training Authority. CATHSSETA accreditation.** **The accreditation must cover the following unit standards:** (Unit Standard 335799): Conduct a guided nature experience; (Unit Standard 246740): Care for customers; (Unit Standard 335801): Conduct a tourist guiding activity)

RFQ validity period:	**90 days (commencing from the RFQ Closing Date)**
RFQ enquiries must be emailed to:	**rfqenquiries@dffe.gov.za**
RFQ responses must be emailed to:	**Quotations1@dffe.gov.za** **Please use the RFQ Number in the subject of the email when responding to this RFQ.**

CONDITIONS OF THIS RFQ

1. Suppliers are required to submit a formal quotation on an official company letterhead. The quotation must include VAT per item (where applicable), the supplier's CSD (MAAA) number, and accurate banking details.
2. All quotations must be submitted to Quotations1@dffe.gov.za.Quotations received after the closing date and time will NOT be accepted for consideration.
3. For quotations with a Rand value up to R1 000 000, the preference point system of **80/20** will apply, where **80** points will be for (Price) and **20** points will be for **Specific Goals** in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000).
4. A maximum of 20 (twenty) points will be awarded to a supplier for the Specific Goals specified for the RFQ. A total of 20 (twenty) points will be awarded to a Supplier as follows:
    a. 20 (twenty) points if the Bidder has more than 50% (fifty percent) ownership of Black People or Women, or people with disabilities; or
    b. 0 (zero) points if the Bidder has 50% (fifty percent) and below ownership of Black People or Women, or people with disabilities.
5. A trust, consortium or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g. two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points).

6. **For bidders to claim preference points, the following must be adhered to:**

    a. Submit a complete and signed SBD 6.1, which is used for claiming specific goals.
    b. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
    c. Submit a SANAS/Companies and Intellectual Property Commission (CIPC) Accredited B-BBEE certificate or sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race, gender, or
    d. Submit the Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
    e. Failure on the part of a tenderer to submit proof or documents 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.

7. **DFFE reserves the right to:**

    a. Perform due diligence during the evaluation of quotations on information submitted by tenderers.

b. DFFE reserves the right to request additional information to validate any information submitted by bidders, including preference points claimed.

c. Please take note that DFFE is not bound to select any of the suppliers submitting a quotation. DFFE reserves the right not to award any of the RFQ and not to award the contract to the lowest bidding price.

d. DFFE reserves the right to reject quotations that are not submitted in the prescribed format or where information presented is illegible or incomplete and may not be evaluated further.

e. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other service provider(s) who have not been recommended.

8. During the evaluation, RFQ documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the RFQ documents at the closing date and time of the RFQ.
9. All SBDs (SBD 4 and SBD 6.1) must be duly completed and signed.
10. The price will be valid for **90 days** from the closing date of the bid. The department reserves the right to extend the validity of the RFQ, where a written letter will be sent to every bidder that responded to the RFQ. In terms of procedural fairness, the bidder will be given an opportunity to respond, in writing, to the terms and conditions of the RFQ and the RFQ price. Such acceptance of the terms and conditions of the RFQ and RFQ price becomes legally binding in the procurement process. Any supplier that did not respond to the extension of the bid validity period, in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period.

11. ***In a case where there are pictures and or brand names on the specification, tenderers must note that those pictures are for illustration purposes, and similar or equivalent brand specifications will be accepted by the Department.***

12. **SPECIAL CONDITIONS OF THIS RFQ**

a. Accepted RFQs will be communicated by way of an official purchase order or a formal appointment letter on the Department letterhead, signed by a duly authorized official; no goods, services or works must be prepared or delivered before an official purchase order or a formal appointment letter is received by the bidder. All prices quoted must be firm and be inclusive of Value Added Tax (VAT), where applicable.

b. The lowest or any offer will not necessarily be accepted, and DFFE reserves the right to accept any offer either in full or in part.

13. **PRIVACY AND PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

a. Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles of applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).
b. DFFE's role as the party responsible is, amongst others, to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective service providers and third parties.
c. DFFE will process personal information only with the knowledge and authorization of the bidder/ respondent and will treat the personal information which comes to its knowledge as confidential and will not disclose it unless so required by law or subject to the exception contained in the POPIA.
d. DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid, and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
e. In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bid. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for evaluation and subsequent award of the tender, and by any applicable law.

14. REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

a. Non-compliance tax status at the time of award, verification of tax compliance status will be verified with the Central Supplier Database (CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
b. Submitted fraudulent information; factually untrue or inaccurate, for example, membership that does not exist; B-BBEE credentials; experience, etc.
c. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts, and or
d. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
e. Failure to quote in line with the specification

I hereby accept that **by responding to the RFQ, it will be deemed that the bidding company agrees with the above RFQ conditions.**

Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street. Private Bag X447, Pretoria, 0001

ANNEXURE A: SPECIFICATION

BIDDERS/SUPPLIERS ARE REQUESTED NOT TO SUBMIT THIS RFQ DOCUMENT AS A QUOTATION. INSTEAD, THEY SHOULD SUBMIT A FORMAL QUOTATION ON THEIR COMPANY LETTERHEAD, IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED ABOVE.

NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: REQUEST FOR A QUALIFIED SERVICE PROVIDER TO PROVIDE FIELD GUIDINNG. TRAINING PROGRAMME FOR TWENTY-FIVE (25) PARTICIPANTS LOCATION: FACE TO FACE (NORTHWEST PROVINCE)	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT
01	**Training: National Certificate: Field Guiding.** The training is targeting 25 Previously Disadvantaged Individuals and communities' members participating in the biodiversity economy sector of South Africa and it will be conducted in Northwest Province in October 2026 for a duration of ten (10) days. **2.SCOPE AND EXTENT OF WORK** 2.1. The appointed service provider(s) must provide the following: 2.1.1. The facilitator for the training 2.1.2. All the necessary learning materials relevant to this qualification. This will include the programme pack consisting of the overall Curriculum and Strategy Alignment	PARTICIPANT	**25 People**		

	document per unit standard. The following documentation makes up learning material packs: a) Learner Guide b) Training Practical Component Design b) Learner Workbook (formative assessment) c) Learner Portfolio of Evidence Guide (summative assessment) d) Facilitator Guide with Memorandum e) Assessor Assessment Guide with Memorandum f) Assessor Feedback Document g) Moderation Plan, Guide and Report h) Curriculum Strategy and Alignment document 2.2. For the end of the qualification, the service provider must provide the following documentation: a) Final Summative Assessment Learner Portfolio of Evidence Guide b) Final Summative Assessment Assessor Assessment Feedback Document c) Final Summative Assessment Moderation Plan, Guide and Report 2.3. The service provider/facilitator must facilitate submission of Portfolio of Evidence by participants to the relevant CATHSSETA and ensure that successful candidates are presented with CATHSSETA accredited certificates upon successful completion of the course and certificates of attendance to every participant that was able to attend the training for the full duration. 2.4. The service provider/facilitator must provide own tools to offer training such as laptop, markers, papers, flipcharts etc. 2.5. The service provider/facilitator must collect participants personal details such as copies of matric certificates and ID copies for submission to the client by end of training period. 2.6. The service provider/facilitator must ensure that all the participants complete the attendance register daily.					

	2.7. The service provider/facilitator must provide own transportation and accommodation to and from the training venue for the duration of the training. 2.8. The service provider must make arrangement for all tools and specimens required to conduct a practical component of the programme. 2.9. The service provider/facilitator must provide own meals during the training period. **3. EXPECTED DELIVERABLES** 3.1 Pre/during training: 3.1.1 The facilitation of the training for the entire duration. 3.1.2 Training manuals, Learner Guide, Learner Workbook, Learner Portfolio of Evidence Guide, Facilitator Guide with Memorandum, Assessor Assessment Guide with Memorandum, Assessor Feedback Document, Moderation Plan, Guide and Report. 3.1.3 Availability of tools to offer training such as laptops, markers, papers, flipcharts etc. 3.1.4 The service provider must make arrangement for all tools and specimens required to conduct a practical component of the programme. 3.2. Post the training: 3.2.1 Final Summative Assessment Learner Portfolio of Evidence Guide. 3.2.2 Final Summative Assessment Assessor Assessment Feedback Document. 3.2.3 Final Summative Assessment Moderation Plan, Guide and Report. 3.2.4 Submission of Portfolio of Evidence by participants to the relevant CATHSSETA. 3.2.5 Identity documents and attendance registers. 3.2.6 Report on the training which must indicate the following: a) Number of participants that received training. b) Number of participants that dropped out. c) Number of participants who completed training. d) Number of participants that were competent. 3.2.7 Certificates of attendance to all participants. 3.2.8 Competency certificate for successful participants.					

	ACCREDITATION 4.1 The bidder must be accredited by CATHSSETA to provide Field Guiding training/services. 4.2 The bidder must submit a valid CATHSSETA certificate as proof of accreditation. (non-submission will result in disqualification). **Delivery Mode:** Face to face **Course duration:** 10 Days **Certification:** The bidder must issue Certificates of attendance to all participants **Certification:** The bidder must issue certificate of competence to the learners after the training. **Training Venue:** Northwest (Mafikeng)					
				TOTAL AMOUNT (Excl. 15% VAT)		**R…….**
				TOTAL VAT 15%		**R…….**
				GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)		**R…….**

Note: All delivery costs and all applicable taxes, including value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies must be included in the bid price, for delivery at the prescribed destination.

NB: The service provider must submit a valid quotation as per the above guideline on his/ her letterhead reflecting the item descriptions, validity, banking details, contact details and CSD MAAA number.

NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.

Failure to deliver goods within the agreed timelines might result in an order being cancelled and possible inclusion on the Database of Restricted Suppliers by the National Treasury

*Any reference to the words “Supplier” or “Bidder” herein and/or in any other documentation shall be construed to have the same meaning as the words “Tender” or “Tenderer”

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE (DEPARTMENT OF FORESTRY, FISHERIES & ENVIRONMENT)					
RFQ NUMBER:	RFQ343 AM (26/27)	CLOSING DATE:	11 NOVEMBER 2026	CLOSING TIME:	11H00AM
DESCRIPTION	Field Guiding training				

RFQs MUST BE MAILED TO THE BELOW CENTRAL EMAIL ADDRESS
Quotations1@dffe.gov.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**rfqenquiries@dffe.gov.za**	E-MAIL ADDRESS	**rfqenquiries@dffe.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
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 REGISTERED 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 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: .....

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 the table below.

Full Name	**Identity Number**	**Name of State institution**

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

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.

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors/trustees/ shareholders/members /partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……
……

3. DECLARATION

I, the undersigned, (name)… ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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

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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.

where so required by the institution, and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM, SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… …… Position
Name of bidder

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).

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

1.2 Points for this tender shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.3 **To be completed by the organ of state:**

The total points for this tender are allocated as follows:

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

1.4 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.

1.5 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 regarding 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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of **Regulation 4(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:

(a) Any other invitation for tender, that is 80/20 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 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	A: Number of points allocated (80/20 system) (To be completed by the organ of state)	B: Number of points claimed (80/20 system) (To be completed by the tenderer) B=A(20)
more than 50% (fifty percent) ownership by Black people	20	
more than 50% (fifty percent) ownership by Women	20	
more than 50% (fifty percent) ownership by people with disabilities	20	
NB: POINTS CLAIMED BY SUPPLIER MUST BE THE SAME AS POINTS IN A FOR SPECIFIC GOALS		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm…….

4.3. Company registration number: ……...

4.4. 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]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……..

DATE: ……

ADDRESS: ……

……

……

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