SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	**DHA19-2026**	CLOSING DATE:	**27 NOVEMBER 2026**	CLOSING TIME:	**11H00**
DESCRIPTION	**THE APPOINTMENT OF A SERVICE PROVIDER/S TO CONDUCT AUCTION SERVICES (ASSETS) FOR HEAD OFFICE, NORTH-WEST, LIMPOPO, NORTHERN CAPE, FREE STATE, WESTERN CAPE, MPUMALANGA, KWAZULU-NATAL, EASTERN CAPE AND GAUTENG FOR A PERIOD OF THIRTY-SIX (36) MONTHS, WITH A POSSIBILITY TO RENEW FOR TWENTY-FOUR (24) MONTHS, SUBJECT TO SATISFACTORY PERFORMANCE OF THE SERVICE PROVIDER AND THE AVAILABILITY OF FUNDS.**				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED ONLINE ON THE ETENDER PORTAL.

THE ONLINE E-TENDER PUBLICATION PORTAL LINK: https://www.etenders.gov.za/

TUTORIAL LINK: https://youtu.be/B7pNseNJYHM

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Lettie Mbatha** **Rita Prinsloo**	CONTACT PERSON	**Boitumelo Motswasele**
TELEPHONE NUMBER	**(012) 406 2750** **(012) 406 2785**	TELEPHONE NUMBER	**(012) 406 2506**
E-MAIL ADDRESS	Lettie.Makhudu@dha.gov.za Rita.Prinsloo@dha.gov.za	E-MAIL ADDRESS	Boitumelo.Motswasele@dha.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 REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE SUBMITTED ON TIME. 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 2022, 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: ……

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.

1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.

1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.

1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.

1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.

1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.

1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:

i. A Joint Venture, Consortium or Trust agreement signed by all companies forming a Joint Venture, Consortium or Trust.

ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a Joint Venture, Consortium or Trust.

iii. A Central Supplier Database (CSD) Report for all companies that form part of a Joint Venture, Consortium or Trust.

iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).

v. SBD 1, SBD 3, SBD 4, & SBD 6 forms must be completed using the Joint Venture, Consortium or Trust information or the lead partner as indicated on the Joint Venture, Consortium or Trust agreement.

1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.

1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.

1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.

1.11. The Department reserves the right to return late bid submissions unopened.

1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.

1.13. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

1.14. The General Conditions of contract will apply.

1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.

1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.

1.17. All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.

1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.

1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Processing of the Bidder's Personal Information

1.20. All personal information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this bid is collected and processed to assess the strength and competitiveness of the proposal. The evaluation and award of the contract shall be conducted following applicable legislation, policies, and standards. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom DHA is compelled by law to provide such information. For example, where appropriate, DHA is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

1.21. All Personal Information collected will be processed under Protection of Personal Information Act (POPIA).

1.22. The following persons will have access to the Personal Information that has been collected:

a) DHA personnel participating in procurement/award procedures; and

b) Members of the public: when the bid is awarded, some of the following information will have to be made available on the National Treasury's e-Tender portal and DHA website:

- Contract description and bid number

- Names of the successful bidder(s) and preference points claimed
- The contract price(s) (if possible)
- Contract period
- Names of directors; and
- Date of completion/award

1.23. In signing the bid document, the Bidder consents to the use of its Personal Information for the purposes as specified in the paragraphs above

Cost of Bidding

1.24. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

1.25. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:

i. Instruction to Bidders;
ii. Technical Bid;
iii. Terms of Reference;
iv. Evaluation Criterion;
v. Financial Bid;

1.26. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

1.27. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.28. **Briefing session.**

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:
Date and time: Friday, 13 November 2026 at 13h00 to 14h00.
https://teams.microsoft.com/meet/3513232530499605?p=mUJbRTrYbCGMHknis0

Amendment of Tender Documents

1.29. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.30. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.31. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

2.2. The bid prepared by the Bidder shall comprise the following components:

a) Completed Invitation to Bid DHA19-2026 document

b) Letter of Authority

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
- The contact details of the authorised person including the telephone number or work cell number and the email address.

c) General Conditions of contract

d) CSD report

e) Company's profile

f) Response to TOR requirements

- Pre-qualification criteria evaluation
- Mandatory requirements evaluation
- Functionality requirements evaluation

g) SANAS B-BBEE Certificate/ Sworn Affidavit/ DTIC B-BBEE

Bid Prices

2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:

- All duties and other taxes;
- The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;

- The price of any other incidental services required in terms of the tender deliverables;

2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.

2.6 Prices shall be quoted in South African Rands.

2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.

2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate.

2.11 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.

2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

2.13 Faxed or emailed or hardcopy bids will not be accepted. **Bid response documents must be submitted online on the eTender portal.**

2.14 Non-compliance with online bid submission WILL invalidate the bidder's response.

Closing Date of Bids

2.15 Bids (Technical and Financial) must be received through e-submission as specified under clause 2.13 above.

2.16 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

2.17 No bids will be received after the deadline for submission of bids.

Modification of Bids

2.18 No bid may be modified subsequent to the deadline for submission of bids.

3. EVALUATION OF BIDS

Clarification of Bids

3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.

3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.

3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3 and/ or pricing schedule/ fee structure where applicable.

Contacting the Department

3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.

3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.

4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.

4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

4.5. The Department reserves the right to:

- Accept or reject all or individual items of this bid;
- Accept one or more bids submissions reject individual items;
- Request clarification or further information regarding any item in the Proposal;
- Request further information from any bidder after the closing date;
- Accept a bid that may not reflect the lowest pricing;
- Consider any bid that may not conform to any aspect of this bid;
- Annul the tender process and reject all bids at any time prior to contract award;
- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing that its bid has been accepted.

4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.

4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.

4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.

home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA19-2026

THE APPOINTMENT OF A SERVICE PROVIDER/S TO CONDUCT AUCTION SERVICES (ASSETS) FOR HEAD OFFICE, NORTH-WEST, LIMPOPO, NORTHERN CAPE, FREE STATE, WESTERN CAPE, MPUMALANGA, KWAZULU-NATAL, EASTERN CAPE AND GAUTENG FOR A PERIOD OF THIRTY-SIX (36) MONTHS, WITH A POSSIBILITY TO RENEW FOR TWENTY-FOUR (24) MONTHS, SUBJECT TO SATISFACTORY PERFORMANCE OF THE SERVICE PROVIDER AND THE AVAILABILITY OF FUNDS.

CLOSING DATE AND TIME OF BID:

27 November 2026 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 13 November 2026 at 13h00 to 14h00

Link to the virtual meeting

https://teams.microsoft.com/meet/3513232530499605?p=mUJbRTrYbCGMHknis0

DISCLAIMER

The Department of Home Affairs (DHA)'s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.
Be advised that all tender notices, bids received, and awards are published on www.dha.gov.za & www.etenders.gov.za
The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

BID VALIDITY PERIOD: 90 DAYS

Department of Home Affairs

Supply Chain Management

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
   - To invite bids from suitable bidder(s) to contract service provider(s) that will provide auctioneering services to dispose of assets that are scrap, obsolete and/or are no longer required by the Department. The service should include lotting, auction catalogue, storage of the goods and the clearing of the warehouse after the auction for Head Office, North-West, Mpumalanga, Free State, Western Cape, Limpopo, KwaZulu-Natal, Northern Cape, Easten Cape and Gauteng for a period of thirty-six (36) months, with a possibility to renew for twenty four (24) months, subject to a satisfactory performance of the service provider and availability of funds.

BACKGROUND

2. The Department is required to comply with the requirements of the Modified Cash Standard of accounting and asset management framework; all assets that are not in good working condition, cannot be repaired, and have reached their economic life span must be disposed of.
3. These services will be required for a period not exceeding thirty-six (36) months.

SCOPE AND EXTENT OF THE TENDER

4. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services/items to the Department:

4.1. The bid will be advertised for Head Office, Kwazulu-Natal, Limpopo, North-West, Free State, Northern Cape, Mpumalanga, Eastern Cape, Western Cape and Gauteng Province.

- The successful bidder will be expected to execute and conduct the following tasks: Advertising of the auction.
- Storage of the assets to be disposed of (when required).
- Sorting and lotting of assets.
- Development of auction catalogue
- Auctioning of the assets.
- Reconciliation of the proceeds and submission of auction report.

4.1.1. Auctions will be conducted by the service provider based on the requirements of the Department as and when required.

4.2. **ADVERTISING**

4.2.1. The auctioneer is responsible for advertising the auction. The format of the advertisement is to be approved by the Department.

4.2.2. The following information should be reflected in the advertisement:

(a) All auctions are to be advertised as a State Auction.

(b) Venue

(c) Date

(d) Time

(e) Description of goods to be sold

(f) Viewing, date and time

(g) Special conditions applicable to the sale e.g. whether a deposit will be levied or not

(h) Enquiries

4.2.3. A draft copy of the advertisement to be submitted to the Department for approval before publication.

4.2.4. “Government sale" is to appear in large print at the top of the advertisement and the name and telephone number of the auctioneer at the bottom in small print.

4.2.5. State advertisements are not to serve as marketing instrument for the auctioneers

4.2.6. Proof of the advertisement must be provided to the Department.

4.2.7. Advertisements must be placed timeously in (period) 10 working days in order to allow interested customers to attend auctions

4.3. **LOTTING OF ASSETS, AUCTIONEERING, STORAGE & SECURITY**

4.3.1. The auctioneer will be responsible for the sorting of the items into lots. If extra personnel are required, it will be for the expense of the auctioneer.

4.3.2. The auctioneer will be responsible for providing security to safeguard the items while preparing for auction and until all items have been removed from the premises of the Department or the Auctioneer's warehouse. This will be at the expense of the auctioneer.

4.3.3. The auctioneer will be responsible for arranging additional security on the day of the auction

4.3.4. The auction shall be conducted at the time and place indicated by the Department in consultation with the auctioneer.

4.3.5. The goods to be sold may be viewed by the public during such times and dates as specified by the Department at least one day before the sale.

4.3.6. Auctions shall be conducted in English.

4.3.7. On the day of the auction, the auctioneer shall be at the auction site at least two (2) hours before commencement of the auction, to register prospective buyers.

4.3.8. The auctioneer shall at all auctions be assisted by at least two competent clerks at own expense.

4.3.9. The auctioneer shall provide a public address system in good working order wherever and whenever requested by the Department.

4.3.10. All auctions and transactions shall be conducted in the RSA currency.

4.3.11. The right is reserved by the Department to cancel the auction at any time.

4.3.12. The auctioneer shall inspect all goods before the commencement of the auction to ensure that lot numbers and descriptions are correct and acquaint himself/herself with the condition of the goods. Buyers should

take note that lots are sold "voetstoots" and that no claims will be considered by virtue of incorrect description, quantity, quality, condition or any other grounds.

4.3.13. All prospective buyers shall be registered by the auctioneer prior to the auction. Where applicable, late registration shall occur after payment of a registration fee determined by the Department in co-operation with the auctioneer.

4.3.14. The auctioneer is responsible for obtaining payment from the purchaser(s) before completion of the auction. The auction will be considered as completed two hours after the last bid has been knocked down or as determined by the departmental representative, provided the extended period falls on the same day of the auction.

4.3.15. The registration fee shall be repaid by the auctioneer at the end of the auction, if nothing was bought by the buyer concerned or may be deducted from the amount payable by the buyer. Unclaimed registration fees at the end of the auction fall to the Department. Registration fees must be recovered within 48 hours after the auction has been completed.

4.3.16. The auctioneer shall only knock down a bid for a registered buyer. Buyers should take note that ownership of the goods sold and risk shall pass to the buyer as soon as payment for the purchase has been received. Goods will be released by the departmental representative and the auctioneer only after payment has been received and upon production of an auctioneer's receipt of sales slip.

4.3.17. The net proceeds of each auction shall be paid to the Department within 7 working days after the auction, through EFT. The value of the payment shall be the gross amount realised from the auction less commission (VAT on the commission earned, included) and advertising costs.

4.3.18. The departmental auction list/catalogue shall be supplemented by the auctioneer with the following:

- The names and addresses of the purchasers (if required by the Department).
- The amount realised for each lot.
- The gross amount realised.

4.3.19. The auctioneer or his representative may bid or buy on an auction on condition that he/she is registered as a buyer and indicates to the other buyers that he/she is bidding on a particular lot.

4.3.20. The auctioneer is responsible for the payment of VAT on the commission earned and the payment thereof to the South African Revenue Service.

4.3.21. The auctioneer shall not be part or party to a "Ring". Should any active association with a "Ring" be proved to the satisfaction of the Department, the contract with the auctioneer may be cancelled with immediate effect.

4.3.22. The term "Ring" means the grouping together of prospective buyers who manipulate prices as well as other buyers to take part in the auction.

4.3.23. All lots must be removed by the buyer "in toto" within three (3) working days of the date of the sale on his own risk and cost. If for any reason acceptable to the Department, the buyer cannot remove the lots within the prescribed working days, extension may be granted by the Department.

4.3.24. If the buyer fails to take possession of the goods within the time specified herein, the Department has the right to, without further communication, confiscate and dispose of the goods as it may deem fit, without any reimbursement to the buyer.

4.3.25. Nothing herein contained shall be construed as affecting the right of the State to sell any goods out of hand or by quotation as may be deemed fit.

4.3.26. In specially approved cases where auctioneers sell goods for more than one State Department at the same auction the commission shall be calculated on the total proceeds for the Department of Home Affairs only.

4.3.27. The Department representative at the auction sale has the right to settle any disputes on the decision to withdraw assets for which no suitable prices are obtained, at his/her discretion.

4.3.28. The Department is under no obligation to assist with the loading or removal of goods purchased.

4.3.29. Buyers, their representatives and workmen, their vehicles and equipment, will be allowed on

4.3.30. The Departmental premises at their own risk. The Department accepts no responsibility for their safety or for the safety of their property.

4.3.31. No buyer, his representative or workmen will be permitted to remain on Government premises at times other than the Department's normal working hours.

4.3.32. Buyers are not permitted to enter any transaction on Government premises for the resale of any goods purchased at the sale.

4.3.33. All monies received at the auction shall be recorded in a receipt book in triplicate. The original and first copy shall be furnished to the buyer and the Department respectively.

4.3.34. Provision must be made for buyers to pay before the end of the auction without interrupting the auction. Receipts will only be issued to registered buyers. Buyers may attend either personally or be represented to supervise the loading of their lot or lots, but it must be distinctly understood that no complaints will be entertained after each lot has been knocked down.

4.3.35. Payment will be accepted by the auctioneer in cash or EFT.

4.3.36. In cases of unsatisfactory performance by contractors, the Government is entitled to take corrective steps, for example to cancel the contract and make alternative arrangements for the rendering of the service. Should these steps result in a loss of income or additional costs to the Government, the Government is entitled to claim damages, retain security or impose a penalty.

4.3.37. The Auctioneer is responsible for clearing of the warehouse not later than 15 days after the auction.

SPECIAL CONDITIONS OF CONTRACT

5. To achieve the above, the successful bidder will be required to meet the following requirements:

- The service provider(s) may not recruit or shall not attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.
- The Department reserves the right to appoint one or more service providers per Province.
- The auctioneer should disclose any potential conflict of interest.

- The successful bidder/employees will be subject to vetting and will be required to submit the relevant documents prior to commencement of the contract.

TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

6. The primary deliverables to be achieved:

   Advertising of the auction

   - Storage of the assets to be disposed of (when required subject to quotation approval by the Department).
   - Sorting and lotting of assets.
   - Auctioning of the assets.
   - Reconciliation of the proceeds and submission of auction report.
   - Depositing the proceeds into the department-specified bank account.

LOGISTICS AND TIMING

7. Project location, commencement date, duration, submission of bids and fee structure.

   7.1. **Project location(s):**

   - Head Office
   - North-West
   - Limpopo
   - Northern Cape
   - Free State
   - Western Cape
   - Mpumalanga
   - KwaZulu Natal
   - Eastern Cape
   - Gauteng

   7.2. **Expected commencement date:**

   - The contract will commence following the awarding of the tender, upon receipt of the signed acceptance letter and the completed SBD 7.2 form from the appointed service provider(s).

   7.3. **Project period:**

   - The contract will be for the period of period of thirty-six (36) months, with a possibility to renew for twenty-four (24) months, subject to satisfactory performance of the service provider and the availability of funds.

7.4. **Bid proposal**

- Service provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
  - The bidding company's profile, including proof of compliance with all the requirements as per the TOR document.
  - The pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference.
  - Where substantiations are required, a copy of certification or proof is required to be attached to the bid response.
- Bid documents **must** be submitted online on the National Treasury's E-tender portal. Bidders must ensure that their bids are uploaded timeously to the correct portal. The department will not take any responsibility for late uploaded bids. The e-tender portal is open from the day the tender is advertised until the closing date and time. Bidders are required to ensure that their status reflects "**Submitted**" before the closing time as they will not have access once the tender is closed.
- The online e-Tender publication portal can be accessed on the following link: https://www.etenders.gov.za/
- Manual or hardcopy bids will not be accepted.
- Bidders to adhere to all the rules for the online bid submission.
- Bidders' attention is drawn to the sequential submission format as per the checklist.
- Non-compliance with online bid submission WILL invalidate the bidder's response.

7.5. **Fee structure**

- The Bidders are required to expressly cover their proposed commission rate for auctioneers' services. Commission rates are considered to be all-inclusive and as such no further hourly, travel, or disbursement charges will be considered including storage facilities.

Table A: Pricing Schedule must be completed and submitted separately.

Bidders should provide commission rates percentage for the province bidding for, and comparison will be done per Province. The commission rates percentage is for a period of thirty-six (36) months.

Table A: Pricing Schedule

ITEM	Scale Description	Commission Rate (Incl. VAT)
1.	Head Office	
2.	North-West	
3.	Limpopo	
4.	Northern Cape	
5.	Free State	
6.	Western Cape	
7.	Mpumalanga	
8.	KwaZulu-Natal	
9.	Eastern Cape	
10.	Gauteng	

EVALUATION STAGES

8. The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Briefing session	Yes
Stage 1B	Initial screening process / compliance with bid requirements	Yes
Stage 2	Pre-qualification criteria evaluation	Yes
Stage 3	Mandatory requirements evaluation	Yes
Stage 4	Functionality requirements evaluation	Yes
Stage 5	Price and Specific Goals evaluation	Yes

Stage 1A: Briefing session

- Non-compulsory briefing session will be held virtually.

Stage 1B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	

Stage 2: Pre-qualification criteria evaluation.

- Compliance with pre-qualification requirements. Bidders who fail to meet the pre-qualification requirements will be disqualified.
- Bidders must indicate their compliance with the following prequalification criteria as required by the DHA.
- Only bidders who have complied with prequalification criteria will be evaluated for mandatory stage.

Pre-Qualification Requirement	Comply	Do not comply
• Bidders must Tick (X) to be considered for the province/s which they wish to apply and be accredited for. • **NB:** The bidders must have potential buyers in the province/s biding for.		
EVIDENCE: Bidders must indicate their **location bidding for** by completing the table below, sign and dated.		

Province	Tick (×)
Head Office	
North-West	
Limpopo	
Northern Cape	
Free State	
Western Cape	

Mpumalanga	
KwaZulu-Natal	
Eastern Cape	
Gauteng	

This serves to confirm that I have the capacity and ability to perform the required scope of work

Name: _____

Signature: _____

Date: _____

Stage 3: Mandatory requirements evaluation.

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.
- Bidders must indicate their compliance with the following mandatory requirement(s) as required by the DHA.
- Only bidders who have complied with mandatory requirements will be evaluated for functionality stage.

Mandatory Requirement	**Comply**	**Do not comply**
The bidder must provide an auction site in the province/s and Head Office bidding for.		
EVIDENCE: Valid Lease Agreement or ownership title deeds or municipal rates accounts bearing the name of the company to be attached or a signed and dated letter confirming that the bidder will provide an auction site in the province/s bidding for.		

Province	**Tick (×)**
Head Office	
North-West	
Limpopo	
Northern Cape	
Free State	

Western Cape	
Mpumalanga	
KwaZulu-Natal	
Eastern Cape	
Gauteng	

Stage 4 – Functionality requirements evaluation

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- The technical proposal will be evaluated out of **100 points** with **a minimum threshold of 70 points**. Bidders that score less than the **minimum of 70 points** will be disqualified.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel (Bid Evaluation Committee (BEC)) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided. Bidders are required to ensure that all information is supplied as required.

Evaluation Criteria				
No	**Category**	**Evidence and Scoring**	**Weight**	**Score**
1.	Relevant years of experience in auction work: • Less than 2 years or no information = 0 • 2 years to 3 years = 10 • 4 years - 5 years = 20 • 6 years – 7 years = 30 • 8 years and more =40	Company profile	40	
2.	The bidder must have experience of completed auction/s: • Less than 1 or no information = 0 • 1 - 2 completed auctions = 15 • 3 – 4 completed auctions = 30 • 5 – 6 completed auctions = 45 • 7 or more completed auctions = 60	Contactable reference letter(s) (on company letterhead) indicating acceptable/satisfactory level of performance. The reference letter(s) must: Indicate the names and contact details of the client. The letter (s) must not be older than three (3) years.	60	
TOTAL			**100**	

Stage 5– Price and Specific Goals evaluation

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's (Exempt Micro Enterprises) and QSE's (Qualifying Small Entity) who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of Oaths.
- The applicable PPPFA system will be determined by the lowest acceptable bid received and points will be calculated as follows and bidders are required to complete SBD 6.1 form applicable to their pricing:

SN	COMPONENT	POINTS
1.	**Price:**	80
2.	**Preferential points:** Specific goals	20
TOTAL:		**100**

Specific goals

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

Specific goals allocated points in terms of this tender	**Allocated Preference points**	**Evidence**
The company owned / director/s / shareholders by people who are Women. • 100% company owned by people who are Women **=10 points** • ≥51% and <100% company owned by people who are Women = **7 points** • >0% and <51% company owned by people who are Women = **2 points** • 0% company owned by people who are Women = **0 points**	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

Specific goals allocated points in terms of this tender	**Allocated Preference points**	**Evidence**
The company owned / director/s / shareholders by people who are Black. • 100% company owned by people who are Black = **7 points** • ≥51% and <100% company owned by people who are Black = **5 points** • >0% and <51% company owned by people who are Black = **2 points** • 0% company owned by people who are Black = **0 points**	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Disabled. • 100% company owned by people who are Disabled = **3 points** • ≥51% and <100% company owned by people who are Disabled = **2 points** • >0% and <51% company owned by people who are Disabled = **1 point** • 0% company owned by people who are Disabled = **0 points**	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ……**BID NO: DHA19-2026**

CLOSING TIME 11:00 **CLOSING DATE: 27 NOVEMBER 2026**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION ** (ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R…….....

3. Period required for commencement with project after acceptance of bid ……

4. Estimated man-days for completion of project ……..…….

5. Are the rates quoted firm for the full period of contract? **Only firm prices will be accepted.**

SBD4

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

[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.

procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……

……

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

2.3.1 If so, furnish particulars:

……..

……..

3 DECLARATION

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 business with the public sector for a period not exceeding ten (10) years in terms of the Prevention

[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.

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

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

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

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

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

a) Price; and

b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points

for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. **POINTS AWARDED FOR PRICE**

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

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

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

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

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.

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Women. • 100% company owned by people who are Women **= 10 points** • ≥51% and <100% company owned by people who are Women = **7 points** • >0% and <51% company owned by people who are Women = **2 points** • 0% company owned by people who are Women = **0 points**	10	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Black. • 100% company owned by people who are Black = **7 points** • ≥51% and <100% company owned by people who are Black = **5 points** • >0% and <51% company owned by people who are Black = **2 points** • 0% company owned by people who are Black = **0 points**	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-	

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. • 100% company owned by people who are Disabled = **3 points** • ≥51% and <100% company owned by people who are Disabled = **2 points** • >0% and <51% company owned by people who are Disabled = **1 point** • 0% company owned by people who are Disabled = **0 points**	3	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

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: …….

…….

…….