REQUEST FOR QUOTATION (RFQ)

RFQ NO: 130/2026/CSO/SPEAKER/RFQ

APPOINTMENT OF A MOTIVATIONAL SPEAKER TO FACILITATE TWO AWARENESS SESSIONS IN SUPPORT OF TCTA'S 16 DAYS OF ACTIVISM AGAINST GENDER-BASED VIOLENCE AND FEMICIDE CAMPAIGN.

DESCRIPTION:	Appointment of a motivational speaker to facilitate two awareness sessions in support of TCTA's 16 Days of Activism Against Gender-Based Violence and Femicide campaign.
DURATION:	60 days
PROPOSED BID PROCESS:	RFQ
DIVISION UNIT:	Communication and Stakeholders
ISSUE DATE:	10 November 2026
CLARIFICATIONS DEADLINE:	13 November 2026 at 13:00
CLOSING DATE:	17 November 2026 at 11:00
RFQ VALIDITY PERIOD	30 days (from RFQ closing date)
SUBMISSION OF PROPOSALS:	tenders05@tcta.co.za
ENQUIRIES	tenders05@tcta.co.za

BACKGROUND

The Trans-Caledon Tunnel Authority (TCTA) seeks to appoint a suitably qualified and experienced motivational speaker to facilitate two awareness and motivational sessions in support of its participation in the 16 Days of Activism Against Gender-Based Violence and Femicide (GBVF) campaign.

The appointed service provider will be required to facilitate one virtual session for TCTA employees and one in-person community awareness session for approximately 100 community members in the vicinity of the Mokolo-Crocodile Water Augmentation Project (MCWAP) in Thabazimbi.

The initiative aims to raise awareness of gender-based violence, challenge harmful social norms, promote respectful relationships and empower individuals and communities to contribute towards preventing violence and supporting affected persons.

Proposed Dates of the two events:

Internal TCTA Event
Date: 1, 2 or 3 December 2026 (one exact date will be confirmed by TCTA)
Venue: Microsoft Teams
Time: 10:00

External Community Event
Date: 7, 8 or 9 December 2026 (one exact date will be confirmed by TCTA)
Venue: Thabazimbi community hall (exact location will be communicated to successful bidder)
Time: 10:00

The objectives of the Campaign are to:

- Raise awareness of gender-based violence, domestic violence, sexual harassment, abuse and femicide.
- Promote gender equality, dignity, respect and personal accountability.
- Challenge harmful gender stereotypes, unequal power relations and social norms that perpetuate violence.
- Encourage positive behavioural change and responsible participation in preventing GBVF.
- Equip participants with practical knowledge on identifying abuse, accessing support services and reporting incidents.
- Promote safe, inclusive and respectful workplace and community environments.
- Encourage men and boys to become active participants in preventing gender-based violence.
- Strengthen TCTA's contribution to employee wellbeing, community awareness and stakeholder engagement.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

The appointed service provider will be responsible for the planning, preparation and delivery of two separate motivational and awareness sessions, tailored to the respective target audiences.

The sessions must be informative, motivational, interactive and culturally sensitive. The speaker must demonstrate the ability to address sensitive subjects professionally and create an environment that encourages constructive engagement.

Internal TCTA Event
Date: 1, 2 or 3 December 2026 (one exact date will be confirmed by TCTA)
Venue: Microsoft Teams
Time: 10:00

External Community Event
Date: 7, 8 or 9 December 2026 (one exact date will be confirmed by TCTA)
Venue: Thabazimbi community hall (exact location will be communicated to successful bidder)

<table>
<tr><td colspan="3">Time: 10:00</td></tr>
<tr><td>Qty</td><td>Item</td><td>Description</td></tr>
<tr><td>1</td><td>Virtual Session for TCTA Employees</td><td>
The service provider will facilitate one virtual motivational and awareness session for TCTA employees.

The session must address, at a minimum, the following topics:

• Understanding gender-based violence and its different forms, including domestic violence, sexual harassment, emotional abuse and femicide.
• Recognising abusive behaviour, intimidation, discrimination and harassment in professional and personal environments.
• Promoting gender equality, dignity, respect and healthy interpersonal relationships.
• The impact of gender-based violence on individuals, families, mental health and workplace productivity.
• The importance of appropriate workplace conduct, professional boundaries and personal accountability.
• The role of employees as active bystanders in preventing and addressing inappropriate behaviour.
• Available reporting mechanisms and support services for individuals affected by abuse.
• Encouraging employees to contribute towards creating a safe, inclusive and respectful organisational culture.

Session requirements:
<table>
<tr><th>Item</th><th>Requirement</th></tr>
<tr><td>Format</td><td>Virtual presentation</td></tr>
<tr><td>Target audience</td><td>TCTA employees</td></tr>
<tr><td>Duration</td><td>60–90 minutes</td></tr>
<tr><td>Engagement</td><td>Questions and answers, discussions and audience interaction</td></tr>
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</td></tr>
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		Platform — *TCTA's designated virtual meeting platform (Teams)* *The speaker must be able to deliver an engaging virtual presentation and accommodate questions from participants.*
1	*In-Person Community Awareness Session – MCWAP Project, Thabazimbi*	*The service provider will facilitate one in-person motivational and community awareness session targeting approximately 100 community members in the vicinity of the MCWAP Project in Thabazimbi.* *The session must be accessible, culturally appropriate and relevant to the local community context. The speaker must be able to communicate effectively with a diverse audience, including individuals with different educational and social backgrounds.* *The session must address, at a minimum, the following topics:* • *Understanding gender-based violence, domestic violence, child abuse and femicide.* • *Recognising the signs and different forms of abuse.* • *Challenging harmful cultural practices, gender stereotypes and social norms that contribute to violence.* • *Promoting respect, equality and healthy relationships within families and communities.* • *The protection of women and children and the importance of safeguarding vulnerable persons.* • *Encouraging men and boys to take an active role in preventing gender-based violence.* • *Supporting survivors of abuse without judgement, discrimination or victim-blaming.* • *Understanding the importance of reporting abuse and accessing appropriate support services.*

		• *The role of community members, families and local structures in preventing violence and promoting safer communities.* *The speaker must incorporate practical examples and interactive engagement to encourage participation and promote meaningful discussion.* *Session requirements:* **Item** / **Requirement** *Format* — *In-person motivational and awareness session.* *Venue* — *MCWAP Project area, Thabazimbi.* *Target audience* — *Approximately 100 community members.* *Duration* — *90–120 minutes* *Engagement* — *Interactive discussions, practical examples and questions and answers.* *Travel* — *Speaker's travel to and from Thabazimbi must be included in the quotation*

COMPANY EXPERIENCE REQUIRED

The service provider must submit the following information as part of the proposal:

- A detailed profile of the proposed motivational speaker.
- An updated CV outlining relevant qualifications, with at least three years' experience in motivational speaking and areas of specialisation.
- Evidence of previous experience in motivational speaking, GBVF awareness, gender equality, social advocacy or community engagement.
- Details of at least two relevant assignments or similar engagements previously undertaken, including client names and contactable references. **(Annexure A)**
- A proposed outline of the topics and content to be covered during both sessions.
- A detailed financial proposal covering the two sessions and all associated *costs.*

The proposed speaker must be the individual who will deliver the sessions. Any proposed substitution will require prior written approval from TCTA.

PERSONNEL EXPERIENCE REQUIRED

Service providers must manage all personnel assigned to the project. The motivational speaker must have relevant qualifications and at least three (3) years of experience in motivational speaking. The bidder must include a CV and Profile of the motivational speaker.

DELIVERABLES

The appointed service provider must plan, prepare and facilitate the two motivational and awareness sessions described in the scope of work and provide the deliverables listed below.

No	Deliverable	Description
1	Session planning	Consult with TCTA and agree on the content, programme and arrangements for both sessions.
2	Virtual session	Prepare and facilitate one 60–90-minute motivational and awareness session for TCTA employees.
3	Community session	Prepare and facilitate one 90–120-minute in-person session for approximately 100 community members in Thabazimbi.
4	Presentation material	Develop and submit tailored presentation material for TCTA's approval before the events.
5	Audience engagement	Facilitate interactive discussions, questions and answers and audience participation.
6	Campaign alignment	Incorporate the key messages and objectives of the 16 Days of Activism campaign.
7	Support information	Provide participants with relevant information on verified GBVF reporting channels and support services.
8	Post-event report	Submit a brief report covering the sessions conducted, topics addressed, attendance where available, key discussion points and recommendations.

RETURNABLES

MANDATORY	NON-MANDATORY
COMPANY EXPERIENCE: - Evidence of previous experience in motivational speaking, GBVF awareness, gender equality, social advocacy or community engagement i.e. Details of at least two relevant assignments or similar engagements previously undertaken, including client names and contactable references (Annexure A). Alternatively, at least two references from previous clients.	SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed.

NB: TCTA reserves the right to contact the clients to verify the information provided by the preferred bidder.	
<u>Key Personnel experience</u> - A detailed profile of the proposed motivational speaker. - An updated CV outlining relevant qualifications, experience and areas of specialisation.	
Itemised pricing schedule that covers all scope of work. Bidders may not modify or reproduce the pricing schedule provided in the RFQ document.	A valid BBBEE Certificate issued by a Verification Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Consolidated BBBEE for Joint Venture tenderers issued by Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE **(Refer to Annexure E and F). Bidders must complete one of the Sworn Affidavit applicable to their company (EME/QSE).** **No points will be awarded if the bidders' Sworn Affidavit does not comply with the minimum requirements for Valid Sworn Affidavits outlined in ANNEXURE A**.
	CSD Registration Report

BIDDERS WHO FAIL TO SUBMIT ANY MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED FOR FURTHER EVALUATION.

PROPOSED FUNCTIONALITY CRITERIA

A total of 30 points is allocated to this section. Bidders must attain a minimum score of 20 out of 30 points to proceed to the next evaluation stage. Bidders who score less than 20 points will be disqualified from further evaluation.

	FUNCTIONAL CRITERIA	POINTS
1.	Company Experience • The bidder must have at least two signed reference letters on client letterheads demonstrating experience in motivational speaking, GBVF awareness, gender equality, social advocacy or community engagement or, • Details of at least two relevant assignments or similar engagements previously undertaken, including client names and contactable references. (**Annexure A**)	15

	More than 2 references = 15 points **2 references = 10 points** **Less than 2 references = 0 points**	
2	Key Personnel Experience • The proposed facilitator must submit a CV and profile outlining qualification and at least three years of relevant experience in motivational speaking. **More than 3 years' experience = 15points** **3 years' experience = 10 points** **Less than 3 years' experience = 0 points**	15
	Total	30

Bidders must obtain a minimum of 20 points out of 30 points to be considered for the next stage of price and preference evaluation.

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE A. Where a B-BBEE Certificate is issued by a withdrawn verification agency, no points will be awarded as the B-BBEE Certificate will be deemed invalid.

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80

Specific Goals = 20

Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid.

ANNEXURES

FORM 1	COMPANY EXPERIENCE
A	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
B	SBD 1 – INVITATION TO BID
C	SBD 4 – BIDDERS DISCLOSURE
D	SBD 6.1 – IN TERMS OF PPR 2022
E	SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
F	SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

PRICING SCHEDULE
APPOINTMENT OF A MOTIVATIONAL SPEAKER TO FACILITATE TWO AWARENESS SESSIONS IN SUPPORT OF TCTA'S 16 DAYS OF ACTIVISM AGAINST GENDER-BASED VIOLENCE AND FEMICIDE CAMPAIGN.

Qty	Description	Amount
1	Motivational speaker – Virtual session for TCTA employees (including preparation and presentation material)	R
1	Motivational speaker – In-person community session in Thabazimbi (including preparation, presentation material and travel expenses)	R
Total Excl. Vat		
VAT 15%		
TOTAL INCL. VAT		

NB:

- *TCTA will evaluate all Bid Submissions according to the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).*
- *If the price offered by the highest scoring bidder is not market-related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.*
- *Price must be reflected Excluding and Including VAT.*
- *All prices must include disbursements.*
- *The bidders must complete the pricing schedule as presented. Bidders who fail to submit prices as presented above will not be considered for price and preference evaluation*
- *Prices must be firm and unconditional. Bids with conditional prices will not be acceptable and will be treated as such.*
- *All prices must be in Rands (ZAR)*

FORM 1: COMPANY EXPERIENCE

CLIENT NAME (THE CLIENT COMPANY TO WHICH SERVICES WERE PROVIDED)	DESCRIBE THE PROJECT SCOPE	NAME & SURNAME OF CONTACT PERSON	CONTACT PERSON CONTACT DETAILS (TELEPHONE NUMBERS & EMAIL)		NATURE OF PROOF SUBMITTED (SLA, PO, etc.)
1.					
2.					
3.					
4.					
5.					
6.					

NB: The above will not be considered if the details in respect of the required minimum number of references are not provided in full. Templates created by bidders will not be considered.

SIGNATURE: .....…… NAME OF BIDDER.....….....(of person authorised to sign on behalf of the bidder

By signing above, the bidder declares that the information provided is true and correct.

ANNEXURE A: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;

2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

7. B-BBEE Status level. An enterprise can only have one status level;

8. Nature of business;

9. VAT Number;

10. Date deponent signed and date of Commissioner of Oath must be the same;

11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

12. Correct Sector Codes Affidavit to be used.

ANNEXURE B **SBD 1**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**130/2026/CSO/SPEAKER/RFQ**	CLOSING DATE:	**17 November 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**APPOINTMENT OF A MOTIVATIONAL SPEAKER TO FACILITATE TWO AWARENESS SESSIONS IN SUPPORT OF TCTA'S 16 DAYS OF ACTIVISM AGAINST GENDER-BASED VIOLENCE AND FEMICIDE CAMPAIGN.**				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED BY EMAIL TO THE ADDRESS BELOW

tenders05@tcta.co.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**RECEIVING OFFICER**	CONTACT PERSON	**RECEIVING OFFICER**
TELEPHONE NUMBER	**N/A**	TELEPHONE NUMBER	**N/A**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	tenders05@tcta.co.za	E-MAIL ADDRESS	tenders05@tcta.co.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

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**2.** 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

3.	**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).**

4.	**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: ……

ANNEXURE C **SBD 4**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……

……

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**

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

2.3.1 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 and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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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.

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

ANNEXURE D **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);

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.

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**

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

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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

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

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

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

CRITERIA OF SPECIFIC GOALS	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	

3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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: .....

.....

.....

ANNEXURE E

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a)unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and underdeveloped areas; (e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9
(1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:

    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas % = _____%
    - Black Military Veterans % =_____%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

_____

Commissioner of Oaths
Signature & stamp_____
Date _____

ANNEXURE F

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a)unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and underdeveloped areas; (e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9
(1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
    - Black Youth % = _____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas % = _____%
    - Black Military Veterans % =_____%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

6. Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At Least 51% black owned	**Level Two** (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date:_____

_____

Commissioner of Oaths
Signature & stamp
Date: