REQUISITION FOR QUOTATIONS (RFQ)

REF : 134/2026/HR&OD/TRAINING/RFQ

PPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INSTRUCTIONAL DESIGN, DIGITAL COURSEWARE DEVELOPMENT AND ONLINE ASSESSMENT DESIGN SERVICES FOR A APERIOD OF SIX (6) MONTHS.

DESCRIPTION:	Appointment of a service provider to provide Instructional Design, Digital Courseware Development and Online Assessment Design Services for a period of six (6) months.
DURATION:	Six (6) months
PROPOSED BID PROCESS:	RFQ
BRIEFING SESSION:	N/A
CLARIFICATION DEADLINE:	16 November 2026 @ 14H00
ISSUE DATE:	12 November 2026
CLOSING DATE:	20 November 2026 @ 11H00 a.m.
BID VALIDITY PERIOD	30 days
ENQUIRIES	tenders06@tcta.co.za
SUBMISSION OF PROPOSALS:	tenders06@tcta.co.za

BACKGROUND

TCTA has implemented a Learning Management System (LMS), which provides employees with access to a range of generic/off-the-shelf online learning content across various learning areas. While the existing content provides foundational knowledge and learning, there is an opportunity to enhance its relevance and application within the TCTA operating environment. TCTA therefore requires the services of a suitably qualified and experienced service provider to provide Instructional Design, Digital Courseware Development and Online Assessment Design Services.

The service provider will be required to review selected existing online learning content and develop complementary TCTA-specific digital learning material and assessments. The intention is to move beyond the assessment of generic knowledge and determine whether employees are able to understand and apply learning within the TCTA workplace context.

The assignment will include the development of interactive, application-focused e-learning experiences and online assessments using relevant TCTA workplace scenarios, examples and organisational context.

TCTA's existing LMS environment is based on the aNewSpring platform. The required digital courseware and assessments must therefore be developed, authored and configured for deployment within TCTA's existing LMS environment and must be compatible with its available functionality and technical requirements.

The appointed service provider must have access to the appropriate authoring capability, tools and/or licences required to develop and configure the digital courseware and assessments for use within TCTA's existing LMS environment. TCTA will not provide the appointed service provider with third-party authoring licences or authoring tools required to perform the contracted services. Bidders will therefore be required to demonstrate their ability to develop and deliver content that can be successfully deployed and used within TCTA's existing LMS environment.

SCOPE OF WORK

The appointed service provider will be required to:

1. Review selected generic/off-the-shelf learning content currently available on TCTA's LMS and identify opportunities for contextualisation.
2. Engage with relevant TCTA subject matter experts and stakeholders to understand the organisational context, policies, processes and workplace requirements relevant to the selected learning areas.

3. Apply appropriate instructional design principles to develop engaging, interactive and accessible digital/e-learning experiences suitable for adult workplace learners.
4. Design and develop TCTA-specific digital courseware and online learning material to complement selected existing LMS content.
5. Develop contextualised assessments that measure both knowledge transfer and the learner's ability to apply learning within the TCTA environment.
6. Develop appropriate assessment methods, which may include multiple-choice questions, scenario-based questions, case studies, open-ended questions, reflection activities and other application-based assessment methods.
7. Develop and author digital courseware and assessments that are compatible with and can be deployed through TCTA's existing aNewSpring-based LMS environment, using the appropriate authoring tools, functionality and technical requirements.
8. Configure and test developed digital courseware and assessments within TCTA's LMS environment and address identified functionality, compatibility, usability and learner-experience issues.
9. Incorporate feedback from TCTA stakeholders prior to finalisation.
10. Provide final approved learning materials, assessments and applicable editable/source files to TCTA.
11. Provide knowledge transfer/handover to relevant HR & OD/L&D representatives to enable the ongoing administration and maintenance of developed content.
12. The service provider must utilise its own appropriate authoring capability, tools and/or licences required to perform the services. TCTA will not provide the service provider with third-party authoring licences or authoring tools required for the development of the courseware and assessments.

<u>Indicative Learning Areas</u>

The selected learning interventions may include, but are not limited to:

- Code of Ethics and Code of Conduct;
- Labour Relations;
- Occupational Health and Safety;
- Risk Management;
- Performance Management, including giving and receiving feedback, courageous conversations and communication during performance reviews;
- Cross-functional collaboration; and
- Organisational awareness, including understanding the roles, responsibilities and interdependencies of different TCTA functions.

Important: The final number and selection of learning interventions will be determined in consultation with TCTA, taking into consideration organisational priorities, the complexity of the interventions and the approved budget.

COMPANY EXPERIENCE REQUIRED
The company must have completed at least a minimum of two (2) projects in providing Instructional Design, Digital Courseware Development and Online Assessment Design Services in the last 10 years, including the development of learning content for deployment through an

LMS environment or fully completed **Annexure A** with a minimum of two related projects.

PERSONNEL EXPERIENCE REQUIRED

The Instructional Designer assigned to the project must have a minimum of three (3) years' experience in Instructional Design, Digital Courseware Development and Online Assessment Design, including experience in authoring and developing digital learning content for LMS environments. The Instructional Designer must have demonstrated experience using LMS authoring functionality and/or compatible authoring tools to develop and deploy digital courseware and assessments. Experience within an a NewSpring environment or comparable LMS environment will be advantageous. Detailed CV demonstrating number of years in RFQ Scope Of Work or fully completed **ANNEXURE B** must be submitted

DELIVERABLES

- The appointed service provider will be expected to deliver:
- An inception meeting and agreed project plan;
- Instructional design plans/storyboards for agreed digital learning interventions.
- Contextualised digital/e-learning courseware for selected learning areas.
- Contextualised online assessments and assessment questions.
- LMS-ready courseware and assessment content.
- Testing and quality assurance of developed content on TCTA's LMS.
- Final approved courseware and assessment materials.
- Applicable editable/source files.
- Handover/knowledge transfer to TCTA HR&OD.

RETURNABLES

No.	Document Type	Description	Status
1.	Compliance	**<u>Company Experience</u>** The company must have completed at least a minimum of two (2) projects in the last 10 years in providing Instructional Design, Digital Courseware Development and Online Assessment Design Services, including the development of learning content for deployment through an LMS environment. **A bidder must complete Annexure A in full or submit relevant reference letters**	**Non-Mandatory**
3.	Compliance	**<u>Experience of the required Instructional Designer</u>** The Instructional Designer assigned to the project must	**Non-Mandatory**

		have a minimum of three (3) years' experience in Instructional Design, Digital Courseware Development and Online Assessment Design, including experience in authoring and developing digital learning content for LMS environments. **A bidder must complete Annexure B in full or submit a detailed CV for required experience**	
4.	Compliance	<u>Proposed Methodology and Approach</u> The bidder must submit a proposed methodology and approach, demonstrating how the bidder will deliver the required services, including: 1. Review of existing generic/off-the-shelf LMS content; engagement with relevant TCTA subject matter experts; 2. Contextualization of courseware to the TCTA environment; 3. Design of interactive and application-focused learning; 4. Design of assessments that test application of learning within the TCTA context; and 5. Development, testing, review and finalisation of content for deployment on TCTA's LMS. **Fully completed Annexure C must be submitted for Proposed Methodology and Approach**	Mandatory
8.	Evaluation	Completed RFQ Pricing Schedule	Mandatory

4.	Evaluation	A valid BBBEE Certificate (Certified Copy) issued by a SANAS accredited agency. In the instance of an EME or QSE in which case they must submit a validly commissioned affidavit. QSEs that do not meet level 1 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS. **No points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE D**	Non-Mandatory

5.	**Standard National Treasury Bidding Documents (SBD FORMS)**	• SBD 1 • SBD 4 • SBD 6.1	Non-Mandatory
6.	Administrative	Tax Compliance Status Pin	Non-Mandatory
7.	Administrative	Proof of registration on the National Treasury Central Supplier Database (CSD)	Non-Mandatory

Any bidder who fails to submit a non-mandatory document will receive zero points where that document is linked to specific functionality criteria. Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.

NB : No subcontract will be acceptable for a Instructional Designer and Instructional Designer must be available for the full during the Project

TRANSFORMATION GOALS

N/A

PROPOSED FUNCTIONALITY CRITERIA

Criteria	Sub Criteria	Points
Company Experience	The company must have completed at least a minimum of two (2) projects in the last 10 years in providing Instructional Design, Digital Courseware Development and Online	**40 Points**

		Assessment Design Services, including the development of learning content for deployment through an LMS environment. **A bidder must complete Annexure A in full or submit reference letters to score points as follows:** • A bidder with less than two (2) completed projects in the last 10 years **= 0 Points** • A bidder with at least two (2) completed projects in the last 10 years **= 20 Points** • A bidder with three (3) or more completed projects in the last 10 years **= 40 Points** **NB:** • No points will be allocated if ANNEXURE A is not completed in full. • No points will be allocated if there are no contactable references under ANNEXURE A or reference letters for a completed project. • TCTA reserves the right to contact these organisations.	
	Experience of the required Instructional Designer	The Instructional Designer assigned to the project must have a minimum of three (3) years' experience in Instructional Design, Digital Courseware Development and Online Assessment Design, including experience in authoring and developing digital learning content for LMS environments. **A bidder must complete Annexure B in full to score points as follows:** • Less than three (3) years' relevant experience **= 0 points** • Three (3) to four (4) years' relevant experience **= 15 points** • Five (5) or more years' relevant experience **= 30 points** **NB:** • No points will be allocated if ANNEXURE B is not completed and no contactable references for each Company/Client under ANNEXURE B.	**30 Points**

	• CV of Instructional Designer must be provided to validate number of years of experience. No points will be allocated if CV experience of Instructional Designer does not clearly articulate the required experience. • TCTA reserves the right to contact these organisations.	
Total points		**70**

NB - Bidders must obtain a minimum of 35 points out of 70 points to qualify for the next phase of evaluation.

RFQ PRICING SCHEDULE

Items	Item Description	Quantity	Unit Price (VAT Excl)	Total Cost for six (6) Months
1	Instructional Design for agreed learning interventions	**1**		R
2	Development of contextualised and interactive courseware for agreed learning interventions	**1**		R
3	Design of contextualised and application-based assessments for agreed learning interventions	**1**		R
4	Configuration and testing of developed courseware and assessments on TCTA's LMS	**1**		R
5	Finalisation, handover and knowledge transfer	**1**		R
				R
SUB-TOTAL				**R**
VAT@15%				**R**
TOTAL BID PRICE FOR THE PERIOD OF SIX (6) MONTHS				**R**

NB:

- **If the price offered by the highest scoring bidder is not market related.**
- **Price must be reflected Excluding and Including VAT.**
- **All prices must include disbursements.**
- **Prices must be firm and unconditional.**

SPECIFIC GOALS

B-BBEE

The following table will be used to calculate the score out of 20 for BBBEE:

B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

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

-A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

-All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

ATTACHMENTS	
A	COMPANY EXPEREINCE
B	RESOURCE/PERSONNEL EXPERIENCE
C	PROPOSED METHODOLOGY AND APPROACH
D	B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
E	SBD 1 – INVITATION TO BID
F	SBD 4 – BIDDERS DISCLOSURE
G	SBD 6.1 – IN TERMS OF PPR 2022

ANNEXURE A: COMPANY EXPERIENCE

CLIENT NAME (THE CLIENT COMPANY TO WHICH SERVICES WERE PROVIDED)	DESCRIPTION OF PROJECT/S COMPLETED IN INSTRUCTIONAL DESIGN, COURSEWARE DEVELOPMENT AND ASSESSMENT DESIGN	NAME & SURNAME OF CONTACT PERSON	CONTACT PERSON CONTACT DETAILS (TELEPHONE NUMBERS & EMAIL)	
1.				
2.				
3.				
4.				
5.				
6.				

NB: No points will be allocated if this table is not completed in full.

SIGNATURE: ..... NAME OF BIDDER ..... (of person authorised to sign on behalf of the Bidder)

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

ANNEXURE B: PERSONNEL EXPERIENCE (Provide experience of lead person as in the CV and not projects completed)

CV template for personnel (NO POINTS WILL BE ALLOCATED IF START & END DATES IN MONTHS & YEARS ARE NOT PROVIDED)

NOTE: ONLY ONE LEAD AND ONE SUPPORT CONSULTANT WILL BE SCORED. BIDDERS MUST SUBMIT ONLY ONE ANNEXURE B TEMPLATE FOR THE RESOURCES.

	EXPERIENCE IN INSTRUCTIONAL DESIGN, DIGITAL COURSEWARE DEVELOPMENT AND ONLINE ASSESSMENT DESIGN
	Requirements
Name of Instructional Designer	
TCTA Project Role (Tick the role that the management consultant will assume during the TCTA project)	
Academic Qualifications	
Experience in design, courseware development and assessment design experience. *(Indicate total years of experience as an Instructional Designer*	

COMPANY/CLIENTS	Description Of Relevant Instructional Design, Courseware Development and Assessment Design Experience	Start Date (Indicate the Months and Years)	End Date (Indicate the Months and Years)	Name & Surname of Contact Person	CONTACT PERSON DETAILS (Emails & Telephone Numbers)	
1.						
2.						
3.						
4.						
5.						
6.						

SIGNATURE: ..... NAME OF BIDDER ..... (of person authorised to sign on behalf of the Bidder)

ANNEXURE C: PROPOSED METHODOLOGY AND APPROACH

Bidders must briefly describe their proposed approach to each requirement below. The completed annexure will be evaluated as a whole out of 30 points.

REQUIREMENT	BIDDER'S PROPOSED APPROACH
1. Review of existing LMS content	
2. Engagement with TCTA subject matter experts	
3. Contextualisation of digital courseware	
4. Interactive, application-focused instructional design	
5. Design of contextualised online assessments	
6. Development, LMS compatibility, testing and finalisation	

SIGNATURE: ..... NAME OF BIDDER..... .....(of person authorised to sign on behalf of the Bidder)

ANNEXURE D: 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 E SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	134/2026/HR&OD/TRAINING/RFQ	CLOSING DATE:	20/11/2026	CLOSING TIME:	11h00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INSTRUCTIONAL DESIGN, DIGITAL COURSEWARE DEVELOPMENT AND ONLINE ASSESSMENT DESIGN SERVICES FOR A PERIOD OF SIX (6) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
tender06@tcta.co.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Tefo	CONTACT PERSON	
TELEPHONE NUMBER	N/A	TELEPHONE NUMBER	N/A
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tender06@tcta.co.za	E-MAIL ADDRESS	tender06@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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED 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: ……

ANNEXURE F 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

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

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.

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.

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

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.

ANNXURE G 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

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points Allocated (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: .....

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