cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Quotation No.	**FQ134/2026**	
Bid Description	**THE APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWING, UPDATING AND IMPLEMENTATION OF THE DEPARTMENTAL FILE PLAN FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE FOR A PERIOD OF SIX (06) MONTHS.SEE ATTACHED SPECIFICATION.**	
Contact Person/s:		SCM Officials mentioned under the bid procedures
Technical Terms of reference:	Name:	SCM Officials mentioned under the bid procedures
Quotation Procedures:	Name:	**Olivia Thobejane**
	Telephone No:	**(012) 334 0565**
	Email address for all Queries:	oliviat@cogta.gov.za
Closing time and date for bid	Time and Date:	**11:00am** on the **20 November 2026**
	Condition	• **No late responses will be considered.** • **This transaction is only limited to the shortlisted supplier.** • **No hard copies will be accepted.**
Delivery address and conditions for delivery of bids	Delivery address:	**E-tender portal on the National Treasury website.** **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 RFQ is advertised until the closing date and time.** **NO FAXED, EMAILED OR MAILED BIDS WILL BE ACCEPTED.**

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REPUBLIC OF SOUTH AFRICA

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PART A
INVITATION TO BID SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**FQ134/2026**	CLOSING DATE:	**20 NOVEMBER 2026**	CLOSING TIME:	**11:00am**
DESCRIPTION	**THE APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWING, UPDATING AND IMPLEMENTATION OF THE DEPARTMENTAL FILE PLAN FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE FOR A PERIOD OF SIX (06) MONTHS.SEE ATTACHED SPECIFICATION.**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

SUBMISSION SHOULD BE MADE THROUGH THE E-TENDER PORTAL FROM THE NATIONAL TREASURY

AND

NO DROP-OFF OF BID DOCUMENTS WILL BE ACCEPTED.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**OLIVIA THOBEJANE**	CONTACT PERSON	
TELEPHONE NUMBER	**012 334 0565**	TELEPHONE NUMBER	
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	
E-MAIL ADDRESS	**OLIVIAT@COGTA.GOV.ZA**	E-MAIL ADDRESS	

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: ……

BACKGROUND AND INTRODUCTORY PROVISIONS

1. DEFINITIONS

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

Department of Cooperative Governance "DCoG".

Request For Formal Quotation (RFQ)

2. BID SUBMISSION

The original completed bid documents must be **submitted to the email** specified on the cover page and SBD 1 of this document not later than the time and date
NB: Only quotations from invited bidders will be accepted from the designated email.

3. Enquiries

Should any bidder have any inquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

4. RFQ Evaluation Criteria

This bid will be evaluated in Two (2) phases:

Phase One: Mandatory requirements
Phase Two: Bidders that passes phase one will be evaluated on PPPFA and specific goals.

4.1 PHASE ONE: MANDATORY REQUIREMENTS

a) SBD1: Invitation to Bid – must be fully completed and signed.
b) SBD 3.3: Pricing Schedule - Firm Prices – must be fully completed and signed.
c) SBD 4: Bidders Disclosure - must be fully completed and signed.
d) Certified ID document copy of Director(s).

4.2 PHASE TWO: EVALUATION ON PPPFA AND SPECIFIC GOALS

a) The Preferential Procurement Policy Framework Act will be applied, and the 80/20 preference points system will be applicable, where:

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

4.2.1 OTHER CONDITIONS OF THE BID (Non- eliminating)

SBD 6.1 must be completed and signed in order to claim points for specific goals. Failure will lead in non-awarding of points for specific goals.

a) Where a bidder claims preference points for disability ownership, the bidder must submit a valid medical certificate issued by a registered medical practitioner or an affidavit commissioned by a Commissioner of Oaths as proof of disability status.
b) 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.

5. MINIMUM VALIDITY PERIOD

All RFQ must remain valid for a period of 60 days from the closing date as stipulated in the Bid document.

6. SPECIAL CONDITIONS OF TENDER

a) Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
b) Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
c) DCoG reserves the right not to accept any proposal and may, at its sole discretion, cancel the quotation or bidding process at any stage should circumstances warrant such action
d) DCoG reserves the right to negotiate with the recommended bidder to obtain rates that are fair, reasonable, and aligned with prevailing market prices, where deemed necessary and in accordance with applicable procurement prescripts.

7. ADDITIONAL BID/RFQ CONDITION

It is the responsibility of the bidder to ensure that they keep copies of their bid prior submission to submitting the RFQ document to DCoG designated email.

(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder……	Bid number…**FQ134/2026**
Closing Time 11:00am	Closing date…**20 NOVEMBER 2026**

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO:	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
1.		**THE APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWING, UPDATING AND IMPLEMENTATION OF THE DEPARTMENTAL FILE PLAN FOR THE DEPARTMENT OF COOPERATIOVE GOVERNANCE FOR A PERIOD OF SIX (06) MONTHS.SEE ATTACHED SPECIFICATION.**	
		Total VAT Exclusive	
		VAT	
		Total VAT Inclusive	

NB: Please ensure that you also submit a detailed quotation separately.

Signature		Date	
Name of Signatory			
Designation of Signatory			

1. PRICING

a) The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form.
b) Pricing must be stipulated **INCLUSIVE OF VALUE ADDED TAX (if applicable).**
c) It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by also submiting a detailed quotation separately.

2. ACCEPTANCE OF BIDS

1. The DCoG does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid that it deems to be in the best interest of the Department.

3. NO RIGHTS OR CLAIMS

3.1. Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the DCoG. The DCoG reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

3.2. The DCoG, or any of their respective directors, officers, employees, agents, representatives or advisors will not assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

4. NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY

4.1. The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the DCoG.

4.2. In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

5. APPLICATION OF POPIA TO THE BID AND ANY PERSONAL INFORMATION

5.1. CONSENT TO USE OF PERSONAL INFORMATION

The bidder acknowledges that by submitting a bid in response to this invitation to bid, the bidder's personal information will need to be processed by DCoG. Under the Protection of Personal Information Act 04 of 2013 (POPIA), that processing is justified. The bidder consents to the initial processing and any further processing of the bidder's personal information by DCoG for the purpose of assessing the bidder and the bid and facilitating their appointment as a service provider, if so chosen. The bidder further consents to the processing of their personal information for audit purposes or in compliance with applicable laws that require DCoG to keep records of current and past bidders and service providers. Any reference to the bidder's information will include the information of the bidder's agents, contractors, employees or third parties, whose information the bidder must attain any necessary consent or legal authorisation to process. The bidder undertakes to correctly and fully make available all necessary personal information required by DCoG.

5.2. OBLIGATIONS OF DCOG IN RESPECT OF BIDDER'S PERSONAL INFORMATION

DCoG acknowledges its obligations in terms of POPIA, and commits, in respect of the bidder's personal information, to:

5.2.1. only process the personal information in line with DCoG's Privacy Policy, other policies and as allowed by POPIA, including the conditions for lawful processing;
5.2.2. only use the personal information for the purpose described above, including using the personal information to establish or preserve a legal claim or defence, or prevent fraud or other illegal activities;
5.2.3. protect the personal information; and
5.2.4. take seriously and, where appropriate, investigate or act on any formal allegation by the bidder of unlawful processing of the bidder's personal information, provided that such allegation will be lodged in compliance with the DCoG's policies or POPIA.

5.3. BIDDER'S ACKNOWLEDGEMENT AND RESPONSIBILITIES

The bidder acknowledges that as part of the bidding process or any relationship thereafter, the bidder may have access to DCoG's premises and systems, DCoG's personal information or other bidders' personal information. POPIA requires the bidder's lawful processing of that personal information, and the bidder undertakes not to take any action that will result in the unlawful processing of the personal information. In addition to any requirement in POPIA, the bidder will be required to sign DCoG's standard Service Provider Data Processing Agreement as part of being appointed as a service provider. Additionally, the bidder acknowledges that DCoG may take any action it deems necessary against the bidder for a failure to comply with these obligations, including disqualifying the bidder from the bidding process or terminating the bidder's appointment as a service provider. As a result, the bidder must:

5.3.1. ensure that all personal information in hardcopy or electronic form is secure in the bidder's work area (even when working from home or remotely) during and at the end of each day, especially when the bidder will be away from their work area for an extended period;
5.3.2. lock or shut down computer workstations when the bidder's work area is unoccupied;
5.3.3. close and lock all file cabinets containing personal information when not in use or when not attended;
5.3.4. not leave keys at an unattended desk if used to access personal information;
5.3.5. use strong passwords;
5.3.6. not leave passwords in easily accessible and unsecured places;
5.3.7. remove printouts containing personal information immediately from printers and other unsecured places;
5.3.8. use software security such as anti-virus software and VPNs;
5.3.9. shred all documents, when disposing of them, in a secure manner;
5.3.10. erase all whiteboards containing personal information;
5.3.11. properly delete documents from electronic devices (such as cell phones, laptops and tablets) when the time to delete arises, including emptying the recycle or trash bin of the devices;
5.3.12. lock away any portable versions of the electronic devices when not in use;
5.3.13. treat mass storage devices (such as DVDs or USBs) as being at risk of loss or damage and secure them appropriately;
5.3.14. develop and maintain policies such as a Privacy Policy, PAIA Manual and Incident Response Plan; and
5.3.15. annually train its staff on lawful information handling practices.

To ensure the efficacy of the security measures, the bidder will combine different measures depending on the threat level and the bidder's environment. The bidder will, at its own cost, review and update its security measures in response to evolving security threats and changes in its processes.

6. ACCURACY OF INFORMATION

6.1. The information contained in the invitation to bid has been prepared in good faith. The DCoG nor any of their respective directors, advisors, officers, employees, agents, or representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy, or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid

and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

6.2. This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its **own independent** analysis of the operations to the extent required to enable it to respond to this bid.

7. COMPETITION

7.1. Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.

7.2. In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) which prohibits collusive bidding.

7.3. If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting a response.

7.4. Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

8. RESERVATION OF RIGHTS

8.1. Without limitation to any other rights of the DCoG (whether otherwise reserved in this invitation to bid or under law), the DCoG expressly reserves the right to: -

8.2. Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

8.3. Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;

8.4. Reject all responses submitted by bidders and to embark on a new bid process;

8.5. To verify information provided for references to claim points;

8.6. To disqualify any tender/bidder who misrepresented information to claim points and

8.7. The Department reserve the right to award this tender to more than one bidder.

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 interest[1] 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:
……
……

[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.

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] 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.

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

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: The 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)	Number of points claimed (80/20 system), To be completed by the tenderer.
Women Ownership (51% or more) **a) 0%** **b) 1%-10%** **c) 11%-25%** **d) 26% - 50%** **e) 51%-100%**	**5** a) = 0 b) = 1 c) = 2 d) = 3 e) = 5	
Youth Ownership (51% or more) **a) 0%** **b) 1%-10%** **c) 11%-25%** **d) 26% - 50%** **e) 51%-100%**	**7** a) = 0 b) = 1 c) = 3 d) = 5 e) = 7	
Disability Ownership (51% or more) **a) 0%** **b) 1%-10%** **c) 11%-25%** **d) 26% - 50%** **e) 51%-100%**	**8** a) = 0 b) = 2 c) = 4 d) = 6 e) = 8	

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: .....

.....