SABS

OUR REF	RFQ 202171
ENQUIRIES	Lethabo Nedondwe
TELEPHONE	012 428 6044
DATE	17 November 2026

RFQ 202171: Provision for Board Information Management System Including licenses, maintenance and support for a period of three (3) years.

Dear Bidder

The South African Bureau of Standards (SABS) hereby invites you to submit a quotation for the Provision for Board Information Management System Including licenses, maintenance and support for a period of three (3) years.

The details of the service to be provided are in the attached Request for Quote, **RFQ 202171.**

Please note the following:

- Scope of services specified on page 3
- Closing date specified on page 3
- SABS Procurement terms and conditions (accessed on the sabs website)
- **The bidder must submit the following documents with the quotation:**
  - Treasury Central Supplier Database (CSD) registration report
  - A valid BBBEE certificate/Sworn Affidavit (Specific Goal point claim)
  - SBD 4 Bidder's Disclosure
  - SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulation 2022
  - Appendix A – Non-Disclosure Agreement

Gauteng Head Office
1 Dr Lategan Road, Groenkloof
Private Bag X191
Pretoria, 0001
Tel +27 (0) 12 428 7911
Fax +27 (0) 12 344 1568

West Coast Region
Liesbeek Park Way, Rosebank
PO Box 615, Rondebosch,
Cape Town, 7701
Tel +27 (0) 21 681 6700
Fax +27 (0) 21 681 6701

East Coast Region
15 Garth Road,
Waterfall Park
PO Box 30087,
Mayville, 4058
Tel +27 (0) 31 203 2900
Fax +27 (0) 31 203 2907

1. Background

The SABS is a statutory body established in term of Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to:

- develop, promote and maintain South African National Standards.
- promote quality in connection with commodities; and
- render conformity assessment services and matters connected therewith.

2. Request for Quotation (RFQ)

This RFQ serves as an invitation to submit a quotation for the **Provision for Board Information Management System Including licenses, maintenance and support for a period of three (3) years,** subject to the SABS Standard Terms and Conditions, of which a copy is available on **www.sabs.co.za, accessible through the link: https://www.sabs.co.za/Procurement/proc_toc.asp**

The Bidder is requested to supply its quotation, in writing, by the specified date. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in this document.

By submitting a quotation in response to this RFQ or participating in this RFQ process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFQ document.

3. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during RFQ process are and will be covered by the non-disclosure agreement to be signed between the SABS and the Bidder.

4. No Contract

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. The SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the SABS and the Bidder, and no communication, whether verbal or written, by the SABS personnel or agents during this process shall create such a contract in respect of the requirements specified in this RFQ.

5. **No Obligation to Proceed**

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder because of discontinuation of the RFQ process

6. **Validity of Proposals**

The Bidder's quotation shall remain valid for a period of one hundred and twenty (120) days from the closing date. The SABS may at any time prior to the expiry of the bid validity period, extend the above validity period by sixty (60) days by written notice to the Bidders. In that event, the SABS will not require any consent from the Bidders, and bidders will not be required or permitted to amend any of their quotations.

SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their quotations, prior to expiry thereof, if it has already invoked the extension referred to above and it is in the SABS' interest to further extend the bid validity period. Such a request shall be in writing. The Bidder is not obliged to extend the validity period. Also, bidders will not be required or permitted to amend any of their quotations.

7. **Scope of Work**

The SABS uses convene board management system to centralize board meetings, documents, and approvals in a single platform. The license, support and maintenance from the accredited supplier expired. The convene services from the original equipment manufacturer are currently suspended and can only be activated after renewal of licenses

The service provider should provide the Board Information Management system complying with the following capabilities:

Capabilities	Description
Real-time Notifications	Send notifications for matters that require the board's attention such as meeting notices, signature requests.
Agenda Builder	Easily create the meeting agenda by adding, remove, rearrange the position of agenda items via drag and drop feature.
Board Pack Builder	Create a board pack in minutes. Compile and link uploaded files to agenda items. Publish and distribute the agenda, board pack and minutes in real time.
Meeting Scheduler	Allow for seamless scheduling of meetings online, collaborative meeting space where you can include venue maps, agendas, attendee list, meeting minutes, pre-and post-meeting actions and add related documents.
Voting and Approvals	Customize and tailor voting options and manage the entirety of the voting process for the board and leadership with a few clicks.
Unlimited Storage	Documents and records are securely stored unless you delete them, ensuring documents retention requirements are always met.
Role- Based File Permission settings	Specific file permissions for all files uploaded to Board logic to address security, compliance or conflicts of interest issues.

Multiple File Support	Upload different file types from PowerPoint presentations to PDF files and link them to board pack.
Meeting Archive	Archive all associated meeting files for compliance, security and audit purposes. Once archived they become read only and tamper proof.
Digital Board Packs	Review board documents on any device with our board reader. Any updates made to the documents are reflected instantly. Navigate pages and search for text easily.
Personalized Dashboard	Provide an overview of your priorities, signature requests, available board materials and upcoming meetings from a personalized space.
Notes and Annotations	Markup or add private sticky notes and annotations in the board pack or share your thoughts with other board members using Shared Notes.
Task Tracking	Track tasks, priorities, and action items assigned to you or others. View their due dates and update the status once completed.
Secure Massaging	Communicate with directors within the platform. Do away with relying on unsecure channels such as email for board communications.
Shared Notes	Share your insights. Leave a comment or start a discussion with other meeting participants while reviewing the board pack's contents
e-signatures	Sign board documents securely. Affix your handwritten e-signature or digital certificate-based signature on documents with clicks.
Archived Records Retrieval	Access archived past meeting records and search through them any time.
In-app Notifications	Receive notifications for matters that require immediate attention such as meeting notices, signature requests, or board pack updates.
Multi-Device Support	Access our board portal software anywhere via a web browser on laptops, tablets, or mobile devices.
Universal File Search	Search for files, old or recent, and retrieve them any time in a matter of click.
Workflow	Allowing users to distribute documents through a seamless workflow to streamline board activities.

1. Detailed Requirements

The service provider should provide the Board Information Management System that meets the following requirements:

- Setup committees, assign board members to their respective committees.
- Access a complete list of all board members in your organization.
- Each board member has their own unique profile.
- Contact individual board members directly from their profile.
- Simple to use for directors as well as a meeting administrator perspective.
- Members should have access to their meeting information, such as meeting details, meeting documents, minutes, and reference materials.
- Securely accessible by all board members from any location.

- Content should have the flexibility to be to be used online and offline.
- Support strong security features such as encryption or two-phase authentications.
- Capable of providing enhanced security tools like remote locking.
- Cater for users on mobile platforms and should also support most modern web browsers.
- Provide for a meeting pack function which allows one to easily organize meeting documents, including agendas, index, minutes, dividers, and page numbering, into one file.
- Documents are protected by sign-in capabilities.
- Functionality to centrally manage meeting information across multiple group companies, boards and committees, includes delegate details, and location.
- Publish information to directors, such as meeting documents, meeting minutes, a reading room of reference meetings.
- Members should have access to their meeting information, such as meeting details, meeting documents, minutes and reference materials.
- Annotate and mark-up meeting documents on screen.
- Board members should have the ability to annotate and mark-up meeting documents to perform annotations:
  ►Read documents
  ►Annotate on-screen
  ►Add comments and notes
  ►Draw and write
  ►Highlight, underline, strike-out
- Board member to perform document sign off on their meeting packs.
- Board members shall have the ability to complete questionnaires, ask questions, place votes in real time and it should create and distribute resolutions for voting by the directors.
- Allow creation and distribution of resolutions for voting by board members and tracking thereof.
- Providing an intuitive and functionally rich knowledge store, the mode of security on the mobile platform should be transparent to the user enabling them to work intuitively while not at the same time being restrictive to preventing them from executing their tasks.
- Provide a centralized, collaborative platform where everyone can access and contribute to good decision making by capturing all decisions made and allowing it easy to create surveys.
- Enable tracking and reporting on meeting attendance, documents, and minutes.
- View what is overdue, coming up, what is due soon.
- Attendance register should be updated in real time.
- View what activities have been added/amended or completed at any time.
- Browse a library of minutes, previous meeting papers and key information and documents you need to stay up to date.
- Read news and previous meeting minutes.
- View actions from meetings and provide updates.
- Record meeting attendance within the event edit page.
- Archive past meeting/events for future reference.
- Sign-in online and new meetings and documents automatically downloaded.

- Browse a list of your meetings published by the board/committee secretary.
- See a list of actions assigned from previous meetings.
- Create unlimited folders/files to keep all documents organized and be able to organize folders/files by tags.
- Drag and drop documents or files into folders to keep all documents organized.
- Documentation should be secured through encryption.
- Supports viewing of all major document types:
  ►Word documents (doc, docx)
  ►Adobe documents {PDF) (Annotations supported currently only for PDF)
  ►PowerPoint documents (ppt, pptx)
  ►Excel documents (xis, xlsx)
  ►Text documents (txt, text)
  ►Web browser files {htm, html)
  ►Music files (mp3)
  ►Multimedia files (mp4, mov, wmv)
  ►Images (png, gif, jpg, jpeg)
- Allow board members to use its functions and content both online and offline and provide Board members with full access to documents, attendees, minutes and resolutions.
- Customizable permissions for data access can be personalized down to the document-level and user level to improve privacy and security.
- Ability to create virtual rooms for board committees or smaller groups to allow secure collaboration before and after meetings, and capability of taking minutes taking capabilities to enhance minute taking processes through the deployment of this system.
- Ability to work in an online as well as on offline fashion.
- Adhere to the SABS deployment standards where deployment will take place in a production environment.
- Cater for 30 licenses for production environment.
- Control user permission to access folders, board and committees.
- Control who has access to which files within board meetings, particularly useful if you're hosting a guest who you may not want to see certain documents.
- Everything downloaded is available offline {i.e. on flight with no internet).
- Identify what can be deleted after a period, automatically or manually deleted.
- Allowing users to distribute documents through a seamless workflow to streamline board activities.
- Support and maintenance will commence after the solution is successfully implemented.

2. Implementation and Support

Item Descriptions	Quantity	Frequency
Licenses	30	Three years
Support and maintenance	3 years	Three years

8. Mandatory Requirements

All bids must comply with the mandatory requirements and failure to comply with any of these requirements will immediately disqualify the bid.

- The bidder must be an accredited Partner. Evidence of a valid letter from the Original Equipment Manufacturer (OEM), confirming competency must be submitted.

9. Timelines

MILESTONES	**DATE AND E-MAIL ADDRESS**
Compulsory Briefing session	Not Applicable
Closing Date and Time **No late submissions will be accepted.**	**24 November @ 11:00 AM**
Method of submission.	Responses should be submitted via email Lethabo.Nedondwe@sabs.co.za **Maximum size 14 MB, Proposals/ Bids must be submitted on PDF Files (compressed zipped folder if necessary), Proposals/Bids submitted via a link and/or "we transfer" <u>will not be accepted</u>** ***It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.*** **It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.**

10. Preference Points System

Only Bidders who submitted quotations as per scope of work will be evaluated further on 80/20 preference points system of 2022. (Pricing and Specific Goal)

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11. Quotation

The quotation should include but not be limited to the following:

- Fixed Value
- Delivery to **SABS (Groenkloof)**
- Transportation cost
- Fixed price, where foreign currencies are involved, bidders should make provision for forward cover.

12. Contact information

All enquiries regarding this RFQ must be e-mailed/directed to Lethabo.Nedondwe@sabs.co.za and **012 428 6044.** Bibbers must not contact any other SABS personnel regarding this RFQ, as it may lead to the Bidder's disqualification. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

13. Advance payment

The SABS will not make an upfront or advance payment to a successful Bidder. Payment will only be made in accordance with the delivery of service or goods that will be agreed upon by the SABS and the successful Bidder.

14. Responsibility for costs

Under no circumstances shall the SABS be responsible for any of the Bidder's costs associated with the preparation and/or submission of its quotation, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

15. Bidder's contractual terms

The SABS will not be bound by any legal or contractual terms as may be included in the Bidder's quotation, in response to this RFQ.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **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.

2.3.1If so, furnish particulars:

……
……
……

2.4 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**

2.4.1If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

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

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

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

3.1 **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**

3.2 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.

3.3 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.

4. DEFINITIONS

(f) **"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.

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

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

(i) **"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

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

5. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.2. POINTS AWARDED FOR PRICE

3.2.1 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
$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$	or	$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$

Were

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.3. **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
$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$	or	$Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

6. 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 tender 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.*)**

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons historically disadvantaged on the basis of race	100% black ownership		10		
	75% - 99% black ownership		8		
	60% - 74% black ownership		6		
	51% - 59% black ownership		4		
	0% - 25% black ownership		2		
	0% black ownership		0		
Persons historically	100% black women ownership		6		

disadvantaged on the basis of gender	51% - 99% black women ownership		4		
	30% - 50% black women ownership		2		
	0% black women ownership		0		
Persons historically disadvantaged on the basis of disability	100% owned by persons living with disabilities		4		
	51% - 99% owned by persons living with disabilities		2		
	0% - 50% owned by persons living with disabilities		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: .....

.....

.....

.....

Appendix A – Non-Disclosure Agreement

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), a Public Entity that continues to exist in terms of section 3 of the Standards Act 2008, whose principal place of business is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____("the Supplier") whose registered office is at _____

_____

(Hereinafter referred to as the "parties")

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Supplier has received or may receive in future information relating to this **RFQ 202171: Provision for Board Information Management System Including licenses, maintenance and support for a period of three (3) years,** for the South African Bureau of Standards and other related information hereinafter referred to as "Confidential Information".

In consideration of the Supplier to-which the South African Bureau of Standards or any person affiliated with it, including its subsidiary, agent, representative(s) or such related entity may provide Confidential Information in connection with such discussions and/or negotiations to. Therefore, the parties wish to agree as follows:

1. The Supplier will maintain strictly secret and confidential all information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Supplier's obligation to the South African Bureau of Standards.

2. The Supplier shall not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.

3. This agreement applies to information whether such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.

4. This agreement shall not apply to information which: -

(a) the Supplier can show had been lawfully received by it prior to disclosure under this agreement.

(b) is in the public domain or becomes so otherwise than through breach of this agreement.

(c) was disclosed to the Supplier by a third party who was under no obligation of confidence in respect thereof.

5. The South African Bureau of Standards retains ownership of Intellectual property rights on all material and processes relating to the service provided for and on its behalf by the supplier.

6. The Supplier shall observe its obligations under this agreement until expiry of a period of 12 months from the date of signature.

IN WITNESS, WHERE OF the parties hereto have executed this agreement in duplicate.

For the Bidder

Signed at……. on this……day of.....2026

Signed on behalf of the Supplier, duly authorised thereto. ..... (signature)

.....…..... (name).....(title)

Witness 1. ……..

Witness 2. …….

For the SABS

Signed at……. on this……day of.....2026

On behalf of the SABS, duly authorised thereto. ..... (signature)

.....…..... (name).....(title)

Witness 1. ……..

Witness 2. ……..