National Arts Council

an Agency of the Department of Sport, Arts and Culture

REQUEST FOR QUOTATION (RFQ)

REQUISITION NUMBER	RFQ 19-11-2026
DESCRIPTION	RENEWAL OF 60 X MICROSOFT 365 E3 LICENSES, INCLUSIVE OF MICROSOFT TEAMS PHONE STANDARD AND OPERATOR CONNECT SERVICES FOR A CONTRACT PERIOD OF 12 MONTHS
ISSUE DATE	19 November 2026
CLOSING DATE	23 November 2026
RFQ VALIDITY PERIOD	90 days (COMMENCING FROM THE RFQ CLOSING DATE)
CLOSING TIME	11:00 am

1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider with a proven track record for the renewal and provisioning of 60 x Microsoft 365 E3 licenses, inclusive of Microsoft Teams Calling and Operator Connect services for a contract period of 12 months. The appointed service provider must demonstrate experience in the supply, licensing and support for Microsoft Cloud telephony solutions.

2. BACKGROUND

The National Arts Council of South Africa, an Agency of the Department of Sport, Arts and Culture, is the de- facto successor in title to the Foundation for the Creative Arts, originally established in 1989. NACSA's mandate as set out in the National Arts Council Act, Act 56 of 1997, specifies its Objectives as:

- To provide, and encourage the provision of, opportunities for persons to practice the arts
- To promote the appreciation, understanding and enjoyment of the arts
- To promote the general application of the arts in the community
- To foster the expression of a national identity and consciousness by means of the arts
- To uphold and promote the right of any person to freedom in the practice of the arts
- To give the historically disadvantaged such additional help and resources as are required to give them greater access to the arts
- To address historical imbalances in providing infrastructure for the promotion of the arts

- To promote and facilitate national and international liaison between individuals

3. SCOPE OF WORK/SPECIFICATIONS

The National Arts Council (NAC) requires the renewal and provision of sixty (60) Microsoft 365 E3 licences**,** inclusive of Microsoft Teams Phone Standard and Operator Connect services**,** for a period of Twelve (12) months. These licences are essential for supporting the organisation's business operations, secure communication, collaboration, productivity, and enterprise telephony services.

The current telephony environment is primarily based on Microsoft Teams, with users making and receiving calls through the Teams application on their laptops. The NAC currently has fifty-six (56) active telephone numbers that must be retained and ported to the successful service provider's Operator Connect platform. The organisation also maintains a Yealink SIP-T40G handset for reception services, while all other users will continue to utilise Microsoft Teams on their laptops and mobile devices.

3.1 THE APPOINTED SERVICE PROVIDER SHALL PROVIDE THE FOLLOWING:

Microsoft 365 E3 License Renewal

- Renew 60 Microsoft 365 E3 Licenses for a period of 12 months.
- Provide uninterrupted access to Microsoft productivity and collaboration services including:
  - Outlook
  - Word
  - Excel
  - PowerPoint
  - OneNote
  - Copilot
  - Teams
  - SharePoint Online
  - OneDrive for Business
  - Exchange Online
- Ensure continuous access to Microsoft security, compliance and identity management features included in Microsoft 365 E3.
- Provide licensing management and subscription administration support throughout the contract period.

Microsoft Teams Phone Standard License Renewal

- Renew Microsoft Teams Calling Licenses for 60 users for a period of 12 months
- Maintain voice calling functionality within Microsoft Teams
- Enable users to make and receive external calls through the Microsoft Teams platform

- Ensure uninterrupted access to calling features and related services

Microsoft Teams Operator Connect standard

- Renew Operator Connect services for 60 users for period of 12 months.
- Ensure seamless integration between Microsoft Teams and the telecommunications service provider
- Maintain public switched Telephone Network (PSTN) connectivity for voice communications
- Retain existing telephone numbers and calling services where applicable
- Provide service and technical support for Operator Connect-related issues.

3.2 DELIVERABLES

The successful bidder shall provide:

- 60 x Microsoft 365 E3 licenses for 12 Months.
- 60 x Microsoft Teams Operator Connect licenses/services for 12 months.
- License activation and configuration support
- Subscription and license management services
- Renewal confirmation and proof of licensing entitlement
- Technical support and escalation assistance during the contract period

3.3 CALL RECORDING AND REPORTING

The bidder shall provide a Microsoft Teams-certified call recording and reporting solution that integrates seamlessly with the organization's Microsoft Teams Phone environment:

- Provide automatic recording of inbound and outbound calls for designated users and departments.
- Allow secure storage, retrieval, downloading and management of recorded calls.
- Comply with all applicable data privacy and protection legislation, including the protection of personal Information Act (POPIA)
- Provide role-based access control to ensure that only authorised personnel can access recordings and reports.
- Provide comprehensive reporting and analytics capabilities including:
    - Call volumes (inbound and outbound)
    - Answered and missed calls
    - Call duration
    - User and departmental call activity
    - Call Queue and auto -attendant performance

3.4 CONTRACT DURATION

The contract shall be valid for a period of Twelve (12) months from the date of award or renewal.

3.5 REASON FOR RENEWAL

The renewal of the Microsoft 365 E3, Microsoft Teams Operator Connect standard is essential to support the organisation's day-to-day operations. These services provide critical productivity, collaboration, email, document management, virtual meeting and telephony capabilities that enable employees to perform their duties efficiently.

4. EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameter and shall be scored on the weightings stated below. The bidders will need to score a minimum of 70 points out of 100 to be evaluated further.

No	Functionality Criteria	Weighting Factor
1	**Reference and Experience** The service provider must submit reference letter(s) on the client's official letterhead as proof of having successfully delivered similar services. The reference letter(s) must include: • Name of the client • Detailed description of the services rendered • Name of the contact person • Contact details of the contact person • Confirmation that the services provided are relevant to the renewal of Microsoft office 365 E3 and Microsoft Teams Phone standard or similar services. The reference letters must clearly indicate the quality and satisfactory completion of the services rendered. **Experience (25 Points)** • 1 year = **5 point** • 2 years = **10 points** • 3 years = **15 points** • 4 years = **20 points** • 5 or more years = **25 points** Bidders should provide/attach a table outlining current and previous clients in the public sector, state-owned and private entities reflecting names and contact details of clients, type of service rendered, start, end dates and value of contracts. **Number of projects (25 Points)**	50

	• 1 project = **5 point** • 2 projects = **10 points** • 3 project = **15 points** • 4 projects = **20 points** • 5 or more projecst = **25 points**	
2.	**Detailed Project Plan** The service provider must submit a detailed project plan or timeline for the renewal and implementation of the MS Office E3 Licenses and MS Teams Phone Standard services. The project Plan should include, but not be limited to the following: **(20 Points)** • Completeness and quality of the project = **5 points** • Realistic timelines and milestones = **4 points** • Timeline for license and service activation = **4 points** • Resource allocation and Project team = **4 points** • Business continuity and service transition plan = **4 points** • Post-renewal support and SLA commitments = **4 points**	25
3.	**Proposal and ability to meet the required specifications and scope of work** The bidder must submit a detailed proposal that clearly demonstrates its understanding of the requirements and its ability to successfully deliver the scope of work relating to the renewal of Microsoft Office 365 E3 licences and Microsoft Teams Phone Standard services. Proposal and ability to meet the required specifications and scope of work: • Demonstration of understanding of Microsoft 365 E3 licensing requirements, Microsoft Teams Phone and Operator Connect services, including number porting. **10 Points** • Proposed call recording, storage, reporting and analytics solution, including POPIA considerations. **5 Points** • Proposed implementation approach, configuration and ability to meet the overall scope of work. **10 Points**	25

Total Points ***A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION***	100

Bidders who fail to meet the minimum functionality score of 70 points will be disqualified and not evaluated further on Price and Specific Goals.

5. PRICING SCHEDULE/FEES

12 MONTHS				
ITEM NO	**DESCRIPTION**	**QUANTITY**	**UNIT PRICE (EXCL. VAT) – PER USER**	**ANNUAL AMOUNT EXCL. VAT**
1	Microsoft 365 E3 License Renewal	60		
2	Microsoft Phone Standard License Renewal	60		
3	Microsoft Teams Operator Connect Standard	60		
4	**Subtotal (excl. VAT)**			
5	**VAT (15%)**			
6	**YEAR 1 TOTAL (incl. VAT)**			

PRICE DECLARATION FORM

Please indicate your total RFQ price here:

R_____ for 12 months **(Compulsory)** Important:
It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total. RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

6. PRICE AND PREFERENCE POINTS EVALUATION

	Preference Point Criteria	**Points Allocation**

1.	Price	80
2.	Specific Goals	20
Total Points and SPECIFIC GOALS		**100**

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	Points (80/20 system)
Black Ownership	10
30% Black Women Ownership	4
Youth Ownership	3
Disability 30% Ownership	3
Total Points	**20**

Black ownership: 100% black owned entities will score the full 10 points, and between 51% - 99.99% black owned entities will score 4 points.

7. PROPOSAL SUBMISSION

Closing Date: 23 November 2026
Time: @ **11:00 am**
Attention: Esona Zandile
Email: supplychain@nac.org.za

Kindly submit your quotation electronically to the Supply Chain Management Unit (supplychain@nac.org.za).

8. ENQUIRIES

SCM Enquiries:	**Esona Zandile** **Tel: 011 838 1383/4/5** **Email: supplychain@nac.org.za**

Technical Enquires	**Itumeleng Sikhosana or Collen Mathipa** **Tel: 011 838 1383/4/5** **Email: itumeleng@nac.org.za or collen@nac.org.za**

9. Terms and Conditions:

a. The completed SBD 1, SBD 4 and SBD 6.1 should be submitted with the quotation

b. Proof of registration with the Central Supplier Database (CSD) must be submitted.

c. No late quotations will be accepted under any circumstances.

d. Price(s) quoted must be valid for at least ninety (90) days from date of offer for evaluation purposes.

e. Tenderers original valid tax clearance certificate must be attached.

f. Tender original or certified B-BBEE Certificate must be attached to the document

g. Documents should not exceed **10mb**

h. Suppliers must complete and **return all the required documents**, failing which, the supplier's quotation will be declared invalid.

i. Disclaimer: The NAC reserves the right not to make an appointment and cancel the RFQ

j. **The NAC reserves the right not to accept the lowest quote received**

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	RFQ 19-11-2026	CLOSING DATE:	23 November 2026	CLOSING TIME:	11h00
DESCRIPTION	RENEWAL OF 60 X MICROSOFT 365 E3, MICROSOFT TEAMS CALLING AND OPERATOR CONNECT LICENSES FOR A PERIOD OF 12 MONTHS				
BID RESPONSE DOCUMENTS MUST BE SUMBITTED TO THE BELOW EMAIL ADDRESSES					
supplychain@nac.org.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Esona Zandile	CONTACT PERSON	Collen Mathipa
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	supplychain@nac.org.za	E-MAIL ADDRESS	collen@nac.org.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

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

FOR THE GOODS /SERVICES /WORKS OFFERED?		/WORKS OFFERED?	

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:
BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.** THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
TAX COMPLIANCE REQUIREMENTS
BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 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. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 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: ……...

SBD 4

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**

2.3.1 If 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

2.4.1 If 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 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 system is 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.

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

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

a) Price; and

b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20

Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

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

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

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEM

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

80/20

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

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 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

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 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)

Black Ownership	10	
30% Black Women Ownership	4	
Youth Ownership	3	
Disability 30% Ownership	3	

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**: …… …… …… ……