



**TERMS OF REFERENCE: REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE HOSTING OF SADC REGIONAL MARKETS TO LEVERAGE ON THE IMPLEMENTATION OF THE INTERNATIONAL DISTRIBUTION SALES CHANNELS**

**REFERENCE NUMBER: GTA/RFQ/2023/72**

**Released: 18 September 2023**

**Submissions Close: 26 September 2023**

**BEFORE 10:00AM**

**Queries be directed to:**

Ms. Magugu Mlangeni

Supply Chain Management

[Bids@gauteng.net](mailto:Bids@gauteng.net)

**Submissions must be e-mailed to:**

Ms. Magugu Mlangeni

Supply Chain Management

[Bids@gauteng.net](mailto:Bids@gauteng.net)

## **1. INVITATION**

- 1.1 The Gauteng Tourism Authority intends to appoint a service provider with suitable skills and experience suitably the following companies:
- 1.2 Professional Corporate Companies or Professional Events Companies or Professional Tours and DMOs companies that are capable of producing post events reports to assist in showcasing the Gauteng destination to SADC regional markets which will package and sell the destinations in their respective regions.
- 1.3 The showcase and hosting are scheduled to happen on the **28 September 2023 to 2 October 2023**.

## **2. BACKGROUND**

- 2.1 The GTA got an opportunity to showcase its offering to the SADC region Airlink Trade and be part of the packages that will be created by the Airline to encourage business and leisure stay in the province.
- 2.2 This opportunity will assist the GTA to contribute to the GTA's APP 2023/2024, Number of International Distribution Channels Sales initiatives implemented. Among many channels used to stimulate demand, hosting these key international trade partners will influence and inspire travel, will provide teaser experiences which are best ways to showcase products and experiences as they incorporate the use of feel, touch and see so it is easy to package for the SADC Airlink clients.
- 2.3 By firming and consolidating the destination Gauteng's tourism's sales strategy through the implementation of this international distribution sale channel initiative, we will be contributing towards the following objectives:
- 2.4 **Strengthening Connectivity:** Airlink's extensive network of direct flights to Kenya, Tanzania, Botswana, Zambia, Zimbabwe, Mozambique, Namibia, SAT, and Airlink itself reflects the potential for seamless travel between our respective countries. By hosting Airlink, we can bridge geographical distances and foster stronger ties between nations, thereby encouraging increased business, tourism, and cultural exchanges.
- 2.5 **Facilitating Economic Growth:** The presence of Airlink in our region will undoubtedly stimulate economic growth and development. As more travellers gain easy access to our destinations, businesses, and local economies stand to benefit from increased trade opportunities, investments, and tourism revenue. Airlink's commitment to providing convenient and reliable air travel aligns with our goal of boosting economic activity.

**3. DELIVERABLES/SPECIFICATION**

- 3.1 Corporate hosting of Airlink Trade partners to experience the taste of what Gauteng has to offer so they can package and sell it to their respective countries.
- 3.2 The GTA has started programmes to promote Airlines that are landing in Gauteng, it also aims to encourage more Airlines to bring people to the province and hosting Airlink will yield mutual benefits and contribute significantly to regional prosperity as part of the province’s sales distribution channels support.
- 3.3 The following countries have direct Airlink flights into OR Tambo International Airport and will be part of the hosting group, Kenya, Tanzania, Botswana, Zambia, Zimbabwe, Mozambique and Namibia. We are also looking forward to the new route from Malawi that is scheduled to be launched at the end of September.
- 3.4 The main scope of the project is to showcase top Business and leisure venues and let the delegates experience them so they can be packaged profiled and sold.
- 3.5 **Below is the itinerary and request to Quote / Costs on the following**

1. Thursday 28 September 2023	
REQUEST TO QUOTE ON THE BELOW	ACTIVITIES
<p><b>Costs on the following:</b></p> <p>1.1 Provision of a comfortable luxury 25-seater shuttle.</p> <p>1.2 Provision of an English-speaking Tourist Guide.</p> <p>1.3 Provision of water, juice/ sodas, snack packs (biltong, chips, health bars, fruit, nuts).</p>	<p><b>Activity 1</b> Arrival at OR Tambo and transfers to Pretoria <a href="http://www.regencyhotel.co.za">www.regencyhotel.co.za</a></p>
	<p><b>Activity 2:</b> <b>Showcase of Gauteng Eats offerings Dinner at: BLAQ</b> <a href="https://blaqrestaurant.co.za/">https://blaqrestaurant.co.za/</a> OVERNIGHT: Regency Hotel <a href="http://www.regencyhotel.co.za">www.regencyhotel.co.za</a></p>
2. Friday 29 September 2023	
<p><b>Costs on the following:</b></p> <p>2.1 Provision of a comfortable 25-seater luxury. Transfer costs from <b>Regency Hotel</b> to all activities.</p>	<p><b>Activities 1:</b> Showcase of Tshwane leisure experiences <b>Adventure Zone Cullinan (or Alternative Adventure Offering)</b></p>

<p>2.2 Provision of an English-speaking Tourist Guide.</p> <p>2.3 Provision of water, juice/ sodas, snack packs (biltong, chips, health bars, fruit, nuts).</p> <p>2.4 Entrances to all activities</p> <p>2.5 Provision of <b>lunch at Peaches.</b></p> <p>2.6 Branding.</p> <p>2.7 Ensure the presence of the GTA at the dinner.</p> <p>2.8 Registration.</p> <p>2.9 Indemnity registration.</p>	<p><b>Activity 2:</b> Showcase and experience of #GautengEats offerings. <b>Lunch at Peaches</b> <a href="http://peaches.co.za/">http://peaches.co.za/</a></p>
	<p><b>Activity 3:</b> Showcase of Gauteng venues accommodation offerings through Sight Inspections at the following: <b>venues:</b> - <b>The Regency</b> - <b>The Capital Menlyn</b> - <b>The Maslow Time Square</b></p>
	<p><b>Activity 4</b> Showcase and experience of #GautengEats offerings. <b>Dinner:</b> Smoke Restaurant <a href="https://smokecapital.co.za/">https://smokecapital.co.za/</a></p>
	<p><b>Activity 5:</b> *Nightlife Experience* OVERNIGHT: The Maslow Time Square <a href="https://www.suninternational.com/timesquare/rooms/">https://www.suninternational.com/timesquare/rooms/</a> Tel +27 86 084 6377</p>
<p><b>3. Saturday 30 September 2023</b></p>	
<p><b>Costs on the following:</b></p> <p>3.1 Provision of a comfortable 25-seater luxury. Transfer costs from Regency Hotel to all activities.</p> <p>3.2 Provision of an English-speaking Tourist Guide.</p> <p>3.3 <b>Purchase Std Bank Joy of Jazz</b> General access tickets for (50pax). <b>20 tickets</b> for Friday 29<sup>th</sup> September and <b>30 tickets</b> for Saturday, 30<sup>th</sup> September including <b>food vouchers</b> for the two nights worth R300 each for the 50 pax.</p> <p>3.4 Provision of water, juice/ sodas, snack packs (biltong, chips, health bars, fruit, nuts) (25 Pax).</p> <p>3.5 Provision of <b>Lunch at Sanctuary Mandela</b> Entrances to all activities.</p>	<p><b>Activity 1</b> Showcase of Gauteng venues/ accommodation/ hotel offerings through Sight Inspections at the following venues: - <b>The Capital Villa</b> - <b>Johannesburg Marriott Hotel Melrose Arch</b> - <b>Sanctuary Mandela</b></p>
	<p><b>Activity 2</b> Showcase and experience of #GautengEats offerings. <b>Lunch:</b> Sanctuary Mandela - Insights <a href="https://www.sanctuarymandela.com/insights/">https://www.sanctuarymandela.com/insights/</a></p>

3.6 Refreshment allowance of R10 000	<b>Activity 3</b> Sight Inspections: - <b>Masingita Towers</b>
	<b>Activity 4</b> Showcase and experience of #GautengEats offerings. <b>Dinner: ZIOUX</b> <a href="https://zioux.com/">https://zioux.com/</a>
	<b>Activity 5</b> Showcase of great Gauteng Events Experience of the Standard Bank JOJ <a href="https://www.joyofjazz.co.za/">https://www.joyofjazz.co.za/</a> Networking with the Gauteng Trade at the JOJ
<b>4. Sunday 1 October 2023</b>	
<b>Costs on the following:</b> 4.1 Provision of a comfortable 25-seater luxury Transfer costs from <b>Regency Hotel to Blackbrick Sandton</b> to all activities (25pax). 4.2 Transfers to all activities. 4.3 Provision of water, juice/ sodas, snack packs (biltong, chips, health bars, fruit, nuts) (25pax). 4.4 Entrances to all activities. 4.5 Provision of lunch on the go. 4.6 Refreshment allowance of R10 000 4.7 <b>Branding</b> 4.8 Ensure the presence of the GTA at the dinner. 4.9 <b>Registration</b> 4.10 Indemnity registration.	<b>Activity 1</b> Showcase and experience of #GautengEats offerings. Breakfast at <b>Blackbrick Sandton</b>
	<b>Activity 2:</b> Showcase and experience of #GPLifestyle offerings. - <b>Prison Break Market (or Alternative Markets)</b>
	<b>Activity 3</b> Showcase and experience of #Gautengshopping experiences. - <b>Shopping (Mall of Africa)</b> - <b>Lunch</b>
	<b>Activity 4</b> Showcase and experience of #RooftopGP experience. <b>Sundowners/Dinner:</b> <b>Radisson Red Rooftop</b> OVERNIGHT: <b>Blackbrick Sandton</b> <a href="https://www.blackbrickclub.com/">https://www.blackbrickclub.com/</a> Tel +27 10 001 8080

<b>5. Monday 2 October 2023</b>	
<p><b>Costs on the following:</b></p> <p>5.1 Provision of a comfortable 25-seater luxury Transfer costs from <b>BlackBrick Sandton</b> to all activities (25pax).</p> <p>5.2 <b>Gautrain tickets</b> from <b>Sandton Station</b> to <b>ORT Airport</b>.</p> <p>5.3 Provision of water, juice/ sodas, snack packs (biltong, chips, health bars, fruit, nuts) (25pax).</p>	<p><b>Activity 1</b> Breakfast: <b>Blackbrick Sandton</b></p> <hr/> <p><b>Activity 2</b> Showcase of the Gauteng transport infrastructure (<b>Gautrain</b>) and <b>Gauteng Air Access</b> Travel on the <b>Gautrain</b> to <b>OR Tambo International Airport</b> as per flight itinerary <b>Fly Back to Base Country</b> as per flight itinerary</p>

**4. FORMAL PRICE QUOTATION**

4.1 The formal all-inclusive quotation (**Inclusive of VAT**) should indicate the total costs that will be charged for the execution of the project.

**5. PROPOSAL SUBMISSION**

5.1 Formal detailed Quotation (**Inclusive of VAT**) should be accompanied by the following documents:

**MANDATORY ADMINISTRATIVE COMPLIANCE DOCUMENTS (NB: FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WILL RESULT IN DISQUALIFICATION)**

- **SBD 4** - Declaration of Interest Form (**Bidder's Disclosure**)

**NON - MANDATORY ADMINISTRATIVE COMPLIANCE DOCUMENTS (NB: FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WILL NOT RESULT IN DISQUALIFICATION)**

- SBD 1 – Invitation to Bid
- SBD 6.1 - Preferential Procurement Regulations 2022
- SARS PIN
- BBBEE Certificate / Affidavit signed by the deponent and stamped by the Commissioner of oath.
- CSD Report
- Business Profile
- Medical Certificate

**6. INVOICES**

- a. Payments will be made against the delivered goods / services.
- b. Invoices must indicate the task and/or output and should include a short description of goods delivered.

- c. The GTA pays for work completed to the satisfaction of the agency. No upfront payments are made for work not yet done.
- d. All invoices must be addressed to [refilwe@gauteng.net](mailto:refilwe@gauteng.net)

**7. CRITERIA FOR EVALUATION OF PROPOSALS**

- a. Criteria for evaluation are as follows:
  - a) The service provider will be appointed in terms of the Preferential Procurement Regulations (2022).
  - b) The proposal will be evaluated using the 80/20 preferential system wherein 80 represents price and 20 for specific goals.

**Specific goals for this RFQ and points claimed are indicated per the table below;**

SPECIFIC GOAL/S	EVIDENCE REQUIRED TO EARN POINTS	TOTAL POINTS ALLOCATION
Historically Disadvantaged individuals: • Black Women	Identity document / Valid B-BBEE certificate / CSD Report	5
Persons living with Disability	Medical Certificate	5
SMME (QSE / EME)	Valid B-BBEE certificate / Sworn Affidavit / CSD Report	10
<b>TOTAL POINTS =</b>		<b>20</b>

- c) **FAILURE ON THE PART OF A TENDERER TO SUBMIT SBD 6.1 AND 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.**
- d) This RFQ is subject to the National Treasury General Conditions of Contract.

**8. RULES OF BIDDING**

- a. The rules of bidding for this assignment are as follows:
  - a) The GTA reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference before the closing date.
  - b) The GTA reserves the right to negotiate prices with the preferred / recommended bidder.
  - c) The GTA reserves the right not to appoint any service provider if the received proposals do not match its requirements.
  - d) Service providers may ask for clarification via email on these terms of reference or any of its annexures up to 48 hours before the deadline for the submission of the bids.
  - e) Any request for clarification must be submitted by email at [Bids@gauteng.net](mailto:Bids@gauteng.net) and answers will be emailed to all service providers that require any clarity.

- f) The GTA reserves the right **NOT** to make an appointment for this project.
- g) The cost of preparing and submitting bids by prospective suppliers will be at the cost of the prospective supplier.
- h) The validity of the received bids shall be ninety (90) days.
- i) The recommended bidder must be registered on the National Treasury Central Supplier Database before appointment.
- j) **No late submission will be considered after closing date and time.**



## PART A

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
<b>BID NUMBER:</b>	GTA/RFQ/2023/72	<b>CLOSING DATE:</b>	26 SEPTEMBER 2023	<b>CLOSING TIME:</b>	10H00 AM
<b>DESCRIPTION</b>	REQUEST FOR QUOTATION FOR THE APPOINTMENT OF SERVICE PROVIDER FOR THE FOR THE HOSTING OF SADC REGIONAL MARKETS TO LEVERAGE ON THE IMPLEMENTATION OF THE INTERNATIONAL DISTRIBUTION SALES CHANNELS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Submissions must be emailed to <a href="mailto:Bids@gauteng.net">Bids@gauteng.net</a>					
<b>No late submission will be considered after closing date and time.</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Magugu Mlangeni		CONTACT PERSON	Magugu Mlangeni	
TELEPHONE NUMBER	011 085 2523		TELEPHONE NUMBER	011 085 2523	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Bids@gauteng.net">Bids@gauteng.net</a>		E-MAIL ADDRESS	<a href="mailto:Bids@gauteng.net">Bids@gauteng.net</a>	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					

**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](http://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:** .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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.

2.2

Full Name	Identity Number	Name of State institution

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:  
\_\_\_\_\_

<sup>1</sup> 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 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 **DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be 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<sup>2</sup> 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.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 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**

### 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**

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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of

this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged individuals: • Black Women	5	
Persons living with Disability	5	
SMME (QSE / EME)	10	
<b>TOTAL POINTS =</b>	<b>20</b>	

**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:** .....

.....