



TERMS OF REFERENCE: REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST GAUTENG TOURISM AUTHORITY (GTA) WITH JOB EVALUATION AND SALARY GRADING.

REFERENCE NUMBER: GTA/RFQ/2023/90

Released: 06 DECEMBER 2023

Submissions Close: 13 DECEMBER 2023

BEFORE 16:00 noon

Queries be directed to:

Ms. Magugu Mlangeni

Supply Chain Management

Bids@gauteng.net

Submissions must be e-mailed to:

Ms. Magugu Mlangeni

Supply Chain Management

Bids@gauteng.net

1. INVITATION

- 1.1 Gauteng Tourism Authority (GTA) hereby invite a suitable qualified and experienced service provider to submit proposals to assist GTA with Job Evaluation and Salary Grading.
- 1.2 The Gauteng Tourism Act (No. 10 of 2001), Section 3 provides for the establishment of the Gauteng Tourism Authority (GTA). Section 4 of the same Act provides for powers and duties of the Authority. The Act aims to provide for the promotion and sustainable development of tourism in Gauteng. The Authority derived its legislative mandate from the Gauteng Tourism Act, as amended by Act No. 3 of 2006. The rationale for revising this Act is to reflect the specific marketing role of the GTA, which was a newly adopted mandate, to include other developments, such as the implications of the National Tourism Act, No. 3 of 2014.
- 1.3 GTA is an implementing agency of the Gauteng Department of Economic Development (GDED). GDED approves the mandate and provides clarity on the roles and responsibilities of GTA. The Authority operates within the parameters of certain regulations. The declaration of government policies is derived from the Constitution of the country. The Constitution of the Republic of South Africa (Act No. 108 of 1996) outlines the roles and responsibilities of national, provincial, and local governments, providing the basis on which these are regulated in all spheres of activities. GTA was established in terms of the Gauteng Tourism Act, No. 18 of 1998. The Act aims to provide for the promotion and sustainable development of tourism in Gauteng. Thus, the Authority derived its legislative mandate from the Act above.

2. PURPOSE

The purpose of this request is to:

- 2.1 Source qualified and experienced service providers to submit proposals to assist the GTA with Job Evaluation and Salary Grading.
- 2.2 Recommend to the GTA the implementation of Paterson salary grading system to ensure equal pay for equal job and avoid any undue overlaps between salary levels.
- 2.3 Do a salary benchmark with the other eight provincial destination marketing organisations (DMO's) to determine the remuneration position of the GTA in relation to other DMO's.
- 2.4 To update the GTA Remuneration Policy in line with the new or envisaged salary grading system.
- 2.5 The detail of the scope is covered below on section 7 of this document.

3. BACKGROUND

- 3.1 The GTA has in April 2023 appointed a service provider to optimize its organizational structure. The organizational redesign considered the following:
 - 3.2 Allocation of responsibility, authority, and power.
 - 3.3 Effective allocation of human and capital resources at the correct level.
 - 3.4 Determination of the most appropriate decision-making system/process.

- 3.5 Definition of the most effective communication paths for the organization.
- 3.6 Enabling the fulfilment of the vision, mission, and strategies for service delivery to its stakeholders.
- 3.7 A strategy structure analysis and alignment.
- 3.8 The development of the Operating/Business Model of the GTA.
- 3.9 Review of the organisational structures to eliminate all duplications of functions across the Agency.
- 3.10 Review/validation and development of job profiles and competencies.
- 3.11 To define the workforce transition framework.
- 3.12 Undertake a cost benefit analysis of the reviewed/ developed operating model and organisational structure.

4. DELIBERATIONS

- 4.1 To appoint a reputable and knowledgeable service provider to conduct job evaluation and salary grading system that will crystallise the proposed functional structure to a fully-fledged graded organisational structure and recommend Paterson or equivalent as a salary grading system that will ensure equal pay for equal jobs whilst avoiding overlaps between salary levels.

5. OBJECTIVES OF THE EXERCISE

The objectives of this exercise are to:

- 5.1 To develop a logical and consistent Job Evaluation and Grading Framework upon which the GTA can base future job grading decisions.
- 5.2 The framework will be comprehensive, including competencies and other relevant criteria.
- 5.3 Ensure fairness and equality, in terms of job grading, between staff members currently employed, and in comparison, with newly recruited staff members.
- 5.4 Undertake an alignment exercise, adjusting the job levels of current staff to address inequalities and disparities between roles in the same job family and across the organization and fully recognizing roles and responsibilities undertaken.

6. THE APPROACH

- 6.1 Considers the value-chain based approach to determine solutions taking into consideration GTAs mandate, strategy, dynamic differences between the subsidiaries and operating environment.
- 6.2 Should be transparent, interactive with participation by staff at all levels.
- 6.3 Focus teams/field work/mini workshops/stakeholder interviews/surveys with key stakeholders (Executive Management, CEO, and labour).

6.4 Engagement with the Board.

7. EXPECTATIONS/DELIVERABLES

The service provider is required to execute the project in accordance to the below terms of reference:

7.1 ACTIVITY 1: JOB EVALUATION

- 7.1.1 Analyse all relevant job descriptions, compare, and align to the proposed organisational structure.
- 7.1.2 Evaluate and grade jobs based on the job descriptions provided by the GTA in accordance with the proposed organisational structure.
- 7.1.3 Job grading according to the Paterson or equivalent Salary Grading.
- 7.1.4 Conduct salary benchmarking on all jobs against the other eight (8) DMO's.
- 7.1.5 Provide the GTA with a detailed report that sets out the methodology that was followed, the recommended grading system and motivation for the recommendation for all jobs graded.
- 7.1.6 Develop job families' categories/classifications for all jobs within the GTA.
- 7.1.7 Create a web-based salary grading system that the GTA will be able to access and use even after the service provider has left.

7.2 ACTIVITY 2: REVIEW GTA PAY SCALES

- 7.2.1 Review current pay scales i.e., establish the distribution of the current remuneration within the GTA.
- 7.2.2 Design pay scales based on the statistical analysis of current pay, using the grading system methodology that would have been approved in activity 1.
- 7.2.3 Cost the implications of adopting a single pay scale and conduct a comparison of everyone to the proposed scale.
- 7.2.4 Develop an approach/methodology for the management of outliers.
- 7.2.5 Provide the GTA with a detailed report that sets out the methodology that was followed in the revision of the pay scales based on the above point.
- 7.2.6 Conduct a salary benchmarking process against the other eight (8) DMO's.
- 7.2.7 The benchmark process should include all elements of the total package as GTA is using a Cost to Company remuneration structure for some employees and intends to implement CTC across the GTA.
- 7.2.8 Develop an implementation plan to absorb to the CTC remuneration structure for those employees not on the CTC who ought to be in the CTC.

7.3 ACTIVITY 3: DEVELOPMENT OF A REMUNERATION POLICY

7.3.1 Review the current remuneration policy and update it in line with the new job grades and salary grading system.

8. DURATION

The above project/process is estimated to take three (3) months or less.

8.1 Activity 1 must be complete soon after the service provider has been appointed and on-boarded or before the end of January 2024.

8.2 Activity 2 must be complete soon after activity 1 or if practical simultaneous with activity 1 but must be complete before the end of February 2024 or earlier.

8.3 Activity 3 must be complete on or before the end of March 2024 or earlier.

9. FUNCTIONALITY - QUALIFYING CRITERIA

9.1 The proposals will be assessed according to the following functionality criteria and points.

	FUNCTIONALITY EVALUATION CRITERIA		TOTAL POINTS	
Functionality: Pre-qualification criteria	Understanding of the Project and Scope of Work.	10	70	
	Methodology to be adopted to conduct Job Evaluation and Job Grading.	20		
	Provide sample Reports indicating the Methodology followed, Job Evaluation conducted, grading results and the motivation for recommended grade.	10		
	Graded position benchmarked within similar industries to that of GTA.	10		
	Detailed Work Plan with time frame for the overall Project:	• Twelve (12) weeks completion time for project.		5
		• Eight (8) weeks completion of the project.		10
		• Four (4) weeks completion of the project.		15
	Verifiable track record and experience in managing Projects of a similar nature (in conducting Job Evaluation and Job Grading):	• in the last five (5) years		5
		• in the last four (4) years		4
		• in the last three (3) years		3
• in the last two (2) years		2		
• in the last one (1) year		1		
	Proof to be submitted for each year and work completed.			

Qualifications and experience of the allocated resources for the assignment	Provide certified copies (not older than three (3) months) of proof Qualifications and CV's. <ul style="list-style-type: none"> • Minimum of ten (10) years' experience in managing projects of a similar nature (in conducting job evaluation and job grading) = 20 • Minimum of eight (8) years' experience in managing projects of a similar nature (in conducting job evaluation and job grading) = 15 • Minimum of five (5) years' experience in managing projects of a similar nature (in conducting job evaluation and job grading) = 10 • Minimum of three (3) years' experience in managing projects of a similar nature (in conducting job evaluation and job grading) = 5 • Minimum of one (1) year experience in managing projects of a similar nature (in conducting job evaluation and job grading) = 0 	20	20
		15	
		10	
		5	
		0	
Technical Support	Relevant experience in providing Technical Support and Maintenance of the Grading tool.	10	10
TOTAL POINTS			100

9.2 EXPECTED SCORES

9.2.1 A bidder that fails to obtain **at least 70 points** will not be considered for further evaluation in Stage 2 (Price and Specific Goals).

10. FORMAL PRICE QUOTATION

10.1 The formal all-inclusive quotation (**Inclusive of VAT**) should indicate the total costs that will be charged for the execution of the project Job Evaluation and Salary Grading.

11. PROPOSAL SUBMISSION

11.1 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

12. 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 Baliwinile@gauteng.net

13. 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
SMME (QSE / EME)	Valid B-BBEE certificate / Sworn Affidavit / CSD Report	10
Historically Disadvantaged individuals: • Race – Black Women	Identity document / Valid B-BBEE certificate / CSD Report	10
TOTAL POINTS =		20

- 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.

14. RULES OF BIDDING

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 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)					
BID NUMBER:	GTA/RFQ/2023/90	CLOSING DATE:	13 DECEMBER 2023	CLOSING TIME:	16H00 NOON
DESCRIPTION	REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST GAUTENG TOURISM AUTHORITY (GTA) WITH JOB EVALUATION AND SALARY GRADING.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Submissions must be emailed to Bids@gauteng.net					
No late submission will be considered after closing date and time.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
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	Bids@gauteng.net		E-MAIL ADDRESS	Bids@gauteng.net	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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**

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.

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3. **DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in

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

terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

..... Signature Date
..... Position Name of bidder

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process

or any other method envisaged in legislation;

- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis:

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

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)
SMME (QSE / EME)	10	
Historically Disadvantaged individuals: • Race – Black Women	10	
TOTAL POINTS =	20	

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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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