



TERMS OF REFERENCE FOR:

**THE APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO PROVIDE TRAINING ON
STANDARDS OF GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP) FOR GAUTENG
TOURISM AUTHORITY OFFICIALS**

REFERENCE NUMBER: GTA/RFQ/2026/74

Released Date : 26 February 2026

Submissions Close: 12 March 2026

BEFORE 16H00PM

Queries be directed to:

Ms. Phakama Majola
Supply Chain Management
Bids@gauteng.net

Submissions must be e-mailed to:

Ms. Phakama Majola
Supply Chain Management
Bids@gauteng.net

1. INVITATION

- 1.1 The Gauteng Tourism Authority (GTA) hereby invites prospective service providers, with relevant and appropriate skills and experience to submit proposals for the provision of training on Standards of Generally Recognized Accounting Practice (GRAP) for Gauteng Tourism Authority officials.

2. BACKGROUND

- 2.1 The Gauteng Tourism Authority (GTA) requires an accredited and experienced service provider to design, develop, and deliver a comprehensive update training course on the Standards of Generally Recognized Accounting Practice (GRAP).
- 2.2 These standards, issued by the South African Accounting Standards Board (ASB), are mandatory for certain public sector entities and other applicable organizations. The purpose is to ensure that our finance team and relevant staff maintain current knowledge of new, amended, and upcoming GRAP standards, interpretations, and implementation guidance, thereby ensuring ongoing compliance and enhancing financial reporting quality.
- 2.3 The training course must achieve the following key objectives:
- Update Knowledge: Provide participants with a clear understanding of all new, revised, and amended GRAP standards effective for the current and upcoming financial periods.
 - Interpretation and Application: Focus on the practical application, interpretation, and disclosure requirements of complex and/or recently changed standards.
 - Address Challenges: Highlight common implementation challenges, pitfalls, and sector-specific issues relevant to our organization. This should be linked the recent audit outcomes specifically performed by Auditor General Of South Africa in the last audit cycles to improve the audit income
 - Future Outlook: Inform participants about exposure drafts, discussion papers, and the future direction of the ASB's work programme.
 - Competency Development: Enhance the technical competency and confidence of participants in applying GRAP.

3. FORMAL PRICE QUOTATION

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

4. DELIVERABLES/SPECIFICATIONS

- 4.1 The service provider will be required to deliver the following:

4.1.1 Training Needs Analysis & Course Design

- Consult with key stakeholders (e.g., CFO, Financial Manager, Internal Audit) to identify specific knowledge gaps, focus areas, and the baseline knowledge level of potential participants.
- Develop a detailed, customized course agenda and curriculum based on the needs analysis.
- Specify the learning outcomes for each module.

4.1.2 Training Content Development

- Prepare comprehensive, high-quality training materials, including but not limited to:
 - Facilitator's guide/presentation slides.
 - Participant workbook/manual with detailed technical content, examples, and case studies.
 - Reference materials (summaries of key standards, comparison tables of changes).
- All materials must be accurate, up-to-date, and reference the latest GRAP pronouncements, guidance notes, and ASB circulars.
- Update Knowledge: Provide participants with a clear understanding of all new, revised, and amended GRAP standards effective for the current and upcoming financial periods.
- Interpretation and Application: Focus on the practical application, interpretation, and disclosure requirements of complex and/or recently changed standards.
- Address Challenges: Highlight common implementation challenges, pitfalls, and sector-specific issues relevant to our organization. This should be linked the recent audit outcomes specifically performed by the Auditor General of South Africa in the last audit cycle to improve the audit outcome.
- Future Outlook: Inform participants about exposure drafts, discussion papers, and the future direction of the ASB's work programme.
- Competency Development: Enhance the technical competency and confidence of participants in applying GRAP

4.1.3 Training Delivery

- Deliver the training course over 1 day).
- As a cost cutting measure, **the training ideally should be presented online**, and the proposal must specify the recommended platform for virtual delivery.
- The training must be interactive, incorporating case studies, practical exercises, and Q&A sessions relevant to our organizational context.

4.1.4 Post-Training Support

- Provide participants with access to electronic copies of all presentation materials and resources.
- Offer a limited period of post-training support (e.g., 30 days) for clarifying technical questions arising from the course.

4.1.5 Assessment and Reporting

- Develop and administer a brief pre-and/or post-assessment to measure learning effectiveness.
- Submit a summary training report to management, including participant feedback and recommendations for future training needs.

4.1.6 Target Audience

- Approximately 10 participants comprising:
 - Chief Financial Officer
 - Finance manager and accountants
 - Finance Interns
 - Supply Chain Manager and SCM Specialists
 - Other relevant non-finance staff requiring an understanding of GRAP impacts (Interns and Supply Chain Specialists)

4.1.7 A Signed Attendance Register and Certificate of Attendance

- Attendees must sign an Attendance Register and receive a certificate of attendance, branded with the training provider's Company Logo.

N.B: Failure to provide a quotation with a breakdown of the deliverables may result in the disqualification of the bid.

5. EVALUATION CRITERIA

5.1 Proposals will be evaluated in the following three (3) stages:

- **Administrative Compliance** – bidders must comply with the minimum mandatory requirements stipulated in these Terms of Reference. Failure to comply with the mandatory requirements will result in disqualification of the bid.
- **Functionality Evaluation** – bidders that meet the mandatory administrative requirements, will further be evaluated on functionality requirements stipulated in these Terms of Reference to determine whether they have the technical ability to deliver on the project. Bidders that fail to meet the minimum functional score will be disqualified from further evaluation.
- **Price and Specific Goals** – bidders that meet the minimum functional score will further be evaluated on price and specific goals and the bidder that obtains the highest score will be recommended for appointment.

6. PROPOSAL SUBMISSION

6.1 Formal quotations (**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 (completed and signed)

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

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

7. FUNCTIONALITY CRITERIA

7.1 Proposals will be evaluated against the following functionality criteria:

NO.	EVALUATION CRITERIA	POINTS
1.	Experience of the bidder (firm) in GRAP training: • 3 - 5 years' experience (5 points) • 6 - 9 years' experience (10 points) • 10 or more years' experience (20 points) Proof provided through a proposal which must state how many years the company has provided GRAP training with individual clients. NB: Failure to submit a proposal clearly indicating the bidders' experience will result in no points being awarded.	20 points
2.	Facilitators' Experience in GRAP training • 3 - 5 years' experience (5 points) • 6 - 9 years' experience (10 points) • 10 or more years' experience (20 points)	20 points

	Proof provided through CV's, which must clearly indicate the facilitators' experience in providing GRAP training. The Proposal must also clearly identify the facilitator that will provide the training NB: Failure to submit a CV's clearly indicating the facilitator's experience will result in no points being awarded.	
3.	Facilitators' Qualifications / Credentials - Chartered Accountant (SA) or hold an equivalent relevant postgraduate accounting qualification (15 points) - No qualification/ credentials other than Chartered Accountant (SA) or hold an equivalent relevant postgraduate accounting qualification (0 points) Proof provided through qualifications of the proposed facilitator. NB: Failure to submit qualifications / credentials of the facilitator will result in no points being awarded.	15 points
4.	Technical Approach for the GRAP training - Proposal from bidder does not provide comprehensive approach to providing the training and is not linked to the deliverables in the terms of reference (0 points) - Proposal from bidder outlines a comprehensive approach to providing the training and is linked to the deliverables in the terms of reference (15 points) NB: Failure to submit a proposal that clearly indicates the facilitator's approach to execute the GRAP training will result in no points being awarded.	15 points
5.	Proven Tack Record and Experience in providing GRAP training 5 reference letters (10 points) 6 - 8 reference letters (20 points) - More than 8 reference letters (30 points) A valid reference letter must include the following: ➤ Company letter head with contactable details ➤ Date of issue ➤ Clear description of services that was rendered ➤ Positive endorsement of the quality of that service rendered ➤ Duly signed. NB: Failure for the reference letter to meet the above requirements will result in no points being awarded.	30 points
	TOTAL	100 points

- 7.2 Bidders must obtain a minimum score of **65 points** to advance for further evaluation on price and specific goals.

8. CRITERIA FOR EVALUATION OF PROPOSALS

8.1 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 GOAL/S	EVIDENCE REQUIRED TO EARN POINTS	TOTAL POINTS ALLOCATION
Historically Disadvantaged Individuals : • Women = 5 • Youth = 5	Identity Document/Valid B-BBEE certificate / Sworn Affidavit / CSD Report	10
People Living with a Disability	Medical Certificate	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.

9. 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. Please note that the payment can only be processed upon receipt of the following document:
 - Invoice
 - Statement reflecting the outstanding amount.
 - Proof of bank confirmation letter

- e. All the required documents for payment and queries should be directed to the Finance central invoice email to GTA.Invoices@gauteng.net

10. RULES OF BIDDING

10.1 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 proposals received do not match its requirements.
- d) Service providers may ask for clarification via email on these terms of reference or any of their 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 awarded service provider may be required to sign a service level agreement with the GTA.
- j) The recommended bidder must be registered on the National Treasury Central Supplier Database before appointment.
- k) The GTA reserves the right to request additional information / clarification during the evaluation process.
- l) **N.B: NO LATE SUBMISSIONS WILL BE CONSIDERED AFTER THE 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/2026/74	CLOSING DATE:	12-Mar-26	CLOSING TIME:	16H00PM
DESCRIPTION	TRAINING ON STANDARDS OF GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Bids@gauteng.net					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Phakama Majola		CONTACT PERSON	Phakama Majola	
TELEPHONE NUMBER	011 085 2138		TELEPHONE NUMBER	011 085 2138	
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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

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.

Full Name	Identity Number	Name of institution	State

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 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

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.

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.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN

TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN

MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE

FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

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 : • Women = 5 • Youth = 5	10	
People Living with a Disability	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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	