



REQUEST FOR QUOTATIONS

RFQ NUMBER: RFQ/SASSETA/2425109

CLOSING DATE: 26 August 2024

TIME: 15h00

DESCRIPTION: Appointment of Training Provider to undertake Supply Chain Management Training for the SASSETA Board members

BRIEFING SESSION: Yes No

FOR COMPLETION BY SERVICE PROVIDER:

NAME OF BIDDING COMPANY: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CSD REGISTRATION NUMBER: **MAAA** _____

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA logo may result in legal action.

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigations.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

1. Specification
2. Invitation to Quote (SBD 1) (requires the attachment of proof of authority)
3. Pricing Schedule (SBD 3.1)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. Documents required for claiming Specific Goals
7. Submission Checklist
8. General Conditions of contract (GCC) (Annexure A)

NB.: DOCUMENT SUBMISSION

Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above from bullet 2 to 5.

Bidders must be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with their CSD registration number.

1. TERMS OF REFERENCE

1.1. INTRODUCTION AND BACKGROUND

1.1.1 SASSETA was established on 1 July 2005. It is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. It is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

1.1.2 The SASSETA uses the competitive bidding process for the procurement of goods and services as it is required by law and ensures that each procurement of goods and services is conducted efficiently and effectively in accordance with the five pillars of government procurement.

1.1.3 SASSETA is fully committed to the structured and systematic training and development of all its Board Members to enable them to perform their governance functions. This training will enable Board Members to acquire the skills and knowledge to be able to make sound decisions with full knowledge of Supply Chain Management regulations.

1.2. PURPOSE

1.2.1 SASSETA seeks to appoint a suitably qualified and experienced training provider to offer face-to-face Supply Chain Management (SCM) to the SASSETA Board Members (X13) and two (2) SASSETA Executives for a period of two (2) days.

1.2.2 The training is required to:

1.2.2.1 Develop the required knowledge, skills and values of the SASSETA Board to understand the principles and processes of Supply Chain Management;

1.2.2.2 Enhance SASSETA Board Members skills necessary to enhance economy, efficiency and transparency in the management of public procurement operations.

1.3. SCOPE OF WORK

1.3.1. The appointed training provider will be required to provide the required SCM Training to SASSETA Board Members focusing on the following but not limited to:

- a) The role South Africa's Constitution plays in public sector procurement
- b) The SCM legislative environment
- c) The five elements of SCM in the public sector – with emphasis on Demand management, Sourcing/acquisition management and performance management/reporting
- d) The functioning of the three (3) Bid Committees
- e) Understand the evolution and importance of SCM systems in the Public Sector.
- f) Describe guidelines and principles that enable the operation of sound SCM.

- g) Achieve customer-service standards cost effectively through SCM optimization
- h) Compliance requirements of public sector SCM from audit point of view (internal/external audits)
- i) Risk management methodologies that assist in combating corruption
- j) The role and responsibilities of the Board in their oversight roles

1.3.2. The appointed training provider will be required to explain the regulatory framework that governs Supply Chain Management within the public service to demonstrate an understanding of how each legislation and/or prescript regulates the decision making, as listed below but not limited to:

- a) Constitution of the Republic of RSA 1996
- b) Public Finance Management Act: Act 1 of 1999 amended by Act 29 of 1999.
- c) Preferential Procurement Policy Framework Act 5 of 2000 and Regulations 2011
- d) Broad Based Black Economic Empowerment Act (Act 53 of 2003)
- e) Construction Industry Development Board Act & Regulations (Act 38 of 2000)
- f) National Small Business Act (Act 102 of 1996) amended by 26 of 2003
- g) Competitions Act (Act 89 of 1998 as amended by Act 38 of 2002)
- h) Promotion of Administrative Justice Act (Act 3 of 2000)
- i) Promotion of Access to Information Act (Act 2 of 2000)
- j) Occupational Health and Safety Act (Act 85 of 1993)
- k) Prevention and Combating of Corrupt Activities Act
- l) Treasury Regulations for departments, trading entities, constitutional institutions and public entities (2005)
- m) National Treasury Instruction Notes/Practice Notes/Circulars issued from time to time

1.4. REQUIRED DELIVERABLES

1.4.1. The training sessions are expected to cover the elements within the scope of work outlined in section 1.3.1 at minimum. Further, the training provider is expected to:

- a) Provide the face-to-face training;
- b) Provide training packs including the training program;
- c) Provide certificates of attendance at the end of the training programme; and
- d) Provide clear details of the proposed course delivery team

1.5. TIMEFRAMES FOR APPOINTMENT

1.5.1. Course facilitation process is expected to take two (2) days at a venue to be arranged by SASSETA.

1.5.2. All delegates to undertake the training during the same period

1.5.3. The contract with the successful service provider will be from date of appointment until 31 March 2026 to accommodate new recruits.

1.6. PRICING

1.6.1. Training Providers are requested to submit an all-inclusive cost of this project assignment with the following clearly indicated:

a) Fixed Costs:

NO.	DESCRIPTION
1	Cost for manuals, face-to-face training, and certificate for the Supply Chain Management Training over two (2) days (15 delegates) – from date of appointment until 31 March 2025
TOTAL AMOUNT	

b) Ad-hoc costs:

NO.	DESCRIPTION
1	Cost for manuals, face-to-face training, and certificate for the Supply Chain Management Training over two (2) days (per delegate) – from 01 April 2025 to 31 March 2026

1.7. ACCOUNTABILITY AND REPORTING

1.7.1. The service provider will report directly to the Chief Financial Officer for the duration of the assignment.

1.8. INTELLECTUAL PROPERTY

1.8.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

1.9. PROTECTION OF PERSONAL INFORMATION ACT

1.9.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

1.9.2. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

1.9.3. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup

servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

- 1.9.4. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
- 1.9.5. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

1.10. PROPOSED SELECTION CRITERIA

1.10.1. Functionality Evaluation

- a) All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2.
 - 0: Required document/item not submitted/ Unacceptable, does not meet set criteria
 - 1: Satisfactory should be adequate for stated element,
 - 2: Very good, above average compliance to the requirement

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Proposed Technical approach and methodology of the bidder:	Rating out of 2	Evaluation criteria		
<ul style="list-style-type: none"> The bidding company to submit a training methodology/Step by step program implementation and clear timelines on how the scope of work will be executed (30 points) 	0	No methodology included/ methodology that does not relate to the full scope of work/shows minimal understanding	30%	
	1	Methodology that includes the full scope of work, required timeframes and deliverables		
	2	Methodology that includes the full scope of work, required timeframes and deliverables. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference.		
Suitability of the bidder:	Rating out of 2	Evaluation criteria		
<ul style="list-style-type: none"> The bidding company to submit a minimum of three (3) or more signed reference letters from clients (existing or previous) where similar assignments were undertaken. The letters to be on the client's letterhead, signed and clearly detailing the scope of work and impression the client has with the service provider (30 points) 	0	Bidder has not undertaken assignments within public institutions or entities in the facilitation of SCM training. Bidding Company did not submit written references letters from clients (existing or previous) where similar services were rendered/Bidding company submitted less than two (2) reference letters where the SCM Training was undertaken.	30%	
	1	Bidder has undertaken two (2) assignments within public institutions or entities in facilitating the SCM training. The Bidding Company submitted two (2) written reference letters from clients (existing or previous) where similar services were rendered.		
	2	Bidder has undertaken three (3) or more assignments within public institutions or entities in facilitating of SCM training. The Bidding Company submitted three (3) or more written reference letters from clients (existing or previous) where similar services were rendered.		
Suitability of the proposed team:	Rating out of 2	Evaluation criteria		
<ul style="list-style-type: none"> A Comprehensive CV of the training facilitator to have training 	0	The service provider did not indicate who the Training Facilitator for this assignment is/the proposed Training Facilitator does not have experience in supply chain management environment/the Training	40%	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
expertise in the SCM environment and demonstrate a minimum of three (3) or more assignments where three (3) or more SCM training services were undertaken within the public sector (40 points)		Facilitator has less than two (2) assignments in conducting SCM training		
	1	The proposed Training Facilitator has up to two (2) assignments in facilitating SCM training.		
	2	The proposed team leader has three (3) or more assignments in facilitating SCM training.		
TOTAL POINTS			100%	

N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the 80/20 preference point system.

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

1.11. CONDITIONS FOR SELECTION/SHORT LISTING

- (a) Price quoted must be valid for ninety (90) days from the closing date of RFQ;
- (b) The quotations are to be submitted in PDF Format;**
- (c) The quotation must include the National Treasury Central Supplier Database (CSD) Supplier Number (MAAA)**
- (d) Price quoted must be firm and must be inclusive of VAT;
- (e) A firm delivery period/date must be indicated;
- (f) Completed SBD 1, 3.3, 4, 6.1, (These must be completed in full and be submitted with the proposal.**
- (g) Bidders to provide their CSD Registration numbers with their responses.
- (h) Quotations will be evaluated on:
 - Functionality requirements above,
 - meeting the Terms of Reference issued by the SASSETA,
 - the 80/20 preference point system for bids above R30k. 80 points will be allocated to price and 20 points allocated to Specific Goals.

1.12. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

The quotation and all supporting documents are to be submitted no later than **(26 August 2024)** at **(15H00)** on the letterhead of your business and to be emailed to **(pmonageng@sasseta.org.za)**

PART A - INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/SASSETA/2425109	CLOSING DATE:	26 August 2024	CLOSING TIME:	15h00
DESCRIPTION	Appointment of Training Provider to undertake Supply Chain Management Training for the SASSETA Board members				
BID RESPONSE DOCUMENTS MAY BE SENT TO:					
pmonageng@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Palesa Monageng		CONTACT PERSON	Palesa Monageng	
E-MAIL ADDRESS	pmonageng@sasseta.org.za		E-MAIL ADDRESS	pmonageng@sasseta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
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, 2017, 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 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.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: RFQ/SASSETA/2425109
CLOSING TIME: 15:00	CLOSING DATE: 26 August 2024

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

Fixed Costs:

NO.	DESCRIPTION	UNIT PRICE incl. VAT	TOTAL PRICE (INCL. OF VAT)
1	Cost for manuals, face to face training, and certificate on Supply Chain Management Training for the SASSETA Board members over a period of two (2) days (15 delegates) – from date of appointment until 31 March 2025	R	R
TOTAL AMOUNT			

Ad-hoc costs:

NO.	DESCRIPTION	UNIT PRICE incl. VAT
1	Cost for manuals, face-to-face training, and certificate on Supply Chain Management Training for the SASSETA Board members over a period of two (2) days – from 01 April 2025 to 31 March 2026	R

2. Bidders are to complete the name and surname of the proposed facilitator on this assignment and ensure that comprehensive CVs of this member is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME <i>(one Facilitator to be proposed)</i>	IS CV ATTACHED <i>(circle the response below)</i>
1.	Name of the Course Facilitator		Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa 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.
- 1.2 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 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 the table below

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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 consortium¹ 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act 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.

¹ 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to quote:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

- 1.3 Points for this quotation (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:

- 1.5 The maximum points for this quotation are allocated as follows:

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

- 1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**

- 1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 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 quotation.

3.2.2 For the purposes of this quotation, the bidder 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 bid:

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

Note to bidders: The Bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People ownership (> 100%)	10	
Black Woman Ownership (At least 30%)	5	
Black Youth Ownership (At least 30%)	5	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 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]

3.6 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 quotation, 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 bidding 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 bidder 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.

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
 - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
 - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
 - c) Certified copy/ies of Identity documents of the Company Directors
 - d) CSD report
 - e) medical report (if any)
 - f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigations.

SUBMISSION CHECKLIST:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: <ul style="list-style-type: none"> • Completed and signed Invitation to Quote (SBD 1) • (To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted). 	
2.	Part 2 <ul style="list-style-type: none"> • Completed and signed Pricing Schedule (SBD 3.1). 	
3.	<ul style="list-style-type: none"> • Bidder's quotation on the company's letterheads with all applicable costs and delivery dates • Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified. 	
4.	Part 3: <ul style="list-style-type: none"> • Completed and signed declaration of interest document (SBD 4). • (In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document). 	
5.	Part 4: <ul style="list-style-type: none"> • Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1). • Not claiming points for each preference point system on SBD 6.1 will lead to specific goal points not being awarded 	
6.	Part 5 <ul style="list-style-type: none"> • Bidders to submit their National Treasury Central Supplier Database (CSD) registration document. 	
7.	Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit with their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder	
8.	Part 6: Bidders to submit: NB.: Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded. <ul style="list-style-type: none"> • An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit. • Valid Companies and Intellectual Property Commission (CIPC) Company registration documents • Certified copy(ies) of Identity documents of the Company directors • Declaration letter signed by the bidder. 	

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.