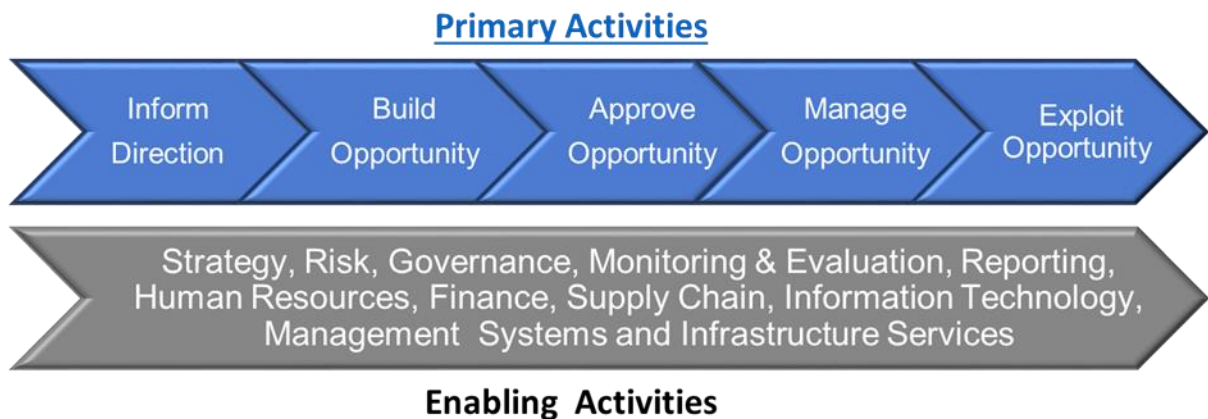


<b>TENDER NUMBER</b>	<b>TIA006/2023</b>
<b>TENDER TITLE</b>	<b>MARKETING AND COMMUNINCATION SERVICES FOR THE SOUTHERN AFRICA INNOVATION COLLECTIVE (SAIC) PROGRAMME</b>
<b>ADVERT DATE</b>	<b>28 July 2023</b>
<b>MANDATORY BRIEFING SESSION</b>	<b>4 August 2023 AT 10:00 VIA TEAMS</b>  <b>(Applicants to e-mail <a href="mailto:mapule.msiza@tia.org.za">mapule.msiza@tia.org.za</a> (not for tender submissions) - please write TIA006/2023 BRIEFING SESSION LINK on the subject line to request for the link). This will be via Microsoft Teams</b>
<b>CLOSING DATE AND TIME</b>	<b>30 AUGUST 2023 AT 11:00</b>
<b>SUBMISSION DETAILS</b>	<b>Electronic submissions: <a href="mailto:Tenders@tia.org.za">Tenders@tia.org.za</a></b>  <b>Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject 'Part 1, Part2 or Part 3'. E.G. TIA006/2023 – PART 1 (on the subject line)</b>
<b>TENDER VALIDITY</b>	<b>120 DAYS</b>
<b>CONTACT PERSON</b>	<b>Mapule Msiza (<a href="mailto:mapule.msiza@tia.org.za">mapule.msiza@tia.org.za</a>) – not for tender submissions) and state TIA006/2023 on the subject line for enquiries about the tender</b>  <b>Contact Number: 012 472 2752</b>
<b>DURATION OF THE CONTRACT</b>	<b>3 years</b>

**1. INTRODUCTION**

- 1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.
- 1.2 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science and Innovation (DSI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



**2. PURPOSE**

On behalf of the Southern African Innovation Collective (SAIC) programme, TIA seeks to appoint a service provider to render marketing and communications service for startups and hubs who are members of the SAIC. The service required will include reference from the member countries (Botswana, Namibia, Tanzania, Zambia and South Africa), through TIA.

**3. BACKGROUND**

On behalf of the Department of Science and Innovation (DSI), the Technology Innovation Agency (TIA), is a Focal Point (FP) of the Southern Africa Innovation Support (SAIS) programme. SAIS is a regional initiative supported by the Finnish Ministry of Foreign Affairs (MFA), in collaboration with the ministries



responsible for innovation from five SADC countries viz. Botswana, Namibia, South Africa, Tanzania and Zambia. The objective of the programme is to:

- Build connected ecosystems
- Strengthen startups and early-stage enterprises
- Promote inclusive entrepreneurship (with special emphasis on young entrepreneurs and innovations serving disadvantaged populations).
- Develop capacity of business support organisations in the region to engage with each other and support the growth of enterprises in an enabling environment. (The capacity building requires continuous exchange of experience, best practises and lessons learned that can be facilitated at diversely represented platforms).

TIA has been voted to lead the Connected Hubs (relaunched to SAIC) network from the end of SAIS2, a programme that was funded by the Ministry of Foreign Affairs of Finland. Leadership of the SAIC network under TIA commenced during the launch of the network that took place in September 2021.

SAIC as a tool adopted from the SAIS programme offers strengthening the capacity of member hubs through cross-border collaborations, networking opportunities, funding referral opportunities, stakeholder engagements, trainings, peer learning and linkages to global community.

#### **4. SCOPE OF WORK**

Marketing and Communication service required to cover the following:

##### **4.1. Development of an integrated marketing and communication strategy**

##### **4.2. Media Relations**

###### **4.2.1. Media liaison:**

- Drafting and managing messaging, press releases, statements, thought leadership and opinion pieces, follow up to secure media interviews with the assistance of internal PR team.
- Securing media interviews with relevant media houses, including broadcast
- Reputation management and establishing relationship with the media
- Manage crisis communication
- Manage media launches, meet & greets and other media opportunities



4.2.2. Support and distribution of media statements, opinion pieces and lobbying media houses as required to broaden the reach of SAIC's communications.

4.2.3. Create and maintain a positive public image for SAIC

#### **4.3. Online and social media**

4.3.1. Developing an online and social media communication strategy

4.3.2. Content management on online and social media

4.3.3. Share information with member organisations' social media pages

4.3.4. Provide report on engagement and performance of the platforms

#### **4.4. Website management**

4.4.1. Enhancing the existing website

4.4.2. Maintain and update content

#### **4.5. Marketing and branding**

4.5.1. Media buying and advertising: development of ATL (above-the-line) and BTL (below-the-line) advertising campaigns for approval

4.5.2. Develop events calendar in consultation with the SAIC Management team

4.5.3. Develop and execute SAIC brand and marketing campaigns

4.5.4. Events management: provide event management support services on an ad-hoc basis. This will include concept development (based on the focus/theme of the event), event planning, coordination, and development of technical specifications

4.5.5. Development and production of marketing collateral (including but not limited to videos, brochures)

#### **4.6. Audio-visual production services:**

4.6.1. Conceptualise and produce audio-visual material(video/photography/TV/radio) to market the brand

4.6.2. Conceptualise, unpackage and disseminate detailed information to a wide range of audiences with a potential or existing vested interest in the network.

#### **4.7. Stakeholder management**

4.7.1. Develop stakeholder relations strategy

4.7.2. Engage with existing stakeholders

4.7.3. Welcoming new stakeholders and members to the network



4.7.4. Maintain a relationship with all stakeholders

#### **4.8. Communications and marketing service**

4.8.1. Carry out communication work

4.8.2. Advisory services

4.8.3. Guidance and supporting projects

4.8.4. Providing editorial and editing service

4.8.5. Developing and packaging SAIC reports, publications, web content and other multimedia promotional products (including but not limited to annual report), writing SAIC reports and ensuring approval by SAIC Management Team

### **5. PROPRIETARY INFORMATION**

TIA considers this Request for Proposal (RFP) and all related information written, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives.

The Bidder shall not disclose, publish, or advertise this specification or related information in part or to any third party without the prior written consent of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

### **6. MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFP must be in English.

### **7. VERIFICATION OF DOCUMENTS BY THE SERVICE PROVIDERS**

Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA regarding anything arising from the fact that pages are missing or duplicated.

### **8. GENERAL TERMS AND CONDITIONS**

The Respondent is responsible for all costs incurred in the preparation and submission of the proposal. Kindly note that TIA is entitled to:

- Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQs before the closing date. All Respondents, to whom the RFQ



documents have been issued, will be advised in writing of such amendments in good time;

- Verify any information contained in a proposal;
- Not to appoint any bidder;
- Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof;
- An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- TIA also reserves the right to award this RFQ as a whole or in part without furnishing reasons.
- TIA also reserves the right to cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
- The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFQ documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- This proposal and its acceptance shall be subject to the terms and conditions contained in this RFQ document.
- The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
- Validity period: 120 days
- Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.
- TIA's decision on proposals received shall be final and binding

**9. MANDATORY REQUIREMENTS:**

Failing to meet any of the following requirements will lead to the Service Provider being disqualified:

- Service Providers should be registered on the Central Supplier Database (CSD)
- Service Provider should be tax compliant by the time TIA appoints
- Attendance of the briefing session

**10. EVALUATION CRITERIA**

In addition to the requirements as stated, all proposals will be evaluated based on evaluation criteria below, and the 80/20 preferential point system. To assess which proposals will best suit the corporate operational requirements of TIA, proposals will be assessed as follows:

No	Evaluation criteria	Scoring guideline	Weighting	Max score
1	Experience: Please Attach proof (previous experience) and how the service provider will be able to execute on items covered on section 4	The service provider to provide a company profile outlining years of experience in developing marketing and communication strategy.  5= 10 years and more 4= 7 to 9 years 3= 6 to 5 years 2= 4 to 2 years 0= Less than 2 years	0.3	5
2	Demonstrate experience in developing marketing and communications strategy. The bidder must provide a detailed approach, methodology and process to be adopted; demonstrate experience in developing marketing and communications strategy.	How the service provider will be able to execute on items covered on section 4  5= 10 years and more 4= 7 to 9 years 3= 6 to 5 years	0.2	5

No	Evaluation criteria	Scoring guideline	Weighting	Max score
		2= 4 to 2 years 0= Less than 2 years		
3	Experience of the team that will work on this project	5= CVs attached showing experience on all aspects covered in section 4 0= No CVs attached, or certain aspects of section 4 are missing	0.2	5
4	Reference letters from previous clients serviced with Marketing and Communications (refer to section 4);	Contactable corporate clients were serviced in the last 7 years. 5= 5 reference letters 4= 4 reference letters; 3= 3 reference letters; 2= 2 reference letters; 1=1 reference letter; 0=0 reference letter	0.3	5
Weighting		1		
Minimum qualifying score		<b>70%</b>		



**11. Second Stage: Evaluation in terms of (80/20) Preference Points System (specific goals)**

Specific Goal	Points	Proof
At least 51% black ownership	10	Share register / Share certificate
Less than 51% black ownership	0	
At least 50% of project team comprises of black and/or women professionals.	10	ID documents
Project team comprises of less than 50% of black and or women professionals	0	
<b>Total points for specific goals</b>		<b>20</b>
<b>Price</b>	<b>80</b>	<b>Quotation</b>
<b>Total</b>		<b>100</b>

**PRICING TEMPLATE**

SERVICES	PRICE
Media Relations	
Online and social media	
Website management	
Marketing and branding	
Audio-visual production services	
Stakeholder management	

**BD1: PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
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 <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>			

**TERMS AND CONDITIONS FOR BIDDING**

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

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

SIGNATURE OF BIDDER:.....

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

DATE:.....

**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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:

.....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person /s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation

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



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



**SBD 6.1**

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

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

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

**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**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = 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:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{max}$  = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership		10		
Less than 51% black ownership		0		
At least 50% of project team comprises of black and/or women professionals.		10		
Project team comprises of less than 50% of black and or women professionals		0		

**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.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p>
<p><b>DATE:</b> .....</p>