TENDER No.:	**TIA010/2026**
DESCRIPTION:	**APPOINTMENT OF A SERVICE PROVIDER TO REVIEW, CLEAN UP, CAPTURE, EXPEDITE, ORGANISE FUNDING APPLICATIONS DATA AND PROGRESS FUNDING APPLICATIONS THROUGH THE RELEVANT INTERNAL PROCESSES OF THE TECHNOLOGY INNOVATION AGENCY (TIA) FOR A PERIOD OF SIX (6) MONTHS**
ADVERT DATE:	**27 November 2026**
BRIEFING SESSION LINK	**https://teams.microsoft.com/meet/3277009146540718?p=KxDZFJiYozYVfF6VQs**
BRIEFING SESSION DATE (Non-Compulsory)	**03 December 2026 at 11:00**
DELIVERY DETAILS:	**Electronic submissions**: ***Tenders@tia.org.za*** *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. **TIA010/2026 – PART 1 (on the subject line)**
CLOSING DATE	**14 December 2026 AT 11:00**
REQUIRED TENDER VALIDITY:	120 days after closing date
CONTACT PERSON:	Nana Modiba (**nana.modiba@tia.org.za – not for tender submissions**) and state **TIA010/2026** on the subject line for enquiries about the tender

DURATION OF CONTRACT	06 months

Background

TIA was established in terms of the TIA Act, (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation to improve economic growth and the quality of life of all South Africans. As part of its ongoing efforts to improve customer service, turnaround times, data integrity and the efficient processing of funding applications, TIA requires additional temporary operational capacity to support its internal teams in reviewing, cleaning up, capturing, expediting, organising and progressing funding applications through the relevant internal processes.

TIA therefore intends to appoint a suitably, experienced and qualified service provider to deploy a team of competent practitioners who will work alongside TIA employees to accelerate the processing of funding applications and improve the quality and completeness of application records. This assignment is specifically intended to provide hands-on operational capacity and workflow support. TIA is not seeking a team of high-level consultants or subject-matter experts to replace its existing technical expertise. The appointed practitioners will complement TIA employees and operate under the direction and supervision of designated TIA officials.

1. Request for Proposal

TIA invites experienced service providers (SPs) to submit proposals to review, clean up, capture, expedite, organise and process funding application data and progress funding applications through the relevant internal processess for a period of six (6) months. The service provider also needs to bring experts and accompanying resumes that will be available at short notice on an ad hoc basis to provide support

in processing funding applications (refer to section 2 (c) of the TORs for the details. Key deliverables include:

- Cleaned, verified and updated funding-application information and records.
- Complete and accurately captured application information on relevant TIA-approved systems and trackers.
- Clear identification and recording of missing information and outstanding actions.
- Properly organised electronic application files with adequate supporting documentation and audit trails.
- Support internal teams to expedite processing of long outstanding and delayed funding applications.

2. Proposal requirements

- Proposals must be ***limited to 30 pages***, excluding appendices and attachments such as example reports or reference letters.
- Aside from appendices and attachments, and administrative requirements as specified by TIA Supply Chain Management (e.g. Standard Bidding Documents and etc.), the proposal must be ***one single document*** (not a collection of individual documents).
- Proposals ***must*** respond to the following:

a) Summary of experience in managing data

- Provide an overview of the company's experience pertaining to professional services provided to review, clean up, capture, expedite, organise and process funding application data and progress funding applications through the relevant internal processess or an equivalent process. Clearly state how many years of operating experience the company has had in implementing a data management process.

- Provide not more than five (5) contactable references from clients for whom you have successfully provided services related to the review, cleansing, capturing, expediting, organising, and processing of data, as well as administrative support for progressing funding applications or similar applications through relevant internal approval and decision-making processes within the last five (5) years, including the date of the most recent delivery/provision of service to the client. Letters for reference should be attached as appendices to the main proposal, but this information ***must*** be provided in one table within the body of the proposal. Reference letters need to be on the client's official letterhead and be signed by the client.
- In the instance when more than five contactable clients are provided, TIA shall make use of ***only*** the first five clients listed when assessing proposals. The 6th (and onwards) listed clients will be disregarded.

b) Data analytics

- A summary of the SP's data review, clean up, expediting, capturing and organising capabilities and experience should be provided in the main body of the proposal.
- Resumes of the supervisors, data analysts/capturers who will be responsible for TIA's funding application process should be attached as appendices to the main proposal. Individual resumes should be ***no more than two pages*** in length.

c) Technical expertise

- Experts must demonstrate expertise in technology innovation, product development, technology translation, and commercialisation. They will provide technical guidance in the review and assessment of applications, including evaluating the technical merits, innovation potential, development pathway, market readiness, and commercialisation prospects of proposed products and technologies.

- Provide a list of experts and accompanying resumes that will be available at short notice on an ad hoc basis to provide support in processing funding applications in the following areas:
    - **Health and biotechnology** – diagnostics, vaccines, therapeutics, medical devices, digital health and indigenous knowledge-based health innovations.
    - **Commercial**- market access, financial modelling, potential markets and offtakers
    - **Legal**-IP, contracts, compliance
    - **Agriculture, agro-processing and food security technologies** – climate-smart agriculture, precision farming, bio-inputs, food processing, post-harvest technologies and agri-biotech.
    - **Energy technologies** – renewable energy, energy storage, hydrogen technologies, clean fuels, energy efficiency and off-grid energy solutions.
    - **Climate change, water and environmental technologies** – water treatment, waste beneficiation, circular economy solutions, pollution reduction, carbon reduction and climate adaptation technologies.
    - **Advanced manufacturing and industrial technologies** – additive manufacturing, robotics, materials development, electronics, tooling, automation and locally manufactured components.
    - **ICT and digital innovation** – artificial intelligence, data analytics, cybersecurity, digital platforms, fintech, edtech, govtech, IoT and digital infrastructure solutions.
    - **Mining and minerals technologies** – mineral beneficiation, mining safety, exploration technologies, mine rehabilitation,

automation and technologies supporting critical minerals value chains.

- **Space, geospatial and related technologies** – remote sensing, satellite applications, earth observation, navigation services and data-driven spatial solutions.
- **Ocean economy and marine technologies** – aquaculture, marine biotechnology, maritime technologies, coastal resilience and ocean-based resource innovation.
- **Indigenous knowledge systems and bioeconomy technologies** – natural products, nutraceuticals, cosmetics, traditional medicine validation, biodiversity-based innovation and bioprocessing.

d) Project plan

- Develop and submit a provisional project plan to render the required services, making provision for unforeseen circumstances to ensure the plan is achievable.

e) Proposal sections

Proposals (*one single document limited to 30 pages*) shall have the following sections:

- Introduction and company overview
- Summary of experience in Data and administration management (including a table listing not more than five contactable clients)
- Data analytics and management capabilities
- Database/list of experts
- Understanding of TIA's purpose in the context of the local and international innovation funding ecosystem
- Project plan
- Grand total budget/costing

Proposal appendices as follows:

- Budget/costing or proposed rates
- Data analyst and data capturer resumes (*maximum 2 pages* per person)
- Experts (maximum 2 pages per person)
- Resumes of key individuals* (*maximum 2 pages* per person)

Key individuals who will be involved in delivering the service to TIA such as the project manager, data analyst etc. Do not list other employees or directors who will not play any active role in delivering the required service.

3. Expectations and deliverables

The SP is expected to deliver/undertake/adhere to the following.

a) Inception Report with Project plan

- Prior to the commencement of the process to review, clean up, capture, expedite, organise and process funding application data and progress funding applications through the relevant internal processes, the SP will be required to develop and submit an updated inception report and project plan, including confirmation of deployed resources, allocation arrangements, methodology, controls and reporting processes.
- This project plan will be based on a to-be-communicated schedule of milestones and deadlines. TIA needs to approve the inception report and project plan prior to commencement of work.
- The inception report and project plan shall be based on (but not limited to) the following:
    - Timelines (milestones and deadlines) sent to SP.
    - Inception report and project plan submitted to TIA for approval.
    - Kick-off meeting (SP and TIA).
    - Approval of the data clean up and verification process
    - Approval of data capturing process
    - Approval of application processing support process
    - Approval of application tracking and workflow process

- Approval of quality assurance process
- Approval of support process to internal teams to expedite processing of long outstanding and delayed funding applications including the use of experts
- Approved assessment and categorisation of applications allocated to the service provider
- Approved cleaned, verified and updated funding-application information and records.
- Approved complete and accurately captured application information on relevant TIA-approved systems and trackers
- Approved applications administratively reviewed and progressed to the appropriate next processing stage.
- Approved identification and recording of missing information and outstanding actions
- Approved electronic application files with adequate supporting documentation and audit trails
- Approved weekly progress report reflecting applications received, reviewed, completed, outstanding, referred, escalated and progressed.
- Approved monthly consolidated progress reports highlighting throughput, ageing, bottlenecks, risks and corrective actions.
- A final close-out report at the end of the assignment showing the status of all applications handled, work completed, outstanding matters and recommendations for handover to TIA

- TIA reserves the right to change or extend deadlines/milestones by agreement and engagement with the SP.
- Specific numerical throughput targets may be agreed between TIA and the successful bidder during mobilisation once the volume, complexity and status of the applications have been validated.

b) Other requirements and expectations of the Service Provider:

- Be prepared to meet regularly with the TIA team.
- Be prepared to work after normal office hours when deadlines are tight.
- Should any of the key SP personnel (data capturers etc) be replaced or changed, TIA shall be advised. Any replacement key personnel shall be at an equivalent or higher competency/skill level, and TIA reserves the right to assess the same and request changes to the replacement personnel if it deems such changes insufficient.

4. Quoting Template

Please make use of the following quotation template.

Your proposal should contain a grand total budget/costing table, with individual budget/costing tables in the appendices (Cleaned, verified and updated funding-application information and records, complete and accurately captured application information on relevant TIA-approved systems and trackers, clear identification and recording of missing information and outstanding actions, Properly organised electronic application files with adequate supporting documentation and audit trails and support internal teams to expedite processing of long-outstanding and delayed funding applications).

REQUIREMENT	**PRICE (Incl. VAT)**
Data clean up and verification	
Data capturing *(Also specify hourly rate and maximum number of hours separately)*	

REQUIREMENT	PRICE (Incl. VAT)
Application processing support and reducing backlogs of outstanding and delayed funding applications *(Also specify hourly rate and maximum number of hours separately)*	
Movement of applications through the applicable internal workflow	
Technical experts on an ad hoc basis (*specify hourly rate)*	
Identification and recording of missing information and outstanding actions	
Organisation of electronic application files, supporting documentation and audit trails	
Application tracking, quality assurance, data controls and reporting, including weekly, monthly and final close-out reports	
Other costs (please specify)	
Total	

5. Important Notices

- SPs will be required to present their proposal to TIA (Date and Times to be confirmed no later than four (4) days before the presentation date).
- Proposals reflecting the request for proposal reference number must be e-mailed to tenders@tia.org.za (refer to cover page for the closing date and time).
- Proposals not received by TIA by the due date and time will not be considered.

- TIA reserves the right to not consider proposals which do not adhere to the minimum requirements as contained in this document. This includes, but is not limited to the following:
    - Maximum 30-page main proposal (excluding appendices).
    - Main proposal must be one single document, not a collection of individual documents.
    - Maximum 2-page resumes for each copy project manager, data analysts and data capturers and other key personnel.
    - Proposal to adhere to the specified section headings.

6. Evaluation Criteria

6.1 First Stage: Functionality/Technical Evaluation

Adjudication categories and criteria	Weight	Score
1. **Organisational experience** (Years of relevant operating experience for the SP review, clean up, capture, expedite, organise and process funding application data and progress funding applications through the relevant internal processess .or equivalent process) **Score:** 5 = 10 years and more experience. 4 = 7-9 years of experience. 3 = 5-7 years of experience. 2 = 3-5 years of experience. 1 = Less than 3 years of experience. 0 = Not clearly specified	***0.1***	***5***
2. **Client references** (Track record of the SP in the review, clean up, capturing, expediting, organisation and processing funding application data and progress funding applications through the relevant internal processes): A minimum of 3 and maximum of 5 signed reference letters from contactable clients on the client's letterhead)- **please refer to section 2 (a) of the TORs regarding reference letters.** **Score:** 5 = 5 reference letters provided, highly relevant and signed	***0.15***	***5***

Adjudication categories and criteria	Weight	Score
4 = 4 reference letters provided, mostly relevant with positive feedback. 3 = 3 reference letters provided, mixed relevance all with positive feedback. 2 = 2 reference letters provided, semi relevant both with positive feedback. 1 = 1 relevant reference letter provided with positive feedback. 0 = No relevant reference letters provided with positive feedback.		
3. **Experience – Data analytics team** (Experience of the team.) **Score:** 5 = Resumes indicate an average of 10 years or more of experience in similar work (or equivalent). 4 = Resumes indicate an average of 6-10 years of experience in similar work (or equivalent). 3 = Resumes indicate an average of 3-6 years of experience in similar work (or equivalent). 2 = Resumes indicate an average of 1-3 years of experience in similar work (or equivalent). 1 = Resumes indicate an average of less than 1 year of experience in similar work (or equivalent). 0 = Experience not specified or unclear.	***0.25***	***5***

Adjudication categories and criteria	Weight	Score
(Years of experience of a team will be the average of each person's experience.)		
4. **Experience – Technical expertise** (Experience of the technical team as indicated in section 2c.) **Score:** 5 = All 12 areas are covered and the proposed specialists average 15 years or more in their named area 4 = All 12 areas are covered, and the proposed specialists average is 12–14 years; 3 = All 12 areas are covered, and the proposed specialists average is 9–11 years 3 = All 12 areas are covered and the proposed specialists average is 9–11 years; 2 = All 12 areas are covered and the proposed specialists average is 6–8 years; 1 = All 12 areas are covered and the proposed specialists average is 3–5 years; 0 = One or more areas is not covered, the proposed specialists average is below 3 years, or resumes are not provided. The SP's proposed technical team must have relevant qualifications, skills and experience.	***0.25***	5

Adjudication categories and criteria	Weight	Score
5. Methodology for data clean-up, capturing and movement of applications Sections 2(b) and 3(a) The methodology must explain how the bidder will: (1) assess and categorise applications; (2) verify and correct application data; (3) capture information on TIA-approved systems and trackers; (4) identify and record missing information and outstanding actions; (5) organise electronic files and supporting documents; (6) maintain an audit trail for each application; (7) move applications to the required internal processing stage; and (8) reduce the backlog of long-outstanding and delayed applications. Score: 5 = All eight processes are explained, including responsible roles, control steps and outputs; 4 = Seven processes; are explained, including responsible roles, control steps and outputs; 3 = Five or six processes; are explained, including responsible roles, control steps and outputs; 2 = Three or four processes; are explained, including responsible roles, control steps and outputs; 1 = One or two processes; are explained, including responsible roles, control steps and outputs; 0 = None of the eight processes is explained. are explained, including responsible roles, control steps and outputs;	***0.05***	**5**
6. The provisional project plan must include: (1) mobilisation and kick-off activities; (2) names and allocation of deployed	***0.2***	**5**

Adjudication categories and criteria	Weight	Score
personnel; (3) work stages and tasks; (4) milestones and completion dates; (5) dependencies and provision for unforeseen circumstances; (6) data-verification and capturing controls; (7) weekly reports covering applications received, reviewed, completed, outstanding, referred, escalated and progressed; (8) monthly reports covering throughput, ageing, bottlenecks, risks and corrective actions; and (9) a final close-out report and handover of completed and outstanding applications. 5 = All nine components are included with responsible persons and dates; 4 = Eight components; are included with responsible persons and dates; 3 = Six or seven components; are included with responsible persons and dates; 2 = Four or five components; are included with responsible persons and dates; 1 = One to three components; are included with responsible persons and dates; 0 = No project plan is provided. are included with responsible persons and dates;		
Total weighted score/Maximum possible score	***1.0***	
Minimum qualifying score	***70%***	

NB: The minimum qualifying score (expressed as percentage) for proposals is 70%.

6.2 Second stage: Presentation of proposals

All SPs are expected to present their proposals to TIA. Here SPs will have the opportunity to showcase their understanding of TIA's purpose and expand on the envisaged project plan (concept to implementation). The presentation will be made via Microsoft Teams and shall last no more than 45 minutes (including time for questions). SPs are advised to structure their presentation according to the evaluation criteria below.

Evaluation criteria for the second stage:

Presentation criterion and evidence to be demonstrated	Weight	Max Score
1. Demonstration of the proposed funding-application process The presentation must show, in sequence: I. how the bidder will receive and categorise	**0.30**	**5**

Presentation criterion and evidence to be demonstrated	Weight	Max Score
applications; II. verify and correct application data; III. capture information on TIA-approved systems and trackers; IV. identify missing documents and outstanding actions; V. organise electronic files and audit trails; VI. move applications to the next internal processing stage; VII. reduce the backlog of long outstanding and delayed applications. Score: 5 = All seven activities are demonstrated in sequence, with responsible roles and outputs; 4 = Six activities; are demonstrated in sequence, with responsible roles and outputs 3 = Four to five activities; are demonstrated in sequence, with responsible roles and outputs 2 = Three activities; are demonstrated in sequence, with responsible roles and outputs 1 = One or two activities; are demonstrated in sequence, with responsible roles and outputs 0 = None of the seven activities is demonstrated.		
2. Mobilisation, project plan and delivery management **The presentation must show the following:** **I. mobilisation period,** **II. kick-off activities,**	**0.35**	**5**

Presentation criterion and evidence to be demonstrated	Weight	Max Score
III. **deployment of the project manager or supervisor, data analysts and data capturers,** IV. **allocation of work, milestones, completion dates, dependencies, provision for unforeseen circumstances, weekly reporting, consolidated monthly reporting and final close-out and handover.** Score: 5 = The bidder demonstrates all four (i, ii, iii and iv) components including responsible roles and indicative timelines 0 =The bidder does not demonstrate all four key areas.		
3. Demonstration of Data Controls and Reporting Tools The bidder must demonstrate proposed templates, trackers, dashboards and/or sample reports showing how TIA will monitor and control: 1. Application status and workflow tracking; 2. Outstanding information, actions and escalations; 3. Data quality, changes and audit trails; 4. Throughput, ageing and bottlenecks; and 5. Management reporting and overall application pipeline visibility. Score:	**0.35**	**5**

Presentation criterion and evidence to be demonstrated	Weight	Max Score
5 = The bidder clearly demonstrates all five key areas using relevant templates, trackers, dashboards and/or sample reports. 0 = The bidder does not demonstrate all five key areas.		
	1.00	**5**
Minimum qualifying score	**70%**	

NB: The minimum qualifying score (expressed as percentage) for presentations is 70%.

6.3 Third Stage: Evaluation in terms of 80/20 (Specific Goals)

Subject to meeting the minimum qualifying score of 70% for the first phase service providers will proceed to the second phase of the evaluation and will be evaluated further based on 80/20 preferential point system as below:

Specific Goal	Points	Proof
At least 51% Black ownership Less than 51% Black ownership	5 0	Central Supplier Database report
At least 51% Black Women ownership Less than 51% Black Women ownership	5 0	Central Supplier Database report

Specific Goal	Points	Proof
At least one of the owners is Black youth	**5**	Certified ID
No owner is Black youth	**0**	
At least one of the owners has a disability/disabilities	**5**	Letter from a Doctor confirming the disability
No owner with a disability	**0**	
Total points for specific goals	**20**	
Price	**80**	**Quotation**
Total	**100**	

7. General Terms and Conditions

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

7.1.1 Amend any RFP conditions, validity period or specifications, or extend the closing date and/or time of the RFP before the closing date. All Respondents to whom the RFP documents have been issued will be advised in writing of such amendments in good time.

7.1.2 Verify any information contained in a proposal.

7.1.3 Not appoint any bidder.

7.1.4 Vary, alter and/or amend the terms of this RFP at any time before the finalisation of its adjudication.

7.1.5 Disqualify a proposal, or cancel any subsequent contract, where there has been an omission to disclose material information, a factual inaccuracy and/or a misrepresentation of fact.

7.1.6 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 the successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. If the parties fail to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor ranked second, and so on.

7.1.7 TIA reserves the right to award this RFP as a whole or in part without furnishing reasons.

7.1.8 TIA reserves the right to cancel or withdraw this RFP as a whole or in part, without furnishing reasons and without attracting any liability.

7.1.9 The Bidder hereby offers to render all services described in the attached documents, if any, to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP document, which shall be taken as part of and incorporated into this proposal, at the prices inserted therein.

7.1.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

7.1.11 The Respondent shall prepare for a possible presentation should TIA require one and shall be notified no later than four (4) days before the presentation date.

7.1.12 Validity period: 120 days after the closing date.

7.1.13 TIA's decision on proposals received shall be final and binding.

7.2 TIA may disregard any submission if that bidder, or any of its directors:

7.2.1 Abused the Supply Chain Management (SCM) system of any government department or institution.

7.2.2 Committed proven fraud or any other improper conduct in relation to such systems.

7.2.3 Failed to perform on any previous contract and proof thereof exists.

7.2.4 Is restricted from doing business with the public sector where the supplier obtained preferences fraudulently or failed to perform on a contract based on specific goals.

8. **Medium of Communication**

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

9. **Verification of Documents Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.**

10. **Mandatory Requirements (Failing to meet any of these requirements will lead to disqualification of the proposal):**

- Bidders that do not have a compliant tax status on the Central Supplier Database (CSD) by the time TIA appoints will be disqualified.
- The Bidders that are not registered on the CSD will be disqualified.
- Bidders who did not include quotation for the work will be disqualified.
- Proposals that are submitted late will be disqualified.

Pricing

Costs must be in South African Rand and inclusive of VAT. ***Please make use of the Quoting Template provided in Section 5.***

STANDARD BIDDING DOCUMENTS

SBD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	TIA010/2026	CLOSING DATE:	14 December 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REVIEW, CLEAN UP, CAPTURE, EXPEDITE, ORGANISE FUNDING APPLICATIONS DATA AND PROGRESS FUNDING APPLICATIONS THROUGH THE RELEVANT INTERNAL PROCESSES OF THE TECHNOLOGY INNOVATION AGENCY (TIA) FOR A PERIOD OF SIX (6) MONTHS				
BID RESPONSE DOCUMENTS MUST BE E-MAILED TO					
Tenders@tia.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nana Modiba		CONTACT PERSON	Nana Modiba	
E-MAIL ADDRESS	nana.modiba@tia.org.za		E-MAIL ADDRESS	nana.modiba@tia.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ 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	☐Yes ☐ No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS	☐Yes ☐No	

FOR THE GOODS /SERVICES /WORKS OFFERED?	[IF YES ENCLOSE PROOF]	/SERVICES /WORKS OFFERED?	[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, 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 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:

……..

SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES [ ] NO [ ]**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	**Name of related enterprise / company / trust**	**Registration number**	**Description of interest**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

[1] Includes ‘‘beneficial interest’’ and ‘‘personal financial interest’’ as defined in the Companies Act 71 of 2008

[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

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 institution procuring the required goods or services 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……

Signature Date

…… ……..

Designation 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

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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
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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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 (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		5		

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)
Less than 51% Black ownership		0		
At least 51% Black Women ownership		5		
Less than 51% Black Women ownership		0		
At least one of the owners is Black youth		5		
None of the owners are Black youth		0		
At least one of the owners has a disability/disabilities		5		
No owner with a disability		0		

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm……

5.2 Company registration number: ……...

5.3 TYPE OF COMPANY/ FIRM

- ϒ Partnership/Joint Venture / Consortium
- ϒ One-person business/sole propriety
- ϒ Close corporation
- ϒ Public Company
- ϒ Personal Liability Company
- ϒ (Pty) Limited
- ϒ Non-Profit Company
- ϒ State Owned Company

[TICK APPLICABLE BOX]

5.4 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: .....

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