



Today creating a Better Tomorrow

Letaba house, Riverside Office Park, 1303 Heuwel Avenue, Centurion 0046, Private Bag X105, 0046, Tel: 012-848-5300

## REQUEST FOR QUOTATION

| DESCRIPTION OF GOODS/ SERVICES                             | TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE BASIC ARCHIVES AND RECORDS MANAGEMENT                                                                |                     |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| RFQ NUMBER                                                 | MISA/RFQ/1063/2025/2026                                                                                                                                                      |                     |
| CONDITIONS OF CONTRACT                                     | GCC                                                                                                                                                                          |                     |
| PUBLISH/ADVERTISEMEN T DATE                                | 18 July 2025                                                                                                                                                                 |                     |
| CLOSING DATE & TIME                                        | 25 July 2025 @ 11h00                                                                                                                                                         |                     |
| COMPULSORY REQUIREMENTS                                    | N/A                                                                                                                                                                          | Tick Applicable box |
|                                                            | Acceptance of MISA conditions as well as submission of a quotation.                                                                                                          | ✓                   |
| COMPULSORY BRIEFING SESSION/ SITE MEETING                  | N/A                                                                                                                                                                          |                     |
| ENQUIRIES                                                  | Enquiries must be addressed to<br>Technical Enquiries: <a href="mailto:anele.ndamase@misa.gov.za">anele.ndamase@misa.gov.za</a>                                              |                     |
| QUOTE VALIDITY                                             | 90 Days (commencing from the RFQ closing date)                                                                                                                               |                     |
| SUBMISSION:                                                | Proposals clearly indicating with the RFQ number and description, must be submitted via email to: <a href="mailto:adolph.macuvel@misa.gov.za">adolph.macuvel@misa.gov.za</a> |                     |
| DELIVERY ADDRESS WHERE GOODS/ SERVICES/ WORKS ARE REQUIRED | Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion 0046                                                                                                      |                     |
| BIDDER'S NAME                                              |                                                                                                                                                                              |                     |
| TOTAL BID AMOUNT                                           |                                                                                                                                                                              |                     |
| BBB EE LEVEL                                               |                                                                                                                                                                              |                     |

## CONDITIONS OF THIS RFQ

- Quotations must be submitted on the **company letterhead**.
- Compliance Tax status with SARS, Verification to be done with SARS/CSD
- Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC)
- All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
- The offer shall remain binding and open for acceptance by the MISA during the validity period.
- All copyright and intellectual property herein vests with MISA.
- 80/20 price & specific goals as per **PPR of 2022**, will be used. SBD 6.1 should be scrutinized, completed, and submitted together with other SBD forms i.e. SBD1, SBD 4 and Quotation.
- MISA intends to select a preferred Service Provider with the view of concluding a service level agreement (SLA) where applicable with such a successful Service Provider.
- The Bid shall be evaluated in terms of the PPPFA (80/20) evaluation criteria.
- All Service Providers must submit B-BBEE verification certificates from verification agencies accredited by SANAS or EME/QSE sworn affidavit attested by Commissioner of Oaths.
- MISA reserves the right to verify the quality of the goods as per the specification prior to delivery acceptance.
- MISA reserves the right to; cancel or reject any quote and not to award the RFQ to the lowest Service Provider or award parts of the RFQ to different Service Providers, or not to award the RFQ at all.
- MISA reserves the right in its sole discretion to withdraw, suspend or cancel this RFQ or the RFQ process at any time and without providing reasons.
- MISA reserves the right to change any of its requirements as set out in this RFQ at any time prior to the Closing Date by notice to all prospective Service Providers.

| ITEM NO. | SCOPE OF WORK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | QUANTITY          |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.       | <p>Request for the service provider to provide training of two (02) Registry Clerks for Basic Archives and Records Management.</p> <p>The training must cover the following areas:</p> <ul style="list-style-type: none"> <li>• Accounting of Existence Records</li> <li>• Archiving and Preservation</li> <li>• The importance of a File Plan</li> <li>• Document and Records Management Compliance</li> <li>• Data Protection and Data Privacy</li> <li>• Document and Records Management</li> <li>• Risk and Issue Management</li> </ul> | <b>2 Official</b> |
| 2.       | Qualifications Framework - None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
| 3.       | Training Duration: <b>02 Days</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | <p>Training Venue: Service provider's premises.</p> <p><b>Breakfast and Lunch:</b> the service provider must provide lunch and break-fast</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5. | <p><b>MANDATORY REQUIREMENTS</b></p> <p><b>NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:</b></p> <p><b>5.1. Experience of the Service provider:</b></p> <ul style="list-style-type: none"> <li>Service provider must provide at least <b>2</b> reference letters confirming that they have successfully delivered the required training in the last <b>5 years</b>.</li> </ul> <p>(Letters must have been written and signed by the representative (on client company letter heads) of the previous and or current client of the service provider confirming that the service provider has rendered the required training successfully in the last 5 years. The contact details of the client writing the letter must be contained in the letters.)</p> <p><b>5.2. Experience of the Facilitator:</b></p> <ul style="list-style-type: none"> <li><i>The facilitator must provide an abridged CV detailing proof that the facilitator has conducted the required training in the last <b>5 years</b>.<br/>(The CV must clearly indicate the contact details of the organization/s that the facilitator has conducted the required training for and the dates on which the training was provided.)</i></li> </ul> <p><b>5.3. Proof Of Pseta Accreditation for Basic Archives and Records Management Training</b></p> <ul style="list-style-type: none"> <li><i>Accreditation certificate must be attached</i></li> </ul> <p>MISA may at its discretion verify details contained in the letters.</p> |
| 6. | <p><b>Deliverables</b></p> <p><b>The appointed Service Provider will be expected to provide the following:</b></p> <ul style="list-style-type: none"> <li>Manuals</li> <li>Training with an accredited trainer</li> <li>Certification</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7. | <p><b>Pricing Schedule</b></p> <p>See Annexure A:</p> <p>The quotation must be on the letterhead of the company</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## ANNEXURE A: PRICING SCHEDULE

| Service Description                             | Quantity     | Unit Price | Price Excl VAT |
|-------------------------------------------------|--------------|------------|----------------|
| Basic Archives and Records Management           | 02 officials | R .....    | R .....        |
| <b>Sub-Total</b>                                |              |            | <b>R</b>       |
| <b>Vat</b>                                      |              |            | <b>R</b>       |
| <b>Total Price 1 (Inclusive of other costs)</b> |              |            | <b>R</b>       |

### DETAILS OF SERVICE PROVIDER:

**COMPANY REPRESENTATIVE:**

**SIGNATURE:**

**DATE:**

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (MUNICIPAL INFRASTRUCTURE SUPPORT AGENCY)**

|             |                                                                                                                               |               |              |               |       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|---------------|-------|
| BID NUMBER: | MISA/RFQ/1063/2025/2026                                                                                                       | CLOSING DATE: | 25 JULY 2025 | CLOSING TIME: | 11H00 |
| DESCRIPTION | <b>TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE BASIC ARCHIVES AND RECORDS MANAGEMENT TRAINING</b> |               |              |               |       |

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT:

**LETABA HOUSE**

**RIVERSIDE OFFICE PARK**

**1303 HEUWEL AVENUE**

**CENTURION**

**0046**

**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                                                                |                                                                                    |                                                                   |                                                                                        |
| TAX COMPLIANCE STATUS                                                                  | TCS PIN:                                                                           | OR                                                                | CSD No:                                                                                |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
| TOTAL NUMBER OF ITEMS OFFERED                                                          |                                                                                    | TOTAL BID PRICE                                                   | R                                                                                      |
| SIGNATURE OF BIDDER                                                                    |                                                                                    | DATE                                                              |                                                                                        |
| CAPACITY UNDER WHICH THIS BID IS SIGNED                                                |                                                                                    |                                                                   |                                                                                        |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                                        |                                                                                    | TECHNICAL INFORMATION MAY BE DIRECTED TO:                         |                                                                                        |
| DEPARTMENT                                                                             | MISA                                                                               | CONTACT PERSON                                                    |                                                                                        |
| CONTACT PERSON                                                                         | Anele Ndamase                                                                      | TELEPHONE NUMBER                                                  |                                                                                        |
| TELEPHONE NUMBER                                                                       | 012 848 5300                                                                       | FACSIMILE NUMBER                                                  |                                                                                        |
| FACSIMILE NUMBER                                                                       | N/A                                                                                | E-MAIL ADDRESS                                                    |                                                                                        |
| E-MAIL ADDRESS                                                                         | anele.ndamase@misa.gov.za                                                          |                                                                   |                                                                                        |

## 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 ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |                                                                      |                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. 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 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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 RFQ 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<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.

2.2 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 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.

<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.

- 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 Quotations and contracts, Quotations that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SBD 6.1

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDERS 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 bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included),

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this bid is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once Quotations are received.

1.3 Points for this bid (even in the case of a bid 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 bid 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 bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, 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 bidder, either before a bid 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) **“bid”** 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 bidding process or any other method envisaged in legislation,
- (b) **“price”** means an amount of money bided 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) **“bid 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

### 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**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{max}$  = Price of highest acceptable bid

## 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 bid. For the purposes of this bid 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:

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 bid documents, stipulate in the case of—

- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system, or
- (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid 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 bid 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 tender                 | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Who are women                                                               | 5                                                                                       |
| Who has disability                                                          | 5                                                                                       |
| Who is a youth                                                              | 5                                                                                       |
| Location of enterprise (local equals province)                              | 2                                                                                       |
| B-BBBEE status level contributors from level 1 to 2<br>which are QSE or EME | 3                                                                                       |
| <b>Total scored points</b>                                                  | <b>20</b>                                                                               |

## 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 bid, 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

| ADDENDUM NO. | DATE | TITLE OR DETAILS |
|--------------|------|------------------|
|              |      |                  |
|              |      |                  |
|              |      |                  |
|              |      |                  |
|              |      |                  |

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.

#### RECORD OF AMENDMENTS TO BID DOCUMENTS

I / We confirm that the following communications amending the bid documents that I / we received from Municipal Infrastructure Support Agent or their representative before the closing date for submission of Quotations have been taken into account in this bid.

SIGNATURE: ..... DATE: .....

(of person authorized to sign on behalf of the Bidder)

|                           |       |
|---------------------------|-------|
| .....                     |       |
| SIGNATURE(S) OF BIDDER(S) |       |
| SURNAME AND NAME:         | ..... |
| DATE:                     | ..... |
| ADDRESS:                  | ..... |
|                           | ..... |
|                           | ..... |