

REQUEST FOR QUOTATION (RFQ)

REQUISITION NUMBER	RFQ 09-10-2026
DESCRIPTION	Procurement of Professional Services for the Upgrade and Migration of Seven (7) Windows Server 2012 Virtual Machines to Windows Server 2025 and the Supply of Ten (10) Windows 11 Pro License
ISSUE DATE	09 October 2026
BID VALIDITY PERIOD	90 Days (Commencing from RFQ Closing date)
CLOSING DATE	16 October 2026
CLOSING TIME	12:00 Noon

1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified and experienced service provider to undertake the upgrade and migration of seven (7) existing Windows Server 2012 Virtual Machines to Windows Server 2025, and to supply ten (10) Microsoft Windows 11 Pro licenses for the National Arts Council (NAC).

2. BACKGROUND

The National Arts Council of South Africa, an Agency of the Department of Arts and Culture, is the de- facto successor in title to the Foundation for the Creative Arts, originally established in 1989. NACSA's mandate as set out in the National Arts Council Act, Act 56 of 1997, specifies its Objects as:

- To provide, and encourage the provision of, opportunities for persons to practice the arts
- To promote the appreciation, understanding and enjoyment of the arts

- To promote the general application of the arts in the community
- To foster the expression of a national identity and consciousness by means of the arts
- To uphold and promote the right of any person to freedom in the practice of the arts
- To give the historically disadvantaged such additional help and resources as are required to give them greater access to the arts
- To address historical imbalances in providing infrastructure for the promotion of the arts
- To promote and facilitate national and international liaison between individuals

3. SCOPE OF WORK

Procurement of Professional Services for the Upgrade and Migration of Seven (7) Windows Server 2012 Virtual Machines to Windows Server 2025 and the Supply of Ten (10) Windows 11 Pro Licenses

3.1. BACKGROUND

The National Arts Council (NAC) is undertaking an initiative to modernise its information and communication technology (ICT) infrastructure through the upgrade and migration of seven (7) production Virtual Machines (VMs) currently operating on Microsoft Windows Server 2012 to Microsoft Windows Server 2025. In addition, the project includes the supply and licensing of ten (10) Microsoft Windows 11 Pro licenses for end-user devices.

Windows Server 2012 has reached the end of its support lifecycle, resulting in increased security, operational, and compliance risks due to the absence of regular security updates, bug fixes, and mainstream vendor support. The migration to Windows Server 2025 will provide a secure, supported, and scalable platform capable of meeting the NAC's current and future business requirements.

The objective of this project is to improve cybersecurity, enhance system performance and reliability, ensure continued vendor support, strengthen business continuity, and maintain compatibility with modern business applications and technologies. The successful bidder will be responsible for the end-to-end delivery of the project, including assessment, solution design, implementation, migration, testing, commissioning, documentation, knowledge transfer, and post-implementation support.

The procurement of ten (10) Windows 11 Pro licenses forms part of the NAC's broader ICT modernisation strategy and will ensure that eligible workstations are licensed with a secure and supported operating system that aligns with the upgraded server environment.

This Request for Quotation (RFQ) therefore seeks proposals from suitably qualified and experienced service providers with demonstrated expertise in Microsoft server infrastructure, virtualisation environments, operating system migrations, and enterprise systems implementation.

3.2 DISCOVERY AND ASSESSMENT

The successful bidder shall:

- Conduct a full assessment of the existing server environment.
- Inventory all seven (7) Virtual Machine (VMs), including:
 - Hostname
 - IP addressing
 - Current operating systems version
 - Installed roles and features
 - Applications and services
 - Storage and data volumes
 - User dependencies
- Identify application, database, network and user dependencies
- Assess backup, restore, disaster recovery and rollback requirements
- Verify current server licensing and hardware compatibility

3.3 DESIGN AND MIGRATION PLANNING

The service provider shall:

- Develop a migration strategy and implementation plan
- Produce a detailed migration runbook
- Identify risks and mitigation measures
- Define mitigation sequencing and cutover procedures
- Provide rollback procedures for each workload

3.4 SERVER BUILD AND CONFIGURATION

The successful bidder shall:

- Deploy and configure windows server 2025 virtual machines
- Configure all necessary server roles and services
- Implement security hardening and Microsoft best practice.

- Configure monitoring and system management settings
- Ensure compatibility with existing applications and business systems.

3.5 MIGRATIONS AND UPGRADE

The bidder shall:

- Migrate seven (7) production virtual machines and associated workloads.
- Migrate:
 - Active directory
 - DNS Services
 - DHCP Services
 - File shares
 - Group policies
 - Application services
 - Databases where applicable
- Validate application functionality after migration
- Minimize downtime during migration activities
- Execute migration during and agreed maintenance window

3.6 TESTING AND VALIDATION

The bidder shall:

- Conduct functional testing
- Conduct user acceptance testing support
- Validate server performance and availability
- Test backup and restore procedures
- Confirm all services are operating correctly before project closure

3.7 DECOMMISSIONING

The successful bidder shall:

- Decommission the legacy servers after successful migration.
- Remove obsolete server configurations
- Ensure secure disposal of server data where applicable
- Update system documentation

4. WINDOWS 10 PRO LICENSE REQUIREMENTS

The bidder shall supply:

Item	Quantity
Microsoft windows 10 Pro Licenses	10

Requirements:

- The license must be genuine and sourced through authorized Microsoft channels
- Licenses must include proof of entitlement
- Licenses must support activation on existing organizational endpoints
- License must be transferable to NAC equipment in accordance with Microsoft licensing terms.

5. DELIVERABLES

The successful bidder shall provide:

- Current state assessment report
- Detailed migration plan and project schedule
- Server build documentation
- Migration execution report
- Testing and validation report
- Updated infrastructure documentation
- Knowledge transfer session
- Windows 10 Pro license documentation
- Final project closure report

6. BIDDER REQUIREMENTS

Bidder must demonstrate:

- Experience in Microsoft Windows Server migration projects.
- Experience migrating Active Directory and related Microsoft workloads.
- Relevant Microsoft certifications and technical expertise.
- Ability to provide post-implementation support.

7. POST-IMPLEMENTATION SUPPORT

The successful bidder shall provide:

- Minimum thirty (30) days post-implementation support.
- Resolution of migration-related defects and issues.
- Technical assistance during the stabilization period.
- Work with the IT Team in ensuring the successful completion of the project and handover.

8. EVALUATION CRITERIA

NO	FUNCTIONALITY CRITERIA	WEIGHTING
1.	Company Experience The bidder must demonstrate experience in providing Microsoft server support, upgrades, migrations, and related ICT infrastructure services. 1. Service providers with eight (8) or more years of experience. (20) 2. Service providers (5) to eight (8) years of experience. (10) 3. Service providers with less than < five (5) years of experience. (5)	20
2.	Methodology and project plan The bidder must provide a detailed methodology and project plan outlining the approach to the upgrade and migration of seven (7) Windows Server 2012 Virtual Machines to Windows Server 2025, including testing, deployment, risk mitigation, rollback procedures, knowledge transfer, and project timelines. 1. Comprehensive methodology and detailed project plan covering all phases of the project, including assessment, planning, migration, testing, rollback procedures, risk management, documentation, knowledge transfer, and post-implementation support (25)	25

	2. Adequate methodology and project plan covering most project requirements with minor omissions (15) 3. Basic methodology and project plan with limited detail and significant gaps (10) 4. No methodology or project plan submitted (0)	
3.	Skills and Certifications The bidder must demonstrate that the proposed project team possesses the necessary skills, qualifications, and certifications to successfully execute the upgrade and migration of seven (7) Windows Server 2012 Virtual Machines to Windows Server 2025. 1. Three (3) or more relevant Microsoft certifications and a suitably qualified project team with more than five (5) years' experience in similar projects (20) 2. Two (2) relevant Microsoft certifications and a suitably qualified project team with three (3) to five (5) years' experience in similar projects (15) 3. Project team has relevant experience, but no certifications provided (5) 4. No evidence of relevant skills, qualifications, or certifications submitted (0)	20
5.	Service Level Agreement (SLA) The bidder must provide a comprehensive Service Level Agreement (SLA) outlining the support services, response times, escalation procedures, and service commitments that will be applicable during and after the successful completion of the project. 1. Comprehensive SLA with clearly defined response times, resolution times, escalation procedures, dedicated support resources, and service availability commitments (15)	15

	2. Detailed SLA covering most support requirements with minor omissions (10) 3. No SLA submitted (0)	
6.	Reference The bidder must provide reference letters demonstrating successful completion of similar projects involving Microsoft Windows Server upgrades, migrations, ICT infrastructure support, and related professional services. - Five (5) or more reference letters for similar projects completed successfully (20) - Three (3) to four (4) reference letters for similar projects completed successfully (15) - One (1) to two (2) reference letters for similar projects completed successfully (10) - No relevant reference letters submitted (0)	20
	TOTAL EVALUATION POINTS (Minimum threshold of 70 points)	100

Bidders are required to achieve a minimum score of 70 points on functionality evaluations in to qualify to be evaluated on Price and Specific Goals. All suppliers who do not score the minimum points will be disqualified.

9. Project Duration

The project must be completed within 8 to 12 weeks from the date of appointment, unless otherwise agreed with NAC

10. PRICING SCHEDULE

ITEM NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	PRICE EXCLUDING VAT
1.	Assessment of existing Windows Server 2012 Virtual Environment	1		
2.	Development of Migration and Implementation Plan	1		

3.	Upgrade and Migration of Seven (7) Windows Server 2012 Virtual Machines to Windows Server 2025	7		
4.	Configuration and Optimisation of Windows Server 2025 Environment	7		
5.	Migration of Roles, Services, Applications, and Data	1		
6.	Testing, Validation, and User Acceptance Testing (UAT)	1		
7.	Documentation and Knowledge Transfer	1		
8.	Microsoft windows 11 Pro Licenses	10		
	SUBTOTAL			
	VAT @ 15%			
	TOTAL			

Price Declaration Form

Please indicate your total RFQ price here:

R_____ **(Compulsory)** Important:

It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total

RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price

11. PRICE AND PREFERENCE POINTS EVALUATION

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific goals	20
Total Points		100

Specific Goals for this tender and points that may be claimed are indicated per table below:

Specific goals	80/20 Preference Point System
Black Ownership	10
30% Black Women Ownership	4
Youth Ownership	3
Disability 30% Ownership	3

Black ownership: 100% black owned entities will score the full 10 points and between 51% - 99.99% black owned entities will score 4 points.

12. Proposal Submission

Closing Date: 16 October 2026

Time: 12:00 Noon

Attention: Esona Zandile

Email: supplychain@nac.org.za

Kindly submit your quotation electronically to the Supply Chain Management Unit (supplychain@nac.org.za).

13. Enquiries

SCM Enquiries:	Esona Zandile Tel: 011 838 1383/4/5 Email: supplychain@nac.org.za
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14. Terms and Conditions:

- a. A Valid Tax Clearance Certificate MUST be submitted.
- b. The completed SBD 1, 4 and 6.1 documents attached to this RFQ must be completed and returned with the quotation. Failure to submit completed and signed SBD 1, SBD 4, and SBD 6.1. will lead to disqualification.
- c. Proof of registration with the Central Supplier Database (CSD) must be submitted.
- d. Tender original or certified B-BBEE Certificate must be attached to the document
- e. No late quotations will be accepted under any circumstances.
- f. Suppliers must complete and **return all the required documents**, failing which the supplier's quotation will be declared invalid.
- g. Documents should not exceed **10mb**
- h. Disclaimer: The NAC reserves the right not to make an appointment.
- i. The NAC reserves the right not to accept the lowest quote received.
- j. The NAC reserves the right to appoint more than one (1) service provider.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ-09-10-2026	CLOSING DATE:	15 October 2026	CLOSING TIME:	12:00
DESCRIPTION	Procurement of Professional Services for the Upgrade and Migration of Seven (7) Windows Server 2012 Virtual Machines to Windows Server 2025 and the Supply of Ten (10) Windows 11 Pro License				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE BELOW EMAIL ADDRESSES					
supplychain@nac.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Esona Zandile		CONTACT PERSON	Esona Zandile	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	supplychain@nac.org.za		E-MAIL ADDRESS	supplychain@nac.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 FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

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

2.2

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

.....	
Signature	Date

.....	
Position	Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point system is 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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 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 PREFERENCE POINT SYSTEM

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

80/20

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

Where

Ps = Points scored for 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 points is allocated for price on the following basis:

80/20

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

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, the 80/20 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, the 80/20 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 the 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	10	
30% Black Women Ownership	4	
Youth Ownership	3	
Disability 30% Ownership	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessar

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....