



**GAUTENG**  
LEGISLATURE  
Your View ~ Our Vision

**REQUEST FOR PROPOSAL**

**APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE APPOINTMENT OF THE SECRETARY TO THE LEGISLATURE FOR THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD OF THREE MONTHS**

**RFQ NO: PR10063523**

**CLOSING DATE: 15 MAY 2024**

**TIME: 11:00 AM**

**RFQ SUBMISSION: [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za)**



**ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS**

**Section 1**

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	Yes		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
4	Did you submit copies of full Company Registration documents?	Yes		
5	Did you submit copies of South African IDs' for shareholders?	Yes		
6	Did you submit your company profile?	Yes		
7	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8	Did you submit one (1) electronic copy of the RFQ ?	Yes		
9	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>• Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed?</li> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul>	Yes		

**Service Provider's Name:**.....

**Completed by:**.....

**Signature:**.....



**Non-Compulsory Virtual Briefing Session  
(Declaration of Attendance)**

**Section 2**

**BID NUMBER: RFQ10063523**

**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE APPOINTMENT OF THE SECRETARY TO THE LEGISLATURE FOR THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD OF THREE MONTHS**

**BID CLOSING DATE : 15 MAY 2024**

**CLOSING TIME : 11H00am**

**NON-COMPULSORY BRIEFING SESSION : YES**

**Venue : Microsoft Teams**

**Date : 10 MAY 2024**

**Time : 11h00am**

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

**SIGNATURE OF BIDDER OR ASSIGNEE(S)**

.....

**DATE:** .....

Position .....

Name Bidder .....

Name of Company.....

SIGNATURE OF GPL OFFICIAL \_\_\_\_\_ DATE: \_\_\_\_\_

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. The Gauteng Provincial Legislature (GPL) is established in terms of Section 108 of the Constitution of the Republic of South Africa of 1996. Its constitutional mandate includes law-making, oversight and scrutiny over the Gauteng Provincial Government (GPG), promoting public participation and involving the people of Gauteng in its business, and cooperative governance, which mainly entails enhancing coherent decision-making across the spheres of government.
- 1.2. The institution consists of an Executive Authority and Administration which are responsible to deliver the above-mentioned mandate. The Executive Authority is led by the Speaker, and the Administration by the Secretary to the Legislature who serves as the Accounting Officer. The Administration consists of the following Programmes: Leadership and Governance, Office of the Secretary to the Legislature, Core Business; Corporate Support Services and Office of the Chief Financial Officer.
- 1.3. The position of the Secretary to the Legislature became vacant on the 5<sup>th</sup> of April 2024. And the GPL seeks to fill this vacancy expeditiously for business continuity. The successful service provider is expected to conduct all the necessary recruitment processes and ensure that the position is filled within six weeks from date of appointment. Thereafter, the service provider shall provide feedback to all unsuccessful applicants and transfer all the talent attraction and selection records to the GPL for record-keeping purposes.

## **2. OBJECTIVES**

2.1 The main objectives of this project are to:

- 2.1.1 Ensure that the GPL attract the most suitable candidates for the position that will contribute to enhanced performance of the GPL targets and implementation of the GPL mandate.
- 2.1.2 Ensure the recruitment process is fair and transparent.
- 2.1.3 Ensure the recruitment process complies with all applicable legislation.
- 2.1.4 Ensure that the recruitment process complies with the Talent Attraction and Retention Policy and other relevant GPL policies.

## **3. SCOPE OF WORK**

3.1 The service provider is expected to fulfil the following requirements:

- 3.1.1. Attend a briefing session.
- 3.1.2. Prepare a project plan for approval by the GPL.
- 3.1.3. Utilise the advert prepared by the GPL to advertise the position externally.
- 3.1.4. Conduct pre-screening process.

- 3.1.5. Present the list of candidates to the GPL Selection Committee for shortlisting purposes.
- 3.1.6. Facilitate interviews of short-listed candidates.
- 3.1.7. Present the recruitment report to the Legislature Services Board
- 3.1.8. Extend the appointment Offer.
- 3.1.9. Prepare a close-out report and submit all talent attraction and selection records including files of successful and unsuccessful candidates to the GPL for record keeping purposes.

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 The GPL reserves the right not to appoint or to appoint one or more service providers for this project and will perform the following functions to ensure that the project is a success.**

- 4.1.1. Schedule and conduct the briefing session.
- 4.1.2. Assist the service provider to conclude the Project Plan
- 4.1.3. Present the Project Plan to the Executive Authority for sign-off.
- 4.1.4. Share the job description of the position with the Service Provider.
- 4.1.5. Advertise the position internally. The internal advert must contain the details of the service providers. The GPL will channel the internal applications to the service provider.
- 4.1.6. Convene a Selection Committee or Panel
- 4.1.7. Convene the shortlisting meeting.
- 4.1.8. Convene the interviews in consultation with the service provider.
- 4.1.9. Schedule the Legislature Services Board meeting to consider the recommendations of the service provider.

##### **4.2 The service provider will be expected to be in direct constant communication with the Executive Authority (Speaker) for purposes of recruitment and selection of the Secretary to the legislature.**

- 4.1.1 Attend a briefing session.
- 4.1.2 Prepare a project plan for approval by the GPL.
- 4.1.3 Advertise the position externally.
- 4.1.4 Advertise the position in both print media and social media for a minimum of ten (10) days and maximum of twelve (12) days including weekends.
- 4.1.5 Conduct response handling process of both internal and external applicants.
- 4.1.6 Prepare a long list of applicants which meet the minimum requirements.
- 4.1.7 Conduct pre-screening to verify credit records, criminal records, educational qualifications, citizenship, CIPC directorship, employment history (reference checks) and media exposure of the applicants on the long list.
- 4.1.8 Conduct compatibility assessments to confirm the candidate's compatibility with the organisational values of the GPL.
- 4.1.9 Present the long list of applicants and the pre-screening results to the GPL Selection Committee / Panel to nominate a minimum of four (4) and/or a maximum of five (5) candidates to be shortlisted for the position.

- 4.1.10 May be requested to subject shortlisted candidates to conduct competency-based psychometric assessments to identify strengths and development areas of candidates. However, the outcomes will not be applied as a criterion to disqualify candidates but may be applied to identify personal attributes and how these inform the competency-gaps in relation to the inherent job requirements.
- 4.1.11 Prepare and facilitate for the shortlisted candidates to be interviewed by the GPL Selection Committee /Panel.
- 4.1.12 Prepare interview questionnaires in consultation with GPL Selection Committee / Panel
- 4.1.13 Contact shortlisted candidates and schedule them for interviews.
- 4.1.14 Facilitate the interviews.
- 4.1.15 Prepare the recruitment report to recommend the appointment of the successful candidate at the Legislature Services Board.
- 4.1.16 Prepare the offer letter in consultation with the GPL project manager.
- 4.1.17 Extend the appointment offer to the successful candidate for acceptance within a period of five (5) working days from the date of submission of such a letter, noting that the offer will lapse if not accepted within the five (5) working days duration.
- 4.1.18 Submit the accepted offer to the GPL as soon as it has been received.
- 4.1.19 Provide feedback to the GPL project manager.
- 4.1.20 Provide feedback to all shortlisted and interviewed candidates.
- 4.1.21 Hand over all the records of the talent attraction and selection process back to the GPL after the confirmation of appointment

## **5. REQUIRED COMPETENCIES**

- 5.1 The service provider is expected to possess the following:
  - 5.1.1 Experience of seven (7) years plus in Executive and Senior Management recruitment and attracting, screening, shortlisting, and reference checking in recruitment practices.
  - 5.1.2 Adequate knowledge of recruitment for Public Sector Executive and Senior Management positions. Provide at least 5 (five) clients' details captured in the project list to confirm the experience of the service provider in conducting similar work. The project list should indicate details of the work including description, value, clients serviced, the year and duration, as supporting evidence.
  - 5.1.3 Provide reference letters or testimonials on successful execution of recruitment assignments in filling Executive Management and Senior Management positions completed in the past five (5) years. This should indicate details of the work including description, value, clients serviced, the year and duration. GPL reserves the right to verify the testimonials.
  - 5.1.4 Demonstrate and advance evidence that it has used the company values as a foundation in previous recruitment processes.
  - 5.1.5 Demonstrate how it will use the GPL corporate values for this recruitment process.

## **6. KEY ASSUMPTIONS**

- 6.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the

service provider for purposes of fulfilling their contract obligations and provided it is available and accessible.

- 6.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 6.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 6.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.
- 6.5 Senior Management will ensure that all project team members are available as needed to complete project tasks and objectives.
- 6.6 All project participants will abide by the guidelines identified as per submitted recruitment strategy and plan.

## **7. PERIOD OF THE ASSIGNMENT**

- 7.1 The service provider should complete the SLA with the GPL within a period two (2) working days from the date of award.
- 7.2 The service provider should commence and complete the recruitment process within 3 months from date of concluding the SLA.

## **8. EVALUATION CRITERIA**

- 8.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process. For this project, the 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

### **8.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)**

- 8.1.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., company documents, samples etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

### **8.1.2 Phase 2: Functionality Evaluation Criteria (100)**

- 8.1.2.1 This phase measures the capability and capacity of the service provider to deliver on the assignment. The below proposal will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3, i.e. Price and Specific Goals**.

**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:**

**0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT								
1	<p><b>Service Provider Experience in similar projects.</b> Provide a Project List from previous clients demonstrating years of experience in executing projects of a similar nature in the past. <b>The Project List must be in the below table format.</b></p> <table border="1" data-bbox="282 715 853 834"> <thead> <tr> <th data-bbox="282 715 490 778">Project Description</th> <th data-bbox="490 715 602 778">Value</th> <th data-bbox="602 715 736 778">Period</th> <th data-bbox="736 715 853 778">Client Name</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Project Description	Value	Period	Client Name					<p>A minimum of 7 years' experience in implementing similar projects with supporting Project List demonstrating the Service Provider's adequate knowledge of recruitment for Legislative Sector or Public Sector Executive and Senior Management positions: At least 5 (five) clients listed on the project list stipulating recruitment work at the Executive and Senior Management level completed in the past. GPL reserves the right to verify the list.</p>	<p>20</p>	<p>20</p>
Project Description	Value	Period	Client Name									
2.	<p><b>Project Management Team</b> There must be a minimum of 2 Consultants to process the recruitment requirements and one Team Leader / Senior Manager / Project Manager. The Consultant/s must handle the process from advertisement to appointment. The service provider must submit an organogram and the CVs of the team members.</p>	<p>The service provider has consultants with in-depth knowledge and experience on Executive and Senior Management Recruitment.</p>	<p>40</p>	<p>40</p>								
		<p>The CVs of the Consultant must indicate 5 years' experience in recruitment as a specialist.</p>	<p>3</p>									
		<p>The CVs of the Consultant must indicate 6 - 7 years' experience in recruitment as a specialist.</p>	<p>4</p>									
		<p>The CVs of the Consultant must indicate 8 or more years' experience in recruitment as a specialist.</p>	<p>5</p>									



**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:**

**0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
3	<b>Project Plan</b>	Submission of a project plan in line with the requirements of the project.		10
		A detailed project plan which includes activities, timelines, resources, and project milestones.	3	
		A comprehensive project plan detailing all activities, timelines, resources, project milestones, risk mitigation factors, and communication plan to keep the GPL updated on the execution of the milestones and availability of the service provider to attend meetings when necessary.	5	
4	<b>Proven Track record</b> The service provider must submit reference letters stipulating similar projects conducted in the past five (5) years. The reference letters must be signed by the referee, include contact details of the referee, details of the project implemented and period of the contract. <b>GPL reserves the right to verify the reference letters.</b>	A minimum of 3 references for similar projects implemented.		30
		3 reference letters	3	
		4 to 6 reference letters	4	
		7 or more reference letters	5	
			<b>TOTAL POINTS</b>	<b>100</b>
			<b>CUT OFF POINTS</b>	<b>70</b>

**8.1.3 Phase 3: Price and Specific Goals (100)**

8.1.3.1. Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: <b>Criteria</b>	<b>Points</b>
Price Evaluation $Ps \ 80 \left( 1 - \frac{Pt - P \min}{P \min} \right)$	80
<b>Specific Goals</b>	20
<b>TOTAL</b>	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

8.1.4 The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement</b>
	TOTAL	20	

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:  
 .....  
 .....

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:  
 .....

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

**3 DECLARATION**

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

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

<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.

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

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

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

## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 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.

1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{80/20 \cdot (Pt - P \max)}{P \max} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{90/10 \cdot (Pt - P \max)}{P \max} \right)$$

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

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement</b>
	TOTAL	20	

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 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]

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.

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

**THE END**