



## SOUTH AFRICAN TOURISM

### PART C: TENDER EVALUATION PROCESS - SA TOURISM TENDER NUMBER SAT 243/24 PANEL OF SERVICE PROVIDERS FOR PLAQUE PRODUCTION, DISTRIBUTION AND COLLECTION TENDER REQUIREMENTS.

Table 1: Summary of the Evaluation Phases

Phase 1 Administrative and Mandatory bid requirements	Phase 2 Desktop Technical Evaluation Criteria	Phase 3 Price and Preference Evaluation.
<p>Bidders must complete and submit all administrative and mandatory documents to proceed to phase 2 outlined under Table 2 below.</p>	<p>Bidders must meet the minimum threshold of 70% to proceed to Phase 3:</p> <p><b>NB: This phase of evaluation consists of the desktop out of 60 and the onsite visit out of 40</b></p> <p><i>The on-site is dependent on the bidder meeting the minimum threshold of 45 out 60 points</i></p> <p>Failure to meet the minimum points threshold will result in disqualification in this phase.</p>	<p>The tender will be evaluated on the 80/20 preference point system (specific goals) based on the tender below R50 million.</p>

#### 1. Phase 1: Administrative and Mandatory bid requirements

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase, bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of some or any of the documents.

**Table 2: Administrative and Mandatory Requirements**

Document that must be submitted	YES/NO	Non-submission may result in disqualification.
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
Invitation SBD 1		Complete, sign, and initial each page on the Standard Bidding Document (SBD)
Registration on Central Supplier Database (CSD)		All agencies including proposed partner/subcontractor agencies must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company before submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration. <i>(Applicable to South African Companies only)</i>
Declaration of Interest - SBD 4		Complete, sign, and initial each page on SBD where applicable

## 2. Phase 2: Technical Functional Evaluation Criteria = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

Bidders are required to achieve a minimum threshold of 70% to proceed to phase 3: (Price and Specific goals).

**Table 3: Desktop Functional Evaluation**

Deliverables / Performance Indicators	Weight Allocated	Reference pages in the bidder's proposal.
<b>Evaluation criteria</b>		
<p>1. Bidder must provide references from previous clients where similar work was completed successfully. References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and should not be older than three (3) years. No appointment letters from clients will be accepted as reference letters.</p> <ul style="list-style-type: none"> <li>• 1 reference = 1</li> <li>• 2 references = 2</li> <li>• 3 or more references = 3</li> </ul> <p><b>Non-Scoring = No submission, references not related to this scope of work, reference letters older than three (3) years.</b></p>	15	
<p>2. Dedicated Project team throughout the contract term of 36 Months is a mandatory criterion for a bidder to be scored points in this section. The below minimum years of experience of each of the resources will be used as a pre-requisite or mandatory before considering allocation of points. Should a bidder fail to meet any of the below mandatory criterion or pre-requisites, this will result to a non-scoring of points. The related experience should be in accordance with the detailed scope of work.</p> <p>3.</p> <ul style="list-style-type: none"> <li>a) Operations Manager: With a minimum of 05 years' related experience</li> <li>b) Logistics Manager: With a minimum of 03 years related experience.</li> <li>c) Admin Assistance: With a minimum of 01 year related experience.</li> </ul> <p><b>Points allocation will be as follows:</b></p> <ul style="list-style-type: none"> <li>• The project team meeting the minimum requirements for each of the dedicated resources will result in full points.</li> <li>• <b>None scoring of points:</b> <ul style="list-style-type: none"> <li>○ If one or all the proposed resources fail to meet the minimum number of resources and/or required years of experience, it will result to the non-scoring of points</li> <li>○ The proposed team does not have related years of experience.</li> </ul> </li> </ul> <p><b><i>Bidders must submit detailed CVs or profiles of the proposed personnel as proof, which indicates previous and current experience.</i></b></p>	10	

Deliverables / Performance Indicators	Weight Allocated	Reference pages in the bidder's proposal.
<p>4. Proposed methodology, techniques, and project approach to be applied to the work to be undertaken throughout the plaque production and distribution and the examples of a digital /PDF certificate of Proof of Recycling of Perspex certificate and destruction of old brass plaques.</p> <ul style="list-style-type: none"> <li>• Customer Communication process flow must be included.</li> </ul> <p><b>NB: Bidder's proposals will be evaluated according to the Technical Functional Evaluation Matrix</b></p>	20	
<p>5. Processes (processes in place to focus, monitor and check on quality; staff, facilities, and technology resources to undertake this project) as per scope specifications also considering the turn-around times. This should include: -</p> <ul style="list-style-type: none"> <li>- Example of a process flow to ensure 30-day SLA Delivery</li> <li>- Examples of waybill reports,</li> <li>- Process layout for Address validation on unsuccessful deliveries to be done within 12 hours.</li> <li>- TGCSA Premium Frame</li> <li>- Examples of SMS notifications</li> <li>- Example of a process flow for API: Total Quality in Tourism System (TQIT) and WhatsApp for business integration. Proof of SMSs account- Proof of Countrywide delivery -</li> <li>- Value added services (VAS) to the 3 years contract period</li> </ul> <p><b>NB: Bidder's proposals will be evaluated according to the Technical Functional Evaluation Matrix</b></p>	15	
<p>Bidders are required score a minimum of 45 out of 60 from the above criteria in order to be considered for another evaluation phase, on-site visit demonstration.</p>		
<p>6. On-Site Visit:</p> <p>Assessment of infrastructure, equipment, capacity, and capability to deliver on the entire scope of work under this bid. (Site Visit required)</p> <p><b>NB: Bidder's proposals will be evaluated according to the Technical Functional Evaluation Matrix</b></p>	20	

Deliverables / Performance Indicators	Weight Allocated	Reference pages in the bidder's proposal.
7. Perspex plaque Sample in full SAT TGCSA CI pantone  Bidders must provide samples for both plaques and certificates as specified on the Scope of work  <b>NB: Bidder's proposals will be evaluated according to the Technical Functional Evaluation Matrix</b>	20	
Total Weight	100	
<i>The minimum threshold required for bidders to pass this stage is 70%.</i>		

Bidders must meet the minimum threshold of 70% to proceed to Phase 3: Price and Preference (specific goals) evaluation.

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below where each Bid Evaluation Committee (BEC) member will rate each criterion on the bid evaluation score sheet using the following value scale/matrix:

Table 4: Technical Functional Evaluation Matrix

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.	3
Acceptable	Satisfies the requirement with <b>minor additional benefits</b> , above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence.	2
Average	Submission meets the minimum requirement with <b>major reservations</b> . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services, with little or no supporting evidence.	1
Unacceptable	<b>Does not meet the requirement</b> . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources & and quality measures required to provide the goods/services, with little or no supporting evidence.	0

### 3. Phase 3: Price and Preference (specific goals) Evaluation (80/90+20/10) = 100 points

3.1. Only Bidders who meet the minimum 70% threshold of functionality in Phase 2 will be evaluated in Phase 3 for price and preference (Specific goals).

3.2. The total points for price evaluation (out of 80) and the total points for specific goals evaluation (out of 20) will be consolidated. The bidder who scores the highest points for comparative pricing and specific goals of after the consolidation of points will normally be considered as the preferred bidder with who South African Tourism will enter into further negotiations for the contract. 3.3. Bidders are required to provide rates as per the below table.

Table 5: Rate card

SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	Rates VAT inclusive			
	QUANTITY	Rate (year 1)	Rate (year 2)	Rate (year 3)
1) Plaque production – New	1			
2) Plaque production – Re-join (Upgrade/Downgrade)	1			
	1			

SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	Rates VAT inclusive			
	QUANTITY	Rate (year 1)	Rate (year 2)	Rate (year 3)
3) Plaque Collection – Courier per region				
4) Plaque Delivery – Courier per region	1			
5) 5 Star premium frames	1			
6) Once off cost for machine set up & service fee/ project management fee	1			
7) Cost per UA plaque	1			
8) Illegal advertising control costs	1			
9) Once off cost for machine set up & service fee/ project management fee.	1			
<b>TOTAL</b>				

#### Objective Criteria

- (i) In cases where SA Tourism had/has current/historic non-performances with a provider, SAT reserves the right not to appoint the specific provider and move to the next highest scoring bidder.
- (ii) Should the recommended bidder and SA Tourism not agree on the SLA regarding service performance, the penalty may be implemented as a mitigating factor to address the non-performance issues; SAT reserves the right to cancel/terminate the contract and move to the next acceptable bidder to be included to the panel.
- (iii) In the case where the recommended bidder is undergoing an Internal Audit Investigation process for another or similar bid, SAT reserves the right not to appoint that bidder and consider the next highest-scoring bidder to be included in the panel.

Table 6: Price and Preference (specific goals)

<b>1. LIST OF RETURNABLES</b>			
<b>BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS</b>			
a) TICK APPLICABLE BOX			
b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE			
<b>ANNEXURES</b>	<b>DOCUMENT DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
<b>PART A &amp; B</b>	IS BID INVITATION FORM, TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED, AND SUBMITTED?		
<b>SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT</b>			
<b>ANNEXURE A</b>	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE B</b>	IS BIDDER'S SWORN AFFIDAVIT - <b>EXEMPTED MICRO ENTERPRISE (EME)</b> - OR <b>QUALIFYING SMALL ENTERPRISE (QSE)</b> - STILL VALID (FOR A <i>PERIOD OF 12 MONTHS</i> ) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?		
<b>ANNEXURE C</b>	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?		
<b>ANNEXURE D</b>	IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF <b>(A)</b> COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, <b>(B)</b> COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)		
<b>ANNEXURE E</b>	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, <b>(A)</b> COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND <b>(B)</b> COPY OF IDENTITY DOCUMENTS.		
<b>ANNEXURE F</b>	IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF <b>(A)</b> ) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, <b>(B)</b> COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.		
<b>ANNEXURE G</b>	IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE.		
<b>2. APPLICATION OF PREFERENCE POINT SYSTEM</b>			
<b>4.1 DEFINITIONS</b>			
HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN -			
a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA,			



1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (*“THE INTERIM CONSTITUTION”*) AND OR

- b) WHO IS A WOMAN AND/OR
- c) YOUTH

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS “BID” OR “BIDDER” HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS “TENDER” OR “TENDERER”.

4.4 “A WOMAN” REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 “HDI EQUITY OWNERSHIP” REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.6 “BLACK PEOPLE” IS A GENERIC TERM WHICH MEANS AFRICANS, COLOURED AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.7 “SMALL ENTERPRISE” MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.8 “YOUTH” IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE. (THE MAXIMUM AGE OF PERSON/DIRECTOR/SHAREHOLDER ETC MUST BE BELOW OR 35 YEARS ON OR BEFORE THE CLOSING DATE AND TIME OF THE RFQ)

4.9 “EXEMPTED MICRO ENTERPRISE (EME)” IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.10 “QUALIFYING SMALL ENTERPRISE (QSE)” IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.11 “SPECIFIC GOALS” REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

#### 4.12 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i. Total Tendered Price	:	80 points	
ii. Black Women Ownership	:	04 points	} Specific Goals (Maximum points)
iii. Black Ownership	:	10 points	
iv. Black Youth	:	02 points	
v. Small, Medium and Micro Enterprises (SMME's)	:	04 points	
<b>Total</b>	<b>:</b>	<b>100 points</b>	

4.13 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

#### 4.14 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

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

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

#### 4.15 SPECIFIC GOALS

##### 4.15.1 % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN -----%

THUS, POINTS AWARDED:  $4 \times \frac{\% WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- b) COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)
- c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK WOMAN IS LISTED

**4.15.2 % OWNED BY BLACK PEOPLE (BO)**

A MAXIMUM OF TEN (10) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED:  $10 \times \frac{\% BO}{100} =$

**PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:**

- a) COPY OF ID DOCUMENT.
- b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

**4.15.3 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)**

A MAXIMUM OF FOUR (4) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS  =

NO = 0 POINT

**PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:**

- a) SWORN AFFIDAVIT THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

**4.15.4 % OWNED BY BLACK YOUTH**

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS BLACK YOUTH. EQUITY OWNERSHIP FOR BLACK YOUTH WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY

THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK YOUTH.....%

THUS, POINTS AWARDED :  $2 \times \frac{\% DO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) A COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- b) A COPY OF ID DOCUMENT;
- c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK YOUTH IS LISTED.

**TABLE B: OWNERSHIP**

NAME AND SURNAME /ENTITY NAME	GENDER (MALE OR FEMALE)	AGE i.e., 32	CITIZENSHIP (RSA, OR SPECIFY OTHER)	ETHNIC GROUP (BLACK, WHITE, ETC.)	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER
<b>Total</b>						

*(To be completed by bidder)*

**TABLE- C: SPECIFIC GOALS**

OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Black Woman ownership		
Black Ownership		
Black Youth Ownership		
Total		

4.16 THE SAT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.17 TENDER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS. HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPPFA 05 OF 2000.

**3. CRITERIA FOR BREAKING DEADLOCK IN SCORING**

- a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- b) IF TWO OR MORE TENDERS SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

**4. DELIVERIES**

- a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER’S EXPENSE.SAT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE  AN ORDER IS ISSUED

**5. POPIA DISCLAIMER**

**5.1. COMPLIANCE WITH THE PERSONAL INFORMATION ACT, 4 OF 2013**

PERSONAL INFORMATION SHARED WITH THE SAT SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, “PERSONAL INFORMATION” SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND “PROCESSING” AND “FURTHER PROCESSING” SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

**5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION**

THE SATMAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE SATMAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE SATMAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

**5.3. FURTHER PROCESSING OF PERSONAL INFORMATION**

YOU FURTHER GRANT THE SATEXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

**5.4. DUTY OF CARE**

THE SAT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

**5.5. EXEMPTION FROM LIABILITY**

THE SAT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL), AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

END