



Province of the  
**EASTERN CAPE**  
HEALTH

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DOH**

BID NUMBER:	SCMU3-26/27-0167-HO	CLOSING DATE: 10 JUNE 2026	CLOSING TIME:	11:00
DESCRIPTION	<b>REQUEST FOR PROPOSALS FOR ASSESSMENT AND EMPLOYEE MENTAL WELLNESS CAPACITATION PROGRAMME (EMWP).</b>			
BRIEFING	<a href="https://teams.microsoft.com/meet/315062928822074?p=7bAIJKWk4cZHcMJVP0">https://teams.microsoft.com/meet/315062928822074?p=7bAIJKWk4cZHcMJVP0</a>			
BRIEFING DATE & TIME	<b>02 JUNE 2026 @ 11:00</b>			

**BID RESPONSE/RFQ DOCUMENTS MUST BE SUBMITTED ON E-TENDERS**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	<b>Noluthando Mjuluki</b>	CONTACT PERSON	
TELEPHONE NUMBER	<b>0832797323</b>	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<b>Noluthando.mjuluki@ehealth.gov.za</b>	E-MAIL ADDRESS	

**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:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
<b>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.</b>				

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE SUBMITTED BY THE STIPULATED TIME ONLINE, 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, 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: .....

**APPROVED BID DOCUMENT WITH SPECIFICATION**

**SCMU3-P26/27-0167-HO-REQUEST FOR PROPOSALS FOR ASSESSMENT AND EMPLOYEE MENTAL WELLNESS CAPACITATION PROGRAMME (EMWP).**

Revision			
Drafted by	Date:27/05/2026	Name: Ms N Mjuluki	Signature:
Approved by: Chairperson Specification Committee	Date:27/05/2026	Name: Ms. T. Notshe	Signature: 

## Table of contents

### Invitation to Bid (SBD 1)

#### Conditions of Bid

#### Specifications

Pricing Schedule (SBD 3.1)

Declaration of Interest (SBD 4)

Preference Points Claim Forms (SBD 6.1)

## BID CONDITIONS

- 1.1 Without limitation to any other rights of the Eastern Cape Department of Health (ECDoH) (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to: -
- 1.2 Request clarification on any aspect of a response to this invitation to receive a bid from the bidder, such requests and the responses to be in writing.
- 1.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion.
- 1.4 Reject all responses submitted by bidders and to embark on a new bid process.

## 2. EVALUATION CRITERIA

The bid will be evaluated in terms of Regulation 4(1) of the Preferential Procurement Regulation 80/20 Preference Point system will be applied where the lowest bidder will be allocated 80 Points for price. A maximum of 20 points will be awarded for specific goals.

The following formula will be used to calculate points out of 80 for price.

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

Where

P<sub>s</sub> = points scored for comparative price of bid or offer under consideration.

P<sub>t</sub> = Comparative price of bid or offer under consideration.

P<sub>min</sub> = comparative price of lowest acceptable bid or offer.

The following table must be used to calculate the score out of 20 points for Specific Goals

Specific goals Category	Weighting (of 20 POINTS)	Number of points (80/20 system)
Equity Ownership by:  Historically Disadvantage Individuals: Ownership (South African citizen -who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa , 1993, (Act 200 of 1993). On the basis of:		

• Race	20%	4
• Gender (Women)	20%	4
• Disability	20%	4
Youth	20%	4
Military Veterans	10%	2
Locally based entity	10%	2
TOTAL	100%	20

- a) A tenderer must complete SBD6.1 to claim points for specific goals as per Table provided and submit proof of its Specific Goals.
- b) A tenderer failing to claim the specific goals on SBD6.1 claim Form and submit proof of specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.
- c) **The Specific Goals supporting documents required to verify claimed points may in line with the specific requirements include:**
  - CIPC Certificate showing ownership / control interest of company members
  - ID copies of owners or shareholders.
  - Medical Certificate / Doctor's medical report (Impairment should be substantially limiting long term or of recurring nature)
  - Proof of documentation reflecting the physical address of the business that is eg utility account, Bank-generated proof of address letter or proof of physical address by municipal councilor, lease agreement with 2 months proof of rental payments or SARS Correspondence.
  - Letter from Department of Military Veterans confirming status.

The points scored for the specific goal shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.

Evaluation will be conducted into the following stages:

**1<sup>st</sup> Stage: Administrative Compliance**

1. All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required
2. Bidders **must** complete and sign SBD1 (Invitation to Bid), SBD3.1 (Pricing Schedule), SBD4 (Declaration of Interest), and SBD6.1 (Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022).
3. Bidders must be registered with the National Treasury Supplier Database (CSD) and submit proof.

**2<sup>nd</sup> Stage: MANDATORY REQUIREMENTS FOR INTERESTED BIDDERS (NON-NEGOTIABLE)**

- **Qualifications and Professional Registration of Key Team Members** are compulsory with Fully qualified multidisciplinary team with valid professional registrations

- Professional, evidence-based mental health interventions are implemented by qualified practitioners. Therefore, the Service Provider must produce:
  - CVs with qualifications and proof of registration (Relevant recognized Professional Bodies) for Psychologist, Registered Counsellors/Social Worker
  - CVs & Qualifications are only for One Project Manager, and at least one Administrator. (Project to have a Degree/Diploma in Project Management, then administrator to have National Diploma).
- **Risk Management and Ethical Compliance**

Outlines risk mitigation for confidentiality, burnout and sensitive cases; demonstrates compliance with POPIA, HPCSA/SACSSP codes and Departmental policy.

- Minimal risk management or ethical measures
- Basic risk and ethical considerations
- Comprehensive context-specific ethical safeguards

**FAILURE TO COMPLY WITH THE ABOVE MANDATORY INFORMATION WILL INVALIDATE YOUR BID:**

**3<sup>rd</sup> Stage: Functionality**

**Stage 1: Functionality Evaluation Breakdown**

ITEM	CRITERIA	COMPLY [YES/NO]	EVIDENCE	POINTS
1.	Experience in delivering: - <ul style="list-style-type: none"> <li>• Employee Wellness and Mental Health Programmes in public or health-sector environments</li> </ul>		Proven experience implementing: - <ul style="list-style-type: none"> <li>• Psychosocial or mental health programmes, preferably in public or health-sector environments</li> <li>• No references 0 pts</li> <li>• 1–2 completed relevant projects 5 pts</li> <li>• 3 or more projects with excellent references and impact 20 pts</li> </ul>	20
2.	Do facilitators have relevant qualifications? Are they registered with relevant accreditation with SETAs as facilitators Registration/accreditation as Facilitator for Computer Skills Programs will be required.		Submit Minimum of 2 x CVs per Level bidding for: <ul style="list-style-type: none"> <li>▪ Proof of relevant qualifications = 10 points</li> <li>▪ Proof of registration/accreditation = 10 points</li> <li>▪ No proof = 0</li> </ul>	20
3.	Do you have a Project Plan, and Implementation Plan with course breakdown, Training Methodology and Approach <b>Understanding of Terms of Reference and Methodology</b>		Demonstrates a comprehensive understanding of the EMWP, its objectives, phases, deliverables, and target groups (EMS, High-Care, Forensic and Call Centre staff). Provides a clear and realistic Project and Implementation	20

ITEM	CRITERIA	COMPLY [YES/NO]	EVIDENCE	POINTS
			Plan, with course Breakdown, Methodology and Approach = 15 <ul style="list-style-type: none"> <li>• Poor understanding: lacks structure or detail = 0</li> <li>• Good understanding; moderate structure and clarity = 10</li> <li>• Excellent understanding; clear, detailed, innovative and evidence-based methodology = 20</li> </ul>	
4.	<b>Monitoring, Evaluation and Reporting Capability</b>		<ul style="list-style-type: none"> <li>▪ Demonstrates clear data-collection, analysis and reporting systems (including baseline, midline and endline tools) and evidence of impact measurement. = 15</li> <li>▪ Clear M&amp;E plan with basic tools = 5</li> <li>▪ Comprehensive data-driven framework with evidence of use = 10</li> </ul>	30
	TOTAL POINTS			90

- The bidder must score the minimum threshold of 80 points out of 90 points.

**4<sup>th</sup> Stage: Price and Specific Goals**

80/20 preference point system will apply. The bid will be awarded to the highest point scoring bidder in accordance with the award criteria.

## **SPECIFICATION:**

### **1.1 Project Scope**

The Employee Mental Wellness Programme (EMWP) will be implemented across selected health facilities and administrative offices over a twelve-month (12-month) period, structured as follows:

- 1.1.1 **Phase 1 – Assessment and Awareness (Month 1):** Conduct baseline wellness assessments and mental health awareness sessions across selected facilities. Produce a comprehensive baseline report with findings and recommendations. This phase will be delivered at no cost to the Department.
- 1.1.2 **Phase 2 – Proposal and Budget Presentation (Month 2):** Presentation of the assessment findings, recommendations, and a detailed rollout proposal and budget for departmental approval.
- 1.1.3 **Phase 3 – Programme Roll-Out and Trauma Debriefing (Months 3–12):** Facilitate structured Trauma Debriefing sessions for high-risk groups including EMS personnel, high-care nurses, forensic pathology staff, and Call Centre Agents. Provide individual and group counselling to address burnout and compassion fatigue. Deliver psychoeducational workshops on emotional regulation and coping mechanisms. Build capacity for trauma-informed leadership among managers and HR practitioners. Conduct ongoing monitoring and evaluation to measure programme effectiveness.

### **1.2 Deliverables and Professional Team Composition**

The appointed service provider will deliver:

- 1.2.1 A baseline assessment report with findings and recommendations after Month 1.
- 1.2.2 A comprehensive rollout proposal and budget following the presentation of findings.
- 1.2.3 Monthly and quarterly progress reports on participation, key insights, and outcomes.
- 1.2.4 A final impact and evaluation report at the conclusion of the 12-month period.
- 1.2.5 Documentation of trauma debriefing sessions, attendance registers, and feedback summaries.

### **1.3 Professional Team Composition:**

- 1.3.1 Project Manager – Overall project oversight, coordination, and stakeholder liaison.
- 1.3.2 Psychologist – Supervision of trauma debriefing, psychotherapy, and clinical interventions.
- 1.3.3 Registered Counsellors/Social Worker – Facilitation of one-on-one and group sessions, Case management, psychosocial support, and referrals.
- 1.3.4 Monitoring & Evaluation (M&E) Officer / Data Analytics Specialist – Development of tools and outcome reporting.
- 1.3.5 Facilitator / Trainer – Delivery of psychoeducational workshops and training.
- 1.3.6 Administrative Coordinator – Logistics, scheduling, and documentation.

## **SBD 3.1**

### **PRICING SCHEDULE –FIRM PRICES (PURCHASE)**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

**OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.**

**BID PRICE IN RSA CURRENCY \*\*(ALL APPLICABLE TAXES INCLUDED)**

Name of Bidder.....	Bid number: <b>SCMU3-26/27-0167-HO.</b>
Closing Time 11:00 .....	Closing date:

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

**PRICING SCHEDULE**

<b>ITEM 1: Capitated Service Package</b>				
SERVICE	Estimated Sessions / Employees	Rate (R)	Total Cost (R)	Notes
Targeted In-Person counselling based on the assessment report  (24 sessions for in person counselling per district)	120 sessions			Short-term structured counselling by registered counsellors / social worker.
Electronic Wellness Information System	All targeted Employees			Digital awareness content & tracking tools.
Account Management & Reporting	12 months			Administrative support, coordination & quarterly reports.
<b>Subtotal Item 1</b>				
<b>ITEM 2: Fee-for-Service Package</b>				
SERVICE	Estimated Sessions / Employees	Rate (R)	Total Cost (R)	Notes
Trauma / Critical Incident Counselling – individual & group intervention, 72 Hour debriefing	160 sessions  (32 sessions per District – 5 Districts / 10 months = 3 Sessions per district)			High-risk staff (EMS, High Care, Forensic, Call Centre).
Group Therapy Sessions 8 session per district / 10 month	40 sessions			Targeted peer support & team rebuilding.
Health Promotion / Psycho-Education Interventions (screening, workshops, education)	200 sessions			Awareness & capacity-building workshops (10 per district × 5 districts × 4 quarters).
Coaching & Supervision (Management / Peer Support)	100 cases			One-on-one leadership and team support sessions.
Occupational Therapy (Functional Assessments & Reports)	50 cases			Capacity and fit-for-work evaluations.
Monitoring & Evaluation (Data Analysis & Impact Reporting)	4 quarters			Data collection, analytics & impact tracking.

<b>Subtotal Item 2</b>				
------------------------	--	--	--	--

**ITEM 3: Travelling for Onsite Services**

SERVICE	Estimated Sessions / Employees	District & Venue	Rate (R)	Total Cost (R)	Notes
Employee Mental Wellness Assessment – Travelling and Accommodation	Local travel and accommodation (3 team members) all 8 Districts	BCM – East London			Transport logistics supported by Department.
		OR Tambo - Umtata			
		C Hani - Queenstown			
		NMB – Gqeberha			
		Amathole - Butterworth			
		King Williams Town			
		Totals			

Noted: Travel – Tender kilometer re-imburements (R3,95c to R7,50c per Kilometer depending on the engine capacity and type of fuel used)

Accommodation – use Department Rates (R1 500 per night/per person)

Service Provider must show calculations in a separate spreadsheet indicating the make, type and fuel of the vehicle used, the rates, indicating departure place, end point

**ITEM 4: Materials and Workshop Resources**

SERVICE	Estimated Sessions / Employees	Rate (R)	Total Cost (R)	Notes
Once of fixed rate for the whole 12 months for the	Stationery, printing & training material			Support for sessions and evaluation forms.
<b>TOTAL PROGRAMME COST (12 MONTHS)</b>				

- Month 1 (Assessment & Awareness Phase) rendered at no cost to the Department.
- Department will re-imbure transport and logistics for 3 team members.
- Rates are inclusive of professional fees, materials, and coordination costs.
- Offer valid for 90 days from closing date of bid.

TOTAL PRICE OFFERED, INCLUSIVE OF VALUE ADDED TAX, FOR TENDER NO.  
SCMU3-26/27-0167-HO

R \_\_\_\_\_

AMOUNT IN WORDS \_\_\_\_\_

Signed by authorized representative of the Tenderer:

\_\_\_\_\_

- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- .....
- .....
- Period required for delivery after Purchase Order receipt of order 30 DAYS After
- Delivery: \*Firm/not firm

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**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**

---

<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.

2.3.1 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.
- 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 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

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

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:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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 or 90 points is allocated for price on the following basis:

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

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, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI - RACE		4		
HDI - WOMEN		4		
HDI - DISABILITY		4		
YOUTH		4		
MILITARY VETERANS		2		

LOCALITY BASED ENTITY		2		
		20		

**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 necessary.

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