



**REQUEST FOR QUOTATION (RFQ)**

**DESCRIPTION  
PROVISION OF ORGANIZATIONAL REDESIGN AND DEVELOPMENT SERVICES FOR A PERIOD OF THREE YEARS**

**RFQ NO: LTAQ003-26/27**

Kindly furnish us with a written quotation as detailed in the enclosed schedule.  
The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **06 JULY 2026 @ 12H00 AT THE LTA'S QUOTATION BOX, AT ERF 92/688, PORTION 2, N1 MAIN ROAD, SOUTHERN GATEWAY EXT 4, POLOKWANE.**

**EMAILED SUBMISSIONS WILL NOT BE ACCEPTED.  
NO PAYMENT IS REQUIRED FOR THIS BID. BEWARE OF SCAMS.**

**The following conditions will apply:**

- 1) Price offer to be valid for 80 days from the closing date of the bid.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) The bid will be evaluated in terms of the administrative compliance, functionality and the 80/20 preference point system as prescribed in the Preferential Procurement Regulations (2022) and for this purpose the enclosed forms SBD 3.1, SBD 4, & SBD 6.1, must be scrutinized, completed and submitted together with your bid.
- 4) The successful bidder will be the one scoring the highest points in terms of the Preferential Procurement Regulations (2022).

<p><b>ISSUED BY:</b></p> <p><b>THE CHIEF EXECUTIVE OFFICER LIMPOPO TOURISM AGENCY P.O. BOX 2814 POLOKWANE 0700</b></p> <p><b>Tel: (015) 293 3600</b></p>	<p><b>CONTACT PERSON (SPECIFICATION)</b></p> <p><b>MR. CHRIS RAMOSHABA</b></p> <p><b>E-mail:</b> <a href="mailto:chris@golimpopo.com">chris@golimpopo.com</a></p> <p><b>Contact No.: (015) 293 3600</b></p>	<p><b>CONTACT PERSON (BIDDING PROCESS)</b></p> <p><b>MS. SEWELA NYAKA</b></p> <p><b>E-mail:</b> <a href="mailto:sewelan@golimpopo.com">sewelan@golimpopo.com</a></p> <p><b>Contact No.: (015) 293 3600</b></p>
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**Name of Bidder:** \_\_\_\_\_

**BID AMOUNT: R** \_\_\_\_\_



## TERMS OF REFERENCE

### ORGANISATIONAL REDESIGN AND DEVELOPMENT SERVICES FOR A PERIOD OF THIRTY SIX (36) MONTHS ON A REQUEST BASIS

#### LIMPOPO TOURISM AGENCY

Limpopo Tourism Agency (LTA) is a schedule 3c (PFMA) parastatal mandated in terms of Limpopo Tourism Act of 2009 to amongst other things promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing), support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation. The expanded mandate of the entity incorporates the investment and trade promotion of the destination Limpopo.

#### BACKGROUND

The Limpopo Tourism Agency recognises that there is an opportunity to improve its organisational structure and to increase organisational efficiency and effectiveness, ensuring the best use of staff and entity's resources.

The LTA is committed to building a more focused, responsive, and resource-conscious and results oriented organisation. An organisational review will be helpful in this process. The current staff establishment consists of 66 positions.

The organisational review will be based on the following principles:

- The LTA will make final decisions on any changes to the current organisational structure processes.
- The current level of service will not be compromised and should improve.
- The administration of the organisation should foster efficient and effective delivery of services
  - The successful bidder will be expected to provide support to the entity for a period of thirty-six (36) months on a request basis.

The composition of approved programmes/ and positions as per the approved organisational structure as stipulated on the table below.

<b>Programme/Division</b>	<b>No of Positions</b>	<b>Filled</b>	<b>Vacant</b>
Office of the CEO	13	12	01
Financial Management	15	10	05
Corporate Services	20	13	07
Integrated Destination Marketing	17	13	04
Destination Investment and Trade Promotion	8	1	07
<b>Total</b>	<b>73</b>	<b>49</b>	<b>24</b>

## **PURPOSE OF THE TERMS REFERENCE (TOR)**

The purpose of this bid is to appoint a suitable and experienced service provider with requisite capacity and expertise for the development of the organisational structure review of the existing organisational structure, benchmarking, establishment and outline the benefits and challenges relating to the division of labour, span of control, chain of command, authority and responsibility, delegation and accountability, skills and competencies, remunerations and benefit strategies, grading of jobs using acceptable methodologies, and incorporate change management programme aimed at ensuring that employees adapt to the changes.

The service provider should have knowledge and dynamics in Organisational Development and Design to review the phase in of Human Resources components for future re-engineering of the organisation. In addition, the service provider should review the current LTA status and make recommendations for its organisational level or status as a result of its legislative mandate.

## **PROJECT OBJECTIVES**

Objectives for the project are as follows:

- i. To advise and assist the entity on a request basis to review Organizational Structure per division, develop job description and grading of jobs.

## **CAPACITY AND EXPERIENCE**

### **a) Capacity**

The bidder is required to provide a company profile on its size, staff complement, infrastructure and location.

### **b) Company Experience**

a) Bidders are required to provide proof that they have performed similar services. Letters of reference from at least three contactable referees must also be submitted.

### **c) Individual Experience**

Bidders are required to submit abridged CV's of key personnel that demonstrates prior experience and qualifications.

### **SCOPE OF SERVICE AND DELIVERABLES ON REQUEST BASIS**

The LTA will require the successful bidder on a request basis review the existing divisional structure/s, benchmarking and establishment in a cost-effective manner on request basis as follows:

- To assess the components of organisational structure in line with the mandate considering both the LTA's goals and service requirements as well as sound organisational principles.
- To identify options and make recommendations designed to improve the efficiency and effectiveness of the organisational structure.
- To benchmark the structure per division on request basis and to identify best practices and to make recommendations as to whether best practices can and should be integrated into the LTA structure.
- To review and identify whether staffing levels are appropriate to meet workloads in each division.
- Review positions, skills and competencies per division.
- Develop job descriptions and competency job profiles and the evaluation of the jobs using a recognised grading system.
- Consultation with all relevant stakeholders.
- Review positions, skills and competencies in all divisions.
- Review and identify whether current staffing levels are appropriate to carry the workload in per division.
- Develop an implementation plan for recommended changes.
- Presentation and consultation with relevant stakeholders
- Compilation of recommendation reports to management.

**SPECIAL CONDITIONS**

1. The successful bidder will be appointed for a period thirty-six (36) months on a request basis
2. Limpopo Tourism Agency reserves the right not to appoint.
3. Limpopo Tourism Agency may negotiate prices with recommendable bidders.
4. The appointed service should provide accreditation or guaranteed partnership letter for grading positions using the Paterson Grading system.

**DURATION**

The successful bidder will be appointed for a period of thirty-six (36) months. The appointed service provider will be expected to provide support to the entity for a period of thirty-six (36) months on request basis.



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

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

I/We

\_\_\_\_\_  
(Full name of bidder) the undersigned in my capacity as  
\_\_\_\_\_ Of the firm

\_\_\_\_\_ CSD

NO. MAAA \_\_\_\_\_, hereby offer to Limpopo Tourism Agency to render the services as described, in accordance with the specifications and conditions of contract to the entire satisfaction of the Limpopo Tourism Agency and subject to the conditions of tender, for the amounts indicated hereunder:

ITEM	DESCRIPTION	YEAR 1: Unit Price incl.)	YEAR 2: Unit Price (VAT incl.)	YEAR 3: Unit Price (VAT incl.)
1	Review organisational structure per programme or division, including consultation of stakeholders,			

	analysis of status quo and recommendations			
2	Annual licence for the OrgPlus or similar system			
3	Professional/consulting services per hour			
4	Developing Job Description per position			
5	Grading per job			
	<b>TOTALS</b>			
	<b>GRAND TOTAL</b> [Add the totals for Year 1, 2 and 3]			

Pricing Instructions:

- The proposed pricing **MUST** be fixed.
- The proposed offer **MUST** be all inclusive with no unspecified costs to arise.
- All items such as poles, brackets, routers, multiplugs and any other peripheral items required to establish connection must be recorded and costed in installation once-off cost column.
- In addition to the Price Schedule table, **DETAILED QUOTATION MUST BE SUBMITTED.**
- Do not fill in prices in the black blocks.

Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_



## EVALUATION CRITERIA

### CRITERIA - MANDATORY REQUIREMENTS

#### 1. MINIMUM REQUIREMENTS

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation/requirements listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please indicate with an "X" to offer complies with the requirements		
		YES	NO	Comment
a)	The company must be registered on CSD			
b)	The bid document must be completed and signed in full			

#### 2. EVALUATION METHODOLOGY

In accordance with the Preferential Procurement Regulations, 2022, the bid evaluation process shall be carried out in three Phases namely:

- Phase 1: Administrative Compliance
- Phase 2: Evaluation on Functionality
- Phase 3: Evaluation in terms of Price and Preference Point Systems in accordance with the Preferential Procurement Regulations 2022.

#### PHASE 1: ADMINISTRATIVE COMPLIANCE (Submission of compulsory documents.

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

If any of the following Bid Forms are not completed and signed or handed in with your proposal on closing date and time, your proposal will be immediately disqualified.

- SBD 3.1 (Pricing Schedule) Make sure it is completed.

- **SBD 4** (Bidder's Disclosure) Make sure it is signed. **(Failure to disclose any other companies involved in (SECTION 2.3.1) will result in disqualification). Bidders may attach a list of companies involved in if the space is too small.**
- **SBD 6.1** (Preference claim form) Make sure it is completed and signed. (Bidders will not be disqualified if it is not completed but will not claim preference points.)
- Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

**PLEASE NOTE:**

- a) the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- b) the bidder has not:
  - i) abused the Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect.
- c) All corrections and scratching are initialled.
- d) Completion of the bid document using pencil not allowed, **BID DOCUMENT TO BE COMPLETED IN BLACK INK.**
- e) Scratching is done by putting a straight line through the corrected items.
- f) **THE USE OF CORRECTION FLUID WILL AUTOMATICALLY INVALIDATE YOUR BID.**
- g) Alterations to the bid document or **submission of a copy of the original bid document will invalidate the bid.**

**PHASE 2: EVALUATION ON FUNCTIONALITY**

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below.

Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and specific goals.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA			
COMPONENTS	Points Awarded		
<b>A</b>	<b>COMPANY'S EXPERIENCE (Detailed company's profile must be submitted)</b>		<b>30</b>
	Bidder's proven competency in rendering the similar service, extensive knowledge of organisational design and restructuring.		
	• 8+ years	15	
	• 6-7 years	10	
	• 4-5 years	08	
	• 3-4 years	06	
	• 0-2 years	04	
	<b>REFERENCES</b>		
	Signed reference letters on valid letterheads that prove experience in the organisational redesign and development services. <b>LTA reserves the right to verify the reference letters.</b>	15	
	• More than three client's reference letters.	10	
	• Three client's reference letters.	05	
	• Less than three client's reference letters.		
<b>B</b>	<b>PREVIOUS PROJECTS EXECUTED</b>		<b>20</b>
	• R500 000 Or more	20	
	• Less than R500 000	15	
	• Below R100 000	10	
	• Below R50 000	05	
	• Below R10 000	04	
	<b>Attach evidence/ letter/ order of appointment</b>		
<b>C</b>	<b>EXPERIENCE OF KEY PERSONNEL (attach CV's of personnel)</b>		<b>10</b>
	• 5+ years	10	
	• 4-3 years	07	
	• 2-1 year	05	

	<ul style="list-style-type: none"> <li>0 years</li> </ul>	0	
<b>D</b>	<b>PROPOSAL AND METHODOLOGY</b>		<b>30</b>
	Proposal & methodology contains the following in detail:		
	<ul style="list-style-type: none"> <li>Stakeholder engagement and communication plan</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Methodology of developing organisational Structures and analysis of the status quo.</li> </ul>	10	
	Development of Job descriptions	05	
	Grading of positions	05	
<b>E</b>	<b>OWNERSHIP BY MILITARY VETERANS</b>		<b>10</b>
	<ul style="list-style-type: none"> <li>Company is partly or fully owned by military veteran(s)</li> <li>Company is not owned by military veteran(s)</li> </ul> <p><b>Attach Proof of Registration on the National Military Veterans Database from the Department of Military Veterans)</b></p> <ul style="list-style-type: none"> <li></li> </ul>	10 05	

Bidders who fail to achieve the minimum qualifying score of **60%** on functionality will be disqualified for further evaluation of price and special goals.

### **PHASE 3: EVALUATION IN TERMS OF PRICE AND PREFERENCE POINT SYSTEMS**

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations, 2022.

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

#### **When calculating prices:**

- Unconditional discounts will be taken into account for evaluation purposes; and
- Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.

The formulae to be utilized in calculating points scored for price is as follows:

80/20 preference point system formula will be used to calculate the points for price of quotations/tenders with the rand value equal to or below R50 million

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

Where:

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

$P_t$  = Rand value of tender consideration

$P_{min}$  = Rand value of lowest acceptable tender

A maximum of **20 points** will be awarded in accordance with the table below, for quotations from R0 to R50 000 000:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women	4
4	Persons with Disability	4
5	Military Veterans	4

- a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.
- b. A specific goal will be allocated according to the percentage of ownership in the company (e.g., if black people own 50% of the company, the points for the specific goal will be 2, i.e.  $50/100 \times 4 = 2$ ).
- c. Only the tender with the highest number of points scored may selected.
- d. CSD report will be used to as a means of verification of the specific goals.
- e. **A valid medical certificate is required to claim points for persons with disability.**
- f. Confirmation of registration on the National Military Veterans Database of the Department of Military Veterans is required in order to claim points for military veterans.
- g. Limpopo Tourism Agency reserves the right not to award the bid.



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

.....  
 .....  
 .....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

<b>Supplier registration number (MAAA)</b>	<b>Status (active/inactive/deleted)</b>

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

**3 GENERAL DECLARATION**

I, ....., the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.

- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature

.....

Date

.....

Designation

.....

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 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**

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:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	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 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

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:

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

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 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)
Black People	/	4	/	
Youth	/	4	/	
Women	/	4	/	
Persons with Disability	/	4	/	
Military Veterans	/	4	/	
	/		/	

**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>	.....
	.....
	.....