

RFQ NUMBER	RFQ/MICT/14/2026
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ID VERIFICATION SERVICES FOR A PERIOD OF TWELVE (12) MONTHS
RFQ ISSUE DATE	23 July 2026
BRIEFING SESSION	N/A
CLOSING DATE & TIME	30 July 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ.**

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above.

Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS-issued verification pin		
SBD 4 – Bidder's Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than six (06) months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

Note: This RFQ must be completed by the authorised company representative

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 MICT SETA reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ID VERIFICATION SERVICES FOR A PERIOD OF TWELVE (12) MONTHS**1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. BACKGROUND

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner, improve accuracy in its data and information, provide instant and accurate reporting, and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to provide specific focused services in line with its Value on customer centricity.

In line with the vision of the MICT SETA of "cutting-edge future skills", the MICT SETA intends to improve the quality of its data and information through an identity verification solution on its programmes and projects data and information collected in line with the provisions of the Skills Development Act.

The MICT SETA is looking to appoint a suitably experienced service provider with the necessary expertise to render the service to perform online learner identity verification through the MICT SETA Integrated Learner Management System (ILMS).

3. PURPOSE

To invite service providers with the necessary expertise and experience to submit proposals for the provision of online identity verifications services for the MICT SETA.

4. OBJECTIVES

Below is the scope of the project:

- a) Online verification of identify number (individual and bulk) of learners' records.
- b) Matching of learner details (name and surname) to the ID number

5. SCOPE OF WORK**5.1. The service provider will be required to deliver the following:**

- a) Assist MICT SETA with online verification of learner identity numbers through the Home Affairs National Population Register (NPR).
- b) Provide a report of learner status, matching of ID number with names and per the records of the NPR.
- c) Use an API integration tool to report back on the learner records / status.
- d) It is estimated that an initial bulk learner verification of +/- 25 000 upon commencement of the project. Thereafter, learner data must be verified as and when captured on the ILMS.

5.2. Service Provider Proposal

The service provider is required to submit a proposal detailing how they will address the requirements of this RFQ document.

5.3. Duties of the MICT SETA (ILMS)

- ILMS will use an API to send ID numbers to the appointed service provider for verification with Home Affairs.
- ILMS will store a verified ID numbers and its statuses.

5.4. ILMS Technologies

The detailed of the system and API information will be shared with the successful bidder.

5.5. Implementation

The service provider will be required to work with MICT SETA for to enable an integration platform for data exchange required for this project.

5.6. Security

- The service provider must ensure that sensitive data, such as customer information remains confidential. This involves encrypting data both in transit and at rest.
- Use secure protocols like HTTPS, SSL/TLS, and VPNs to protect data during transmission.
- The service provider must conduct regular security audits and vulnerability assessments to identify and address potential security gaps.
- The service provider must implement continuous monitoring and logging to detect and respond to security incidents promptly.

5.7. Integration Availability

The service will be available with an uptime guarantee of 99.9% during each calendar month, excluding scheduled maintenance. This means the integrated system will be operational and accessible 99.9% of the time during the service period.

5.8. Support and Maintenance

- The successful bidders must provide a central point of contact for logging of incidents and telephonic support.
- The successful bidders must offer support from Monday to Friday during MICT SETA business hours.
- The bidder must provide 24/7 support for critical issues that impact system availability or security, available on a case-by-case basis.

6. CONTRACT DURATION

The estimated duration for the ID verification system is twelve (12) months, commencing from the project initiation date. The project will be divided into several key phases, each with specific deliverables and milestones to ensure smooth progress and timely completion according to the terms of reference of the MICT SETA, and the service provider proposal and project plan.

7. COMPANY PROFILE

This Request for Proposal is open to consulting entities that have the following profile:

- a) Competent and experienced resources with more than five (05) years providing similar services will be required.
- b) Previous track record with at least three (03) references of rendering similar services in the past ten (10) years.
- c) Service provider must demonstrate applicable international standards on providing the required services.

8. DELIVERABLES AND EXPECTATIONS

The service provider must deliver the following:

- a) A report of all verified information clearly indicating all learner IDs successfully verified, all learner names and surnames successfully matching with Home Affairs information.
- b) An exception report of all learner IDs failed for verification at Home Affairs.
- c) An exception report of all learner list with names not matching with the Home Affairs data after successful ID verification.

9. CONFIDENTIALITY TERMS AND CONDITIONS, NON-DISCLOSURE AGREEMENT (NDA)

- a) By accepting and responding to the RFQ document, the service provider commits to abide to the provisions of the protection of personal information Act (POPIA) and that the information collected through this project shall not be used for the purpose as intended in this RFQ or be passed and /or disclosed to any third party.
- b) The Service Provider shall maintain complete confidentiality and shall not share any data/information gathered during the accomplishment of the assignment, with any other person or entity without prior permission by MICT SETA.
- c) The Service Provider must be compliant with the requirements of the POPI Act.
- d) MICT SETA undertake to maintain confidentiality relating to any unpublished information supplied by the service provider as part of this request for proposal and will only use any information provided for the purposes of evaluating the proposal.

10. PRICING SCHEDULE

Name of bidder: _____

RFQ number: _____

Closing date: _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description	Quantity (No of Learners)	Unit Price	Total Cost (Excl. VAT)
	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ID VERIFICATION SERVICES FOR A PERIOD OF TWELVE (12) MONTHS			
1.	Identity (ID) Verification Services fees	+ -37 000	R	R
Sub-Total			R	
VAT@15%			R	
TOTAL PRICE (INCLUDING VAT)			R	

Complete below:

1. Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: _____

Capacity under which this quote is signed: _____

Signature: _____

Date: _____

11. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on functional evaluation criteria, and price and specific goals comparison.

11.1. STAGE 1: FUNCTIONAL EVALUATION CRITERIA

RFQ proposals submitted will be evaluated on technical/ functionality out of a maximum of **100 points**. A threshold of **80 points** out of **100 points** has been set.

Only bidders who meet or exceed the qualification threshold on technical/ functionality evaluation of **80 points** will be evaluated further on price and specific goals.

Note: All bidders achieving less than the set threshold of 80 points will be declared non-responsive.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA		
Category	Description	Maximum Points
Reference Letters	The bidder must have at least five (05) years of experience in delivering ID verification services or similar to those outlined on the TOR. The bidder must submit at least six (06) contactable reference letters related to the bidder's experience on providing similar projects (verification of IDs with the Department of Home Affairs). N.B: The reference letters must be from different bidder's clients within the Republic of South Africa (RSA). Reference Letters must be fully signed on the client's letterhead, dated, contact details, project description and date/duration of implementation. Points on provision of reference letters with at least five (05) years of experience in delivering system integration services similar to those outlined on the TOR will be allocated as follows: [10 points] • The bidder submitted Six (06) or more signed contactable reference letters from different clients on ID verification = 10 points • The bidder submitted Five (05) signed contactable reference letters from different clients on ID verification = 08 points • The bidder submitted Four (04) signed contactable reference letters from different clients on ID verification = 06 points • The bidder submitted Three (03) signed contactable reference letters from different clients on ID verification = 04 points • The bidder submitted Two (02) signed contactable reference letters from different clients on ID verification = 02 points • The bidder submitted One (01) signed contactable reference letter on ID verification = 01 point • The bidder did not submit reference letters or submitted reference letters that are not for ID verification submitted = 0 points NOTE: Reference lists or award letters will not be considered for point allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award. Bidders with no track record of rendering similar services will be deemed non-responsive..	10

Methodology and Approach	The bidder must provide a detailed project implementation methodology and approach in executing the identity verification project. The methodology must demonstrate a clear and comprehensive understanding of the requirements outlined in the Terms of Reference (ToR) and include a practical action plan covering the following: 1. Data / ID Verification; 2. Integration and Security; 3. Monitoring and Maintenance; 4. Optimise Performance; 5. Quality Assurance; 6. Information Handover; and 7. Operational Capability. Points on provision of detailed project implementation methodology and approach will be allocated as follows: [30 points] •The bidder submitted a methodology and approach that meets all the seven (07) aspects = 30 points •The bidder submitted a methodology and approach that meets all the six (06) aspects = 26 points •The bidder submitted a methodology and approach that meets all the five (05) aspects = 22 points •The bidder submitted a methodology and approach that meets only four (04) aspects = 18 points •The bidder submitted a methodology and approach that meets only three (03) aspects = 14 points •The bidder submitted a methodology and approach that meets only two (02) aspects = 10 points •The bidder submitted a methodology and approach that meets only one (01) aspect = 05 points • The bidder did not submit a methodology or submitted a methodology that does not meet the minimum requirements = 0 points NOTE: all elements of Project Methodology and Approach must be covered in detail.	30
DASHBOARD AND REPORTING	The bidder must provide a comprehensive dashboard and reporting capability as part of the ID Verification solution. The dashboard must: 1. Dashboard functionality; 2. Reporting functionality; 3. Monitoring and analytics capability; 4. Reporting presentation and usability; and 5. Sample reports and/or screenshots. Points on provision of Dashboard and Reporting capability will be allocated as follows: [15 points] • The bidder submitted a dashboard and reporting solution that meets all five (05) requirements, including the provision of sample reports and/or system screenshots demonstrating presentation, usability, and data visualisation = 15 points • The bidder submitted a dashboard and reporting solution that meets four (04) of the specified requirements = 12 points • The bidder submitted a dashboard and reporting solution that meets three (03) of the specified requirements = 09 points • The bidder submitted a dashboard and reporting solution that meets two (02) of the specified requirements = 06 points • The bidder submitted a dashboard and reporting solution that meets only one (01) of the specified requirements = 03 points • The bidder did not submit a dashboard and reporting solution or submitted a solution that does not meet the minimum requirements = 0 points	15

PROJECT TEAM	The bidder must submit profiles or CVs of the Project Manager with at least national diploma or any related field. Profiles or CVs should clearly indicate the completed projects, project duration, and names of clients. Project Manager The bidder's Project Manager must possess a National Diploma or equivalent qualification in a related field and have at least ten (10) years of experience in project management, including the management of ID verification, system integration, or similar technology-enabled projects. Points on provision of CV and qualifications of Project Manager highlighting ID verification experience will be allocated as follows: [15 points] Qualifications (03 Points) • The bidder submitted a Project Manager with a Degree or higher qualification in a related field = 03 points • The bidder submitted a Project Manager with a National Diploma in a related field = 02 points • The bidder submitted a Project Manager with a relevant certificate or equivalent qualification = 01 point • No relevant qualification submitted = 0 points Experience (12 Points) • The bidder submitted a CV of the Project Manager highlighting ten (10) years or more of experience in projects management and managing ID verifications = 12 points • The bidder submitted a CV of a Project Manager highlighting nine (09) years of experience in projects management and managing ID verifications = 10 points • The bidder submitted a CV of a Project Manager highlighting six (06) to seven (07) years of experience in project management and managing ID verifications = 08 points • The bidder submitted a CV of a Project Manager highlighting five (05) years of experience in projects management and managing ID verifications = 06 points • The bidder submitted a CV of a Project Manager highlighting four (04) years of experience in projects management and managing ID verifications = 04 points • The bidder submitted a CV of a Project Manager highlighting three (03) years of experience in projects management and managing ID verifications = 02 points • The bidder submitted profile or CV of a Project Manager with less than 03 years of experience = 0 points NOTE: the projects in this context refer to those delivered by the project team in any past company, not limited to the bidding company, i.e. linked to the individual.	15
BIDDER'S CAPABILITY	The bidder must demonstrate its operational capability to provide and support ID Verification services throughout the contract period. The bidder must provide evidence of the following: 1. Operational processes for managing verification requests; 2. Verification turnaround times and service levels; 3. Capacity to process high volumes of verification requests; 4. Availability of support services and escalation procedures; and 5. Service desk or support contact arrangements. Points on provision of operational capability evidence will be allocated as follows: [10 points] • The bidder submitted evidence that meets all five (05) operational capability requirements = 10 points	10

	• The bidder submitted evidence that meets four (04) operational capability requirements = 08 points • The bidder submitted evidence that meets three (03) operational capability requirements = 06 points • The bidder submitted evidence that meets two (02) operational capability requirements = 04 points • The bidder submitted evidence that meets one (01) operational capability requirement = 02 points • The bidder did not submit evidence of operational capability or submitted evidence that does not meet the minimum requirements = 0 points	
COMPLIANCE AND SECURITY	The protection of an organization's systems and data is important. The bidder should comply with industry standards and regulations and provide a robust security framework along with effective risk management and mitigation strategies. • Security; • POPIA; • Risk management and mitigation; and • Continuous monitoring and improvement. Points allocation on provision of provide a robust security framework along with effective risk management and mitigation strategies for compliance and security will be allocated as follows: [20 points] • The bidder submitted a compliance and security plan that meets only four (04) aspects = 20 points • The bidder submitted a compliance and security plan that meets only three (03) aspects = 15 points • The bidder submitted a compliance and security plan that meets only two (02) aspects = 10 points • The bidder submitted a compliance and security plan that meets only one (01) aspects = 05 points • Non-compliance with the minimum requirements = 0 points	20
TOTAL		100
MINIMUM SCORE		80

N.B: Only bidders who meet the threshold of 80 points out of 100 points on functional criteria will be further evaluated for price & specific goals.

10.2. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

Specific Goal Criteria	Points allocation
Enterprises which are at least 51% owned by historically disadvantaged persons.	10
Enterprises which are at least 51% owned by historically disadvantaged women.	05
Enterprises which are at least 51% owned by historically disadvantaged youth.	05
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC Documents and a valid share certificate (Indicating % shareholding by each director)
- Certified ID Copies of the company's directors as per CIPC documents. **(certified copies must not be older than six (06) months)**

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ/Tender (in cases where it a tender) to claim points for specific goals, will be interpreted to mean the preference points for specific goals are not claimed.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.1.2. 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:.....

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;

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

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

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

PREFERENCE PROCUREMENT CLAIM FORM

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.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2 DEFINITIONS

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

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	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 tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
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.....
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