



**PART A**  
**INVITATION TO BID/ REQUEST FOR QUOTATION (RFQ)**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KZN DEPARTMENT OF HUMAN SETTLEMENTS**

QUOTATION NUMBER:	Q184/22	CLOSING DATE:	18/11/2022	CLOSING TIME:	11H00
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DESCRIPTION	Appointment of a Service Provider to submit a Quotation Proposal for the Development of the Service Delivery Improvement Plan (SDIP) for 2023/24 – 2024/25 Financial Year for a period of six (06) months
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**RFQ RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTATION BOX NUMBER: 05 IN THE LIFT FOYER OF THE TWELVETH FLOOR. SITUATED AT EAGLE BUILDING, OR EMAILED TO [quotations@kzndhs.gov.za](mailto:quotations@kzndhs.gov.za). CLARITY, ADVICE MAY BE DIRECTED TO THE FOLLOWING OFFICIALS OR THE BID ADVICE CENTRE ON THE 12<sup>TH</sup> FLOOR, EAGLE BUILDING, 353-363 DR PIXELY KASEME STREET, DURBAN FROM 08H00 TO 15H00 BETWEEN MONDAY TO FRIDAY**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	Andile Nyakatha	CONTACT PERSON	Gugu Luthuli
TELEPHONE NUMBER	031 336 5330	TELEPHONE NUMBER	072 594 6219
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	<a href="mailto:Andile.Nyakatha@kzndhs.gov.za">Andile.Nyakatha@kzndhs.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:Gugu.Luthuli@kzndhs.gov.za">Gugu.Luthuli@kzndhs.gov.za</a>

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

SIGNATURE OF COMPILER:		DATE:	07/11/2022
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**SUPPLIER INFORMATION (PLEASE FILL IN BLANK COLUMNS) 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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

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

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

<b>1. BID/ RFQ SUBMISSION:</b>	
1.1.	BIDS/RFQ MUST BE DELIVERED BY OR BEFORE THE STIPULATED CLOSING DATE AND TIME TO THE CORRECT ADDRESS. 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/RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. <b>(SBD6.1)</b>
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), IF APPLICABLE.
1.5.	QUOTATION DOCUMENT (RFQ) MUST BE COMPLETED IN FULL WITH ACCURATE INFORMATION WHICH IS IN LINE WITH INFORMATION SUBMITTED TO CENTRAL SUPPLIERS DATEBASE (CSD). ANY CONTRARY, FALSE AND INCORRECT INFORMATION IN SBD FORMS WILL DISQUALIFY THE BID. DECLARE ALL INFORMATION IN RESPECT OF COMPANIES YOU HAVE INTEREST ON AS PER SBD 4 PARAGRAPH 2 BIDDERS DECLARATION.
1.6.	SERVICE PROVIDER TO ENSURE THAT CENTRAL SUPPLIERS DATABASE IS REGULARY UPDATED IN ORDER TO BE DEEMED COMPLIANT IN RESPECT OF TAX COMPLIANT STATUS AND OTHER RETURNABLE DOCUMENTS. FAILING TO REGULARLY UPDATE THE SAME MAY RESULT IN YOUR QUOTATION BEING PASSED OVER.
1.7.	PROOF OF ADDRESS MUST BE SUBMITTED WITH RFQ.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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/RFQ 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/RFQ 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 sign must be submitted e.g. company resolution)

DATE: .....



**PART C  
 PRICING SCHEDULE – FIRM PRICING**

ITEM	DESCRIPTION OF GOODS/ SERVICES	M <sup>2</sup>	Sprays	UNIT PRICE	TOTAL PRICE EXCL. VAT
Appointment of a Service Provider to submit a Quotation Proposal for the Development of the Service Delivery Improvement Plan (SDIP) for 2023/24 – 2024/25 Financial Year for a period of six (06) months					
TOTAL PRICE EXCL.VAT					

**THIS QUOTATION IS SUBJECT TO THE FOLLOWING**

- SERVICE PROVIDERS TO QUOTE ON TOTAL PRICE AND NOT UNIT PRICE  
 NOTE: ALL DELIVERY COSTS MUST BE INCLUDED IN THE BID PRICE, FOR DELIVERY AT THE PRESCRIBED DESTINATION
- ONLY QUOTATIONS THAT ARE R200 000.00 AND ABOVE WILL BE OPEN IN PUBLIC
- QUOTATIONS SHOULD BE VALID FOR A MINIMUM PERIOD OF 60 DAYS UNLESS OTHERWISE STIPULATED

**PLEASE CIRCLE THE CORRECT ANSWER**

- a) Validity of quotation 60 days unless otherwise stipulated .....
- b) Delivery period .....
- c) Are prices quoted firm? Yes/No
- d) Registration on CIDB? if applicable Yes/No  
 Registration Number.....  
 Registered on NHBRC? If applicable Yes/No  
 Registration Number.....
- e) Applicable ONLY to equipment and machinery  
 (i) Whether spares carried in stock? Yes/No  
 (ii) Whether maintenance carried out if required? Yes/No  
 (iii) What is the period of guarantee? (COMPULSORY) .....
- f) Is offer strictly accordingly to specification? Yes/No  
 If no give variation.....
- g) Please NOTE: If you didn't hear from the Department within the period of 6 weeks, please consider your quote being unsuccessful.
- h) Any alteration on price must be initialed, if not the quote will not be considered.
- i) The use of correction fluid is prohibited.
- j) Please fill in the attached Declaration of Interest (SBD4) \*compulsory\*

**CONTACT PERSON OF SUPPLIER**

**COMPANY STAMP**

NAME: .....

SIGNATURE: .....

DATE: .....



## KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

Private Bag X54367, DURBAN, 4000

Eagle Building, 353-363 Dr Pixley kaSeme Street, Durban, 4001

Tel: 031 336 5236 Cell: 0725946219 Fax: 031 336 5114

Service Delivery Innovation

Ms. Gugu Luthuli

[gugu.luthuli@kznp.gov.za](mailto:gugu.luthuli@kznp.gov.za)

## Development of Service Delivery Improvement Plan for 2023/24 – 2024/25

### 1. Purpose

The purpose of this request is to invite service providers (hereinafter referred to as “bidders”) to submit a proposal / quotation for the development of the Service Delivery Improvement Plan for 2023-25 financial years as detailed under **Section 3**.

### 2. Background Information

The **Public Service Regulations of 2016**, states that all national and provincial government departments are required to develop and implement Service Delivery Improvement Plans (SDIPs). The SDIPs are compulsory document for the departments in terms of the below prescripts:

- Part III.S.37 states that the EA shall publish an Annual Statement of Public Service Commitment Charter which will set out the department’s service standards that citizens and service beneficiaries can expect and also explain how the department will meet each of the standards.
- Part III.S.38 states that an Executive Authority (EA) shall establish and sustain a SDIP for his/her department; and

Likewise, the *White Paper on the Transformation of the Public Service (WPTPS)* and the *White Paper on the Transforming the Public Service Delivery (WTPSD/Batho Pele White Paper)* calls for all government departments to develop and implement practical strategies that will focus on how public services are provided and on improving the efficiency and effectiveness of the way services are being delivered. It also advocates for the Departments to be innovative in service delivery rather than following existing bureaucratic procedures.

In 2021, DPSA embarked on a consultation process with various stakeholders in order to review the Service Delivery Improvement Plan (SDIP) directive (2008). The review is based on amongst others, the need to align the SDIP to the Strategic Planning and Annual Performance Plans Framework of DPME as well as the impact of Covid-19 pandemic.

Therefore, emanating from the above process, the next cycle of SDIPs is for a two-year period, 2022/23 – 2023/24 and all departments are required to develop departmental Batho Pele Norms and Standards, Service Standards, Service Delivery Charter and SDIPs.

One of the issues that were raised during this process was that departments developed SDIPs without engaging on a thorough process of satisfying the requirements of the building blocks in line with the Operation Management Framework. It was further recommended that support be provided to strengthen the critical SDIP building blocks will enable departments to produce realistic, effective and credible SDIP. Subsequent to the above, DPSA issued Circular 14 of 2022 which outlined the new date for submission of approved SDIPs and outlined the SDIP building blocks with timeframes that need to be strengthened by departments for the development of SDIP development process to be effective.



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### 3. Scope of Work / Requirement

KZNDHS is looking to appoint a service provider to develop the Department's Service Delivery Improvement Plan: 2023/24 – 2024/25 for a period of six months. The following activities are within the scope of this RFQ:

No.	Building Block	Purpose/Key Activities	Milestone/Outcome
1.	Status on implementation of the Complaints and Compliments Management Framework (CCMF), 2013	<ul style="list-style-type: none"> <li>Conduct Citizen Satisfaction Survey to measure citizens' satisfaction levels by using a Common Measurement Tool (CMT) and a Citizen Satisfaction Index (CSI).</li> <li>Establish status of the implementation of CCMF, 2013</li> </ul>	<ul style="list-style-type: none"> <li>Citizen Satisfaction Survey Report and supporting documents</li> <li>Complaints Management Report</li> <li>Departmental Norms and Standards on all the 11 cross-cutting Batho Pele Principles</li> </ul>
2.	Departmental Norms and Standards on all the 11 cross-cutting Batho Pele Principles	<ul style="list-style-type: none"> <li>Conduct assessment on level of compliance with regards to minimum norms and standards of Batho Pele Principles.</li> <li>Identify cross-cutting poor performing areas based on departmental cross-cutting performance reports, complaints reports, satisfaction survey, enquiries, Auditor-General reports, and set norms standards, and enquiries from citizens (list not limited to the above) that should be addressed in the SDIP</li> <li>Develop context-specific minimum norms and standards for each Batho Pele for all services provided by the Department in consultation with internal and external stakeholders.</li> </ul>	<p><b>Deadline: TBA</b></p>
3.	Business Process Mapping	<ul style="list-style-type: none"> <li>Review and update the Business Mapping Processes for all services also incognizance of findings of the above activities (1-2); current and desired business processes, recommendation of innovative system (e.g. activities to be automated)</li> <li>Develop service standards of all services provided by the Department in consultation with internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Revised Business Mapping Processes for all services provided by the Department (incl. supporting documents)</li> <li>Service Standards and Service Commitment Charter of all services provided by the Department</li> </ul> <p><b>Deadline: TBA</b></p>
4.	Problem & Process Analysis of areas of concern emerging from the identified critical (key) services	<ul style="list-style-type: none"> <li>Conduct problem and process analysis (sector-focused cause and effect analysis) of areas of concern emerging from identified critical (key) services in line with Operations Management Framework, Norms and Standards Framework, and applicable prescripts.</li> <li>Develop Change Management and Communication Plan</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive Problem and Process Analysis Report</li> <li>Change Management Plan</li> <li>Communication Plan</li> </ul> <p><b>Deadline: TBA</b></p>



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5.	Draft SDIP for 2023/24 based on above building blocks	<ul style="list-style-type: none"> <li>Compile draft SDIP (as per DPSA Template) based on the above findings and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>DHS Management approved 1<sup>st</sup> Draft of SDIP</li> </ul> <p><b>Deadline: TBA</b></p>
6.	DPSA comments on processes on development of 1 <sup>st</sup> Draft SDIP	<ul style="list-style-type: none"> <li>Address all areas of concern and comments raised by DPSA on the applied processes to develop 1<sup>st</sup> Draft SDIP and Citizens Commitment Charter</li> <li>Conduct consultation on the 2<sup>nd</sup> Draft SDIP and Citizens Commitment Charter with key internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Revised 2<sup>nd</sup> Draft of SDIP</li> </ul> <p><b>Deadline: TBA</b></p>
7.	Approved service delivery improvement documents for 2023-25 cycle:	<ul style="list-style-type: none"> <li>Presentation of final Draft SDIP for 2023/24 -2024/25 to designated authorities (ManCo, EXCO, MEC)</li> </ul>	<p>Approved service delivery improvement documents for 2023-25 cycle:</p> <ol style="list-style-type: none"> <li>Service Delivery Improvement Plan,</li> <li>Revised Business Mapping Processes,</li> <li>Norms and Standards on all the 11 cross-cutting Batho Pele Principles</li> <li>Service Standards of all services provided by the Department</li> <li>Service Commitment Charter for all services Approved SDIP.</li> </ol> <p><b>Deadline: TBA</b></p>

### 4. Mandatory Requirements

- Bidders must be registered on the National Treasury Central Suppliers Database (CSD).
- The bidder that scores the most points in the total evaluation, i.e. business, technical and functional suitability as well as the financials will be appointed as the successful service provider.
- If a bidder does not comply fully with each of the mandatory requirements, it shall be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as non-compliance and the RFQ shall be disqualified.

The evaluation criteria that will be used to assess functionality are detailed below.

#### 4.1 Qualifications

<p>The bidder must provide a lead resource with specialised skills and expertise with one of more of the following certifications: Operations Management, Business Process Mapping, Change Management, Industrial and Organisational Psychology, Communications, Customer Service and Complaints Management.</p> <p>(Provide relevant certificate(s) from a recognised accredited institution)</p> <p><b>Substantiate/comment/ Evidence:</b></p>	<b>Comply</b>	<b>Do Not Comply</b>



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### 4.2 Relevant Experience, Capability and References

	Rating
<p>The resource/s must have a proven track record of at least 5 years of developing and/or reviewing and updating of Service Delivery Improvement Plan. The latest work completed should be within the last 5 years.</p> <p>Provide CVs of the resource/s being allocated to the project clearly indicating required experience. The bidder must provide a commitment that the same resource/s (as listed above) will be available and assigned to the project for its duration.</p> <p>Provide a minimum of three (3) references (bidder/resource), with at least one for a government department or public entity, where such a similar project was implemented.</p> <p>Client references and contact details should be provided with a brief scope of work. Written references from three (3) clients should be provided as evidence).</p>	
<b>Substantiate / Comment:</b>	

The service providers who meet the mandatory requirements will be evaluated on 80/20 preference points and price.

## 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

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



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;
- 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

<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.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids/~~quotations~~ invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 ~~.....~~ preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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



A maximum of 80 or 90 points is allocated for price on the following basis:  
**80/20** or **90/10**

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration  
 P<sub>t</sub> = Price of bid under consideration  
 P<sub>max</sub> = Price of highest acceptable bid

## 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

**9.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**9.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

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