



THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS (CIDB GRADE 1-2) TO CARRY OUT MAINTENANCE WORK FOR FREE STATE DEVELOPMENT CORPORATION (FDC) PROPERTIES FOR A PERIOD OF THREE (3) YEARS

BID NUMBER: FDC BID NO. 007/2026

BRIEFING SESSION: N/A

CLOSING DATE: 20 OCTOBER 2026 AT 12:00

PREPARED BY:

FREE STATE DEVELOPMENT CORPORATION
33 KELLNER STREET
WESTDENE BLOEMFONTEIN
9301

TECHNICAL CONTACT PERSON: TEFO MATLA

SUPPLY CHAIN MANAGEMENT CONTACT PERSON: KELEBOGILE MOKOPI

**YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF
FREE STATE DEVELOPMENT CORPORATION**

BID NUMBER:	FDC BID NO. 007/2026
NON - COMPULSORY BRIEFING SESSION DATE:	N/A
CLOSING DATE:	20 OCTOBER 2026
CLOSING TIME:	12:00
CLOSING DATE FOR BID ENQUIRIES	All enquiries must be directed to tefo@fdc.co.za before the 16 October 2026
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120 days (submissions must be valid for 120 days after the closing date)
DESCRIPTION OF BID:	The appointment of a panel of service providers (CIDB grade 1-2) to carry out maintenance work for Free State Development Corporation (FDC) properties for a period of three (3) years
BID DOCUMENTS DELIVERY ADDRESS:	FDC BUILDING 33 KELLNER STREET WESTDENE BLOEMFONTEIN
NAME OF BIDDER:	
CONTACT PERSON:	
E-MAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION							
BID NUMBER:	FDC BID NO. 007/2026	CLOSING DATE:	20 OCTOBER 2026		CLOSING TIME:	12:00	
DESCRIPTION	THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS (CIDB GRADE 1-2) TO CARRY OUT MAINTENANCE WORK FOR FREE STATE DEVELOPMENT CORPORATION (FDC) PROPERTIES FOR A PERIOD OF THREE (3) YEARS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT							
33 KELLNER STREET, WESTDENE, BLOEMFONTEIN							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	KELEBOGILE MOKOPI			CONTACT PERSON	TEFO MATLA		
TELEPHONE NUMBER	051 065 0060			TELEPHONE NUMBER	051 065 0060		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	kele@fdc.co.za			E-MAIL ADDRESS	tefo@fdc.co.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
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.	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED 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 IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

Free State Development Corporation (FDC)

1. Introduction

Free State Development Corporation intends to establish a panel of service providers to carry out the maintenance and repairs of properties. The service is requested to ensure that the appointed panel of service providers assist in addressing maintenance requests effectively and efficiently to exceed investors' expectations.

The appointed service providers will attend to general maintenance and emergency requests by tenants/ clients as and when required in accordance with the Supply Chain and Management Policy.

2. FDC Property Portfolio

Free State Development Corporation (FDC) is one of the biggest properties owners in the province with industrial, residential and commercial properties in excess of 900 000 m² situated in the Mangaung Metro and Thabo Mofutsanyana district as well as Fezile Dabi District.

The investment portfolio is further divided into Industrial, Commercial and Residential Properties in the regions of Thabo Mofutsanyana, Mangaung, and Fezile Dabi.

FDC TOTAL PROPERTY PORTFOLIO IS AS FOLLOWS:

Portfolio	Mangaung	Phuthaditjhaba	SEZ Harrismith	Sasol	Welkom	Total
Industrial	<u>300</u>	<u>474</u>	<u>94</u>	<u>0</u>	<u>0</u>	<u>868</u>
Commercial	<u>17</u>	<u>21</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>40</u>
1.Shopping Centre	2	16	1	0	1	20
	14	0	0	0	0	14
2.Loose Standing Centre	0	1	0	0	0	1
	0	2	0	0	0	2
3. Loose Standing Build	1	0	0	0	0	1
4. Office Blocks	0	1	0	0	0	1
5. Hotel	0	1	0	0	0	1
6. Filling Station						
7. Maluti Bus Depo						
Vacant Land	<u>6 (45 ha)</u>	<u>8 (9,8 ha)</u>	<u>87 (120 ha)</u>	<u>0</u>	<u>0</u>	<u>101 (174.8 ha)</u>
Residential	<u>12</u>	<u>27</u>	<u>0</u>	<u>2</u>	<u>6</u>	<u>47</u>
Flats	2	4	0	2	0	8
Houses	<u>10</u>	<u>23</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>39</u>
GRAND TOTAL	<u>335</u>	<u>530</u>	<u>182</u>	<u>2</u>	<u>7</u>	<u>1056</u>

3. Scope of Services

A registered contractor's grading designation (indicated in the first column, below), means that the contractor is considered capable of undertaking a contract in the range of expression values indicated in the third and fourth column- in the contractor's registered class of construction works.

CONTRACTOR GRADING DESIGNATION	EXPRESSION VALUE RANGE DESIGNATION	RANGE OF EXPRESSION VALUES		TICK RELEVANT GRADING DESIGNATION
		GREATER THAN	LESS THAN OR EQUAL TO	
1GB	1	R 0	R 500, 000	
2GB	2	R 500, 000	R 1, 000, 000	
1ME	1	R 0	R 500, 000	
2ME	2	R 500, 000	R 1, 000, 000	
1EB	1	R 0	R 500, 000	
2EB	2	R 500, 000	R 1, 000, 000	
1EP	1	R 0	R 500, 000	
2EP	2	R 500, 000	R 1, 000, 000	
1CE	1	R 0	R 500,000	
2CE	2	R 500, 000	R 1, 000, 000	
1SQ -	1	R 0	R 500, 000	
2SQ - Class of construction Works (Fencing)	2	R 500, 000	R 1, 000, 000	
1SO	1	R 0	R 500, 000	
2SO	2	R 500, 000	R 1, 000, 000	

1SF	1	R 0	R 500, 000	
2SF	2	R 500, 000	R 1, 000, 000	

1SB	1	R 0	R 500, 000	
2SB	2	R 500, 000	R 1, 000, 000	
1SC	1	R 0	R 500, 000	
2SC	2	R 500, 000	R 1, 000, 000	
1SD	1	R 0	R 500, 000	
2SD	2	R 500, 000	R 1, 000, 000	
1SG	1	R 0	R 500, 000	
2SG	2	R 500, 000	R 1, 000, 000	
1SH	1	R 0	R 500, 000	
2SH	2	R 500, 000	R 1, 000, 000	
1SI	1	R 0	R 500, 000	
2SI	2	R 500, 000	R 1, 000, 000	
1SJ	1	R 0	R 500, 000	
2SJ	2	R 500, 000	R 1, 000, 000	
1SK	1	R 0	R 500, 000	
2SK	2	R 500, 000	R 1, 000, 000	

1SL	1	R 0	R 500, 000	
2SL	2	R 500, 000	R 1, 000, 000	
1SM	1	R 0	R 500, 000	
2SM	2	R 500, 000	R 1, 000, 000	
1SN	1	R 0	R 500, 000	
2SN	2	R 500, 000	R 1, 000, 000	

NB:

- 1. THE BIDDER MUST TICK THE APPROPRIATE BLOCK THAT IS IN LINE WITH THEIR GRADING ON CIDB.**

4. Maintenance of Properties can be classified as follows:

□ Emergencies

Maintenance and repairs that need immediate attention. Operations cannot carry on before the repairs /maintenance is attended to.

Emergencies will include amongst others; roof leakages, burst and broken water or sewer pipes, electrical disruptions, and repairs to properties due to burglaries of vandalism. Failure to execute emergency orders promptly may result in Corporation failing to fulfil its mandate.

□ Normal, Routine, and Preventative Maintenance

These are planned repairs that can be executed over a period of time depending on the nature of problem to be addressed. If normal maintenance is not addressed as planned, they are normally escalated to emergencies with high costs.

5. Required Competences

The requirements and competencies to perform the work will be determined by the size and type of the job requested.

6. Monitoring

FDC technical staff will be responsible for creating job requests and conducting inspections on completed jobs.

6.1 Performance Standards

The service provider(s) shall:

- Maintain high levels of professionalism and confidentiality.
- Ensure rapid response to emergencies and incidents.
- Conduct regular inspections and quality assurance checks.
- Maintain effective communication with FDC management.
- Ensure zero tolerance for misconduct, negligence, or corruption.
- Complete allocated job timeously

7. EVALUATION

Proposals for the appointment of the service provider will be evaluated in Three (3) stages. The first stage will be mandatory requirements, second stage will be compliance, and third stage will be functionality

Stage One (1): Mandatory Requirements

1. CIDB Grading 1 and 2 only.
2. Valid letter of good Standing with COIDA
3. Valid Registered Electrical Contracting Certificate (only applicable to EB)
4. Proof of registration on Central Supplier Database System (CSD)
5. Valid Tax Clearance Certificate (Refer to Page 4 of the Bid document: Tax Clearance Certificate Requirements) or Tax PIN;

NB: Service providers who fail to submit the above documents will be disqualified. However, to the extent that the applicable laws and regulations permit.

Stage Two (2): Compliance Requirements

Returnable documents to be submitted:

- SANAS accredited BBBEE Certificate/Sworn Affidavit of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
- SBD 1: Invitation to Bid fully completed and appropriately signed;
- SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Service providers who fail to submit, completed and signed the above documents will be disqualified and will not be evaluated further. However, to the extent that the applicable laws and regulations permit.

Stage Three (3): Functionality

9. Functionality Evaluation

NB. Bidders will be evaluated based on the classes of work(s) (CIDB Grading 1-2 only) they have submitted.

Criteria for functionality	Criteria description	WEIGHT
CAPACITY OF THE CONTRACTOR TO EXECUTE THE WORKS WITHIN THE SCOPE OF THIS BID.	Capacity of the Contractor to execute the works. In order to qualify, the Contractor will have to demonstrate their capacity/ ability to execute the works needed	30 points
	The projects will be scored in accordance with the following:	
	MINIMUM CIDB GRADING 1 • Project up to R500 000.00 or higher – 15 points 1 project (attach reference letter)	
	CIDB GRADING 2 • Project from R500 000,01 to R 1 000 000,00 or higher – 30 points 1 project (attach reference letter)	

	Supporting documents required to support the claims above. (relevant reference letters (within the scope of this bid) and corresponding orders or appointment letters or completion certificates for projects must be submitted as proof to support claims made above). Bidders must submit all the requested documents as proof in order to be awarded the points. <i>Notes:</i> • All relevant reference letter supported by appointment letters or Purchase Orders or completion certificates must be on the letterhead of the employer which is dated and signed. - NB: If the above documents are not corresponding the bidder will forfeit points. The project amount should be clearly stated on all the document submitted. • Only projects which were awarded and completed in the last five (5) years will be considered.	
CRITERION	GUIDELINE FOR CRITERION	SCORE
QUALIFICATION OF KEY STAFF	Construction Company must have competent and qualified individuals to implement and manage the projects successfully. Here, Contractors will have to submit CV and certified copies of qualifications.	30 points
	Key Personnel with a relevant built environment qualification at NQF Level 6 (Diploma or equivalent) – 05 points No qualification attached – 0 points <u>TOTAL YEARS OF EXPERIENCE:</u> Years of experience will be verified against the CV submitted. 9 or higher – 30 points 7-8 years – 24 points 5-6 years – 18 points 3-4 years – 12 points 1-2 years – 06 points 0 years - 00 points • Competent key personnel who will be committed to the project at all times, i.e. any replacement of a key member must be made with a staff member who has similar qualification and experience.	
LOCALITY	Free State Based (Attach a valid lease agreement or municipal account not older than 3 months)	20 points

HEALTH AND SAFETY MANAGEMENT	Bidders must submit a project-specific Contractor's Health and Safety Plan prepared by a competent person. The name of the preparer must be clearly stated, and the submission must include the preparer's Curriculum Vitae, together with proof of relevant competence, qualifications or experience. Where the Curriculum Vitae of the preparer is not submitted, or where the preparer is not clearly identifiable, no points will be allocated for this criterion. • Methodology / method statement demonstrating how the works will be safely executed – 5 points • Project implementation plan demonstrating how health and safety measures will be applied and monitored during the works – 5 points • Complete Contractor's Health and Safety Plan, including risk assessment, emergency procedures, PPE controls and monitoring arrangements – 10 points	20 Points
TOTAL		100

NB: A minimum of **70 out of 100** for the functional evaluation will qualify the Bid to be included in the panel

10. PROCESS TO BE FOLLOWED FOR SELECTING SERVICE PROVIDERS FROM THE PANEL OF PROPERTY MAINTENANCE SERVICE PROVIDERS.

- 10.1 The service provider will be requested for a quote in line with the grading and the class of works chosen in the table above.
- 10.2 The panel of maintenance service providers will be appointed in accordance with their class of works.
- 10.3 RFQ will be sent to all service providers on basis of grading and class of work they have qualified for.
- 10.4 The statement of works/ bill of quantities will be prepared by FDC technical department to be used as specification for RFQ.
- 10.5 The successful service provider will be issued with purchase order after having received a quote and returnable documents.

10.6 For Emergency procurement, FDC will follow its internal SCM policy processes (service provider will be sourced from the panel with relevant level class of work and grading, they will be expected to provide FDC with a quotation within a shorter period as deemed necessary)

10.7 FDC reserves the right to not appoint a service provider if it is found that there are justifiable reasons to do so.

10.8 Such reasons may include, but not limited to the following:

10.8.1. Inability to deliver on other previously allocated work and on time

10.9 No payment will be made for any work executed without a valid purchase order and a signed job card

10.10 Service Provider are required to respond to the Request for Quotation (RFQ) from receipt as per FDC Supply Chain Management Policy thereof, Alternatively, as indicated in the RFQ.

10.11 FDC hereby reserves its right to procure a contractor for maintenance services not provided by the panel.

10.12 The 80/20 preference point system will be used to evaluate quotations when projects are implemented on a need basis. This process will also be implemented in accordance with the PPPFA of 2022 and other relevant legislation at the time each project is implemented.

The 80/20 preference point system will be implemented as follows:

• Price	80 points
• Specific Goals	<u>20 points</u>
Total points	100 points

10.13 The FDC reserves the right to enter into negotiations with the preferred bidders who will serve on the panel of service providers and participating on the maintenance contract, to reduce the costs, clarify the scope of work, improve service levels.

NB: Negotiations may only occur in accordance with applicable SCM prescripts, must be documented and may not prejudice other bidders.

SBD 4

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

2.2 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:

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.

.....
.....
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 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

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.

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

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.
- b) 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps=80\left(1-\frac{Pt-P_{min}}{P_{min}}\right)} & \mathbf{or} & \mathbf{Ps=90\left(1-\frac{Pt-P_{min}}{P_{min}}\right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2.1. POINTS AWARDED FOR PRICE

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

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

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:

(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 (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Supporting documents to be submitted with the tender documents
100% Black Women Ownership	10		SANAS accredited BBBEE Certificate/Sworn Affidavit
100% Black Youth Ownership	10		SANAS accredited BBBEE Certificate/Sworn Affidavit

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:

.....

.....

+