FREE STATE DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL

FDC BID NO. 008/2026

DESCRIPTION:

APPOINTMENT OF A PANEL OF TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS.

CLOSING DATE: 30 NOVEMBER 2026 AT 12:00

PREPARED BY:

FREE STATE DEVELOPMENT CORPORATION
33 KELLNER STREET
WESTDENE
BLOEMFONTEIN
9301

CONTACT PERSON:
SUPPLY CHAIN MANAGEMENT: MS. KELEBOGILE MOKOPI 051 065 0060

TECHNICAL: MS. NALEDI MAKHALEMELE 051 065 0060

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION					
BID NUMBER:	**FDC BID NO.008/2026**	CLOSING DATE:	**30 NOVEMBER 2026**	CLOSING TIME:	**12:00**
DESCRIPTION	**APPOINTMENT OF A PANEL OF TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS.**				
BID RESPONSE DOCUMENT TO BE DEPOSITED IN THE BID BOX SITUATED AT					
FDC BUILDING, 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**KELEBOGILE MOKOPI**	CONTACT PERSON	**NALEDI MAKHALEMELE**
TELEPHONE NUMBER	**051 065 0060**	TELEPHONE NUMBER	**051 065 0060**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**kele@fdc.co.za**	E-MAIL ADDRESS	**naledi@fdc.co.za**

SUPPLIER INFORMATION						
NAME OF BIDDERS						
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 /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS 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 BIDDERS 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 BIDDERS 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 BIDDERS:

……

CAPACITY UNDER WHICH THIS BID IS SIGNED:

……

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

DATE: ……

1. BACKGROUND INFORMATION

1. The Free State Development Corporation (FDC) is a public entity established in terms of the Free State Development Corporation Act No. 6 of 1995. FDC is an official economic development agency for the Free State Province.

2. The Travel Management services provider will serve the following purposes:

2. TERMS OF REFERENCE

2.1. PURPOSE

2.1.1 The purpose of this Request for Proposal (RFP) is to solicit from potential Bidders proposals for the provision of travel management services to the FDC.

2.1.2 This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential Bidders required by the FDC for the provision of travel management services.

2.1.3 This RFP does not constitute an offer to do business with the FDC but merely serves as an invitation to Bidders to facilitate a requirement-based decision process.

2.2. SCOPE OF WORK

2.2.1 FDC requires services of a travel agencies who will render travelling solution. The services will be rendered from the travel agencies offices. Key outputs of Travel agencies will be to implement, co-ordinate the entire travel management based on the diversity of the individual travel needs of FDC personnel and board of directors.

2.2.2 The travel agencies must commit to give individual solutions within the FDC internal policies with the necessary flexibility to fulfil FDC requirements as and when required.

2.2.3 The travel agencies will be required to provide operational business process that are tailored to meet the location and service range as required by FDC, with the widest choice available.

2.2.4 Provide detailed itineraries, including airports information.

2.2.5 The travel agencies will also be required to continuously identify improvements in terms of costs and deliver innovative solutions to FDC.

2.2.6 The travel agencies must provide efficient, trained, capable competent and dedicated personnel to perform the required services.

2.2.7 The travel agency must maintain a contingency plan for personnel and ensure continuity of services during interruptions.

2.2.8 The travel agencies must be able to provide services during normal office hours (Monday to Friday 08:00 – 16:30) and provide afterhours emergency services including weekends and public holidays.

2.2.9 The travel agency must make reservations with car rental companies in accordance with FDC's internal policies.

2.2.10 The travel agency must negotiate optimal rates for car rental, shuttle services, airfares and accommodation, and review these rates with FDC.

2.2.11 The travel agencies must have the capability of amending confirmed reservation should the need arises.

2.2.12 The travel agency must assist employees travelling overseas with international driving permits and visa arrangements, where applicable.

2.2.13 The travel agency must arrange domestic and international shuttle services to and from airports.

2.2.14 The travel agencies must identify the level of support they will require from FDC.

2.2.15 The travel agencies must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools. Specifically, the report must include the following:

1) Total travel spend.
2) Domestic vs international spend.
3) Air travel spend.
4) Accommodation spend analysis.
5) Car hire spend.
6) Travel by business unit.
7) Top travellers.
8) Cost savings achieved.
9) Policy exceptions.
10) Cancelled trips.
11) Unused tickets.
12) Supplier utilisation analysis

Additional Services

Passport/ Visa assistance

Conferences – to organise packages including accommodation and transfers.

Foreign exchange – SARS fixed ratings to be used as per notice gazette for the specific tax year.

Carports or parking – offer FDC travellers the convenience of parking at OR Tambo international airport, Cape Town and any other regional airports.

3. 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. Proof of registration with ASATA and IATA (certified copy of accreditation certificate not older than six months from closing date). Where a bidding company is using a 3rd party IATA or ASATA license, such bidders are required to submit a copy of the agreement between the bidding company and the ASATA/IATA registered company together with a certified copy of the accreditation certificate of the latter company at closing date of the bid. This arrangement must be at no extra cost to the FDC.
2. Proof of registration on Central Supplier Database System (CSD)
3. Valid Tax Compliance Status 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:

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

4. TECHNICAL REQUIREMENTS

As a condition of functionality evaluation, Bidders failing to score a minimum of 80 out of 100 points, will not be considered further.

The functionality criteria are as follows:

CRITERIA FOR FUNCTIONALITY	DOCUMENTS TO BE ATTACHED	MAXIMUM POINTS
Bidders' relevant experience in the travel agencies services. (Attach relevant reference letter) Successful completion of similar service: **5 reference letters = 25 points** **4 reference letters = 20 points** **3 reference letters = 15 points** **2 reference letters = 10 points** **1 reference letters = 05 points**	If a service provider fails to attach relevant reference letter points will not be allocated Relevant reference letter should be in the client letterhead, signed, dated, contactable and should not be older than 5 years	**25**
Bank rating A - 15 points B - 10 points C or lower - 05 points **OR** letter of commitment to provide funding from a registered financial service provider - 15 points		**15**
Project Account Manager X1: Qualification. Bachelors' Degree/ Advance Diploma (NQF 7) or above = 12 points National Diploma/ (NQF6) = 8 points Matric = 4 points	Travel Management/ Sales/ Business Management/ Communications/ Marketing and Customer Relationship Management/ Business Administration, or any other related business/accounting qualifications Provide copies of qualifications. The certified copies must not be older than six (6) months from the date of submission.	**12**

Project Account Manager: Experience 7 or more years of relevant experience – 15 points 6 years' of relevant experience – 12 points 5 years' relevant experience – 09 points 4 years relevant experience – 06 points 3 years relevant experience – 03 points Less than 3 years relevant experience – 0 points **(Note: the CV must clearly show the relevant personnel has the required expertise within the travel management industry**	Minimum of 3 years' experience in Travel Management but not limited to: • Client Relationship • Accounts Management • Financial Management • Experience of working in a Customer Service Orientated Environment • Solution Development for identified Improvement areas • Coordinating involvement of any relevant business personnel • Address consumer concerns • Information management and reporting. • Data and business system analysis. • Understanding of government systems. • VIP and executive client handling, and • Public sector client knowledge and relationship management	**15**
Travel Consultant: Qualification Bachelors' Degree/ Advance Diploma (NQF 7 = 12 points National Diploma/ (NQF6) = 08 points Higher Certificate (NQF 5) Matric = 04 points	Qualification in hospitality/ tourism/ business management or relevant qualification. Provide copies of qualifications. The certified copies must not be older than six (6) months from the date of submission.	**12**
Travel Consultants: Experience 4 years or more of relevant experience – 10 points 3 years' relevant experience – 08 points 2 years relevant experience – 16 points 1 years relevant experience – 04 points Less than 1 year relevant experience – 02 points	The travel or hospitality industry. Experience in International and Domestic reservation and Travel, Fares and Ticketing, and other travel requirements, Customer Service. Extensive knowledge of online travel platforms. Sound geographical global knowledge. VIP and Executive client handling, Strong	**10**

	administration skills and public sector knowledge.	
Free State based Companies	Proof of residence, valid and signed leasing/rental agreement or municipality account in the name of the company (not older than 3 months at date of the closing of this bid)	**11**
TOTAL FOR FUNCTIONALITY:		**100**

5. TERMS AND CONDITIONS

This Terms of Reference (ToR) has been compiled by the FDC and is being made available to all Bidders. Bidders submitting a proposal in response to this ToR's will be deemed to do so on the basis that they acknowledge and accept the terms as set out below:

5.1. The FDC reserves the right to amend, modify or withdraw these ToR's if deemed necessary. If amendments are made, the amendments will be sent to each Bidders in writing. No oral amendments will be considered.

5.2. The FDC reserves the right to call for supporting documentation in order to confirm any information provided by a Bidders in its Bid.

5.3. This ToR's does not constitute an offer or recommendation to enter into such a transaction.

5.4. The Bid should be valid for a period of 120 days after the closing date.

5.5. No entity may be involved, whether directly or indirectly, in more than one Bid in response to this ToR. A failure to comply with its requirements will result in disqualification of the relevant entity.

5.6. The FDC and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.

5.7. FDC may enter negotiations to agree on fees, scope of work, scope of services and other salient commercials terms with short listed Bidders.

5.8. All Bids submitted to the FDC in relation to this ToR will become the property of the FDC and will as such not be returned to the Bidders unless if received after the closing date and time.

5.9. The duly authorised representative of the bidding entity must sign the Bid document.

5.10. FDC reserves the right to or not accept proposals, to directly approach certain persons, entities or consortia or any proposals received not be satisfactory, conditions not met by successful bidders(s) or for any reason prior to or after submission of bids and such will be done entirely at FDC's discretion.

6. PANEL UTILISATION GUIDELINE

6.1 All service providers appointed to the panel will be invited to submit quotations according to the existing SCM policy.

6.2 The successful service provider will be issued with purchase order after having received a quote and returnable documents.

6.3 For Emergency procurement, FDC will follow its internal, existing SCM policy (service provider will be sourced from the panel, they will be expected to provide FDC with a quotation within a shorter period as deemed necessary)

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

6.5 Such reasons may include, but not limited to the following: Inability to deliver on other previously allocated work and on time

6.6 No payment will be made for any work executed without a valid purchase order

6.7 Service Providers will be required to respond to the Request for Quotation (RFQ) in line with internal SCM policy. Alternatively, as indicated in the RFQ.

6.8 The 80/20 preference point system will be used to evaluate quotations. This process will also be implemented in accordance with the PPPFA regulations of 2022 and other relevant legislation when the need arises.

7. COST OF BIDDING

7.1 The Bidders will bear all costs and expenses associated with the preparation and submission of a proposal in relation to this ToR. Neither the FDC or any of its respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated in preparing or submitting a Bid in response to the ToR.

8. CONDITIONS OF CONTRACT

8.1. The conditions of contract are a Service Level Agreement.

8.2. The contract period will be for a period of 36 months.

9. RETURNABLE DOCUMENTS

9.1. Bid documents completed and signed.

9.2. Company Registration Documents.

9.3. Valid Tax Clearance Pin Certificate issued by the South Africa Revenue Services. In instances where a Joint Venture / Consortium or Sub-contractor are involved, each party must submit a separate Tax Clearance or PIN.

9.4. Proof of registration with IATA and ASATA.

9.5. Registration on Central Supplier Database.

10. REQUEST FOR PROPOSAL SUBMISSION

10.1 RFP are to be submitted on **30 November 2026 at 12h00** at 33 Kellner street, Westdene, Bloemfontein.
10.2 The RFP must be neatly bound and properly indexed.
10.3 Bids received after the closing time will not be considered.
10.4 **NO** Bids received by email, facsimile or electronic submission will be accepted.

11. ENQUIRIES

Bidders may direct all clarity seeking questions as follows:

Supply Chain Management: Ms. Kelebogile Mokopi 051 065 0600

Technical: Ms. Naledi Makhalemele 051 065 0060

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

……
……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

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

Supplier registration number (MAAA)	Status (active/inactive/deleted)

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

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

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

…… ……
Signature Date

…… ……...
Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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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:

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

(a) *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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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: ……...
……
……