in the footprints ...
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06 November 2026

NELSON MANDELA MUSEUM

REQUEST FOR QUOTATION RFQ 28 OF 2026 APPOINTMENT OF AN INTERIM COMPANY SECRETARY TO PROVIDE COMPANY SECRETARIAT AND GOVERNANCE SUPPORT SERVICES TO THE NELSON MANDELA MUSEUM FOR A PERIOD OF SIX (6) MONTHS

1. BACKGROUND

The Nelson Mandela Museum (NMM) is a Schedule 3A Public Entity established in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

The Museum requires the services of a suitably qualified and experienced Company Secretary to provide interim company secretariat and governance support services to ensure continuity of governance administration, effective functioning of the Council and compliance with applicable legislative and governance requirements.

The appointment is intended to provide interim support while the Museum addresses its longer-term Company Secretariat requirements.

2. PURPOSE OF THE REQUEST FOR QUOTATION

The purpose of this request is to obtain a quotation from a suitably qualified and experienced service provider for the provision of interim Company Secretariat Services for a period of six (6) months.

3. SCOPE OF WORK AND TERMS OF REFERENCE

The appointed service provider will be responsible for the following:

3.1 Council and Committee Administration

- Provide secretariat support to the Museum Council and its committees.

- Prepare and review Council and committee agendas in consultation with the Chairperson and Acting Chief Executive Officer.
- Ensure that Council and committee meeting packs are properly compiled and circulated within the required timelines.
- Attend Council and committee meetings and provide professional secretariat support.
- Record accurate and comprehensive minutes of meetings.
- Prepare and circulate draft minutes for review and approval.
- Maintain an updated register of Council resolutions and monitor implementation thereof.

3.2 Governance and Compliance

- Advise the Council and management on governance-related matters.
- Provide guidance on the application of the PFMA, applicable Treasury Regulations, the Museum's enabling legislation, governance instruments and relevant policies.
- Assist with monitoring compliance with Council governance procedures.
- Advise on the preparation and maintenance of Council governance records.
- Provide guidance on declarations of interest and management of conflicts of interest.
- Ensure that Council decisions and resolutions are properly documented.

3.3 Statutory and Corporate Records

- Maintain and update the Museum's statutory and corporate governance records.
- Maintain Council and committee membership records.
- Maintain registers of declarations of interest and other relevant governance registers.
- Ensure proper filing and safekeeping of Council and committee records.



- Assist with the preparation of governance reports when required.

3.4 Advisory and Administrative Support

- Provide governance advice to the Council Chairperson and Acting Chief Executive Officer.
- Provide support in drafting Council resolutions and governance-related correspondence.
- Advise on procedural matters relating to Council meetings.
- Provide guidance on the implementation and tracking of Council decisions.
- Attend to reasonable governance-related queries from the Council and management.

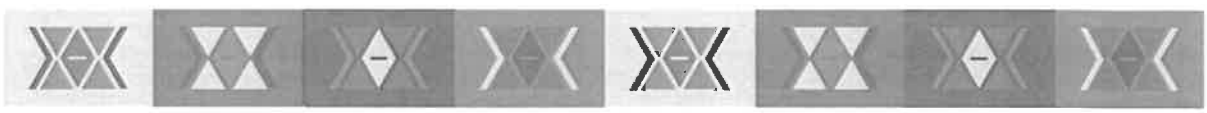
4. CONTRACT PERIOD

The appointment will be subject to the necessary approvals, availability of funds and the signing of a formal service-level agreement.

5. MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

The service provider must demonstrate the following:

1. A relevant Bachelor's degree in Law, Corporate Governance, Public Administration, Business Administration or an equivalent relevant qualification.
2. A minimum of five (5) years' relevant experience in Company Secretariat, corporate governance or board administration.
3. Demonstrable experience providing secretariat services to public entities, statutory bodies or similar governance structures.
4. Knowledge and understanding of the PFMA, Treasury Regulations and public-sector governance requirements.



5. Proven experience in preparing Council or Board agendas, minutes, resolutions and governance reports.
6. Excellent written and verbal communication skills.
7. Ability to work under pressure and meet tight governance reporting deadlines.

Applicable Preference Scoring System

Points for this shall be awarded for:

(a) Price; and

(b) Specific Goals.

(c) Where 80 points will be allocated for price and 20 points allocated for specific goals

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	O.R Tambo Suppliers	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	
Women-owned supplier	4	Black African Women	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Black African Women	2	
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Youth Ownership (> 35-year-old persons)	2	



People living with disabilities	**3**	People living with disabilities	3	CSD Report
Small Micro, Medium & Enterprises	**4**	SME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SME – Black owned	3	
		SME – Other	2	

6. COMPULSORY DOCUMENTS TO BE SUBMITTED

Service providers must submit the following completed and signed documentation together with their quotations:

6.1 National Treasury Standard Bidding Documents

- **SBD 1** – Invitation to Bid.
- **SBD 3.3** – Pricing Schedule for Professional Services, completed with the proposed hourly rates and estimated hours.
- **SBD 4** – Bidder's Disclosure Form, duly completed and signed.
- **SBD 6.1** – Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022, where applicable to the procurement process.

6.2 Supplier Registration and Compliance Documents

- Valid Central Supplier Database (CSD) registration report.
- SARS Tax Compliance Status PIN or other verifiable tax compliance information.
- Company registration documents, where applicable.
- Valid B-BBEE certificate or sworn affidavit, where applicable.

6.3 Professional Qualifications and Experience



- Detailed company profile or professional CV.
- Certified copies of relevant academic qualifications.
- Proof of professional registration, where applicable.
- **At least three (3) contactable references for similar Company Secretariat or governance assignments.**
- **Detailed description of previous experience providing secretariat services to public entities, statutory bodies or similar governance structures.**
- **Availability confirmation for the proposed six-month contract period.**

6.4 Additional Declarations

15. **Disclosure of any actual or potential conflict of interest.**
16. **Confirmation of acceptance of the Museum's confidentiality and information-security requirements.**

Failure to submit the applicable compulsory documents may result in the quotation being regarded as non-responsive, subject to the applicable SCM policy and procurement process.

The Museum reserves the right to verify all information and supporting documentation submitted by the service provider.

7. PRICING SCHEDULE – HOURLY RATES

No.	Description	Hourly rate (R) VAT incl.	Estimated hours	Total (R)
1	Company Secretary – Governance and advisory services			
2	Council meeting preparation and attendance			
3	Committee meeting preparation and attendance			
4	Preparation of minutes, resolutions and governance reports			
5	General Company Secretariat administration			



	Total estimated contract value (VAT incl.)			

7.1 Pricing Conditions

1. The hourly rates quoted must remain firm for the entire six-month contract period.
2. The quotation must indicate whether VAT is included.
3. The service provider must provide a breakdown of estimated hours required for the assignment.
4. Payment will be based on actual hours worked and services satisfactorily rendered.
5. The service provider must submit monthly invoices accompanied by detailed timesheets.
6. Timesheets must indicate the date, description of work performed, hours worked and applicable hourly rate.
7. All hours must be authorised by the designated Museum representative before being undertaken.
8. No additional hours or expenditure beyond the approved contract ceiling may be incurred without prior written approval through the appropriate institutional processes.
9. The Museum will not guarantee a minimum number of billable hours during the contract period.
10. Travel, accommodation and other disbursements must be separately disclosed and may only be claimed where expressly approved in writing by the Museum.
11. The total expenditure over the six-month period must not exceed the approved contract ceiling.

7.2 Maximum Contract Value



The service provider must provide an estimated total contract value based on the proposed hourly rate and estimated hours for the six-month period.

The Museum will establish a maximum contract ceiling based on the approved budget and the reasonableness of the quotation. This ceiling will not constitute a guaranteed payment to the service provider.

8. EVALUATION AND CONSIDERATION OF QUOTATIONS

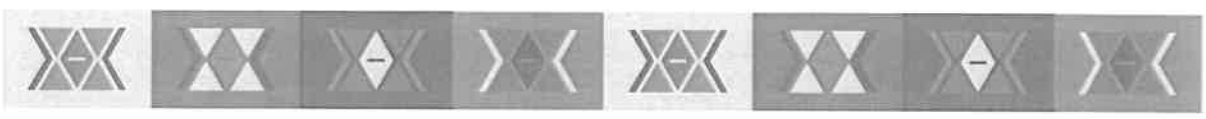
The quotation will be assessed with consideration of:

- Compliance with the stated minimum requirements.
- Relevant qualifications and professional experience.
- Demonstrated experience in public-sector Company Secretariat services.
- Availability to provide immediate support for the Council meeting scheduled for 13 November 2026.
- Reasonableness and competitiveness of the proposed fees.
- Confirmation of tax compliance and supplier registration requirements.

The Museum reserves the right to verify the information and references provided by the service provider.

9. GENERAL CONDITIONS

1. The service provider must maintain confidentiality regarding all Council deliberations, documents and institutional information.
2. The appointed service provider will be required to sign a formal Service Level Agreement.
3. All work products, including agendas, minutes, resolutions and governance registers, will remain the property of the Nelson Mandela Museum.
4. The service provider must disclose any actual or potential conflict of interest.
5. Submission of a quotation does not constitute an appointment or create any contractual obligation on the part of the Museum.



6. No services may commence before the necessary procurement approvals have been obtained and a formal appointment has been communicated.
7. The Museum reserves the right not to accept any quotation.

QUOTATION VALIDITY PERIOD

The quotation submitted by the service provider must remain valid for a period of thirty (30) calendar days from the closing date of the Request for Quotation (RFQ).

During this period, the service provider may not amend or withdraw its quotation, including the proposed hourly rates, unless agreed to in writing by the Nelson Mandela Museum.

The Museum reserves the right to request an extension of the quotation validity period, subject to the written consent of the service provider.

10. SUBMISSION OF QUOTATIONS

Quotations must be submitted electronically to:

Email address: supplychain@nelsonmandelamusem.org.za
Subject line: QUOTATION – INTERIM COMPANY SECRETARIAT SERVICES – NMM

Closing date: 13 November 2026
Closing time: 12hoo

Late submissions may not be considered.

11. ENQUIRIES

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

Ms. Akhona Mashologu



Tel: 047 501 9504
Email: akhona@nelsonmandelamuseum.org.za
Supply Chain Specialist
Technical Enquiries:
Ms. A. Jara
Tel: 047 501 9508
Email: amande@nelsonmandelamuseum.org.za

Signed by:NONTLAHLA DALINDYEBO
Signed at:2026-11-06 10:08:33 +02:00
Reason:Witnessing NONTLAHLA DALIND

NONTLAHLA DALINDYEBO

Mrs. Nontlahla Tandwa-Dalindyebo

Acting Chief Executive Office

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF DEPARTMENT/ PUBLIC ENTITY)*					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

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 THE BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: .....BID NO.: .....

CLOSING TIME CLOSING DATE.....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
_____	R_____	_____
_____	R_____	_____
_____	R_____	_____
_____	R_____	_____
_____	R_____	_____

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
_____	R_____	_____ days
_____	R_____	_____ days
_____	R_____	_____ days
_____	R_____	_____ days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
_____	.....	.....	R.....
_____	.....	.....	R.....
_____	.....	.....	R.....
_____	.....	.....	R.....

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Bid No.: .....

Name of Bidder: .....

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	.....	.....	R.....
----------	.....	.....	R.....
----------	.....	.....	R.....
----------	.....	.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid .....

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. .....

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

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[1] 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

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.

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[2] 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.

3.5 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

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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.

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 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

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**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 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	
SPECIFIC GOALS	
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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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**

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

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