



TOURISM KWAZULU-NATAL INVITES ELIGIBLE SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

REQUISITION NUMBER	10479
DESCRIPTION	TKZN DRAAS - Discovery as a service, backup and storage for 12 months
DATE ADVERTISED	31 October 2023
CLOSING DATE AND TIME	09 November 2023 @ 12H00
CSD No.	_____
SUBMISSION DETAILS	<p>Email Submission: quotes@zulu.org.za</p> <p><i>Late submissions will not be accepted</i></p>
SCM ENQUIRIES	<p>Contact: Philile Radebe</p> <p>Tel / Email: 031 366 7536 / PhilileR@zulu.org.za</p>
TECHNICAL ENQUIRIES	<p>Contact: Anir Bidesi</p> <p>Email: anir@zulu.org.za</p>

NAME OF BIDDER.....

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TOURISM KWAZULU-NATAL (TKZN)					
BID NUMBER:		CLOSING DATE: 09 November 2023		CLOSING TIME:	12H00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
2nd Floor, Ithala Trade Centre Building					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Philile Radebe		CONTACT PERSON		
TELEPHONE NUMBER	031 366 7594		TELEPHONE NUMBER		
FACSIMILE NUMBER	Phililer@zulu.org.co.za		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
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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:

TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no, indicate deviation
1.1 Quotations must be delivered by the stipulated time to the correct address. Late quotations will not be accepted for consideration				
1.2 All quotations must be submitted on the official forms provided– (not to be re-typed) or online				
1.3 Quotations above R2000 will be evaluated based on functionality (where applicable)				
1.4 This quotation is subject to the Preferential Procurement Policy Framework Act 2000 and, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 TKZN reserves the right to enter negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 TKZN shall not be obliged to accept the lowest or any financial offer or proposal.				
1.7 TKZN will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 TKZN will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
<p>1.9 Tax Compliance Requirements:</p> <p>1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za.</p> <p>1.9.3 In quotations where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number.</p>				

<p>1.9.4 Where No Tax Compliance status (TSC) or pin is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p>				
<p>1.10 The bidder has examined the information provided in the bid documents and x sizeer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. Bidder must confirm the availability of the proposed team members. The bidder confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date</p>				
<p>1.11 TKZN's business of conduct and ethics: 1.11.1 Relationships with customers and suppliers - To ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of TKZN, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier.</p>				

B. ADMINISTRATIVE COMPLIANCE

<u>2.STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no,indicate deviation
<p><i>All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></p> <p>2.1 Mandatory</p> <p>Quotations will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <p>2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</p> <p>2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database using SARS e-filing pin in National Treasury compliance (CSD) or u with instruction note 9 of 2017/2018 prior to the award of the bid;</p> <p>2.1.3 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</p> <p>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				
<p>3. <u>STAGE TWO: PRICE AND PREFERENTIAL/SPECIFIC GOALS</u> – 20 points for preference are allocated on the basis of specific goals in line with the framework set out in the PPPFA. This bid will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.</p>				

<p>3.1 Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage Stage 1 of the evaluation (Mandatory requirements)</p>				
<p>3.2 In line with Preferential Procurement Regulations 2022 and TKZN Supply Chain Management Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit the following documentation to claim points for specific goals in terms Historically Disadvantaged Individuals:</p> <p style="padding-left: 40px;">a) ≥51%Black Ownership - 10 points b) ≥51%Women Ownership – 5 points c) ≥51%Youth Ownership – 5 points</p> <p>The following may be used as proof for claiming preference points:</p> <ul style="list-style-type: none"> • BBEE Affidavit • BBEE Certificate • CIPC • CSD Full Registration Report • SA ID document • A stamped letter from the local councillor or municipal utility bill or Lease Agreement 				
<p>4. ADJUDICATION OF BID</p>				
<p>4.1The quotation shall be awarded at the sole and absolute discretion of TKZN. TKZN hereby represents that it is not obliged to award this quotation to any bidder. TKZN is entitled to retract this quotation at any time as from the date of issue. TKZN is not obliged to award this quotation to the bidder that quotes the lowest.</p>				
<p>4.2 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of TKZN regarding this quotation from the date the x sizeer is submitted until the date of award of the quotation.</p>				
<p>5. Awarding of contract</p>				
<p>5.1 The TKZN Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. TKZN's standard terms and conditions will not be negotiated.</p>				
<p>5.2 TKZN reserves the right to award this quotation in full or part</p>				

C. SPECIFICATION/TERMS OF REFERENCE

REQUEST FOR QUOTATION FOR TOURISM KZN, BACKUP, RESTORE AND DISASTER RECOVERY AS A SERVICE

TERMS OF REFERENCE

1. BACKGROUND

Tourism KZN is responsible for promoting the province of KwaZulu-Natal to domestic and international consumers. A key enabler to promote the destination is the use of technology. The entity is in the process of upgrading the current ICT environment therefore the systems included in this scope will decrease over the period of 12 months.

2. PURPOSE OF THE TERMS OF REFERENCE

Tourism KZN is looking for a suitable service provider to provide the following managed services for a period of 12 months.

- IT Server Replication Services
- IT Systems backup
- IT Systems recovery/restores
- Disaster recovery as a service
- Periodic testing to ensure that the provider is able to recover the various IT systems.

Tourism KZN have a Microsoft windows environment utilising the Hyper V technology stack and a Microsoft 365 instance. The details of such systems is included in this document.

3. SCOPE OF SERVICES

Note: Kindly confirm if your solution is able to satisfy the requirements by responding to points 3.1 to 3.10 separately. These are mandatory technical requirements. The bid is deemed non-responsive if service provider indicates Not Comply to any of the following:

NO.	SPECIFICATION REQUIREMENTS	COMPLY		COMMENTS
		COMPLY	NOT COMPLY	
				Substantiating evidence of compliance (used to evaluate bid) provide unique reference to locate substantiating evidence in the bid response
3.1.	The successful service provider will ensure that the TKZN IT systems are backed up daily to the cloud. The backup to the cloud must have adequate compression to ensure that bandwidth is used intelligently.			
3.2	The service provider should be able to recover both the entire virtual machine and perform granular recoveries, which target an individual file when necessary			
3.3	This will be a managed solution that the provider will manage and support to ensure that any issues with the backups are remediated immediately.			
3.4	The backed-up systems must be accessible from the TKZN network and remotely should the entity suffer a disaster.			
3.5	In the event of a failure, the provider will ensure that TKZN staff is able to access the Disaster recovery environment to perform their duties.			
3.6	The service provider will ensure that the systems are reverted once the disaster subsides.			

3.7	The service provider must have a helpdesk enabling all support requests to be logged and attended to within agreed service level agreements.			
3.8	The required services is for a period of 12 months based on the Tourism KZN supply chain management processes.			
3.9	The cloud environment must have a guaranteed uptime of a minimum of 99.9 percent uptime or greater to ensure that the TKZN systems are accessible when and if needed.			
3.10	The service provider must have a minimum 3 year of experience in working with the required services.			
3.11	The bidder must have a minimum of three (3) positive reference letters from previous clients where Backup, Restore and Disaster Recovery services were provided for a Windows environment. The letters must be within the past 6 years.			
3.12	The service provider must provide certifications related to DRaaS for all key Engineers assigned to the project. Engineers must be certified in the product they are proposing.			

Key Deliverables in a disaster situation:

- 3.11.1. A Disaster is declared by Tourism KZN.
- 3.11.2. The Service provider brings up the servers at the DRAAS location.
- 3.11.3. The IT team logs on the remote systems to test the servers & applications via the providers secured VPN.
- 3.11.4. Internal IT will then handover to key business users to test & sign-off the applications
- 3.11.5. The Systems will then be handed over to business for utilisation.

Once the production environment has been recovered:

- 3.11.7. The service provider fails over to the on-premises servers.
- 3.11.8. The IT team logs on to test servers & applications.
- 3.11.9. The IT team then handovers to key business users to test & sign-off applications
- 3.11.10. The System handed over to business for utilisation
- 3.11.11. The Disaster incident is closed, and report issued

- 4.1 The service provider will ensure that monthly recovery tests are performed based on a schedule provided by Tourism KZN.
- 4.2 The service provider will provide detailed reports to Tourism KZN on backups, restores and disaster recoveries performed.
- 4.3 The service provider is responsible for documenting the solution supporting the TKZN policies.
- 4.4 The service provider must have experience in recovering the systems indicated in the below current systems table.
- 4.5 All changes must be submitted and approved by the Senior ICT Manager.

The service provider must submit a detailed proposal including a response to each point indicated above. This will form part of the evaluation process.

- 4.6 The service providers must contact the current provider to obtain the cost to move the current backups from the existing location to the bidder's hosting environment as TKZN cannot lose these backups. These costs must be included in your proposal as setup costs.

Current Provider: Iron Mountain

Contact Person: Gideon Pelsler

Email address: support@ironcloudstorage.co.za

- 4.8 Service providers should indicate if they are POPI / GDPR / ISO 27001 / etc complaints.

4 QUOTATION REQUIREMENT

4.1 Standard documentation

All bidders are required to complete the Standard Bid Documents attached.

4.2 Pricing

The pricing must contain:

4.2.1 The budget breakdown includes:

TABLE 1 - PRICE TABLE

NO	DESCRIPTION	ONCE OF COSTS	MONTHLY COST
LICENSE TO USE THE SOFTWARE- AS SERVERS ARE MIGRATED THEY WILL BE REMOVED HENCE THE COST WILL DECREASE			
	License to Use the Software		
HOSTING / STORAGE AND PLATFORM SUPPORT (SIZE OF CURENT DATA ATTACHED)			
BACKUP COSTS PER SERVER (Refer Table 2) – AS SERVERS ARE MIGRATED THEY WILL BE REMOVED HENCE THE COST WILL DECREASE			
	INTRANET		
	TKZN NETWRIX		
	TKZN SAPB1		
	TKZN SQL		
	TKZNGS2		
	TKZNPRINT		
	TKZNRDS1		
	TKZNDC1		
	TKZNESS		

MICROSOFT 365 (MS EXCHANGE ONLINE,MS TEAMS. MS SHAREPOINT, ONE DRIVE) -WILL REMAIN FOR THE 12 MONTH DURATION

REPLICATION - AS SERVERS ARE MIGRATED THEY WILL BE REMOVED HENCE THE COST WILL DECREASE

	TKZNDC1 (ONCE DAILY)		
	TKZNRDS1 (ONCE DAILY)		
	TKZNSAPB1 (ONCE DAILY)		
	TKZNSQL (THREE DAILY)		
	TKZNESS (ONCE DAILY)		
	TKZNGS2 (ONCE DAILY)		

OTHER / SETUP COSTS

	Removable / Seed drive for the initial backups to be taken from onsite and ingested into the remote systems		

TOTAL

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TABLE 2 - CURRENT SYSTEMS AND DATA USED

Server	Environment	Used Space
INTRANET	Hyper-V	100 GB
TKZN NETWRIX	Hyper-V	300 GB
TKZN SAPB1	Hyper-V	250 GB
TKZN SQL	Hyper-V	400 GB
TKZNGS2	Hyper-V	3.9 TB
TKZNPRINT	Hyper-V	30 GB

TKZNRDS1	Hyper-V	130 GB
TKZNDC1	Hyper-V	30 GB
TKZNESS	Hyper-V	100 GB
MICROSOFT 365 (MS EXCHANGE ONLINE, MS TEAMS, MS SHAREPOINT, ONE DRIVE)	AZURE	NEW IMPLEMENTATION

5 The following servers must be replicated in real-time to the DR site allowing for a shortRTO and RPO to be achieved. These servers are in the IT roadmap to be upgraded and migrated to Microsoft Azure, as a result, these will be removed at a point in time from this service.

- TKZNDC1
- TKZNRDS1
- TKZNSAPB1
- TKZNSQL
- TKZNESS
- TKZNGS2

6 A replicated system hosted in the DR environment as per point 5 system should allow the entity to revert to previous versions of the system should a failure take place. (More than 1 copy of the system should exist). The provider must advise on how this will be achieved.

7 The systems not included in point 5 should be backed up to the DR Environment and allow for the entity to restore the system from the backup.

For Technical Enquiries Contact: Senior ICT Manager: Mr. Anir Bidesi – Anir@zulu.org.za

8. TECHNICAL MANDATORY REQUIREMENTS

8.1 INSTRUCTION AND EVALUATION CRITERIA

- (1) The bidder must comply with ALL the requirements as per section 3. above **by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, TKZN reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (3) The bidder **must complete the declaration of compliance** as per section 10.2 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements.
- (4) **The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.**
- (5) No URL references or links will be accepted as evidence.

8.2 DECLARATION OF COMPLIANCE

	Comply	Not Comply
The bidder declares by indicating with an “X” in either the “COMPLY” or “NOT COMPLY” column that – (a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 3.1 to 3.10 above; AND (b) Each and every requirement specification is substantiated by evidence as proof of compliance.		

D. PRICING SCHEDULE

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

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 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.

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.

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

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**

(delete whichever is not applicable for this tender).

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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender under consideration

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
≥51%Black Ownership	10	
≥51%Women Ownership	5	
≥51%Youth Ownership	5	

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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