



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	11045
DESCRIPTION	MEDIA MONITORING SERVICES FOR A PERIOD OF 3 YEARS
DATE ADVERTISED	27 JUNE 2024
CLOSING DATE AND TIME	05 JULY 2024 @ 16H00
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: Nhlanhla Ngwenya</p> <p>Email: Nhlanhla@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:	05 July 2024	CLOSING TIME:	16h00
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	Nhlanhla Ngwenya	
TELEPHONE NUMBER	031 366 7594		TELEPHONE NUMBER	031 366 7551	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	phililer@zulu.org.za		E-MAIL ADDRESS	nhlanhla@zulu.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<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>2.1.4 SBD 1- A resolution letter MUST be attached as per requirements of SBD 1.</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> <ul style="list-style-type: none"> a) ≥51% Black Ownership - 5 points b) White – 5 points c) Indian– 5 points d) The promotion of enterprises located in South Africa – 5 points <p>The following may be used as proof for claiming preference points:</p> <ul style="list-style-type: none"> • BBBEE Affidavit • BBBEE Certificate • CIPC • CSD Full Registration Report • SA ID document • A stamped letter from the local councilor or municipal utility bill or Lease Agreement 				
<p>4. ADJUDICATION OF BID</p>				
<p>4.1 The 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>				

PRICING SCHEDULE:

REQUEST FOR QUOTATIONS FOR MEDIA MONITORING SERVICES

TERMS OF REFERENCE MEDIA MONITORING SERVICES

1. PURPOSE

KwaZulu-Natal Tourism and Film Authority (KZNTAFA) seeks proposals from interested, suitably qualified and experienced service providers to provide media monitoring services to KZNTAFA for a duration of three (3) years.

1.1 ABOUT KWAZULU-NATAL TOURISM AND FILM AUTHORITY

The KwaZulu-Natal Tourism and Film Authority is responsible for the development, promotion, and marketing of tourism and film into and within the province. KwaZulu-Natal Tourism and Film Authority aims to position the province of KwaZulu-Natal as Africa's leading tourism destination, nationally and internationally; to make the province a film production centre and to support and attract national and international role players in the film industry.

2. PROJECT BACKGROUND

In line with the organizations vision to position KZN as Africa's leading tourism destination, it is imperative that KwaZulu-Natal Tourism and Film Authority is abreast of the coverage it receives through different media channels, whether editorial, advertorial, or accidental coverage.

To achieve such, KwaZulu-Natal Tourism and Film Authority requires the expertise of an appropriate service provider to collect data or statistics, analyze and interpret according to the client's requirements and brief. The analyses of generic coverage received by the organization, specific projects, related stakeholder coverage on request, etc. This is to be presented in different forms ranging from actual content, value, publication, readership, etc.

3. Scope of work

It is the intention of KwaZulu-Natal Tourism and Film Authority to enter into a formal Service Level Agreement with the successful Service Provider to provide the services described hereunder.

The Terms of Reference (TOR) would serve to guide the process of selecting and appointing the qualified service providers by ensuring a match between the project requirements, knowledge, and experience of the service provider.

The TORs should clearly outline the scope of service and the deliverables to ensure the media monitoring is to the satisfaction of all stakeholders.

These TORs and the consultant's proposal will form the basis of the service level agreement to be entered into between the parties

3.1 Key objective of the media analysis required.

Findings from the media analysis can be used to identify and/or develop KwaZulu-Natal Tourism and Film Authority key messages, examine how messages are framed, and see how coverage of issues could be improved. Furthermore, it contributes towards enhancing the presentation of KZNTAFA's policies and programmes.

This analysis will allow KwaZulu-Natal Tourism and Film Authority to have a detailed and sound content analysis of the print, broadcast, and online media in South Africa at its disposal.

This will enable KwaZulu-Natal Tourism and Film Authority to:

- Effectively assess trends in the coverage of KZN destination and film brand communications.
- Enable decisions on interventions in the media environment.
- Inform the KwaZulu-Natal Tourism and Film Authority's communication strategy and
- Inform the effectiveness of KwaZulu-Natal Tourism and Film Authority's communication messages.

3.2. Scope of Services

The objective of this service is to provide KwaZulu-Natal Tourism and Film Authority with copies of media content, which is of specific interest to the Authority and subject to changing demands. This includes documentation, content analysis and editorial opinion. The scope of the service provider will cover but not limited to the following areas:

- Media monitoring for 36 months (**3-year Tender from 01 August 2024 to 31 July 2027**).
- To generate brand/destination and Film report on KwaZulu-Natal Tourism and Film Authority that also includes a report on industry related matters in KZN as a region.
- To monitor- print, broadcast and online, in South Africa.
- To track media sentiments (positive, negative or neutral) on KZN as a Tourism and Film destination including its spokespersons.
- To monitor and give rand value of all the KwaZulu-Natal Tourism and Film Authority social media engagements across all KwaZulu-Natal Tourism and Film Authority social media channels (Facebook, X, Instagram, TikTok, YouTube and LinkedIn) and track all KZNTAFA's hashtags

- Flag negative trends rising on social media pertaining to KZN in relation to tourism and film
- To monitor online international media mentions on KwaZulu-Natal Tourism and Film Authority and Destination KZN
 - in key source markets like Africa, Europe, Americas, Asia, Canada and China including AVE and PR Value received.
- To track Zulu language publications and community media.
- To track all broadcast material mentioning KwaZulu-Natal Tourism and Film Authority and Destination KZN.
- To provide all interviews that are aired on radio, television and digitally.
- To provide daily monitoring on key tourism and film stories.
- To provide monthly reports and media analysis on the media coverage received including sentiments, destination perceptions, AVE, and PR value.
- To track media coverage received from media statements generated by KwaZulu-Natal Tourism and Film Authority in South Africa, African and Internationally
- Daily business reviews.
- To subscribe to The Media List database facility readily available for KwaZulu-Natal Tourism and Film Authority use
- Back search upon request.
- To monitor special projects upon the request of KwaZulu-Natal Tourism and Film Authority.
- Provide monthly reports to KwaZulu-Natal Tourism and Film Authority indicating coverage trends of the KZN destination, KZN MEC for Economic Development Tourism and Environmental Affairs and KwaZulu-Natal Tourism and Film Authority.
- All monthly reports to be submitted on the 1st day of each month.

3.3. Scope of work

The successful bidder must capture and analyses all coverage of KwaZulu-Natal Tourism and Film Authority including its domestic key source market campaigns and provide clippings from Daily newspapers, weekly publications, broadcasts, online and social platforms.

The successful service provider will be required to provide KwaZulu-Natal Tourism and Film Authority with all the original clippings of articles and broadcast content, analysed in a user-friendly format. Bidders should indicate in their proposal the frequency they will be able to provide monitored clippings (daily, weekly, monthly etc.) and which format and delivery mechanism they will use.

The successful bidder must also provide raw data captured from media reports to KwaZulu-Natal Tourism and Film Authority on request.

The successful bidder will commence tracking from the **01 August 2024**.

3.4. Analysis

Analysis needs to provide accurate and dependable trends in content and in the presentation and positioning of KwaZulu-Natal Tourism and Film Authority and its work in the media. Bidders must demonstrate their capacity and competency to provide:

- Continuous and detailed analysis of the content of media coverage.
- Special reports on key projects and spokespeople: e.g., Tourism Month, Tourism Indaba, KwaZulu-Natal Tourism and Film Authority CEO and the MEC for Economic Development, Tourism and Environmental Affairs etc.
- Practical application of theories and methodologies of media content analysis.
- Innovative combinations of qualitative and quantitative research methodologies.
- Effective and intensive quality control mechanisms to ensure that data is consistent and accurate.
- Reports that allow for decisions on interventions and future actions.
- Provide, at times, urgent and ad hoc topic analysis relating to major KwaZulu-Natal Tourism and Film Authority events, which allows assessment of the impact of media coverage of KwaZulu-Natal Tourism and Film Authority's communication efforts.

3.5. Methodology

Bidders' proposal must outline the methodology they intend adopting to meet the deliverables specified above.

This outline should cover the following:

- Indicate how the bidder will undertake the project.
- Provide a project charter with timelines
- Provide a detailed budget for the project which must also outline a sign off and payment schedule.
- Bidders are expected to put clearly defined targets in line with the scope of work. The budget breakdown would therefore be linked to the target and outputs, milestones, and timings thereof and the schedule of costs and payments.
- Provide samples of reports they will provide for KwaZulu-Natal Tourism and Film Authority to assess the quality and utility

Kindly note that failure to expressly cover this in your proposal will result in your proposal being rejected without further consideration

4 COMPETENCIES, EXPERIENCE AND CAPABILITIES FOR THE PROSPECTIVE BIDDER

Data analyses, media monitoring and interpretation experience and demonstrable capability to deliver on a project of this magnitude within a deadline.

- o Bidder must submit Curriculum vitae of project personnel, outlining skills experience.
- o A minimum of 5 years media analysis experience for the company is required.

- 4.1. Any other experience that could be an added advantage in the executing of this project.
- 4.2. Proposed methodology, technics, and mechanism to deliver on mandate.
- 4.3. Innovation through proposed new monitoring ways of measuring and capturing the data and executing thereof.
- 4.4. Performance and excellence driven.
- 4.5. Monitoring and evaluation expertise.

5. DURATION AND REVIEW OF THE APPOINTMENT

5.1. The timeframe for this appointment is three (3) years and it will be reviewed every twelve (12) months to ensure that the service rendered remains relevant to the client's needs.

6. APPLICATION RULES

6.1. Expenses Incurred

Neither the bid committee nor organ of the state will be held liable for any expense incurred by the applicants in the preparation of the bid documents. Preparation of bid documents will be for interested services providers account, KwaZulu-Natal Tourism and Film Authority will not be held liable for any costs incurred.

6.2. Confidentiality

KwaZulu-Natal Tourism and Film Authority and its advisors will keep the contents of the applications strictly confidential.

6.3. Enquiries

All enquiries must be raised three days before the closing date will not be considered. No queries will be entertained after that period, except for those related to the completion of the proposal documents. Enquiries can be directed to, Ms. Nhlanhla Ngwenya on, e-mail: Nhlanhla@zulu.org.za

6.4. Late and Incomplete Applications

Any proposals reaching KwaZulu-Natal Tourism and Film Authority later than the date and time given in 6.5 below, will not be considered. This also applies to incomplete proposals.

6.5. Closing of Submissions

The proposals must be submitted via email to Quotes@zulu.org.za

6.6. Information Contained in this Document.

The information/data provided in this document, together with any subsequent issue of addendum of information/data is given in good faith for the guidance of applicants. No warranties or representations are given regarding accuracy or completeness of such information.

6.7. Further Information

KwaZulu-Natal Tourism and Film Authority reserves the right to seek further information from the applicants, as considered necessary.

7. EVALUATION PROCESS AND CRITERIA

EVALUATION PROCESS AND CRITERIA

- Selection will be conducted over two (2) stages as detailed below:

Stage 1 - Compliance with Mandatory Requirements

Stage 2 - Price and Preferential/ Specific Goals

1. STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

- The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD)
- The bidder must be in good standing with SARS, the information will be verified through Central Supply Database (CSD) and SARS e-filing pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.
- SBD 1- A resolution letter MUST be attached as per requirements of SBD 1.
- SBD 4- Declaration of Interest

Price and SPECIFIC GOALS

- Proposals will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.
- Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage 1 of the evaluation (Mandatory requirements)
- In line with Preferential Procurement Regulations 2022 and TKZN Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit evidence to claim points for specific goals in terms Historically Disadvantaged Individuals:

			POINTS
PRICE			80
Specific GOALS	≥51%Black Ownership	5	20
	White	5	
	Indian	5	
	The promotion of enterprises located in South Africa	5	
Total points for Price and SPECIFIC GOALS			100

The following may be used as proof for claiming preference points:

- BBBEE Affidavit
- BBBEE Certificate
- CIPC
- CSD Full Registration Report
- SA ID document.

8. INTELLECTUAL PROPERTY RIGHTS

8.1. It must be noted that KwaZulu-Natal Tourism and Film Authority will have unlimited access to all documents and processes applied by the successful service provider during and after the completion of the project at hand.

8.2. An appointment will be made in terms of the procurement policy of KwaZulu-Natal Tourism and Film Authority

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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	5	
White	5	
Indian	5	
The promotion of enterprises located in South Africa	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.

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

