



South African Human Rights Commission

TENDER NUMBER	RFP-HO-06-2025
DESCRIPTION	To invite potential and qualified service providers to submit proposals for Website Hosting and maintenance of the website for SAHRC for a period of 3 years.
PUBLISHED	Date: 21 January 2026
NON COMPULSARY BRIEFING SESSION	Date: 27 January 2026 Time: 14:00 A.M Attendance will be online via the link below: https://events.teams.microsoft.com/event/dd4fb49b1387-4424-9399-0aedef1c15d2@0159c87f-d04f-40b58866-46fb77a8d382
SUBMISSION ADDRESS	Submissions will only be electronic to the email address below. HOProcurement@sahrc.org.za
CLOSING DATE	DATE: 30 January 2026 TIME: 14H00 (GMT +2)

1. BACKGROUND

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

2. OBJECTIVE

The objective of this Request For Proposal (RFP) is to appoint a suitably qualified service provider who will provide hosting and maintenance services for the South African Human Rights Commission website for a period of **three (36) months** i.e. www.sahrc.org.za, which is built on **Joomla platform**, disability friendly and has a function to register online complaints. The SAHRC requires an experienced service provider of website hosting (**Joomla platform**), information security, and updating experience to provide with these services.

3. SCOPE OF SERVICE

- Seamless migration of the website from the current webhost. (No data is lost, and the website continues to function accordingly with links opening)
- Ensure that there are no security lapses, and that the website is not prone to hacking.
- Protection of data, i.e. passwords, and people's information.
- Ability for the website to continue to process online complaints
- The website continues to conform to disability friendly requirements.
- Availability to troubleshoot any challenges that may be experienced.
- Ensure that the website is always accessible.

4. DELIVERABLES

- 50 GB hosting Package.
- Unlimited Monthly Bandwidth.
- Hosting & support for SAHRC Children's Rights Unit Webpage
- Website maintenance and current content update on request
- Creation of pages on request
- 3X 36 months SSL Certificates Annual Renewal www.sahrc.org.za (www.sahrc.org.za/npm) (www.sahrc.org.za/childrensrights)
- 36 Months Hosting
- Maintenance & Support of the Website with urgent support & quick turnaround time.

- End user manual

5. PRICING

A detailed price breakdown must be included with the total amount All pricing must be shown inclusive of any applicable VAT. **Refer to SBD 3.3**

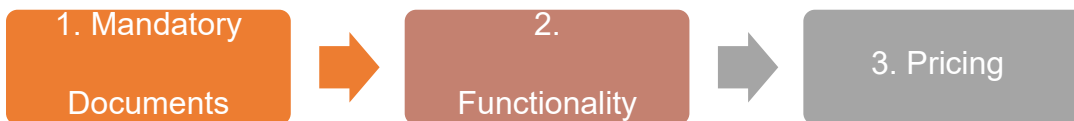
6. PROJECT TIMELINES

Contracting Period for the website hosting will be for a period of thirty-six (36) months.

7. EVALUATION CRITERIA

Bids will be evaluated on 80/20-point system as outlined in the PPR of 2022.

The proposals will be evaluated in three phases:



8.1 Phase 1: Mandatory Documents

8.1.1 Bid proposal (Supplier submission with: Price Quotation (SBD 3.3)

8.1.2 Central Supplier Database Summary Report.

8.1.3 SBD1, 4 & 6.1. (Standard Bidding Documents) forms must be completed fully and duly signed.

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

All compliant proposals received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

Evaluation on functionality, as in Table 1 below:

- i. Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points.
- ii. The overall score must be equal or above 70 points to proceed to for Price and Specific Goals evaluations.
- iii. Bidders who fail to meet minimum threshold will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and preference points. The minimum threshold for qualification for functionality is 70, assessed as per criteria listed in Table 1 below:

Phase 2: Functionality evaluation

	Criteria	Percentage weighting
1.	<p>Company Experience</p> <p>The bidder must have relevant experience and must submit a company profile indicating the core activities and number of years the bidder has been providing similar services. The company profile must include the company organogram with clear resource names, responsibilities, and years of experience.</p> <ul style="list-style-type: none"> o 5 or more years of company experience = 30 points o 3 - 4 years of company experience = 20 points o 2 years of company experience = 10 points o Less than two years of company experience = 0 points 	30
2.	<p>Reference Letters</p> <p>References included for executing a project in website hosting on Joomla Platform in the last 5 years, signed, contactable, dated and on the letterhead of the company where similar work was delivered. Failure to submit reference letters adhering to the above will invalidate a letter for consideration.</p> <ul style="list-style-type: none"> o 0 points = no relevant reference letter submitted. o 10 points = 2 relevant reference letters submitted. o 20 points = 3 to 4 relevant reference letters submitted. o 30 points = 5 or more relevant reference letters submitted. 	30
3.	<p>Project Methodology</p> <p>Bidder's proposed project methodology and plan outlining how SAHRCs requirements will be implemented.</p> <ul style="list-style-type: none"> o 0 points= No project plan o 5 points= Project plan with no milestones o 10 points= Project plan with milestones o 20 points= Project plan with clear milestones & timelines 	20

4.	<p>Capacity and Ability to Implement</p> <p>Skills, competencies and qualifications of the Project Team that will be assigned on the project based on their CVs.</p> <p>Proposals should clearly indicate whether bid participants have the internal capacity to meet the requirements of the TOR.</p> <p><u>Technical Team Lead/ Manager</u></p> <ul style="list-style-type: none"> o 0 points = CV with no NQF 7/ Degree in Information Technology or equivalent qualification(s) and zero years of experience. o 5 points= CV with NQF 7/ Degree in Information Technology or equivalent qualification(s) and less than 1 year of relevant experience. o 10 points= CV with NQF 7/ Degree in Information Technology or equivalent qualification(s) and between 2 to 3 years of relevant experience. o 15= CV with NQF 7/ Degree in Information Technology or equivalent qualification(s) and between 4 to 5 years of relevant experience. o 20 points= CV with NQF 7/ Degree in Information Technology or equivalent qualification(s) and more than 5 years of relevant experience. 	20
	Total	100

8.2. Phase 3: Price and Specific Goals evaluation

Only Bidders that have met the 70 points thresholds will be considered for price and specific goals.

Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points)

i. **Stage 1 – Price Evaluation (80 Points)** ii.

Criteria

Points

<p>Price Evaluation</p> $Ps = 80 \quad \frac{Pt - P_{\min}}{P_{\min} - P_{\min}} \times 1$	80
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The following formula will be used to calculate the points for price:

Where:

- Ps = Points scored for comparative price of bid or offer under consideration.
- Pt = Comparative price of bid or offer under consideration.
- P_{\min} = Comparative price of lowest acceptable bid or offer
- Points must be awarded to a bidder for attaining the specific status level of contribution in accordance with the table below a.

Specific goals allocation

A maximum of 20 points may be allocated to a bidder for attaining their specific goals points in accordance with the table below:

SPECIFIC GOALS	POINTS
Suppliers with ownership of 51% or more by person/s who are black person/s	10
Suppliers with ownership of 51% or more by person/s who are women	5
Suppliers with ownership of 51% or more by person/s who are youth	3
Suppliers with ownership of 51% or more by person/s with disability	2

Specific goal points may be allocated to bidders on submission of the following documentation or evidence

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and supporting evidence i.e. a valid BBBEE Certificate/ Affidavit.

9. Confidentiality, independence and objectivity

The service provider will hold all material and information exchanged-ed in the course of the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

9.1 THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE

CLARIFICATION

9.1.1 The SAHRC may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.

9.1.2 The SAHRC reserves the right to conduct a security background check or screening of the service provider.

9.1.3 The SAHRC reserves the right to conduct mandatory site inspection to the offices of the service provider.

10. CONDITIONS OF TENDER

10.1 The SAHRC reserves the right not to award the tender.

10.2 Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.

10.3 The service provider will be held liable for any damage or loss suffered by the entity, because of the service provider's own or his/her employees' negligence or intent, which originated at the site. The service provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the service provider's own employees.

10.4 The service provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

10.5 A copy of such insurance contract must be handed to the SAHRC Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid or is sought must be furnished on request.

10.6 SAHRC does not bind itself to accept the lowest quote.

10.7 The SAHRC reserves the right to invite bidders for presentation at bidders' own cost and perform site visits on short listed bidders before the award of the bid, as part of evaluation process.

10.8 SAHRC does not bind itself to making any selection from the proposals or quotations received.

10.9 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.

10.10 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.

10.11 All prices quoted must be VAT inclusive.

10.12 SAHRC will not make any upfront payments before the rendering of services.

10.13 The successful bidder shall provide the service required based on the set timelines and as per the schedule provided by SAHRC.

10.14 A pricing schedule with one of the specified elements omitted from the cost may be considered non-responsive.

10.15 The price proposal must be valid for 120 days.

10.16 SPECIAL CONDITIONS

10.16.1 The appointed service provider is expected to sign a Service Level Agreement which will be assessed in the first 3 months of the contract to determine continuation of the full contract period. In the case where there is unsatisfactory performance the SAHRC reserves the right to cancel the contract based on unsatisfactory performance.

11. CONTRACT PERFORMANCE

11.1 The website is expected to be migrated and functional by the 1st of March 2026.

11.2 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement.

11.3 If it is found that information provided is false, including the breach of the General Condition of Contract, SAHRC reserves the right to terminate this contract with immediate effect.

12. FORMAT AND SUBMISSION OF THE PROPOSAL

12.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.

12.2 Bidders are required to make submissions via email to : HOProcurement@sahrc.org.za and reference the RFP number in the subject field.

12.3 For ease of reference, bids should be packaged and filed in the following format:

- a. Annexure A - Signed Tender Document.
- b. Annexure B - Mandatory Documents
- c. Annexure C - Functionality Response
- d. Annexure D - Company Profile
- e. Annexure E – Price Proposal/ Quotation (SBD 3.3)

13. CLOSING DATE

13.1 Proposals must be submitted on or before 30 January 2026 at 14h00. Proposals must be submitted at HOProcurement@sahrc.org.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION					
BID NUMBER:	RFP-HO-06-2025	Closing Date:	30 January 2026	CLOSING TIME:	14:00am
DESCRIPTION	To invite potential and qualified service providers to submit proposals for Website Hosting and maintenance of the website for SAHRC with terms of reference for a period of 3 years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
HProcurement@sahrc.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Kganki Kekane		CONTACT PERSON	Mr. Rulani Khuvutlu	
TELEPHONE NUMBER	011 877 3600		TELEPHONE NUMBER	011 877 3600	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	HProcurement@sahrc.org.za		E-MAIL ADDRESS	rkhuvutlu@sahrc.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 REGISTRATI ON NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIAN C E SYSTEM PIN:		O R CENTR AL SUPPLI E R DATAB ASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATI V E IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<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 checked="" type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				



SBD1

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 RETYPED) 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, 2017, 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 STATE. 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

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:

.....



SBD4

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.

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.

Full Name	Identity Number	Name of institution	State

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, _____ (name) _____ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with

the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National 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.

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.

ICERTIFY THAT THE INFORMATION FURNISHED IN I
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

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID**

RFP-HO-06-2025 : TO INVITE POTENTIAL AND QUALIFIED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR WEBSITE HOSTING AND MAINTENANCE OF THE WEBSITE FOR SAHRC FOR A PERIOD OF 3 YEARS.

CLOSING TIME 14h00 PM ON 30 JANUARY 2026.

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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1. Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT)

R.....

PRICING SCHEDULE

	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1.	Website Hosting (Dedicated and Managed)	36	R	R
2.	Website Migration (Once Off)	1	R	R
3.	Website support & maintenance (Joomla Platform) - Monthly	36	R	R
4.	Website Analysis	1	R	R
5.	Annual Renewal of all active paid plugins i.e. mysqlnd, debug_trace, auth_plugin_mysql_native_password, auth_plugin_mysql_clear_password, auth_plugin_sha256_password	5	R	R
6.	Other (Bidder to specify)		R	R
8.	Subtotal		R	R
9.	VAT @ 15% (if applicable)		R	R
10.	Total inclusive of VAT		R	R

Signature (Bidder).

Date

The financial proposal for this assignment should cover all assignment activities as per terms of reference.

2. Period required for commencement with project after acceptance of bid _____
- 3 Are the rates quoted firm for the full period? Yes/No

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.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income generating contracts”** - means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \text{PPPP} = 8888 \text{ R} - \frac{\text{PPPP} - \text{PP}}{\text{PP min}} & \text{or} & \text{PPPP} = 9988 \text{ R} - \frac{\text{PPPP} - \text{PP min}}{\text{PP min}} \end{array}$$

PP min

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:

$$\begin{array}{ccc} \text{80/20 or} & \text{90/10 or} & \\ \text{PPPP} = 8888 \text{ R} + \frac{\text{PPPP} - \text{PP}}{\text{PP min}} & & \text{PPPP} = 9988 \text{ R} + \frac{\text{PPPP} - \text{PP min}}{\text{PP min}} \end{array}$$

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)
Enterprises with ownership of 51% or more by person/s who are black person/s		10		
Enterprises with ownership of 51% or more by person/s who are women		5		
Enterprises with ownership of 51% or more by person/s who are youth		3		

Enterprises with ownership of 51% or more by person/s with disability		2		
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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:

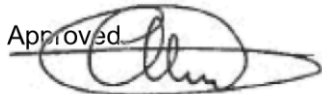
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Approved



SCM Manager

IT Manager

Rulani Khuvutlu