



GAUTENG
LEGISLATURE
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REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATION AND GRADING FOR THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD OF TWO YEARS

RFQ NO: PR10061541

CLOSING DATE: 9 OCTOBER 2023

TIME: 11:00 AM

RFQ SUBMISSION: TBokgwathile@gpl.gov.za



ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS

Section 1

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Technical Proposal	Yes		
2.	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3.	Preference Point Claim Form (SBD 6.1) Original completed and signed.	Yes		
4.	Did you submit copies of full Company Registration documents?	Yes		
5.	Did you submit copies of South African IDs' for shareholders?	Yes		
6.	Did you submit your company profile?	Yes		
7.	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8.	Did you submit one (1) electronic copy of the RFQ?	Yes		
9.	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....

1. INTRODUCTION AND BACKGROUND

- 1.1 Job evaluation is a crucial point in human resources management which aims to link employees with their work results which in turn should be met for an organisation to fulfil its objectives. To this end the results of job evaluation will be used particularly in creating a remuneration system for each job level to support the GPL to attract, appoint and retain suitably qualified employees. The results will further be used in creating organisational structures by the GPL Management Team, which will support the execution of the strategy and the mandate as the organisation evolves and prepares for the 7th Legislature and beyond.
- 1.2 The Gauteng Provincial Legislature seeks to appoint a suitable and competent and experienced service provider to conduct evaluation of job profiles prepared by the legislature and produce job grades for each job that was evaluated.

2. OBJECTIVES

- 2.1 Recommend a suitable job evaluation and grading tool for the GPL.
- 2.2 To conduct job evaluation and grading for 68 positions using a well-established and scientifically validated job evaluation methodology (i.e., to compare jobs with each other to create a pay structure that is fair, equitable, and consistent for everyone).

3. SCOPE OF WORK

3.1 Phase 1: Job Evaluation and Grading

- 3.1.1 Evaluate and grade **35 jobs** based on the job descriptions of the provided by the GPL upon appointment and submit validated results for each job evaluated and graded.
- 3.1.2 Conducts job evaluation and grading according to different well-established and scientifically validated grading methodology. The GPL will select the preferred methodology based on the proposals submitted by the service provider.
- 3.1.3 Provides the GPL with a detailed report that sets out the job evaluation methodology that was followed, the recommended grade and motivation for the recommendation for all jobs graded.
- 3.1.4 Submits signed job evaluation and grading reports for each job evaluated and graded within 72 hours of completing the assignment.
- 3.1.5 Attends stakeholder meetings as and when required to present the job evaluation and grading results to the key GPL Management.
- 3.1.6 Attend regular project meetings to monitor implementation of the project, milestones.
- 3.1.7 To provide a minimum two Consultants and one Project Lead and properly qualified resources to conduct the work and registered with the South African Reward Association or

related professional body.

3.1.8 The GPL will require the service provider to provide quotations for every assignment to be undertaken before the task can be executed.

3.2 Phase 2: Job Evaluation and Grading

3.2.1 Evaluates and grades **33 jobs** based on the job descriptions of the provided by the GPL upon appointment and submit validated results for each job evaluated and graded.

3.2.2 Conducts job evaluation and grading according to different well-established and scientifically validated grading methodology. The GPL will select the preferred methodology based on the proposals submitted by the service provider.

3.2.3 Provides the GPL with a detailed report that sets out the job evaluation methodology that was followed, the recommended grade and motivation for the recommendation for all jobs graded.

3.2.4 Submits signed job evaluation and grading reports for each job evaluated and graded within 72 hours of completing the assignment.

3.2.5 Attends stakeholder meetings as and when required to present the job evaluation and grading results to the key GPL Management.

3.2.6 Attends regular project meetings to monitor implementation of the project, milestones.

3.2.7 To provide a minimum two Consultants and one Project Lead and properly qualified resources to conduct the work and registered with the South African Reward Association or related professional body.

3.2.8 The GPL will require the service provider to provide quotations for every assignment to be undertaken before the task can be executed.

3.2.9 The Table 1 below provides details of what the service provider is expected to perform as they conduct the job evaluation and grading process. The process requires full understanding of pertinent information that impacts on the validation exercise as outlined in table 1 below.

#	FOCUS AREA	DESCRIPTION	RESPONSIBILITY	DURATION
1	Hold a Project Scoping meeting to brief the service provider about the work that must be done	The GPL Project Team will meet with the service provider	GPL	The meeting will take place after the Purchase Order (PO) has been issued to the service provider. The meeting duration will not exceed 2 hours
2	Agree on documents required by	Signed job profiles	GPL and the successful Service Provider	Within 2 days after issuing of the PO to the service provider

#	FOCUS AREA	DESCRIPTION	RESPONSIBILITY	DURATION
	service provider in relation to the work to be undertaken			
3	Scheduling of Job Evaluation Panel Sessions with the service provider	Evaluation of signed job profile	GPL Service Provider	A maximum of one day session job evaluation session for evaluation of five (5) jobs. Sessions can be scheduled to take place online.
4	Validation of the Job Evaluation Outcomes	Service Provider to validate the outcomes of the Job Evaluation process	Service Provider	A maximum of one hour to validate the outcomes of five jobs.
5	Report and Present the Job Evaluation results for approval	Present the job evaluation to the Job Evaluation Panel	GPL Service Provider	Maximum of 5 hours to present the results of the job evaluation and grading of all 6 8 jobs.
6	Closure & Handover	All Documentation	Successful Service Provider	Agreed upon between parties

Table 1: Detailed scope

4. ROLES AND RESPONSIBILITIES

The GPL reserves the right not to appoint or to appoint one or more service providers for this project.

4.1 The role of the GPL

- 4.1.1 To provide the service provider with relevant electronic copies required to commence and complete the assignment (i.e., signed job profiles and HR related policies).
- 4.1.2 To brief the service provider
- 4.1.3 To receive a validated job evaluation report, signed off by the service provider.
- 4.1.4 To receive spreadsheets, review and sign-off indicating the outcomes of the validated job evaluation results for the job families evaluated four days after the job evaluation sessions.
- 4.1.5 To receive job evaluation and grading reports.
- 4.1.6 To sign Non-Disclosure Agreement with the successful service provider

4.2 The role of the service provider

- 4.2.1 To acquaint themselves with the relevant documents, signed job profiles and HR related

policies pertaining to the assignment.

- 4.2.2 The service provider must be capable of conducting Job Evaluation and Job Grading.
- 4.2.3 To ensure that all the job evaluation reports are signed by the Lead Consultant responsible for the assignment before submission to the GPL. Only reports written in English will be accepted by the GPL.
- 4.2.4 To prepare and present reports in hard and soft copy (in Ms. Word and/or Ms. Excel and PDF format) for circulation to the relevant Gauteng Provincial Legislature (GPL) stakeholders.
- 4.2.5 The Service Provider must sign Non-Disclosure Agreement with the Gauteng Provincial Legislature
- 4.2.6 To provide adequate and competent capacity (Human capital) for the scope of work required.
- 4.2.7 Design a project plan.

5. REQUIRED COMPETENCIES

- 5.1 The team members must have at least eight years of experience in Job Evaluation and Grading; and registered with South African Reward Association (SARA) or related reward professional bodies as a qualified specialist in the field to undertake the assignment. Affiliation with SARA or related body is Compulsory.
- 5.2 The team must have the skill to conduct job evaluation and grade jobs and have knowledge of Organisation Design and Remuneration.
- 5.3 The Team Leader must have at least eight (8) years' experience of conducting job evaluation and designing pay scales for job families.
- 5.4 The Service Provider should be a qualified Remuneration and Benefits Consultant registered with the South African Reward Association (SARA) or related professional body (The Team Leader and Consultants must submit a valid certificate of professional membership with SARA or related professional body).
- 5.5 Service provider must provide relevant capacity to carry out the exercise (e.g., a minimum of two (2) Consultants and one (1) Project Lead)
- 5.6 Provide cumulative reference letters from contactable clients where the service provider has completed job evaluation and grading assignments.
- 5.7 The Gauteng Provincial Legislature reserves the right to verify references and/or testimonials.

6. KEY ASSUMPTIONS

- 6.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations and

provided it is available and accessible.

- 6.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 6.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 6.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.
- 6.5 Project scoping meeting will be held at the beginning of the project to brief the Service Provider
- 6.6 The Service Provider will be expected to scope the project and submit a proposal in line with the contract.
- 6.7 Progress meetings will be held during the life cycle of the project.

7. PERIOD OF THE ASSIGNMENT

- 7.1 The Gauteng Provincial Legislature would like to appoint the service provider to conduct job evaluation and design pay scales for a period of twenty-four (24) months.
- 7.2 Where the Service Provider decides to terminate the project before its completion, without the mutual agreement of both parties, GPL shall be entitled to replace the service provider and institute legal proceedings against the Project Manager/Service Provider

8. CONFIDENTIALITY

- 8.1 All information collected shall be treated with the highest level of confidentiality, this applies to the information acquired before, during and after completion of the contracted period, in compliance with the Protection of Personal Information Act of 2013, (Act No. 4 of 2013).

9. EVALUATION PROCESS

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair and transparent manner in terms of evaluation criteria and process. To evaluate the received proposals, the 80/20 Preference Point system will be applied, and 3 phased approaches shall be followed:

9.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies,

certificates, samples etc.). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

9.1.2 **Phase 2: Functionality Evaluation Criteria (100)**

This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and Specific Goals**

FUNCTIONALITY EVALUATION CRITERIA

A key score of 0-5 will be applied where:

0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
1	<p>Service Provider Experience in similar projects Experience in conducting job evaluation and grading processes and submit reference letters to confirm the experience in conducting similar work in other organisations.</p> <p>The reference letters must be signed by the referee and must indicate the period and nature of project.</p> <p>The GPL reserves the right to verify the testimonials.</p>	<p>A minimum of cumulative 5 years of experience in the following: 1. Job evaluation (profiling and grading) Implementing similar projects with supporting reference letters.</p> <p>No relevant experience - 0 Points</p> <p>5 years of experience and understanding of similar projects and cumulative reference letters indicating 5 years' experience in conducting job evaluation and grading.</p> <p>6 - 8 years of experience and understanding of similar projects and cumulative reference letters indicating the required years' experience in conducting job evaluation and grading.</p> <p>9 or more years of experience and understanding of similar projects and cumulative reference letters indicating the required years' experience in conducting job evaluation and grading.</p>	<p></p> <p align="center">3</p> <p align="center">4</p> <p align="center">5</p>	<p align="center">20</p>

FUNCTIONALITY EVALUATION CRITERIA

A key score of 0-5 will be applied where:

0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
2.	<p>Project Management Team Provide an organogram of the function that will be responsible for this project, and CVs as evidence and copies of certificates from SARA OR related professional body for the Consultants</p>	<ul style="list-style-type: none"> The team (a minimum of 2 consultants and 1 Project Lead) and registered with the South African Reward Association or related professional body and one Administrator. 		30
		Sufficient capacity to carry out the exercise. A minimum of two (2) Consultants registered with the South African Reward Association or related professional body and one Project Manager to carry out the exercise.	3	
		Sufficient capacity to carry out the exercise. A minimum of three (3) Consultants registered with the South African Reward Association or related professional body and one Project Manager to carry out the exercise.	4	
		Sufficient capacity to carry out the exercise. A minimum of four (4) Consultants registered with the South African Reward Association or related professional body One Project Manager and two (2) Operational Staff to carry out the exercise.	5	
	<p>Team Leader Team Leader must have at least eight (8) years' experience, the CV must be submitted as proof and proof of registration with the South African</p>	A CV of a Team Leader with 8 to 10 years of experience of conducting job evaluation and grading sessions registered with the South African Reward Association or related professional body.	3	10
	and proof of registration with the South African	A CV of a Team Leader with 11 to 12 years' or more of experience of conducting job evaluation and grading sessions registered with the South African Reward Association or related	4	

FUNCTIONALITY EVALUATION CRITERIA

A key score of 0-5 will be applied where:

0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
	Reward Association (SARA) or related professional body.	professional body.		
		A CV of a Team Leader with 13 years' or more of experience of conducting job evaluation and grading sessions registered with the South African Reward Association or related professional body.	5	
3.	Methodology to guide the Job Evaluation and Grading as well as example reports of jobs evaluated and graded in previous assignments using the proposed job evaluation and grading tools. The methodology must be applied through an automated system that can generate reports within 24-hour cycle time.	Generic methodology on Job Evaluation and Grading with two example reports of jobs evaluated and graded in previous assignments. The methodology must be applied through an automated system that can generate reports within a duration of 72 hours or less. A detailed methodology on Job Evaluation and Grading; with three or more example reports of jobs evaluated and graded in previous assignments; as well as a project plan with timelines. The methodology must be widely used for job evaluation and grading purposes. The methodology must be applied through an automated system that can generate reports within a duration of 72 hours or less.	3	40
			5	
TOTAL POINTS				100
CUT OFF POINTS				70

9.1.3 Phase 3: Price and Specific Goals (100)

Only bidders that scored a minimum score of **70 points and above out of 100 points on Functionality** will qualify for the final phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps \frac{80}{100} \frac{Pt - P_{min}}{P_{min}}$	80
Specific Goals	20
TOTAL	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

9.1.1.1 The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement
	TOTAL	20	

10. SPECIAL CONDITIONS

10.1 Extend the closing date.

10.2 Verify any information contained in a proposal.

10.3 Request documentary proof regarding any tendering issue.

10.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

10.5 Award this RFP as a whole or in part.

10.6 Cancel or withdraw this RFP as a whole or in part.

ANNEXURE A: PRICING SCHEDULE

Work Component	Activity	Costing for Year 1	Costing for Year 2
Phase 1			
Phase 2			
	Attendance of Steering Committee meetings and presentations		
	Subtotal	R	R
	VAT @15%	R	R
	Grand Total	R	R

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 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:

.....
.....

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.

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.

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

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.

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 applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

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

1.4 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.

1.5 The Gauteng Provincial Legislature 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:

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

80/20 *or* *90/10*

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:

$$P_s = 80 \left(1 + \frac{80/20 (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{90/10 (P_t - P_{max})}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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 tenderers: The tenderer must indicate how they claim points for each preference point system.)

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement
	TOTAL	20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 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]

5.4 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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p>

THE END