



The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF REQUIREMENTS OF THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).			
BID DESCRIPTION	RE-ADVERT: Company Secretariat Note (This bid is a re-advertisement of Bid No. REG/02/2025. All interested bidders, including those who responded to the previous advertisement, are invited to submit a new bid)		
BID NUMBER	REG/01/2026		
NAME OF INSTITUTION	The South African Council for the Project and Construction Management Professions (SACPCMP)		
THE PLACE WHERE GOODS ARE TO BE DELIVERED	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria		
BID DISTRIBUTION DATE	24 JULY 2026	Time	12h00
BID CLOSING DATE	14 AUGUST 2026	Time	16h00
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Nyiko Mashaba tenders@sacpcmp.org.za	
	Physical address	446 Rigel Avenue S (446 Rigel Avenue S, City of Tshwane Gauteng, 0181)	
	Admin queries	Nyiko Mashaba Nyiko.mashaba@sacpcmp.org.za	
	Fax	No facsimile bids will be considered	
	Email	tenders@sacpcmp.org.za	
	Technical queries	Margareth M margarethm@sacpcmp.org.za	
CATEGORY	Open Tender		
SECTOR	Regulatory Council		
REGION	Gauteng Province		

1. INTRODUCTION

The South African Council for the Project and Construction Management Professions (SACPCMP) derives its mandate from Section 22 of the Constitution of the Republic of South Africa, the relevant section dealing with freedom of trade, occupation and profession, states that “every citizen has a right to choose their trade, occupation and profession freely. The practice of a trade, occupation or profession may be regulated by law.”

The SACPCMP was thus established to register, certify, regulate and promote specific Built Environment Management Professions. It is further tasked with the protection of public interest, which is achieved by ensuring suitably qualified and registered professionals in specific Built Environment Management Professions in South Africa through promoting and enforcing high standards of professional ethics and conduct within the built environment.

The Minister of Public Works and Infrastructure is the Executive Authority of all the councils within the built environment including the SACPCMP. The Built Environment refers to the functional area within which registered persons practice and includes all structures that are planned and/or erected above or underground, as well as the land utilised for the purpose and supporting infrastructure. The CBE and the SACPCMP Acts enjoin us to work in concert in respect of the 13 administrative functions, alongside the eight mandates of the Council for the Built Environment (CBE) for a sustainable built environment.

The vision, mission and values provide overall direction and inspiration in meeting and exceeding the objectives of the mandate, summarised as follows:

2. SCOPE OF WORK

Appointment of a service provider for secretarial services for SACPCMP for a period of 3 years.

- Provide Corporate Governance - Provide Council members with guidance in their duties, responsibilities and powers and make directors aware of all laws and regulations relevant to the company. This should include advice on business ethics and good governance.
- Reviewing and updating Council and Council Committees' charters and terms of reference
- Review of Council and Committee Structures
- Governance Compliance Matters
- Ensure that the Council's policies and instructions are communicated to the relevant persons in the company and that pertinent issues from management are referred back to the Council where appropriate.
- Governance Advisory role and provide guidance to all Council members including senior management.
- Administrative and Meeting Attendance, Drafting of Minutes
- Assist with annual drafting of the year planner to ensure synergy between the Council and Executive Management as well as all Committees.
- Draft agendas in liaison with Chairpersons and Registrar for input and expansion.
- monitor action items to ensure that items which are carried forward are included in the next agenda.

- Ensure that minutes of all meetings, Council meetings and the meetings of any committee of Council, are signed and pasted in the relevant books.
- Electronic packs compilations and circulation
- Ensure that minutes are signed by the Chairperson on approval.
- Round-Robin Resolutions
- Obtain and maintain Council Members' Declarations of Interests, personal address, and contact information.
- Governance Risk Management
- Prepare a write-up on the governance section for the organization.
- Participate in the proofreading process of the annual reports.
- Council and Committee Evaluation
- Councilors' Training and Induction
- Board Effectiveness Check

SACPCMP has the following committees in place.

Description
Council
Audit and Risk Committee
Finance Committee
Human Resources, Nomination and Remuneration Committee
Social and Ethics Committee
Regulatory Matters
Investigation Committee
ICT Steering Committee
Disciplinary Tribunal
Council Appeals

While the Council and Committees of Council ordinarily meet on a quarterly basis, special meetings may be convened from time to time when deemed necessary.

3 MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

Registration and good standing status of firm and team with:

- 3.1 A professional qualification from the Institute of Chartered Secretaries and Administrators SA (ICSA) is an added advantage.
- 3.2 At least 5 years' track record as a firm providing Secretariat consulting work.
- 3.3 Experience gained in a similar environment to the SACPCMP will be advantageous.
- 3.4 The firm, partner, manager, and team should be free of any conflicts of interest related to the provision of the services required.
- 3.5 At least three recent (not older than 3 years) written and contactable references from clients that you provided Secretariat consulting services to.

- 3.6 A brief Profile of the Service Provider in terms of composition of the team and its experience.
- 3.7 The Service Provider must develop a Project Plan showing the Methodology and Approach in executing the Project.
- 3.8 The Service Provider should consider Organizational trends and benchmark the approach.
- 3.9 The Resource Plan: Proposed Team, Qualifications, Experience of Team and Proposed days to deal with each milestone.

4. BID EVALUATION PROCESS

The evaluation of quotations will be conducted in **three stages**:

- i. **Stage 1 – Administrative Compliance**
- ii. **Stage 2 – Functionality (Technical Evaluation)**
- iii. **Stage 3 – Price and Specific Goals (80/20 Preference Point System)**

Only bidders who successfully pass each stage will proceed to the next stage.

STAGE 1: ADMINISTRATIVE COMPLIANCE

During this stage, bids will be evaluated for compliance with the submission requirements.

Bids will be disqualified if the following documents are not submitted.

Requirements	Status
1. Compliant and Valid Tax Clearance Certificate	Mandatory
2. CSD Registration Report	Mandatory
3. Completed Pricing Schedule	Mandatory
4. Completed and signed SDB 4 (Declaration of Interest)	Mandatory
5. Completed and signed SDB 6.1. (Preferential Points Form)	Preferential Points.

Bidders who fail to submit the above documentation will be disqualified from further evaluation.

STAGE 2: FUNCTIONAL REQUIREMENTS

Area of Review	Points
Company Experience	
Experience, knowledge and technical expertise, including track records of undertaking work of this similar nature: 10 years+ = (30 Points) 7 – 9 Years = (20 Points) 5 – 7 Years = (15 Points) 0 – 4 Years = (10 Points) Bidder must demonstrate experience in: Company secretariat services.	30
Methodology	

Detailed Methodology and Project plan	20												
Define project plan in 3 areas (15) - Strategic support – Governance risk and compliance management (5 Points) - Board effectiveness – Governance planning, training, and evaluations (5 Points) - Administrative – Administration of board and committee meetings (5 Points) Project Plan including Lead Time and Delivery Schedule -In line with planned dates (5 Points)													
Proposed team and relevant experience													
Composition of project team - Proposed Project Senior Manager - (Governance risk and compliance management) (Strategic support) (5 Points) - Proposed Project Manager - (Board effectiveness, evaluations and advisory) (3 Points) - Proposed Project administrator - (Administrative support) (2 Points) The experience of each proposed key resource will be evaluated individually based on the years of relevant experience in providing company secretariat and governance advisory services. The bidder must submit detailed CVs demonstrating the relevant experience of each proposed key resource. <table><tr><th>Key Resource</th><th>Minimum Requirement</th><th>Points</th></tr><tr><td>• Senior Manager</td><td>• At least 5 years</td><td>4</td></tr><tr><td>• Project Manager</td><td>• At least 5 years</td><td>3</td></tr><tr><td>• Project Administrator</td><td>• At least 5 years</td><td>3</td></tr></table> Bidders must submit. - An organogram of the proposed project team. - Copies of qualifications - A clear indication of each team member's role and responsibilities.	Key Resource	Minimum Requirement	Points	• Senior Manager	• At least 5 years	4	• Project Manager	• At least 5 years	3	• Project Administrator	• At least 5 years	3	20
Key Resource	Minimum Requirement	Points											
• Senior Manager	• At least 5 years	4											
• Project Manager	• At least 5 years	3											
• Project Administrator	• At least 5 years	3											
Professional accreditation													
The Senior manager and Manager must have a Professional membership or designation with the Chartered Governance Institute of Southern Africa (CGISA) or an equivalent recognised professional governance body - Senior Manager = (5 Points) - Manager = (5 Points)	10												
Reference Letters													

The bidder must submit details of at least three (3) contactable references letters for similar work undertaken:	20
• 3 – Written reference received 20 • 2 - Written reference received 10 • 1 - Written reference received 05 • 0 - Written reference received 0	
SACPCMP reserves the right to verify any references provided.	
Total/Maximum points	100
Total points required to move to next level	70

STAGE 3: PRICE AND SPECIFIC GOALS

Bidders who achieve **70 points or more for functionality** will proceed to the final evaluation stage.

The **80/20 preference point system** will apply in accordance with the **Preferential Procurement Regulations, 2022**

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMES	5

4. PROPOSAL

Emailed proposal should be submitted by **16h00 on 14 August 2026** to the following email addresses: tenders@sacpcmp.org.za

These requirements are only minimum requirements. It is required that the service provider familiarise himself/herself with the details of the services/ supplies to be able for him/her to submit a proposal in accordance with requirements. The proposed price must be in South African Rands and be inclusive of 15% VAT if VAT registered vendor.

- Bidders must submit quotes in the bidder`s letter head.

Description	Quantity	Unit Price	TOTAL (ZAR)
Council and Committees Support. - Administration of board and committee meetings			R
Governance Support - Governance risk and compliance management			R
Board effectiveness - Governance planning, training and evaluations			R
Governance Advisory			R
Total Bid Amount (Exc VAT)			R
Value Added Tax			R
Total Bid Amount (Inc VAT)			R

NB: The validity period for this BID should be at least three (3) Months from the date of submission.

5. SPECIAL CONDITIONS

- 6.1. All enquiries must be made in writing to tenders@sacpcmp.org.za, and will be responded to, during office hours between 09h00 and 16h30.
- 6.2. SACPCMP reserves the right not to consider any proposal not fully completed.
- 6.3. By accepting taking part in the proposal process, you agree to keep in confidence all information imparted to you about the proposal process, not to disclose it to third parties, and not to use it for other purposes than the proposal.
- 6.4. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 6.5. A copy/s of any affiliations, memberships and/or accreditations that support the submission should, if any available, be included in the proposal.
- 6.6. SACPCMP is entitled to:
 - 6.6.1. Amend any BID conditions, validity period, specifications, or extend the closing date and/or time of BIDs before the closing date. All Respondents, to whom the BID documents have been issued, will be advised in writing of such amendments in good time.
 - 6.6.2. Verify any information contained in a proposal.
 - 6.6.3. Not appoint any bidder, if not deemed necessary.
 - 6.6.4. Vary, alter, and/or amend the terms of this BID, at any time prior to the Finalizations of its adjudication hereof.
 - 6.6.5. Disqualify proposals that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
 - 6.6.6. Not accept the lowest proposal or any proposal in part or whole. The SACPCMP awards the contract to the bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to the SACPCMP.
 - 6.6.7. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement within 30 (thirty) days from the appointment date,

the SACPCMP shall be entitled to appoint the contractor who was rated 2nd (second), and so on.

6.6.8. Cancel or withdraw from this BID as a whole or in part without furnishing reasons and without attracting any liability.

6.6.9. This proposal and its acceptance shall be subject to the terms and conditions contained in this BID document.

6. **General Conditions of Contract**

General Conditions of Contract (GCC) as per National Treasury will apply. Service providers must familiarise themselves with these conditions as they will be applicable throughout the contract period.

7. **Evaluation Criteria**

Proposals received will be evaluated according to the prescriptions of the Preferential Procurement Regulations of 2022 and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

8. **Contract Management**

The Service Provider will be required to sign a Standard Contract based on the duration and value of services.

Authorised Bidder's Signature

Date

PLEASE NOTE

1. Any proposal submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your proposal include **ALL** the above aspects of the BID.
3. **ALL PROPOSALS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Proposal **in the Supply Chain Management Department**.
4. The SACPCMP reserves the right to cancel the procurement process at any time without notice and not issue the order.
5. Conditional proposals will be subjected to SACPCMP acceptance and approval processes.
6. The SBD forms shall be valid for twelve (12) months from the date submitted. The onus will rest with the service provider who has been awarded the services to inform SACPCMP of any changes to the information provided on such SBD forms. Failure to do so will result in misrepresentation of facts/ information and may result in SACPCMP terminating the service or contract.
7. Payment terms: compliant invoices will be processed within 30 days after receipt.

FOR OFFICE USE ONLY

COMPANY STAMP

RECEIVED BY: _____

SBD 6.1

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/ proposals:

- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals

1.4 The maximum points for this bid/ proposal are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender

1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

2. DEFINITIONS

Black People”	has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.
“Disability”	means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Highest acceptable tender”;	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
Historically Disadvantaged Individual (HDI)”	means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI
People with disabilities”.	In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment
Price”	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
SMMes”	means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct

	business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or sub sector of the economy mentioned in Column I of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
"Specific goals"	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
"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;
Youth"	means persons between the ages of 14 and 35 as the National Youth Development Agency Act 54 of 2008.

- (a) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations.
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B- BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \square \square \frac{Ps - Pt}{Ps - Pmin} \square & & \square \square \frac{Ps - 90 \square 1 - Pt}{Ps - 90 \square 1 - Pmin} \square \\
 \\
 \square \square \frac{Ps - 80 \square 1}{Ps - Pmin} \square & \mathbf{or} & \square \square \frac{Ps - Pmin}{Ps - Pmin} \square \\
 \square & & \square \square
 \end{array}$$

Where-

Ps	=	Points scored for price of bid under
Pt	=	Price of bid under consideration
Pmin	=	Price of lowest acceptable bid

4.1 POINTS AWARDED FOR SPECIFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10

More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5
TOTAL	100

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor:(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

YE	☐	NO	☐
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7.1.1. If yes, please indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE (***Tick applicable box***)

YE	☐	NO	☐
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company name firm.....
- 8.2 VAT registration number.....
- 8.3 Company registration number.....
- 8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS:

ANNEXURE 2

SBD 6.1

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids/ Quotations:
- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) Specific goals

The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender

1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

2. DEFINITIONS

Black People"	has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.
"Disability"	means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Highest acceptable tender";	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
Historically Disadvantaged Individual (HDI)"	means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI
People with disabilities".	In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment
Price"	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
SMMEs"	means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is

	predominantly carried on in any sector or sub sector of the economy mentioned in Column I of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
"Specific goals"	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
"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;
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- (a) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations.
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B- BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \frac{Ps - P_{\min}}{P_{\min}} \times 80 & \text{or} & \frac{Ps - P_{\min}}{P_{\min}} \times 90
 \end{array}$$

Where-

Ps	=	Points scored for price of bid under
Pt	=	Price of bid under consideration
Pmin	=	Price of lowest acceptable bid

POINTS AWARDED FOR SPECIFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference	Number of points claimed (80/20 system) (To be completed by the tenderer)

More than 30% black shareholding or owned enterprise.	10	
More than 30% woman or women shareholding or owned enterprise.	2	
More than 30% youth shareholding or owned enterprise.	2	
More than 30% of people living with disability shareholding or owned enterprise.	1	
RDP Goals		
SMMEs	5	
TOTAL	100	

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor:(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

YE	☐	NO	☐
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7.1.1. If yes, please indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE (***Tick applicable box***)

YE	☐	NO	☐
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ☒	QSE ☐
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Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company name firm.....
- 8.2 VAT registration number.....
- 8.3 Company registration number.....
- 8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS: