



REQUEST FOR QUOTATION (RFQ)

RFQ NO: 018/2026/EWSS/LAPTOP/RFQ

APPOINTMENT OF A SERVICE PROVIDER TO PURCHASE LAPTOPS, DOCKING STATIONS, KEYBOARD & MOUSE COMBO, LAPTOP CHARGERS

DESCRIPTION:	Appointment of a Service Provider to purchase Laptops, Docking stations, Keyboard & Mouse Combo, Laptop Chargers
DURATION:	3 Years
PROPOSED BID PROCESS:	RFQ
DIVISION UNIT:	IT
ISSUE DATE:	8 June 2026
CLARIFICATIONS DEADLINE:	10 June 2026 @ 11:00 a.m.
CLOSING DATE:	12 June 2026 @ 13:00 p.m.
RFQ VALIDITY PERIOD	30 Days (from RFQ closing date)
SUBMISSION OF PROPOSALS:	tenders07@tcta.co.za
ENQUIRIES	tenders07@tcta.co.za

BACKGROUND

This request for 14 laptops is driven by the immediate operational need to maintain business continuity and support workforce onboarding. The warranty on the existing laptop fleet expired in March 2026, increasing the risk of delays in resolving hardware failures and limiting the availability of reliable replacement devices. The requested laptops will therefore be used as spares to support users whose devices fail or require replacement, and to equip new employees expected to start before September 2026.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

TCTA intends to appoint a reputable, well-resourced, experienced accredited ICT partner to provide Laptops, Monitors, accessories, warranty, and support for a period of three years to replace the current desktop and laptop equipment.

1. SCOPE OF WORK

The planned units listed in Table 1 and the specifications set out in **ANNEXURE A, B & C** must be delivered within four to six weeks of the TCTA purchase order date, or as otherwise agreed with TCTA, as follows:

Table1 - The quantities to be provisioned as follows

Description	Quantity
Minimum 13.3" Laptops (including port Replicator/Docking station, external Keyboard and mouse, laptop bag)	14
27" Desktop Screens	14
Keyboards & Mouse	10
Laptop chargers (similar AC adaptor that's in box for laptop)	10

All equipment in Table 1 above must be of the same brand.

Images to be bundled at factory with the following:

- Basic (Operating System – Windows 11 64 Bit Enterprise (25H2 or higher) and drivers relative to the proposed equipment to be supplied.
- The responsibility for delivering a working solution shall reside with the Supplier, not the end user. The Supplier shall be fully accountable for the system configuration, correct implementation of the final solution, service, and support.

Bidders must specify the recommendation in the allocated description box as per **Annexure A**. Bidders to provide a central portal where devices are registered and can be managed (warranty status, security, analytics, remediations etc).

2. SUPPORT

- Turnaround time to be strictly 48 hours for Repairs/Replacements of faulty equipment from time of call logged.
- The support is at 2nd Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Cnr Olievenhoutbosch Road and Jean Avenue, Highveld Extension 73, CENTURION or at an employee's place of residence within a 50km radius of TCTA. Employees outside of the radius will be required to bring the equipment to TCTA so that the repair/replacement can be attended to.

COMPANY EXPERIENCE REQUIRED

The Bidder is required to provide proof of Original Equipment Manufacturer (OEM) or Distributor Accreditation (Letter or Certificate.) TCTA reserves the right to verify the authenticity of the accreditation letters or certificates with the OEM.

The bidder must submit at least 2 signed reference letters on their clients' letterheads with contactable details in respect of the supply and delivery of laptops and / or desktops. Alternatively, the bidders may complete and sign Annexure D.

PERSONNEL EXPERIENCE REQUIRED

N/A

DELIVERABLES

- a) To provide Laptops, Desktop, Monitors, accessories, warranty and support for a period of three years.
- b) A cloud managed solution for device to remotely configure and secure the Bios, enforce authentication and deploy updates.
- c) Fully completed pricing schedule.

RETURNABLES

MANDATORY

Valid certificate indicating the bidder's partnership with the OEM or Distributor

Fully completed pricing schedule as provided in the RFQ document. Bidders may not modify or reproduce the pricing schedule provided in the RFQ document.

Two (2) signed reference letters on their clients' letterheads with contactable details in respect of the supply and delivery of laptops and / or desktops. Alternatively, the bidders may complete and sign Annexure D.

NON-MANDATORY

SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed.

A valid BBBEE Certificate issued by a Verification Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Consolidated BBBEE for Joint Venture tenderers issued by Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE **(Refer to Annexure J & K). Bidders must complete one of the Sworn Affidavit applicable to their company (EME/QSE). No points will be awarded if the bidders' Sworn Affidavit does not comply with the minimum requirements for Valid Sworn Affidavits outlined in ANNEXURE F.**

CSD Registration Report

BIDDERS WHO FAIL TO SUBMIT ANY MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED FOR FURTHER EVALUATION.

SPECIFIC GOALS

The below table will be used to calculate the score out of 20 for preference points: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Any bidder who fails to meet the specific goals will not be disqualified from the process and will score 0 for Specific Goals. NB - Bidders must submit valid certified copies of their B-BBEE Certificates/Sworn Affidavits which stipulates their B-BBEE Status Level of Contributor to claim preference points. Furthermore, no points will be awarded if the bidders' Sworn Affidavit does not comply with the requirements outlined in ANNEXURE F. Where a B-BBEE Certificate is issued by a withdrawn verification agency, no points will be awarded as the B-BBEE Certificate will be deemed invalid.

Preferential Points Calculation - The weighting of the Preferential points calculation is as follows:

Price = 80
 Specific Goals = 20
 Total Score = 100

TERMS AND CONDITIONS

TCTA'S Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to award this bid in accordance with its standard Conditions of Bid.

ANNEXURES

A	TECHNICAL SPECIFICATIONS FOR DEVICES
B	TECHNICAL SPECIFICATIONS FOR ACCESSORIES
C	TECHNICAL SPECIFICATIONS FOR EXTERNAL 27" DESKTOP
D	COMPANY EXPERIENCE
E	PRICING SCHEDULE
F	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
G	SBD 1 – INVITATION TO BID
H	SBD 4 – BIDDERS DISCLOSURE
I	SBD 6.1 – IN TERMS OF PPR 2022
J	ICT SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
K	ICT SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

ANNEXURE A - TECHNICAL SPECIFICATIONS FOR DEVICES

Description	13.3" Laptops	Specify make and model of recommendation	Requirement met Insert (Y/N)
CPU	Intel® Core™ Ultra 7 (12M Cache, up to 5.20 GHz)		
Memory	64GB DDR5		
Graphics	Intel® Graphics		
Hard Disk (256GB Min)	512 GB PCIe NVMe SSD		
Keyboard	Full-sized, spill-resistant backlit keyboard featuring a durable keycap coating designed to resist long-term oil wear, shine, and letter print fading.		
Security	TPM 2.0 Hardware-enforced isolation for web browsing and office productivity files via micro-VM containers Embedded, third-party-certified security controller for automated BIOS self-healing from a hardware-isolated 'golden copy. Hardware-embedded automated OS recovery capable of rebuilding the system via a network connection even from a blank drive.		
Fingerprint Reader	Sensor		
Warranty	3-year standard OEM warranty.		
Display Size	Minimum 13.3" Full High Definition (FHD) Anti-Glare TouchScreen		
Pointing Device	Clickpad		
Ports	2x Thunderbolt 4 (USB Type-C		

Description	13.3" Laptops	Specify make and model of recommendation	Requirement met Insert (Y/N)
	40Gbps, supporting USB Power Delivery and DisplayPort 2.1) 1x USB Type-C 10Gbps signaling rate (supporting USB Power Delivery and DisplayPort 1.4) 1x USB Type-A 5Gbps signaling rate (powered/supporting charge out) 1x Native HDMI 2.1 port 1x Stereo headphone/microphone combo jack		
Webcam/Camera	5MP or Higher		
Sound	Integrated dual-array microphones with AI-driven noise reduction, paired with dual stereo speakers utilizing discrete amplifiers.		
WLAN	Wi-Fi 7, WLAN & Bluetooth		
Battery Life	8 hours		
External Keyboard and mouse	Wireless full-size keyboard + optical mouse		
Docking Station/Port Replicator	USB C to host (charging + connectivity) AC power in HDMI + DisplayPort, VGA preferred USB 3 Type A (at least 3) 100/1000 Ethernet Port		
Chassis Security Sensors	Integrated hardware-enforced Tamper Lock system		
Laptop Bags	Backpack (3 compartments + 2 pockets)		

ANNEXURE B - TECHNICAL SPECIFICATIONS FOR ACCESSORIES

Description	13.3" Laptops		
External Keyboard and Mouse	Wireless full-size keyboard + optical mouse		
Laptop chargers	similar AC adaptor that's in box for laptop		

ANNEXURE C - TECHNICAL SPECIFICATIONS FOR EXTERNAL 27" DESKTOP SCREENS

Description	Desktop Screens
Warranty	3-year standard OEM warranty.
Physical Security Features	Security lock-ready
Connectivity	1 x DisplayPort™ 1.2 1 x HDMI 1.4 1 x USB-B 4 x USB-A 3.2 Gen 1
Display Features	Panel Type: IPS Size: 27-inch (68.6 cm) Refresh Rate: 75 Hz Response Time: 5ms GtG (with overdrive) Brightness: 300 nits Color Gamut: 99% sRGB Other: anti-glare screen, 3-sided micro-edge bezel.
Resolution	1920 x 1080

ANNEXURE D - COMPANY EXPERIENCE

CLIENT NAME (The client company that services were provided to)	DESCRIBE THE PROJECT SCOPE	Start Date (date, month & year) mm/yyyy	End Date (date, month & year) mm/yyyy	NAME & SURNAME OF CONTACT PERSON	DESIGNATION OF CONTACT PERSON	CONTACT DETAILS
For Example: ABC Company	Supply and delivery of laptops and / or desktops	1 June 2025	5 June 2025	John White	SCM Manager	Johnw@abc.co.za 011 111 1111
1.						
2.						
3.						
4.						

NB: The above will not be considered if the details in respect of the required minimum number of references are not provided in full. Refer to the above example for ease of reference.

SIGNATURE: NAME OF BIDDER.....(of person authorised to sign on behalf of the bidder

By signing above, the bidder declares that the information provided is true and correct.

ANNEXURE E: PRICING SCHEDULE

MANDATORY REQUIREMENTS – PRICING SCHEDULE AS PER ANNEXURE A, B & C

NO	Description	Quantity	Unit Price	Total Price (Excl VAT)
1	Minimum 13.3" Laptops (including port Replicator/Docking station, external Keyboard and mouse)	14	R	R
2	27" Desktop Screens	14	R	R
3	Keyboards & Mouse	10	R	R
4	Laptop chargers	10	R	R
SUB-TOTAL EXCLUDING VAT				R
VAT@15%				R
TOTAL BID PRICE INCLUSIVE OF VAT				R
Note: The above pricing will include support for the 3-year period.				
State the % of the contract which will be subject to the exchange rate variation				

ANNEXURE F: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	018/2026/EWSS/LAPTOP/RFQ	CLOSING DATE:	12 JUNE 2026	CLOSING TIME:	13:00 P.M.
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PURCHASE LAPTOPS, DOCKING STATIONS, KEYBOARD & MOUSE COMBO, LAPTOP CHARGERS
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

tenders07@tcta.co.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	RECEIVING OFFICER
TELEPHONE NUMBER	N/A
FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tenders07@tcta.co.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	RECEIVING OFFICER
TELEPHONE NUMBER	N/A
FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tenders07@tcta.co.za

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B

TERMS AND CONDITIONS FOR BIDDING

3. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

4. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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**

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.

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.

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

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);

1.2 **To be completed by the organ of state**

- 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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.)

CRITERIA OF SPECIFIC GOALS	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE-LEVEL		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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:	
	
	

ANNEXURE J: SWORN AFFIDAVIT– B-BBEE EXEMPTED MICRO ENTERPRISE - ICT

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a ☐ Member ☐ Director ☐ Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name <i>(If applicable)</i>	
Registration Number:	
Vat Number <i>(If applicable)</i>	
Nature of Business	
Enterprise physical address	
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians– (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”

3. I hereby declare under Oath that:
 - The Enterprise is _____% **Black Owned** using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% **Black Female Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - I hereby confirm the above ownership was achieved using the flow through principle.

Definition of “Black Designated Groups”	“Black Designated Groups mean: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011.”
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4. The Enterprise is _____ % **Black Designated Group Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

• **Black Designated Group Owned % Breakdown** as per the definition stated above:

- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas _____ %
- Black Military Veterans % = _____ %

• Based on the ☐ Financial Statements ☐ Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

• Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
More than 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6. The affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & Stamp

Date:

ANNEXURE K: SWORN AFFIDAVIT– B-BBEE Qualifying Small Enterprise - ICT

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a ☐ Member ☐ Director ☐ Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name <i>(If applicable)</i>	
Registration Number:	
Vat Number <i>(If applicable)</i>	
Nature of Business	
Enterprise physical address	
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians– (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”

3. I hereby declare under Oath that:
 - The Enterprise is _____% **Black Owned** using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% **Black Female Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - I hereby confirm the above ownership was achieved using the flow through principle.

Definition of “Black Designated Groups”	“Black Designated Groups mean: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011.”
--	---

4. The Enterprise is _____ % **Black Designated Group Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

• **Black Designated Group Owned % Breakdown** as per the definition stated above:

- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas _____ %
- Black Military Veterans % = _____ %

• Based on the ☐ Financial Statements ☐ Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million).

• Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
More than 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6. The affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & Stamp

Date: