REQUEST FOR QUOTATION (RFQ)

RFQ NO: 042/2026/IA/PROBITY/RFQ

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT PROBITY AUDITS FOR TCTA INTERNAL AUDIT (IA) FUNCTION ON AN "AS AND WHEN REQUIRED" BASIS

DESCRIPTION:	Appointment of a service provider to conduct Probity Audits for TCTA Internal Audit (IA) Function on an "as and when required" basis.
DURATION:	6 Months
PROPOSED BID PROCESS:	RFQ
DIVISION UNIT:	Internal Audit
ISSUE DATE:	31 July 2026
CLARIFICATIONS DEADLINE:	6 August 2026 @ 13:00 p.m.
CLOSING DATE:	12 August 2026 @ 11:00 a.m.
RFQ VALIDITY PERIOD	30 Days (from RFQ closing date)
SUBMISSION OF PROPOSALS:	tenders07@tcta.co.za
ENQUIRIES	tenders07@tcta.co.za

BACKGROUND

In terms of section 51(1)(a)(iii) of Public Finance Management Act (PFMA), an Accounting Authority for a public entity must ensure that the public entity has and maintains an appropriate procurement system which is fair, equitable, transparent, competitive and cost- effective.

In order to ensure the integrity of the supply chain procurement (SCM) processes and to also provide assurance to the Accounting Authority, Bids/Tenders procurement processes must be subjected to a Probity Audit in accordance with the TCTA Delegation of Authority.

TCTA seeks to appoint an experienced service provider to conduct Probity Audits based on requests from the Procurement Department and provide an independent opinion of the procurement processes on the

fairness, transparency, and absence of bias towards a predetermined outcome, on behalf of TCTA Internal Audit Function. The duration of the Probity Audits is estimated at six (6) months.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

The TCTA Internal Audit (Requesting Division) requires assistance from the appointed Service Provider. The Service Provider will be required to provide independent Probity Audits of high-value procurement items for corporate and infrastructure goods and services, as per the 2026/27 approved Internal Audit Plan. The scope of work includes the following:

1. SCOPE OF WORK

1.1 Conduct Probity Audits for Infrastructure and Corporate Goods & Services, for high-value procurement items in line with the TCTA Operational Delegation of Authority.

1.2 The probity auditors must work closely with the allocated Procurement Specialist and operate within timelines prescribed by TCTA.

1.3 The probity auditors must produce audit reports to Procurement, the Requesting Division, Bid Committees, Management and Governance structures stating whether procurement processes were adhered to throughout the procurement process.

1.4 Provide probity audit reports at each stage of the procurement process, being the Bid Specification stage, Bid Evaluation stage and be available to the Bid Adjudication Committee if required.

1.5 Issue well-documented consolidated final probity audit reports, free of grammatical errors, discussed with relevant stakeholders and covering all relevant phases and management action plans for findings raised. The final report must be issued within five (5) working days after receipt of award confirmation to the Chief Financial Officer, the relevant Executive and Manager for the Requesting Division, Senior Manager: Procurement, Manager: Acquisitions and the Procurement Specialist.

2. DETAILED PROBITY REVIEW PROCESS

The Probity Audit must be conducted in a structured approach from planning, execution and reporting stages in accordance with the TCTA Probity Review Procedure. The probity auditors must provide reasonable assurance, to Procurement, the Requesting Division, BSC, Management and governance structures on whether procurement processes were adhered to, throughout the procurement process. For each bid reviewed the following detailed probity review process must be followed:

2.1 Bid Specifications

2.1.1 Review the bid specification documents, Request for Bid, and all other documentation available at the bid specification stage, to determine if they are drafted in line with relevant procurement legislation

and TCTA Procurement Policy and Procedure Manual for Goods and Services requirements, and the strategic and operational delegation of authority.

2.1.2 Meet with the relevant role players to discuss and obtain input on the objectives and scope of the Probity Audit.

2.1.3 Attend Bid Specification Committee (BSC) meeting invited to, as observers, and provide clarity on the matters raised on the bid document, if requested to do so.

2.1.4 Verify that improvement areas raised have been addressed in the final Bid document to be advertised.

2.1.5 Submit the 1st level draft probity review report on the RFB to the Procurement Specialist and other delegated TCTA officials for discussion of issues raised, and source action plans and responses or clarity, questions should be addressed as they arise.

2.1.6 Issue the final Bid Specification Phase Probity Report together with the bid specification document on which the Probity Report was based.

2.2 Advert

2.2.1 Review the bid advertisement to verify that the bid is advertised in line with applicable legislative prescripts and the TCTA Procurement Policy.

2.3 Briefing Session

2.3.1 Verify that the briefing session, if planned, is conducted in line with the applicable legislation.

2.3.2 Review the briefing session presentation.

2.3.3 Verify that a briefing session is held as per the Request for Bid (RFB), and that adequate minutes of the briefing session are documented and approved.

2.3.4 Verify that an attendance register is completed.

2.4 Bid Closure

2.4.1 Verify that the bid closure is conducted in line with the applicable current legislation.

2.4.2 Review the bid closure process and verify that no bids are received after the closing date and time.

2.4.3 Verify that all bids received within the deadline are recorded in the Bids Register.

2.5 Opening of the Bids

2.5.1 Verify that the opening of bids is conducted in line with the applicable legislation.

2.5.2 Determine if all bids are opened in the presence of at least two officials.

2.5.3 Verify that all bids received are recorded in the Bid Opening Register.

2.6 Evaluation

2.6.1 Verify that all Bid Evaluation Committee (BEC) members were duly appointed.

2.6.2 Review the bid responses received from bidders who submitted bids on time, to determine if their submissions are in line with the RFB issued by TCTA and all other addenda, if any.

2.6.3 Verify that the BEC operated in line with the relevant Terms of Reference (TOR) as advertised and in line with legislative prescripts.

2.6.4 Review the technical evaluation report prepared by the BEC for presentation to the Bid Adjudication Committee (BAC) and verify the completeness and accuracy of the process. Verify its alignment to the TOR in the RFB and the evaluation results.

2.6.5 Review the final evaluation report from BEC to verify that it is unbiased and that there is no undue influence on the outcome by any BEC member.

2.6.6 Verify that the declaration of potential conflict of interest is disclosed for the following relevant parties, among others:

2.6.6.1 Directors from the recommended bidder.

2.6.6.2 TCTA Procurement staff involved in the bid.

2.6.6.3 TCTA BSC, BEC and BAC Members.

2.6.6.4 TCTA employees involved in this bid.

2.6.7 Issue the draft and final Bid Evaluation Phase Probity Report together with the final evaluation report from BEC on which the Probity Report was based.

2.6.8 Attend BAC meeting invited to, as observer, and provide clarity on the matters raised on the evaluation process, if requested to do so.

2.7 **Adjudication, Negotiation and Contracting**

2.7.1 Probity Auditors are limited with regards to adjudication, negotiation and contracting bid processes and these would form part of the probity process only if specifically requested.

2.7.2 Once the BAC has approved the award to the successful bidder, this will serve as the last step of the Probity Review process.

2.8 **Reporting**

2.8.1 A consolidated final probity review report, including all the relevant phases, must be issued 5 working days after receipt of the Award confirmation, to the Chief Financial Officer, the relevant Executive and manager for the Requesting Division, Senior Manager: Procurement, Manager: Acquisitions and the Procurement Specialist.

3. RELEVANT LEGISLATION

3.1 Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999),

3.2 National Treasury Regulations and Instruction Notes,

3.3 Preferential Procurement Policy Framework Act 5 of 2000,

3.4 Preferential Procurement Regulations 2022,

3.5 TCTA Procurement Policy for Goods and Services.

3.6 TCTA Probity Review Procedure.

COMPANY EXPERIENCE REQUIRED

The bidder must demonstrate a proven track record of performing Probity Audits/Reviews on procurement processes in the private and/or public sector. Bidders must submit at **least one (1) duly signed reference letter** in the provision of probity audit/review services performed within the past five (5) years. ***(*Bidders *are required to submit duly signed reference letters on their clients' letterheads with contactable details and scope of work in the provision of Probity Audit/Review Services rendered in the past 5 years to score additional points)***

PERSONNEL EXPERIENCE REQUIRED

Bidders must provide key personnel as follows:

X1 Project Leader must have the following:

- A minimum of 10 years' experience as a Project Leader Managing Audits of which 5 years must be Probity Audit/Reviews Services.
- A CIA or CA (SA) certification.

X1 Core Team Manager must have the following:

- A minimum of five (5) years working experience in the performance of Probity Reviews.
- Honours Degree (NQF Level 8) in the field of Accounting or Auditing.

X1 Core Team member must have the following:

- A minimum of 3 years' experience in performing Probity Reviews.
- Bachelor's degree (NQF Level 7) in the field of Accounting or Auditing.

NB:

Bidders must submit comprehensive CVs detailing the working experience in managing and performing Probity Reviews for all the key personnel.

For evaluation purposes, TCTA only requires three (3) CVs of key resources namely: Project Leader, Core Team Manager and Core Team Member. Therefore, bidders are required to submit ONLY THREE (3) CVs and clearly indicate the designations of the proposed resources as stipulated above.

DELIVERABLES

The Service provider must meet the following requirements and provide services in this nature:

1. Probity Audit

1.1 The Service Provider must ensure that all work is aligned to the TCTA Probity Review Procedure in approach and methodology.

1.2 Working papers will be the property of TCTA and thus must be handed to TCTA upon completion of audit tests.

1.3 The review process should end by producing a final consolidated probity report in the TCTA prescribed templates.

1.4 The report must outline the outcome of the review including audit findings, management action plans where necessary and an outline of the process followed when performing the review.

1.5 Make recommendations on the possible actions that need to be taken to correct the control weaknesses identified.

2. Independence and objectivity of the Probity Audit team

2.1 In carrying out the work, service provider team members will be expected to conduct themselves in accordance with the principles of ethics and professionalism as prescribed by the IIA.

2.2 The report must be finalised within one (1) working day following comments received from the Supply Chain Management.

3. Conflict of Interest and Restriction on Participation:

The appointed service provider, including its employees, subcontractors, affiliates, and associated entities, shall be prohibited from participating, either directly or indirectly, in the tender, quotation, proposal, or procurement process for which it has conducted probity audits **under this bid only**, or provided related advisory services on behalf of TCTA. This restriction is intended to maintain the independence, impartiality, and integrity of the procurement process and shall remain applicable for the duration of the assignment and any subsequent procurement process arising from the reviewed tender.

4. Continuity of Probity Audit Team

The Service Provider must guarantee the availability of the proposed key personnel throughout the allocated engagement, unless a replacement with similar or better competency is approved in writing by the duly authorised TCTA official.

RETURNABLES	
MANDATORY	**NON-MANDATORY**
<u>Company Experience Required</u> **The bidder must submit at least one (1) duly signed reference letter in the provision of probity audit/review services performed within the past five (5) years as a mandatory minimum requirement.** *(Bidders are required to submit duly signed reference letters on their clients' letterheads with contactable details and scope of work in the*	SCM Bidding Forms: SBD1, SBD 4 & SBD 6.1 must be fully completed and signed.

provision of Probity/Review Services rendered in the past five (5) years to score additional points)	
Key Personnel Experience & Qualifications Required **X1 Project Leader** • A Comprehensive CV of the Project Leader. • A CIA or CA(SA) certification **X1 Core Team Manager** • A Comprehensive CV of the Core Team Manager • Honours Degree (NQF Level 8) in the field of Accounting or Auditing. **X1 Core Team Member** • A Comprehensive CV of the Core Team member. • Bachelor's degree (NQF Level 7) in the field of Accounting or Auditing.	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 E and F). 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 A**.
The bidder must submit a fully completed Pricing Schedule as incorporated in the RFQ document. Bidders must not modify or reproduce the pricing schedule.	CSD Registration Report

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

FUNCTIONALITY CRITERIA		
CRITERION	**SUB-CRITERION AND SCORING METHODOLOGY**	**MAXIMUM POINTS**
Company Experience	• No signed reference letter submitted in the provision of probity audit/review services **= Disqualification** • One (1) signed reference letter in the provision of probity audit/review services **= 10 points.** • Three (3) signed reference letters in the provision of probity audit/review services **= 20 points.** • Five (5) signed reference letters in the provision of probity audit/review service **= 25 points.**	**25**
Project Leader Experience and Qualification	**Project Leader's Working Experience:** • Less than 10 years' experience as Project Leader managing audits, of which 5 years must be in probity audit/review services = **0 points.** • Ten (10) years' experience as Project Leader managing audits, of which 5 years must be in probity audit/review services **= 15 points.** • Eleven (11) or more years' experience as Project Leader managing audits, of which 5 years must be in probity audit/review services **= 20 Points**	**20**
	Project Leader's Qualification: • No relevant qualification submitted **= Disqualification.** • CIA or CA(SA) certification **= 15 points.**	**15**

Core Team Manager Experience and Qualification	**<u>Core Team Manager's Working Experience:</u>** • Less than 5 years' experience in performing probity audit/reviews **= 0 points.** • Five (5) years' experience in performing probity audit/ reviews **= 10 points.** • Six (6) or more years' experience in performing probity audit/ reviews **= 15 points.**	**15**
	<u>Core Team Manager's Qualification:</u> • No relevant qualification submitted **= Disqualification.** • Honours Degree (NQF Level 8) in Accounting or Auditing **= 5 points.**	**5**
Core Team Member Experience and Qualification	**<u>Core Team Member's Working Experience:</u>** • Less than 3 years' experience in performing probity reviews **= 0 points.** • Three (3) years' experience in performing probity reviews **= 10 points.** • Four (4) or more years' experience in performing probity reviews **= 15 points**	**15**
	<u>Core Team Member's Qualification:</u> • No relevant qualification submitted **= Disqualification.** • Bachelor's degree (NQF Level 7) in Accounting or Auditing **= 5 points.**	**5**
Total Points		**100**

BIDDERS MUST OBTAIN A MINIMUM OF 60 POINTS OUT OF 100 POINTS TO QUALIFY FOR EVALUATION ON PRICE AND SPECIFIC GOALS. BIDDERS THAT SCORE LESS THAN 60 POINTS FOR FUNCTIONALITY WILL BE DISQUALIFIED AT THIS STAGE.

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 A. 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	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
B	SBD 1 – INVITATION TO BID
C	SBD 4 – BIDDERS DISCLOSURE
D	SBD 6.1 – IN TERMS OF PPR 2022
E	SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
F	SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

PRICING SCHEDULE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT PROBITY AUDITS FOR TCTA INTERNAL AUDIT (IA) FUNCTION ON AN "AS AND WHEN REQUIRED" BASIS

Bidders must price as per the pricing schedule below:

NB: The below cost must be inclusive of all costs required to render the required services as per scope of work and deliverables as and when required.

No	Allocated Probity Audit Team Member	Rate Per hour (Rands)
1	Project Leader	R
2	Core Team Manager	R
3	Core Team Member	R
Total Rate per hour excluding VAT		**R**
VAT@15%		**R**
Total Rate per hour including VAT		**R**

PRICING INSTRUCTIONS

- If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.
- Price must be reflected Excluding and Including VAT.
- All prices must include disbursements.
- Prices must be firm and unconditional.

ANNEXURE A: 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.

ANNEXURE B **SBD 1**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**042/2026/IA/PROBITY/RFQ**	CLOSING DATE:	**12 AUGUST 2026**	CLOSING TIME:	**11: 00 A.M.**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT PROBITY AUDITS FOR TCTA INTERNAL AUDIT (IA) FUNCTION ON AN "AS AND WHEN REQUIRED" BASIS**				

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		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**RECEIVING OFFICER**	CONTACT PERSON	**RECEIVING OFFICER**
TELEPHONE NUMBER	**N/A**	TELEPHONE NUMBER	**N/A**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	tenders07@tcta.co.za	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

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

2.3.1 If so, furnish particulars:

……
……
……

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR

TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……	……
Signature	Date
……	……...
Designation	Name of bidder

ANNEXURE D **SBD 6.1**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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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:

80/20 **or** **90/10**

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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 E

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

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 (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
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;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (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 qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

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,
- 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 Audited Financial Statements/Financial Statements 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)	
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. 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.

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

Deponent Signature: _____

Date: _____

_____

Commissioner of Oaths
Signature & stamp _____
Date _____

ANNEXURE F

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

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 (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
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;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (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 qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

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,
- 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 Audited Financial Statements/ Financial Statements 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 Rands),

6. Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At Least 51% black owned	**Level Two** (125% B-BBEE procurement recognition level)	

4. 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.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date:_____

_____

Commissioner of Oaths
Signature & stamp
Date: