employment & labour
Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

UIF
WORKING FOR YOU

REQUEST FOR QUOTATION FOR THE SUPPLY AND INSTALLATION OF UIF SIGNAGE TO THE UNEMPLOYMENT INSURANCE FUND

(ERRATUM)

QUOTATION NUMBER	:	RFQ0004761
DATE ISSUED	:	2026-09-29
CLOSING DATE AND TIME	:	2026-10-29 at 11h00
BID VALIDITY PERIOD	:	90 Calendar days
BRIEFING SESSION	:	2026-10-08 at 10h00

DEPARTMENT ADDRESS : Unemployment Insurance Fund
ABSA TOWERS
Ground Floor
230 Lillian Ngoyi Street
Pretoria
0002

SPECIAL CONDITIONS/ MANDATORY REQUIREMENTS TO THE ABOVE RFQ:

- Compulsory Briefing session – To be held on site at 94 WF Nkomo building, Pretoria; failure to attend will lead to immediate disqualification.
- Bidders must have at least two (2) years of Experience in similar project/s.
- Bidders must provide at least two (2) reference letters of the similar project/ must be signed on the letterhead of the company/ official stamped and signed by the official not older than three (3) months.
- Vat vendors are encouraged to claim the Vat.
- Failure to quote on the provided SBD 3.1 will lead to immediate disqualification.
- Bidders must have CIDB grade – 2GB accreditation, attach certificate.
- Submission will be physical on two envelope system one for Functionality and the other for Price.
- According to PPPFA, the project will be evaluated on 80/20 points system.
- Bidders must ensure compliance with **SANS** 10085-1: 2004 or the most recent updated standard for scaffolding.

Detailed specification for no 94 Nkomo Street, UIF Building

The Mandate of the Unemployment Insurance Fund (UIF), as stated in the Unemployment Insurance Act, 63 of 2001 (as amended) is to register all employers in South Africa and pay those who qualify for unemployment insurance benefit.

Vision

A caring, accessible, and customer-centric UIF that contributes towards poverty alleviation.

Mission

Through multiple channels, we will deliver both financial and social relief to the right person at a right time, every time.

Indoor and outdoor signage will ensure that UIF claims space in the streetscape and the shared building. A service provider is required to make and install signage for the new UIF Head Office premises.

The winning bidder must supply UIF with the following branded items:

1. **Outdoor signage.**

Signs should be positioned to allow sufficient reaction time for drivers or pedestrians. Visual hierarchy is critical: prioritize essential information, use arrows and symbols consistently, and avoid clutter.

1.1 EXTERIOR BUILDING IDENTIFICATION / CORPORATE LOGO SIGNAGE

Item Specification:

- X2 3D UIF Logo – High quality aluminium
- X2 UIF Illuminated UIF logo signage

Colours: (C=0, M=0, Y=0, K=0), (C=96, M=94, Y=35, K=32), (C=11, M=100, Y=99, K=2)

Quality standards

- All weather resistant with a guarantee of 5 -10 years

Position

- Building (wall) at front entrance
- Upper left corner of building wall at Sophie de Bruin Street and upper right corner of building wall at W.F Nkomo Street
- Back of the W.F. Nkomo building

X2 3D NON-ILLUMINATED UIF LOGO

Item	Recommended specification
Signage	3D UIF corporate logo
Application	Permanent external building façade
Material	High-quality aluminium
Construction	Fabricated 3D dimensional logo
Thickness	Minimum 3 mm
Finish	UV-resistant exterior-grade powder coating
Colour	UIF corporate colours in accordance with approved CI Manual
Artwork	Official approved UIF corporate identity artwork
Cutting	CNC/laser precision cutting
Edge finish	Smooth, clean and professionally finished edges
Mounting	Concealed mechanical fixing system
Fixings	Stainless steel, corrosion-resistant
Brackets	Aluminium support brackets suitable for external application
Stand-off	Approximately 50–75 mm from façade, subject to site conditions
Façade compatibility	Suitable for installation on profiled/ribbed metal cladding
Weather resistance	Required
UV resistance	Required
Corrosion resistance	Required
Water resistance	Required for permanent outdoor exposure
Installation	Supply, delivery and professional installation included
Site measurement	Contractor to verify dimensions and façade profile before manufacture
Shop drawing	Required prior to production, indicating dimensions, fixing method and positioning
Artwork approval	Official UIF artwork/sample to be approved before production
Structural fixing	Fixing system to be securely anchored to suitable structural support
Workmanship	High-quality, neat and level installation with concealed fixings
Warranty	Minimum 3 years against manufacturing defects, coating failure, corrosion and premature deterioration

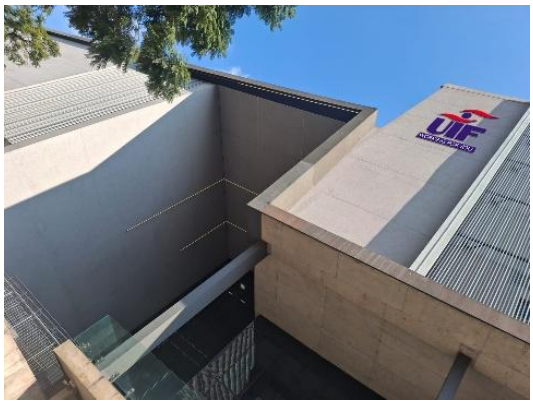
X2 UIF ILLUMINATED UIF LOGO SIGNAGE

Item	Specification
Sign type	Exterior building identification / corporate logo signage
Construction	Custom-fabricated, flush-mounted **illuminated sign**
Overall size	**Approximately 4.5 M (W) × 1.5 M (H)**
Face/background	High-quality **3 mm opal white acrylic** or equivalent UV-stable outdoor-grade translucent acrylic
Logo	UIF approved master logo, reproduced **exactly as supplied**; no distortion, redrawing or alteration
Logo colours	UIF corporate red and navy/blue, matched to the approved corporate identity artwork
Logo construction	Raised/3D fabricated acrylic logo elements, approximately **10–20 mm projection**, depending on final fabrication method
Illumination	**Internal LED illumination**, preferably energy-efficient white LED modules, providing an even halo/back-lit effect around the logo and lettering
LED specification	Outdoor-rated LED modules, minimum **IP65**, with suitable aluminium/metal backing and heat management
Lighting effect	Uniform white illumination with **no visible LED hotspots**, dark spots or uneven brightness
Backing/frame	Powder-coated aluminium or aluminium composite panel, outdoor-grade, in a neutral/dark finish compatible with the building façade
Depth	Approximately **50–80 mm overall** , subject to the selected LED and fabrication system
Electrical	Concealed wiring and suitably rated external LED power supply/driver; all electrical connections to comply with applicable South African electrical requirements
Mounting	Concealed mechanical fixing to building façade using appropriate corrosion-resistant anchors/fasteners
Finish	Premium architectural finish; edges neat, sealed and free from visible joints, burrs, scratches or fabrication defects
Weather resistance	Suitable for permanent outdoor exposure; UV-, moisture- and corrosion-resistant
Artwork	Supplier to use the **official approved UIF corporate identity/master artwork** supplied by the UIF
Installation	Supply, manufacture, delivery, installation, testing and commissioning to be included
Warranty	Recommend minimum **36-month workmanship warranty** and manufacturer's warranty on LED components
Maintenance	Sign to be designed to allow access to LED driver/power supply and replaceable components without damaging the façade

Prototypes

See attached prototype for Logos

Prototype 1



Prototype 2 (x2 logos on both sides)

Prototype 3

1.2) OUTDOOR ILLUMINATED OPERATING HOURS SIGNAGE BOARD

Description

Supply, deliver and install one (1) externally illuminated wall-mounted operating-hours signage board for outdoor application. The sign shall display operating hours and organisational branding (UIF logo) and shall be suitable for day and night visibility.

Item	Specification
Sign type	externally illuminated wall-mounted operating-hours signage board
Dimensions	4m x 500cm, and the depth must not exceed 80mm
Content:	UIF Logo, Mon- Friday Office Hours - 07h30 – 16h00 Sat – Sun and Public Holidays Closed

Sign Type	• Illuminated outdoor lightbox signage. • Single-sided display. • Wall-mounted installation. • Architectural slim-profile design with integrated LED perimeter illumination.
Materials	**Structural Frame** • Heavy-duty aluminium extrusion frame or powder-coated mild steel frame. • Minimum thickness: 2–3 mm. • Anti-corrosion treatment suitable for outdoor use. • Powder-coated finish in approved colour (black, charcoal grey or corporate colour).
Face Panel	• 5 mm UV-resistant opal acrylic (Perspex) or polycarbonate panel. • Shatterproof, weather-resistant material. • Suitable for illuminated graphics. • Uniform light diffusion without hotspots.
Graphics	• High-resolution translucent vinyl application. • UV-resistant digital print. • Corporate identity compliant artwork. • Weatherproof and fade-resistant for a minimum of 5 years.
Illumination	• Internal LED modules or LED strip lighting. • Warm white illumination (3000K–4000K) or approved equivalent. • LED lifespan: Minimum 50 000 operating hours. • Uniform light distribution across the entire sign face. • Energy-efficient system with low power consumption. • Automatic day/night sensor or timer switch where applicable.
Electrical Requirements	• Input voltage: 220–240V AC. • Electrical installation to comply with SANS electrical standards. • IP65-rated or higher electrical components for outdoor use. • Concealed wiring and waterproof connections. • Dedicated isolator switch.
Mounting and Installation	• Stainless steel brackets, bolts and fasteners. • Secure wall-mounted installation. • All fixings to be corrosion resistant. • Contractor to conduct site measurements prior to manufacture. • Contractor responsible for structural integrity and safe installation.
Weather Resistance	The signage shall be: • UV-resistant. • Water-resistant. • Dust-resistant. • Corrosion-resistant. • Suitable for all weather conditions.

Quality Standards	The sign shall comply with: • South African National Standards (SANS) for electrical installations. • Occupational Health and Safety requirements. • Local municipal signage regulations where applicable.
Warranty	• Minimum 12-month warranty on workmanship and installation. • Minimum 24-month warranty on LED components and electrical systems.
Deliverables	The successful bidder shall provide: • Final artwork and design approval. • Manufacture of signage. • Supply and installation. • Electrical connection and testing. • Maintenance instructions. • Warranty certificates.
Illumination	• Internal LED modules or LED strip lighting. • Warm white illumination (3000K–4000K) or approved equivalent. • LED lifespan: Minimum 50 000 operating hours. • Uniform light distribution across the entire sign face. • Energy-efficient system with low power consumption. • Automatic day/night sensor or timer switch where applicable.

Prototypes

- See attached prototype for business day and hours

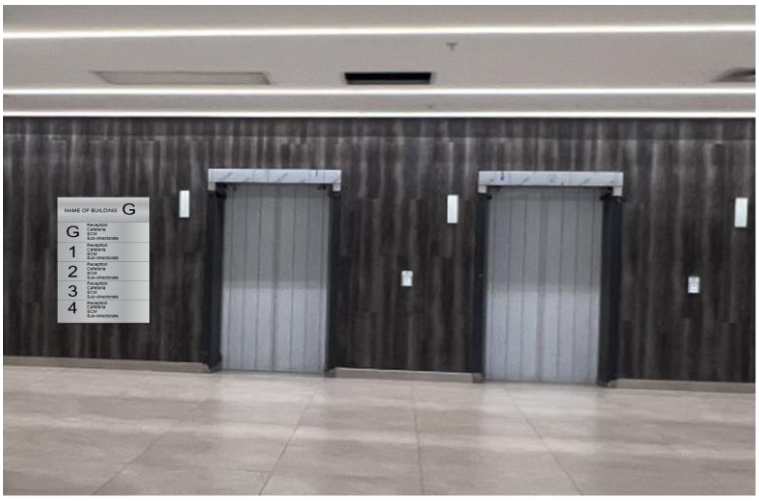
2. INTERNAL LIFT LOBBY / BUILDING FLOOR DIRECTORY SIGNAGE

Item Specification:

Specification	Recommended requirement
Sign type	Internal lift lobby / building floor directory signage
Purpose	To identify the directorates, units and/or services located on each floor and assist visitors with wayfinding
Recommended size	Approximately **1.2 m (W) × 1,6 m (H)** ; final size to be confirmed against available wall space
Substrate	**3 mm aluminium composite panel (ACP)** or equivalent premium rigid signage substrate
Alternative face	3 mm non-glare acrylic can be used as a face layer where a premium finish is required
Finish	High-quality smooth matt/satin finish to minimise glare from lobby lighting
Graphics	High-resolution digitally printed graphics or computer-cut vinyl, protected with a durable matt laminate
Header	UIF logo and wording such as **"DIRECTORY / FLOOR DIRECTORY"**
Layout	Clearly separated rows for **Ground Floor, Floor 1, Floor 2 … Floor 8**
Floor identification	Floor number to be prominently displayed, preferably in a dedicated column or colour block
Directorate names	Clear, concise names of directorates/units located on each floor (TO BE SUPPLIED)
Typography	Approved UIF corporate font/typography, where prescribed by the corporate identity manual
Lettering	Large, bold, high-contrast lettering suitable for viewing from the lift lobby
Colour	UIF corporate colours - grey and white used consistently with the approved corporate identity
Mounting	Flush wall-mounted using concealed mechanical fixing or suitable high-strength mounting system
Corners/edges	Neat, professionally finished edges; no sharp exposed edges
Accessibility	High contrast between text and background; tactile/raised lettering and Braille should be considered where required for accessibility
Durability	Scratch-, UV- and fade-resistant finish suitable for a high-traffic public building
Installation	Supplier to include manufacture, delivery, wall preparation, mounting, installation and final cleaning
Artwork	Artwork/layout to be submitted to UIF for approval before production
Content changes	Preferably designed as a modular system so that individual floor/directorate information can be changed without replacing the entire board

Prototype

NAME OF BUILDING G	
G	Reception Cafeteria SCM Sub-directorate
1	Reception Cafeteria SCM Sub-directorate
2	Reception Cafeteria SCM Sub-directorate
3	Reception Cafeteria SCM Sub-directorate
4	Reception Cafeteria SCM Sub-directorate



(Building height is approximately 20 X 50 meters).

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RQF0004761**	CLOSING DATE:	**29/10/2026**	CLOSING TIME:	**11H00**
DESCRIPTION	**SUPPLY AND INSTALLATION OF UIF SIGNAGE**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
ABSA TOWERS					
Ground Floor					
230 Lilian Ngoyi Street					
Pretoria, 0002					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Tshupetso Selole**	CONTACT PERSON	**Nokuthula Gidi**
TELEPHONE NUMBER	**012 337 1061/ 073 212 6073**	TELEPHONE NUMBER	**012 337 1192**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**Tshupetso.Selole@labour.gov.za**	E-MAIL ADDRESS	**Nokuthula.Gidi@labour.gov.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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	RE 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.

PARTB
TERMSANDCONDITIONSFORBIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE 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).**
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT 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: ……

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SBD 3.1

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING

NAME OF BIDDER: ..... BID NO.: **RFQ0004761**

CLOSING TIME **11:00** CLOSING DATE: **29/10/2026**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

Summary of pricing must be fully aligned with the specification as attached.

Description **As outlined in detail as per specification**	**Quantity**	**Unit Price incl. VAT**	**Total price inclusive of all applicable taxes**
3D UIF LOGO	**2**		
UIF ILLUMINATED UIF LOGO SIGNAGE	**2**		
OUTDOOR ILLUMINATED OPERATING HOUURS SIGNAGE BOARD	**1**		
INTERNAL LIFT LOBBY/ BUILDING FLOOR DIRECTORY SIGNAGE	**1**		
SCAFFOLDING	**1**		
Total		R	R

****Notes:**

The total amount of items combined should be indicated on the SBD 3.1 as:

Bidders must note of the following when preparing their price quotes for this RFQ:

1. The total price quoted, including VAT **MUST** be completed on the **SDB 3.1** document which is enclosed in the pack.
2. The total price quoted must be fixed for the duration of the contract.
3. All proposals must contain a pricing schedule.
4. The total fee as per pricing schedule as well as additional cost should be added together to arrive at the total that must be completed on the SDB 3.1 document which is enclosed in the pack.

SBD 4

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 interest[1] 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**

[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.*

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

2.2.1 If so, furnish particulars:

……

……

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

2.3.1 If so, furnish particulars:
…….

…….

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] 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.

[2] *Joint venture or Consortium means an association of persons for the purpose of combining their Expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.*

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

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

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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**

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

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**

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

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.)

The specific goals allocated points in terms of this tender	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)
Black women	8	
Black youth	6	
Black disability	1	
Companies complying with the elements of B_-BBEE (1-8)	5	

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: .....

.....

.....

Allocation of Specific goals to the bidders:

(i) Based on the 80/20 criteria for the 20 points allocation.

Allocation	Black woman Equity ownership	Black Youth Equity ownership	Companies complying with the elements of BBBE (1-8)	Black Disability Equity ownership
Based on the 80/20 criteria for the 20 points allocation.	1 – 20% = 1	1 – 20% = 1	5	51-100% = 1
	21 – 40% = 3	21 – 40% = 2		
	41 – 60 % = 4	41 – 60 % = 3		
	61 – 80 % = 6	61 – 80 % = 4		
	81 – 99% = 7	81 – 99% = 5		
	100 % = 8	100 % = 6		
Total Points = 20	8	6	5	1

(ii) Based on the 90/10 criteria for the 10 points allocation.

Allocation	Black woman Equity ownership	Black Youth Equity ownership	Companies complying with the elements of B-BBEE (1-8)	Disability Equity ownership
Based on the 90/10 criteria for the 10 points allocation.	0 – 50% = 0	0 – 50 % = 0	2	51-100% = 1
	51-99% =3	51 – 99 % = 2		
	100% = 4	100 % = 3		
Total Points = 10	4	3	2	1

Note: ***For the purpose of obtaining evidence to be submitted by bidders for all RFQ and Tenders, it must be noted that the percentage for points allocation for woman, youth, black people and disability will be calculated based on the CIPC and CSD Detailed Summary Reports. Therefore, all bidders will be required by the fund to submit all the necessary documents in order to comply with the bidding requirements.***

Furthermore, bidders are required to furnish the fund with the supporting proof from a medical doctor or any institution that are certified to prove disability in order to ensure that bidders obtains maximum points. Failure to submit authentic evidence will lead to disqualification, further investigation and possible contravention with the Prevention and Combating of Corrupt Activities Act; the Criminal Procedure Act (section 269A theft; fraud; extortion); the Public Administration Management Act.