



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Terms of Reference: **TOR008-2026**

REQUEST FOR QUOTATION: APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A STUDY TITLED “AN ASSESSMENT OF THE ECONOMIC, SOCIAL AND SECURITY IMPLICATIONS OF ILLEGAL MIGRATION IN THE REPUBLIC OF SOUTH AFRICA.” (PERIOD: 8 MONTHS).

Closing date and time:

Date: 07 August 2026

Time: 11:00 AM

**Venue: Department of Home Affairs, Hallmark Building, 230 Johannes Ramokhoase Street, Pretoria
All proposals must be dropped at the Silver Quotation Box at the reception area of the building.
Late proposals will not be accepted.**

DISCLAIMER

The Department of Home Affairs (DHA)'s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.

Be advised that all tender notices, bids received, and awards are published on www.dha.gov.za

The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

SUBJECT

APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A STUDY TITLED “AN ASSESSMENT OF THE ECONOMIC, SOCIAL AND SECURITY IMPLICATIONS OF ILLEGAL MIGRATION IN THE REPUBLIC OF SOUTH AFRICA.” (PERIOD: 8 MONTHS)

SPECIFICATIONS / TERMS OF REFERENCE (Will form part of the bid documents)**1. Objectives**

1.1 The objectives (aim) of this request for quotation is:

Overall Objective

To develop a comprehensive, evidence-based understanding of the economic, social, and security implications of illegal migration in South Africa to inform effective and sustainable migration governance.

To invite bids from suitable service provider(s)

(a) To quantify and analyse the economic implications of illegal migration, including:

- Labour market effects (wages, employment, sectoral dependence)
- Informal economy contributions
- Fiscal costs and contributions
- Enforcement and compliance costs

(b) To assess the social implications of illegal migration, including:

- Pressure on public services (health, education, housing, municipal services)
- Spatial and urban and rural impacts (informal settlements, infrastructure strain)
- Social cohesion and community dynamics
- Vulnerabilities and humanitarian considerations
- Impact on local government planning and service delivery

(c) To evaluate the intersection between illegal migration and security risks, including:

- Links to crime (real vs perceived)
- Immigration enforcement effectiveness
 - Evaluate the effectiveness of current immigration enforcement mechanisms.
 - Evaluate how illegal migration may affect border security, sovereignty, and state capacity.
 - Analyse the role of illegal migration routes in facilitating human trafficking, drug trafficking, and smuggling operations.
- Governance, rule of law, and institutional legitimacy
 - Analyse the impact of illegal migration on: Public trust in government institutions, Perceptions

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of fairness and rule enforcement.

(d) Develop evidence-based recommendations to inform legislative reform, policy development, and operational interventions aimed at strengthening the management of illegal migration.

2. Background

- The Department has, over the years, undertaken several research initiatives aimed at strengthening the management of international migration and addressing the challenges associated with illegal migration. Previous Departmental work, such as the study on the Impact of Illegal Migration in the Delivery of Social Services (DHA, 2018) highlighted the extent to which undocumented migration affects the provision and accessibility of essential public services, including healthcare, education, and housing.
- These findings demonstrated that illegal migration is not only a migration management issue, but also a cross-cutting governance challenge with implications for service delivery and broader state capacity and aligns with more recent research indicating that illegal migration places pressure on public infrastructure systems and contributes to inefficiencies in service provision. However, there remains a critical gap in understanding the broader economic, social and security impact implications of illegal migration across all sectors of the economy.
- In addition to internal research, the Department has developed and implemented various strategies and interventions aimed at addressing illegal migration, including the adoption of a Risk-Based Approach to migration management, strengthening border controls through the BMA, and enhancing enforcement mechanisms under the Immigration Act 13 of 2002. Despite these efforts, persistent systemic challenges remain, including porous borders, capacity limitations, corruption, and fragmented information systems, continue to facilitate illegal migration flows into the country.
- These challenges undermine the effectiveness of migration control measures and have wider economic, security and social consequences, including lost revenue, increased enforcement costs, and the growth of informal and illicit economic activities, while the difficulty in distinguishing between the costs and contributions of migrants further complicates the relationship between illegal migration and economic

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performance.

- Given the growing public concern, increased protest action, and ongoing policy debates regarding illegal migration, there is a clear need for a more robust, integrated and evidence-based research framework that extends beyond the social service lens. While previous studies have provided valuable insights, they remain sector-specific and do not adequately quantify the full economic, social, and security implications of illegal migration.
- Despite the prominence of illegal migration in public and policy discourse, South Africa lacks:
 - Reliable estimates of the scale, distribution, and characteristics of illegal migrants
 - Robust evidence on the economic costs and contributions
 - Clear understanding of service delivery pressures at national and municipal levels
 - Empirical analysis of the relationship between illegal migration and security risks
 - Integrated data systems to support coordinated migration governance responses
- There is thus a critical need for a comprehensive, multidisciplinary study that integrates administrative data, field research, and advanced modelling techniques.

3. Scope and Extent of the Tender

The successful service provider will be expected to provide the following services:

3.1. Undertaking of Research

Primary and secondary research will need to be undertaken to develop a comprehensive, evidence-based understanding of the economic, social, and security implications of illegal migration in South Africa to inform effective and sustainable migration governance. The following deliverables are expected:

(a) Inception Report

The report confirms the SP's understanding of the ToR and demonstrates alignment with the research's objectives and expectations. The report will outline and, where necessary, refine the proposed research methodology to ensure it is fit for purpose. It will also present a detailed work plan, including key activities, milestones, and timelines for the execution of the project. Furthermore, the inception report will identify relevant data sources and key stakeholders to be engaged throughout the research process, while clearly defining the

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roles and responsibilities of all parties involved. The report will also highlight any potential risks, underlying assumptions, and proposed mitigation measures to support the successful delivery of the project.

(b) Literature Review Report

The Literature Review Report shall provide a comprehensive review and synthesis of existing local and international literature, legislation, policies, research studies, administrative data, and other relevant sources relating to illegal migration. The report must identify key trends, debates, knowledge gaps, and emerging issues regarding the economic, social, and security implications of illegal migration. It should also assess the relevance of existing evidence to the South African context and inform the refinement of the study's analytical framework. The findings of the literature review will serve as the foundation for the design and implementation of primary research and subsequent phases of the study.

(c) Stakeholder Consultations

Facilitate comprehensive stakeholder consultations both within government and across relevant external sectors, with the aim of soliciting diverse and evidence-based inputs on the multifaceted impacts of illegal migration. This will involve engaging key government departments, law enforcement agencies, research institutions, civil society organisations, private sector representatives, community structures etc. to ensure a balanced and inclusive perspective.

(d) Stakeholder Engagement Report

The Stakeholder Engagement Report shall summarise all stakeholder consultations and data collection activities undertaken during the study. The report must identify the stakeholders engaged, outline the data collection methods used, and present the key findings and insights gathered. It should also indicate the scope and coverage of the fieldwork, assess the quality of the data collected, and highlight any limitations encountered.

(e) Compilation of Draft Research Report

The Draft Research Report will integrate findings from the literature review and primary research. It will present the preliminary findings and evidence-based recommendations of the study and provide a comprehensive analysis of the economic, social, and security implications of illegal migration in South Africa. The draft report will be submitted for review and comment before the findings are validated and finalised.

(f) Research Validation Workshop

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The service provider shall facilitate a validation workshop with the Department and relevant stakeholders to present and discuss the findings and recommendations contained in the Draft Research Report. The purpose of the workshop shall be to verify the accuracy, relevance, and practicality of the findings and to obtain stakeholder inputs on areas requiring clarification, refinement, or additional analysis.

(g) Compilation of a Research Report and Policy Brief

The Final Research Report and Policy Brief shall incorporate all approved comments and inputs received from the Department and external stakeholders during the review and validation process. The report must present a comprehensive, evidence-based analysis of the economic, social, and security implications of illegal migration in South Africa, together with clear findings, conclusions, and recommendations. The accompanying Policy Brief shall summarise the key findings and provide practical, actionable recommendations to inform legislative reform, policy development, strategic planning, and operational interventions.

4. Key Deliverables and Time frames

4.1. The Department will require the following:

30 September 2026 - Submission and approval of Inception Report.
31 October 2026 - Submission of the Literature Review Report
31 December 2026: Stakeholder Engagements / Consultations
31 January 2027: Submission of the Stakeholder Engagement Report & Draft Research Report.
28 February 2027: Hold Research Validation Workshop
31 March 2027: Submission of the Final Research Report and Policy Brief

4.2. Special Conditions of Contract

- (a) The Department reserves the right to conduct interviews to determine the suitability of the resources prior to finalising the appointment for award. All costs incurred due to the interviews will be at the bidder's expense.

The DHA reserves the right to conduct a security check and/ or clearance on any / all prospective service providers.

4.3 Remuneration

- (a) The service provider will be remunerated in South African Rands, on a fixed price for the service rendered.
- (b) Payment will be made within 30 days of receipt of the approved invoice, according to an agreed payment schedule.

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- (c) Payment will be against the seven (7) deliverables as set out in section 3 above, provided professional-level quality standards have been met. Disputes as to what constitutes a reasonable standard will be referred to an agreed provider of arbitration services.

4.4 The Department's management of the service provider

- (a) The successful service provider will be reporting to the Director- Research Management.
- (b) The service provider is required to sign a non-disclosure and confidentiality agreement, The service provider is required to sign a confidentiality agreement.

5 Rules of RFQ submission and evaluation

5.1 Rules of Bidding

- (a) The DHA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, should it deem necessary. Should the contract between the DHA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee quoted by the service provider for the appropriate phase of the project during which the appointment was terminated.
- (b) The person/s proposed for professional execution of the work shall remain on the team unless permission is granted by the DHA to change the individual/s. Such permission will only be granted in exceptional circumstances.
- (c) No material or information derived from the provision of the services under the contract may be used for any purposes except where authorised in writing to do so. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest in the government of the Republic of South Africa in its DHA.
- (d) The costs of preparing proposals and of negotiating the contract are not reimbursable. The DHA is not bound to accept any of the proposals submitted and reserves the right to negotiate price with the preferred service provider. Service providers may request clarification on this Terms of Reference only during the advertised period. The DHA will not accept any late submissions.
- (e) Prospective service providers may not contact the DHA or any other participant on any matter pertaining to their quotation from the time when quotations are submitted to the time the contract is awarded. Any effort by a service provider to influence evaluation, RFQ comparisons or award decisions in any manner, may result in rejection of the quotation concerned.

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6 EVALUATION CRITERIA

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid (Yes / No)
Stage 1A	Initial screening process / compliance with bid requirements	Yes
Stage 1B	Briefing session	No
Stage 2	Pre-qualification criteria evaluation	No
Stage 3	Mandatory requirements evaluation	Yes
Stage 4	Functionality requirements evaluation	Yes
Stage 5	Price / Specific goals evaluation	Yes

First stage 1A: Initial screening process / compliance with bid requirements

➤ Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS.	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

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First stage 1B: Briefing session

- No briefing session will be held.

Stage 2: Pre-qualification criteria evaluation

- No Pre-qualification criteria evaluation

Stage 3: Mandatory requirement criteria evaluation

- Compliance with mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.

Mandatory criteria	Comply	Do not comply
• The Principal Investigator (PI) must have at least a Master’s Degree in either Economics, Econometrics, Statistics, Demography, Population Studies, Security Studies, Public Policy, Development Studies or Social Sciences. • Experience leading large-scale research projects. EVIDENCE • Attach copies of certified qualifications. The PI that obtained foreign qualifications must provide a copy of the South African Qualification Authority (SAQA) verification. • Attach Comprehensive CV		

- The technical proposals will be evaluated during the first phase. Only proposals that score **65** points or above during the first phase of evaluation will be considered during the second phase.
- All proposals that scored **65** points or above will be further scored on price (80 points) and (Specific goals (20 points).

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No.	Category	Evidence	Weight	Score
1	Qualifications and Experience of Team Post Graduate Degree in Economics, Econometrics, Statistics, Demography, Population Studies, Public Policy, Security Studies, Development Studies, Social Sciences. CVs should demonstrate: Demonstrated experience analysing large administrative or survey datasets and producing policy-focused research outputs. 20% of the research team possess Post Grad Diploma /Hons qualification = 10 30% of the research team possess Master's degrees = 20 50% of the research team possess PhD degrees = 30	CVs of research team Copies of certified qualifications must be included:	30	
2	Technical Bidder Capacity The bidder that will be executing the required work must have a minimum of 5 years proven track record in conducting similar research within the public service or any other sector. 5 years = 10 6 – 7 years = 30 8– 9 years = 40 10 + years = 50	The bidder should provide signed and dated reference letters/testimonial indicating acceptable/satisfactory level of performance, start and end date of a project on a company letterhead from clients not older than	50	

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		5 years		
3	Research Methodology and Implementation Plan Limited Research Methodology and Implementation Plan = 5 Moderate Research Methodology and Implementation Plan = 10 Strong Research Methodology and Implementation Plan = 15 Extensive Research Methodology and Implementation Plan = 20	The bidder should indicate - Understanding of TOR. - Proposed methodology. - Data collection strategy. - Analytical framework. - Risk management. - Workplan and timelines.	20	
	SUB-TOTAL	100		
	FINAL SCORE AS A % =			
	(Subtotal/5)			

Stage 4 Price / Specific goals evaluation

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20-point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
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1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust	

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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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 5 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: Company Registration Certification as issued by the Companies and Intellectual	

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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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points		Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

Minimum requirements

Suppliers must ensure that the following documents are attached, signed and completed:

- a) Specification;
- b) SBD 1 Invitation of the BID
- c) SBD 4 form: Declaration of Interest
- d) SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulation 2017
- e) SBD8: Declaration of bidders Past Supply Chain Practices
- f) SBD9: Certificate of Independent Bid Determination
- g) Copy of the Tax clearance certificate with the pin number issued by SARS
- h) 80/20-point preference points claim form
- i) Original stamp Certified BBB-EE certificate to substantiate the points claimed
- j) Prospective bidders are required to attach the proof that they are registered on CSD, starting with MAAA.... Number.

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7 CONTRACTUAL PERIOD

The research project should be from the date of appointment until 31 March 2027

8 ENQUIRIES

Direct all technical questions to:

Name: Ms. Lettie Masilo

Tel (012) 406 4096 / 082 387 4927

Email: Lettie.masilo@dha.gov.za

Direct all Supply Chain Management questions to:

Name: Ms. Valencia Ndhlovu

Tel: 012 406 2771

Email: valencia.ndhlovu@dha.gov.za

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	TOR 008/2026	CLOSING DATE:	07 AUGUST 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT A STUDY TITLED “AN ASSESSMENT OF THE ECONOMIC, SOCIAL AND SECURITY IMPLICATIONS OF ILLEGAL MIGRATION IN THE REPUBLIC OF SOUTH AFRICA.” (PERIOD: 8 MONTHS).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs Hallmark Building 230 Johannes Ramokhoase Street Pretoria 0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms V Ndhlovu		CONTACT PERSON	Ms. Lettie Masilo	
TELEPHONE NUMBER	(012) 406 2771		TELEPHONE NUMBER	(012) 406 4096 / 082 387 4927	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	valencia.ndhlovu@dha.gov.za		E-MAIL ADDRESS	Lettie.masilo@dha.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

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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

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.

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- 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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SBD4**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

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.

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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 consortium² will not be construed as collusive bidding.

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.

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- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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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

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

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

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- 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

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

Where

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P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20

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preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium,	

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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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points	3	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

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]

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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:

.....

.....