home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Terms of Reference: TOR013-2026

REQUEST FOR QUOTATION: IT AUDIT ASSURANCE SERVICES – SOFTWARE AND LICENCE (INTANGIBLES) REVIEW.

Closing date and time:

Date: 30 September 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	**REQUEST FOR QUOTATION: IT AUDIT ASSURANCE SERVICES – SOFTWARE AND LICENCE (INTANGIBLES) REVIEW.**

SPECIFICATIONS / TERMS OF REFERENCE

1. Objectives

1.1 The objective (aim) of this Request for Quotations (RFQ) is:

The Department of Home Affairs (DHA) Internal Audit Services hereby invites suitably qualified and experienced service providers to submit quotations for the provision of IT Audit Assurance Service – Software and License (Intangibles) review

2. Background

2.1 Internal Audit Services seeks to obtain proposal for IT Audit Assurance providers to assist with review of software and license (intangibles) as per DHA management's request for ad hoc project by Internal Audit in response to the current Auditor General's report recommendations.

3. Scope and Extent of the Tender

The successful service provider will be expected to cover but not limited to the following scope and or procedures:

Intangible Assets Policies and Procedures

- Review the adequacy and alignment of intangible Asset Management Standard Operating Procedures to PFMA, treasury regulations section 11, GRAP 31 and DHA systems development lifecycle framework
- Review adequacy of IS intangible assets methodology and checklists
- Evaluate compliance with intangible Asset Management Standard Operating Procedures.
- Review SLA requirements for monitoring intangible assets
- Review IS roles and responsibilities for managing intangible assets

Intangible asset register maintenance

- Asses the process for timely recording of additions in the Intangible Asset Register.
- Verify if additions are recorded at a correct value.
- Verify if disposed software are properly authorised and accounted for.
- Confirm if software licenses are correctly described and recorded in the Intangible Asset Register.
- Verify existence of automated software management system.

Bidders must achieve a minimum score of 60 as well as minimum score per criteria to be appointed

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- Verify correctness of capital and operational expenditure items on system development projects and off shelf purchases
- Evaluate the process for classifying system development lifecycle deliverables
- Verify existence of software
- confirm ownership of all assets including service provider hosted software
- Verify if assets are recorded with values, invoice numbers and valid purchase.
- Evaluate completeness of the Intangible Asset Register.
- Evaluate completeness of inventory for service provider leased and hosted systems
- Review the process for classifying and reporting Intangible Asset in financial statements
- Assess the process for recording and updating service provider hosted software and licences

Management of software and licenses

- Review DHA contract requirements for maintenance and support of the software.
- Determine if software maintenance is renewed for all systems within the Department to ensure business continuity.
- Review the contracts between DHA and license providers for the terms thereof and establish compliance.
- Review the ICT budget to establish if software maintenance was budgeted for; and
- Review maintenance certificates to verify DHA systems maintenance

Intangible assets monitoring and reporting

- Review completeness of BAUD system reports
- Evaluate adequacy of IS automated software management system reports

CAATs

- Perform data analytics in order to establish the trends, completeness, accuracy, data integrity of the asset register and compliance with business rules

Duration: 3 months (01 October to December 2026)

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

4. PAYMENT

(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 in line with Treasury Regulation 8.2.3

5. The Department's management of the service provider

(a) The successful service provider will be reporting to the Chief Audit Executive.

(b) The service provider is required to sign a non-disclosure agreement which will be in force after the termination of the Services.

(c) The service provider is required to sign a confidentiality agreement.

6. Rules of RFQ submission and evaluation

6.1 Rules of Bidding

(a) DHA will only appoint and enter into a contractual agreement with one entity for the services required, which could be an independent contractor or a company. The appointed entity will be held fully accountable for the delivery against the full terms of the contractual agreement with the DHA. The DHA under no circumstances will avail provision for sub-contracting in the contract. Any additional individuals acquired by the entity must be contracted by the entity.

(b) 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.

(c) No material or information derived from the provision of the services under the contract may be used for any purposes except when 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 quotations and of negotiating the contract are not reimbursable. The DHA is not bound to accept any of the quotations 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.

6.2 Pricing

The price should be based on 480 hours.

Professional resources	Hours	Rate per Hour (VAT Included)	Total Amount (VAT Included)
Information Systems Auditor (ISA) specialist or equivalent		**R**	**R**
Information Systems Auditor (ISA)		**R**	**R**
Information Systems Auditor (ISA)		**R**	**R**
Disbursements			**R**
Subtotal			**R**
Total fees inclusive of VAT			**R**

6.3 Request for proposal submission requirements

Proposals must be submitted by **11h00 am, 30 September 2026** in a clearly marked / labeled and sealed envelope. 1x copy of original 1 x electronic copy.

NB: Service Provider are to indicate on the cover of each document whether it is the original or a copy. Failure to submit in accordance to the instructions as per 6.3 may result in the service provider being disqualified. The DHA reserves the right not to make an appointment for the advertised request for Quotation (RFQ).

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6.4 Evaluation Criteria

- 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.

- The Technical proposal will be evaluated out of 100 points with a threshold of ____60________***Indicate the minimum points)*** points. Bidders that score less than minimum of ____________60_______***(Indicate the minimum points)*** points will be disqualified.

  Bidders must score a minimum of ____60________***(Indicate the minimum points)*** point on functionality to qualify for further evaluation on price and preference points.

Each panel member will rate each criterion on the score sheet using either the points allocated or the following scale:

Evaluation Criteria				
No.	**Category**	**Weight**	**Evidence**	**Score**
1.	**<u>Qualifications of Key Personnel</u>** No qualifications = 0 NQF 7 (Information Systems / Computer Science) and CISA = 20 NQF level 8 (Information Systems / Computer Science) and CISA = 30 **<u>Experience of Key Personnel</u>** Less than 5 years supervisory experience = 0 5 years supervisory experience = 20 More than 5 years supervisory experience = 30	60	Copy of Qualifications NQF 7 (Information Systems / Computer Science, Certified Information Systems Auditor) Detailed CV: Minimum of 5 years' experience on IT audit.	

Bidders must achieve a minimum score of 60 as well as minimum score per criteria to be appointed

2.	**Company Experience** Relevant experience of similar work. No information = 0 3 Reference letters = 20 4 and above Reference letters = 40 (The DHA reserves the right to contact the references)	40	Client/s contactable reference letter/s	
TOTAL				**100**

6.5 Minimum requirements:

6.5.1 Qualification and experience

a) We require IT audit team with relevant IT Audit qualifications and certification.
b) The company must have at least 10 years' experience in internal audit services for private or government sector within the republic of South Africa.
c) The company staff must have at least 5 years' experience in performing the required scope of work as detailed above.
d) Proof of qualifications and experience (staff and company) must be submitted.
e) The service provider must submit the detailed audit plan and approach to execute the scope of work.
f) The profile of the IT audit team copies of the qualifications must be included as proof and any foreign acquired qualifications must be endorsed by the South African Qualifications Authority (SAQA) before they can be considered by the DHA.

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

(i) Specification;
(ii) SBD 1 Invitation of the BID
(iii) SBD 3.3 Price
(iv) SBD 4 form: Declaration of Interest
(v) SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulation 2022
(vi) Copy of the Tax clearance certificate with the pin number issued by SARS

Bidders must achieve a minimum score of 60 as well as minimum score per criteria to be appointed

(vii) 80/20-point preference points claim form

(viii) Valid BBB-EE certificate to substantiate the points claimed for specific goals

(ix) Prospective bidders are required to attach the proof that they are registered on CSD, starting with MAAA…. Number.

7. Terms and conditions

- The IT Audit team will be stationed in the department during the audit.
- The work has to be delivered within the specified time frames.
- The quotation must be supported by a requested audit scope.
- Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government procurement
- Safeguarding and confidentiality of client's information.
- Compliance with the DHA data related policies and key standards and procedures.

8. Enquiries

Direct all technical questions to:	Direct all Supply Chain Management questions to
Name: Ms. Masego Kgwadi	Name: Ms Valencia Ndhlovu
Tel: +27 12 406 2969	Tel: 012 406 2771
Email: masego.kgwadi@dha.gov.za	Email: Valencia.Ndhlovu@dha.gov.za

SUBJECT	**REQUEST FOR QUOTATION: IT AUDIT ASSURANCE SERVICES – SOFTWARE AND LICENCE (INTANGIBLES) REVIEW.**

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	**TOR 013-2026**	**CLOSING DATE:**	**30 September 2026**	**CLOSING TIME:**	**11:00 AM**
DESCRIPTION	REQUEST FOR QUOTATION: IT AUDIT ASSURANCE SERVICES – SOFTWARE AND LICENCE (INTANGIBLES) REVIEW.				
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. Masego Kgwadi
TELEPHONE NUMBER	(012) 406 2771	TELEPHONE NUMBER	+27 12 406 2969
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	valencia.ndhlovu@dha.gov.za	E-MAIL ADDRESS	masego.kgwadi@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				

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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]		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

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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SBD4

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

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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

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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

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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.

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	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	

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)
= **2 points** • 0% company owned by people who are Black = **0 points**		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, 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	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-	

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)
Disabled = **1 points** • 0% company owned by people who are Disabled = **0 points**		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]

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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….

DATE: ……………………………………………………….

ADDRESS: ……………………………………………………….

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