home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Terms of Reference: TOR-018-2026

REQUEST FOR QUOTATION: APPOINTMENT OF THE BIDDER TO PROVIDE SUPPORT, MAINTENANCE FOR BARCODED ASSET AUDIT (BAUD) SYSTEM AND OPERATING LICENSE FOR BAUD SCANNERS FOR A PERIOD OF TWO (2) YEARS.

Closing date and time:

Date: 19 November 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.

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SPECIFICATIONS / TERMS OF REFERENCE (Will form part of the bid documents)

1. Objectives

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

To invite bids from suitable service provider(s)

- To provide support and maintenance for Barcoded Asset Audit (BAUD) system and operating license for baud scanners for a period of two (2) years.

2. Background

The BAUD.Net software system is an existing software solution that has been used to support fixed asset management and asset verification.

The purpose of these terms of reference is to define the requirements for the continued availability and operational support of the BAUD.Net system through:

- Compatible BAUD scanner licences to BAUD.Net
- Provision of software usage licences for mobile verification software that integrates seamlessly with BAUD.Net
- BAUD scanner technical support
- Agreed enhancement on the BAUD system
- Maintenance releases to update Bug fixes and patches
- Compatibility and security updates where required
- System enhancement and configuration changes including sequel script writing

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3. Scope and Extent of the Tender

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

3.1 Software Licensing

The service provider shall provide the department with a non-exclusive license to use the mobile verification software for its internal business operations.

The license shall specify where applicable:

- Number of authorized users
- Number of installations or environments
- Permitted operating locations
- License period
- Applicable license fees
- Any restrictions on copying, modification, redistribution or resale

Source Code

Proof of possession of the BAUD.Net source code must be provided.

3.2 Maintenance

Maintenance shall include:

- Investigation and correction of software defects
- Resolution of errors affecting system functionality
- Compatibility updates
- Database and application maintenance
- Addressing technical issues arising from supported operating environments
- Implementation of minor changes required to maintain system functionality
- Release of maintenance versions where necessary.

NB: Service provider may be required to physically visit the Department of Home Affairs Head Office (Hallmark Building and SITA Centurion) as and when requested.

3.3 Technical Support

Technical support shall include assistance with:

- System related issues
- User accounts and configuration issues
- Application error
- Database related issues
- Installation and deployment
- System configuration
- General technical queries relating to the software
- Help desk support available during working hours from 08h00 to 17h00, 5 days a week

3.4 Enhancements

Requests for functionality that falls outside normal maintenance shall be treated as enhancement or development work. Such work may be undertaken subject to a separate quotation, statement of work or written agreement between the parties, subject to written approval by the delegated authority.

3.6 Verification software requirements:

- Must be compatible with Chainway Android enabled scanners
- Must seamlessly integrate with BAUD.Net (no manual file uploads)
- Performs and supports asset verification
- Option to link assets to employees and locations
- Allocate condition to assets during verification process
- Support location and asset barcodes already in use at the customer
- Seamlessly downloads captured data to the BAUD.Net asset management system (no text files)
- Seamlessly imports data from the BAUD.Net asset management system (no text files)
- Be able to function offline (no network connection)
- Must require synchronization every 3 days between scanner and BAUD.Net

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License Fees

The department shall pay license fees in accordance with the quotation for all BAUD scanners on a yearly basis.

The department shall not pay license fees for the BAUD.Net software.

License fees will be structured as follows:

- Annual software license fees for scanners.

Any additional development, integration or enhancement work shall be quoted separately unless specifically included in the license or support agreement.

4. Key Deliverables and Time frames

4.1. The Department will require the following:

- Software installation and deployment packages including license documents
- Maintenance releases (Bug fixes and patches)
- Maintenance or support reports when required
- BAUD scanner technical support
- Agreed enhancements on BAUD system
- Access to the BAUD source code

4.2. Special Conditions of Contract

(a) The bidder(s) may not recruit or shall not attempt to recruit an employee of the Department of Home Affairs for purposes of preparation of the bid for the duration of the execution of this contract or any part thereof.

(b) The service provider will be required to submit timesheets as proof for invoicing of maintenance and support.

The supplier must adhere to the following technical requirements:

- Must have at least 10 years' experience in the BAUD.Net software and script writing.

4.2.1 Confidentiality and Data Protection

Both parties shall maintain the confidentiality of information obtained in connection with the system and shall take reasonable measures to protect the confidentiality of the information.

Where the service provider has access to customer data, such access shall be limited to what is reasonably required to provide the agreed services.

4.2.2 Exclusions

Unless specifically included in the agreement, the following are excluded from the standard license and support services:

- Major system redevelopment
- New modules or major functionality
- Data migration
- Integration with new third-party systems
- Extensive customisation

Such services may be provided subject to a separate quotation.

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, for the service rendered as per quotation.

(b) Payment will be made within 30 days of receipt of the approved invoice, according to an agreed payment schedule.

(c) Payment will be against the 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- Asset and Fleet 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.

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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 be considered 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 were 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 these 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. Fee Structure

Software (License) Costs
Maintenance and Technical Support
Consulting Services Costs
(Rate per hour for functional and technical support).

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7. 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

- Not Applicable

Stage 3: Mandatory requirement criteria evaluation

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

Mandatory requirement	**Comply**	**Do not comply**
The Bidder must indicate the Technical Resource lead name and surname		
EVIDENCE: Complete, sign and date below:		

Technical Resource lead Name and Surname: …….

Signature: ……..

Date:…….

- The technical proposals will be evaluated during the first phase. Only proposals that score **60** points or above during the first phase of evaluation will be considered during the second phase.
- All proposals that scored **60** points or above will be evaluated further on price (80 points) and (Specific goals (20 points).

Stage 4: Functionality requirement evaluation

No.	**Category**	**Evidence**	**Weight**	**Score**
1.	Relevant experience in BAUD system. Less than 2 or no information provided = 0 (execution of two projects) =30	Reference letter/s indicating successful	50	

	(execution of three projects) =40 (execution of four or more projects) = 50	completion of the project with acceptable/satisfactory performance.		
2.	Technical Resource lead from the prospective bidder must have relevant years of experience in BAUD system Less than 10 years or no information provided = 0 10 years of experience = 30 11 years of experience = 40 12 years or more of experience = 50	The CV of Technical Resource must demonstrate the number of years in BAUD systems management.	50	
TOTAL			**100**	

Stage 5: 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
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.*)**

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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 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 = **5 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	

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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)**
• >0% and <51% company owned by people who are Women = **2 points** • 0% company owned by people who are Women = **0 points**		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 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.	

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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 if 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.

8. CONTRACTUAL PERIOD

The project should be from the date of appointment until 31 March 2028

9. ENQUIRIES

Direct all technical questions to:

Name: Ms. Boitumelo Motswasele

Tel (012) 406 2506

Email: boitiumelo.motswasele@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 018/2026**	**CLOSING DATE:**	**19 NOVEMBER 2026**	**CLOSING TIME:**	**11:00 AM**
DESCRIPTION	**REQUEST FOR QUOTATION: APPOINTMENT OF THE BIDDER TO PROVIDE SUPPORT, MAINTENANCE FOR BARCODED ASSET AUDIT (BAUD) SYSTEM AND OPERATING LICENSE FOR BAUD SCANNERS FOR A PERIOD OF TWO (2) YEARS.**				
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. Setlhoko Rapakwana
TELEPHONE NUMBER	(012) 406 2771	TELEPHONE NUMBER	(012) 406 4001
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	valencia.ndhlovu@dha.gov.za	E-MAIL ADDRESS	setlhoko.rapakwana@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)

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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

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.

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,

[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.

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**

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**

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

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**

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

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.

SUBJECT	**REQUEST FOR QUOTATION: APPOINTMENT OF THE BIDDER TO PROVIDE SUPPORT AND MAINTENANCE FOR BARCODED ASSET AUDIT (BAUD) SYSTEM AND OPERATING LICENSE FOR BAUD SCANNERS FOR A PERIOD OF TWO (2) YEARS.**

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, Joint Venture, or Trust.	

SUBJECT	**REQUEST FOR QUOTATION: APPOINTMENT OF THE BIDDER TO PROVIDE SUPPORT AND MAINTENANCE FOR BARCODED ASSET AUDIT (BAUD) SYSTEM AND OPERATING LICENSE FOR BAUD SCANNERS FOR A PERIOD OF TWO (2) YEARS.**

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 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]

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: ……

……

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