

**YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).**

|                                                                           |                                                                                                                                                                                              |                                                                                                                                                                     |  |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| BID DESCRIPTION                                                           | Procurement of Biometric/CCTV and Attendance with Access Control Solution                                                                                                                    |                                                                                                                                                                     |  |
| BID NUMBER                                                                | ICT/08/2026                                                                                                                                                                                  |                                                                                                                                                                     |  |
| NAME OF INSTITUTION                                                       | The South African Council for the Project and Construction Management Professions (SACPCMP)                                                                                                  |                                                                                                                                                                     |  |
| THE PLACE WHERE GOODS ARE TO BE DELIVERED/ WORKS OR SERVICES ARE REQUIRED | SACPCMP Offices<br>446 Rigel Avenue South<br>Rigel Office Park<br>Erasmusrand<br>Pretoria                                                                                                    |                                                                                                                                                                     |  |
| COMPULSORY REQUIREMENTS                                                   | <ul style="list-style-type: none"><li>- Please note that failure to submit compulsory documents may lead to disqualification.</li><li>- Only emailed submissions will be accepted.</li></ul> |                                                                                                                                                                     |  |
| RFQ DISTRIBUTION DATE                                                     | 21 September 2026                                                                                                                                                                            | 12h00                                                                                                                                                               |  |
| QUERIES CLOSING DATE                                                      | 08 October 2026                                                                                                                                                                              | 13h00                                                                                                                                                               |  |
| RFQ CLOSING DATE                                                          | 12 October 2026                                                                                                                                                                              | 16h00                                                                                                                                                               |  |
| CONTACT DETAILS                                                           | Electronic bids                                                                                                                                                                              | Electronic bids should be submitted to Nyiko Mthombeni <a href="mailto:tenders@sacpcmp.org.za">tenders@sacpcmp.org.za</a>                                           |  |
|                                                                           | Physical address                                                                                                                                                                             | SACPCMP Offices<br>446 Rigel Avenue South<br>Rigel Office Park<br>Erasmusrand, Pretoria                                                                             |  |
|                                                                           | Email                                                                                                                                                                                        | <a href="mailto:tenders@sacpcmp.org.za">tenders@sacpcmp.org.za</a>                                                                                                  |  |
|                                                                           | Technical Queries (only)                                                                                                                                                                     | Mike Chauke<br><a href="mailto:mike.chauke@sacpcmp.org.za">mike.chauke@sacpcmp.org.za</a><br>cc: <a href="mailto:tenders@sacpcmp.org.za">tenders@sacpcmp.org.za</a> |  |
|                                                                           | Contact person                                                                                                                                                                               | Admin Enquiries: Nyiko Mashaba<br><a href="mailto:tenders@sacpcmp.org.za">tenders@sacpcmp.org.za</a>                                                                |  |
|                                                                           |                                                                                                                                                                                              |                                                                                                                                                                     |  |
| CATEGORY                                                                  | Request for Quotation (Open)                                                                                                                                                                 |                                                                                                                                                                     |  |
| SECTOR                                                                    | Regulatory Council                                                                                                                                                                           |                                                                                                                                                                     |  |
| REGION                                                                    | Gauteng Province                                                                                                                                                                             |                                                                                                                                                                     |  |

**Access Control Solution**

## 1. ABOUT THE SACPCMP

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established in terms of Section 22 of the Project and Construction Management Professions Act (Act No. 48 of 2000). The Act mandates the statutory certification, registration, and regulation of Project and Construction Management Professions in order to safeguard the public interest.

Aligned with broader construction industry development goals, the SACPCMP advances and promotes the science and practice of project and construction management. Through its regulatory mandate, the Council contributes to the growth and transformation of the construction and built environment sectors.

As part of its regulatory functions, the SACPCMP:

- Identifies the scope and categories of professional work;
- Registers professionals and maintains a national register;
- Enforces compliance with a professional Code of Conduct;
- Accredits relevant academic programmes at tertiary institutions to ensure graduate employability; and
- Recognises Voluntary Associations that support and promote the objectives of the profession under the SACPCMP's framework.

### OPERATIONAL CONTEXT

The SACPCMP operates within the Built Environment, alongside the following statutory Councils:

- South African Council for the Architectural Profession (SACAP)
- Engineering Council of South Africa (ECSA)
- South African Council for the Landscape Architectural Profession (SACLAP)
- South African Council for the Quantity Surveying Profession (SACQSP) •  
South African Council for the Property Valuers Profession (SACPVP)

The Minister of Public Works and Infrastructure serve as the Executive Authority overseeing the SACPCMP, with coordination facilitated through the Council for the Built Environment (CBE), which acts as the overarching body for all six professional councils in the Built Environment.

## 2. BACKGROUND AND PURPOSE

As part of efforts to improve operational efficiency, compliance, and access control, the SACPCMP seeks to replace its current biometric time and attendance system. The existing system has reached its end-of-life (EOL) and no longer meets the organisation's operational requirements in terms of reliability, scalability, reporting, and integration. Limitations in monitoring, data accuracy, and user access controls have necessitated the procurement of a more modern, secure, and scalable solution.

The purpose of this TOR is to invite suitably qualified service providers to propose and implement a biometric time and attendance system with access control, including remote monitoring capabilities, optional visitor management. The solution must align with SACPCMP's digital enhancement objectives while ensuring compliance with data protection legislation and organisational policies.

### 3. OBJECTIVES

The primary objective of this project is to procure and implement a modern Biometric Time and Attendance System with Access Control that will enhance operational control, accuracy, and security at the SACPCMP's offices. The system must:

- Accurately record employee attendance using fingerprint authentication.
- Control and monitor access to designated restricted areas.
- Enable real-time monitoring, alerts, and reporting for authorised personnel.
- Provide secure remote access for system administration and reporting.
- Offer scalable, auditable, and POPIA-compliant functionality.
- Include optional functionality for managing and tracking visitor access, feedback, and service rating.
- Replace the existing system which has reached end-of-life and is no longer fit for purpose.

This solution must align with the SACPCMP's digital transformation efforts, ensure audit readiness, and support effective people and asset management within the organisation.

### 4. SCOPE OF WORK

The appointed service provider will be responsible for the supply, installation, configuration, training, and support of a biometric time and attendance system with integrated access control functionality. The system must be user-friendly, scalable, secure, and aligned with SACPCMP's operational needs.

The preferred implementation period is within **3 - 5 weeks** from the date of appointment. Bidders must include a detailed project schedule.

The scope includes, but is not limited to, the following:

#### 4.1. Biometric Devices and Access Points

- Supply and install LAN-enabled fingerprint biometric devices (**no facial recognition**)
- Devices must be installed at the following access points:
  - Reception Door (1 in / 1 out)
  - Executive Office (1 in / 1 out)

Server Room (1 in) ○ Archiving

Room (1 in)

- Devices must support role-based access, logging, and auditability.

#### **4.2. Accessories and Infrastructure**

- Power supplies, batteries, mounting brackets, emergency override buttons, magnetic locks, bypass keys, and no-touch sensors (as applicable)
- Cabling and trunking for all access points using secure 12-core or equivalent cabling.
- Neat, secure installation and equipment housing

#### **4.3. Software and System Features**

- Time and Attendance software with:
  - Access control integration ○ Real-time dashboards and reporting ○ CSV export functionality
  - Supervisor access for authorised personnel ○ Role-based access controls and secure audit logs ○ Remote monitoring and administration for system supervisors

#### **4.4. Warranty and Support**

- Warranty period for hardware and software to be 36 Months.
- SLA must provide for:
  - Remote and onsite support
  - Response time of no more than 24 hours ○ Quarterly system updates ○ Monthly or ad hoc support options, depending on the SACPCMP's cost-effectiveness analysis

#### **4.5. Training and Documentation**

- Provide at least one (1) training sessions for relevant staff members (onsite)
- Supply complete user guides and system administration manuals

#### **4.6. Visitor Management System**

Service providers are to provide an integrated or standalone Visitor Management System, which must:

- Include a form factor to be mounted at the reception area. It must be setup in **kiosk mode**.
- Access scanner that allows for logging of visitor details (name, contact info, time in/out)

### **5. DELIVERABLES**

The successful service provider will be expected to deliver the following:

#### **5.1. Fully Installed Biometric System and 12 Channel CCTV cameras**

- Complete installation and configuration of LAN-based fingerprint biometric devices at the four identified access points
- Secure mounting, power supply integration, and structured cabling
- Operational access control and time and attendance functionality

#### **5.2. System Software and Configuration**

- Deployment of attendance and access control software with dashboards, reporting tools, and secure user access.
- Role-based access setup for Facilities and ICT personnel
- Remote monitoring and administration features enabled

#### **5.3. Accessories and Infrastructure**

- Installation of magnetic locks, emergency override mechanisms, no-touch sensors, and related accessories
- Neat and secure trunking and 12-core cabling for all access points

#### **5.4. Training and Documentation**

- At least one (1) training sessions for designated facilities and ICT staff (onsite)
- Delivery of comprehensive user manuals and administrative guides

## 5.5. Support and Warranty

- Service Level Agreement (SLA) outlining:
  - Warranty period for all hardware and software (36 Months) ◦
  - Support model (monthly or ad hoc) with quarterly system updates ◦
  - Defined response times not exceeding 24 hours.

## 5.6. Visitor Management System

- Functional visitor management interface deployed with a form factor.
- Access scanner with capability to log visitor information.
- Integrated or standalone visitor management dashboard for internal use

## 6. SUBMISSION REQUIREMENTS

### 6.1. In order to be eligible for evaluation, prospective bidders must furnish the following documents:

- Completed and signed SBD 4 – Declaration of Interest (Annexure 1)
- Completed and signed SBD 6.1 – Preference Points Claim Form (Annexure 2)
- Valid Original tax clearance certificate and CSD report
- The service provider shall be an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) BBBEE recognition level.

### 6.2. Quotations will be disqualified or excluded under the following conditions: •

failure to submit the documents stipulated in section 6.1

- Submission after the deadline.
- Quotations submitted at incorrect email address.
- Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.

## 7. MANDATORY REQUIREMENTS

Bidders must comply with the following mandatory requirements. Non-compliance with any of these requirements may lead to disqualification:

### 7.1. Technical Requirements

- Must supply LAN-based fingerprint biometric devices (facial recognition not required)
- Proposed solution must include access control and time and attendance features
- System must provide role-based access, secure audit trails, and real-time reporting
- Solution must support remote monitoring and administration

## **7.2. Support and SLA**

- SLA & Support to cover 36 months
- Must offer a support model (monthly or ad hoc) and commit to quarterly system updates
- SLA must include onsite and remote support with a response time not exceeding 24 hours

## **7.3. Security and Compliance**

- Solution must comply with the Protection of Personal Information Act (POPIA)
- Data must be securely stored and transmitted using encryption and tamper-proof mechanisms.
- All data in transit and at rest must be encrypted using industry-standard protocols (e.g., AES-256, SSL/TLS)
- Equipment must be SABS approved or meet equivalent certification standards.

## **7.4. Experience and References**

- Bidders must have a proven track record of implementing similar biometric time and attendance solutions.
- Must submit at least three (3) relevant contactable references for similar work done within the past five (3) years.

## **7.5. Training and Documentation**

- Must provide at least one (1) training sessions for SACPCMP users
- Must submit user guides and administrator manuals

Failure to meet these minimum requirements will result in disqualification.

## **8. SPECIAL CONDITIONS**

- All enquiries must be made in writing to [tenders@sacpcmp.org.za](mailto:tenders@sacpcmp.org.za), during office hours between 09h00 and 16h30.
- SACPCMP reserves the right not to consider any Quotation not fully completed.
- By accepting to take part in the Quotation process, you agree to keep in confidence all information imparted to you in relation with the Quotation process, not to disclose it to third parties and not to use it for other purpose than the Quotation.
- The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.

- Kindly note that SACPCMP is entitled to:
  - Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ's before the closing date. All Respondents, to whom the RFQ documents have been issued, will be advised in writing of such amendments in good time.
  - Verify any information contained in a Quotation.
  - Not appoint any bidder.
  - Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
  - Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
  - Not accept the lowest Quotation or any Quotation in part or in whole. The SACPCMP normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose Quotation is technically acceptable and/or financially advantageous to the SACPCMP.
  - Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, the SACPCMP shall be entitled to appoint the contractor who was rated 2nd (second), and so on.
  - Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability. ○ This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document:

## 9. BID EVALUATION:

### 9.1. First Evaluation Phase - Technical Evaluation

For a bidder to proceed to the next evaluation phase they must score at least 70 on the technical evaluation.

#### Technical Evaluation Criteria

|    | Criteria                                                                                                                                                                                                                                                                                                                                                                  | Scoring Guidelines                                                                                                                                                                                                                                                                                                      | Points |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1  | <b>Company Experience</b><br><br>Experience, knowledge and technical expertise, including track records of undertaking work of this similar nature.<br><br>Bidders must submit a company profile detailing experience, reference letters.                                                                                                                                 | <b>Points will be allocated as follows:</b><br><br>5 years+ __ (20)<br>4 years __ (15)<br>3 years __ (10)<br>2 Years __ (5)<br>1 Year __ (0)                                                                                                                                                                            | 20     |
| 2  | <b>Implementation Plan</b><br>Evaluates the practicality and clarity of the project approach, including <b>installation timelines, resources, testing procedures, and risk mitigation.</b><br>The service provider shall identify and mitigate risks associated with the installation, system failure, data loss, or unauthorized access during the implementation phase. | <b>Points will be allocated as follows:</b><br><br><b>project approach, including installation timelines, resources, testing procedures, and risk mitigation.</b><br><br>Project Approach/plan in detail<br>Installation, Testing and feedback (10)<br>Timeliness (10)<br>Risk management (10)                          | 30     |
| 3. | <b>Remote Monitoring Capability</b><br><b>Assesses</b> whether the system provides secure remote access and monitoring tools for authorised personnel. This includes system alerts, administrative dashboards, and off-site reporting capabilities.<br><br>Bidders must attached screenshots of the remote control showing functions                                      | <b>Points will be allocated as follows:</b><br><br>(10) points – Full-featured remote access, real-time monitoring, and admin control<br>(5) points – Remote dashboard with basic reporting and user access<br>(3) points – Limited or basic remote monitoring<br>0 points – No remote monitoring capabilities provided | 10     |

|           |                                                                                                                                                     |                                                                                                                                                                                                                                              |     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>4.</b> | <b>Personnel</b><br><br>Certified biometric installer (at least one certified biometric installer)                                                  | <b>Points will be allocated as follows:</b><br><br>OEM Certificate - 10 Points                                                                                                                                                               | 10  |
| <b>5.</b> | <b>Reference Letters</b><br><br>References letter or letter of appointment pertaining to similar projects undertaken with relevant contact details. | <b>Points will be allocated as follows:</b><br><br><ul style="list-style-type: none"> <li>- 3 References                      30</li> <li>- 2 References                      20</li> <li>- 1 Reference                        10</li> </ul> | 30  |
|           | <b>Total</b>                                                                                                                                        |                                                                                                                                                                                                                                              | 100 |

## 9.2. Second Evaluation Phase – Price and Preference Points

The second and final phase will be evaluated as follows:

| Description                                                                      | Number of points for preference |
|----------------------------------------------------------------------------------|---------------------------------|
| Price                                                                            | 80                              |
| Specific goals                                                                   | Number of points for preference |
|                                                                                  |                                 |
| More than 30% black shareholding or owned enterprise.                            | 10                              |
| More than 30% woman or women shareholding or owned enterprise.                   | 2                               |
| More than 30% youth shareholding or owned enterprise.                            | 2                               |
| More than 30% of people living with disability shareholding or owned enterprise. | 1                               |
| RDP Goals                                                                        |                                 |
| <b>SMMEs</b>                                                                     | 5                               |

## 10. Quotation

Email Quotations should be submitted to the following email addresses:  
[tenders@sacpcmp.org.za](mailto:tenders@sacpcmp.org.za) before 12 October 2026 at 16:00.

These requirements are only minimum requirements. It is required that Service provider familiarise himself/herself with the details of the services/ supplies to be

able for him/her to quote accordingly. The quoted price must be in South African Rands and be inclusive of 15% VAT.

10

#### 10.1. **PRICING SCHEDULE**

Bidders are required to complete the pricing schedule below in full. All prices must be quoted in **Rands** and **must be inclusive of all applicable taxes and charges**, excluding VAT where indicated.

The SACPCMP reserves the right to reject incomplete pricing schedules or those that do not align with the scope of work.

| Item No. | Description                                                                                                                          | Quantity | Unit Price (Excl. VAT) | Total Price (Excl. VAT) |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------|-------------------------|
| 1        | Fingerprint Biometric Devices -                                                                                                      |          |                        |                         |
| 2        | Accessories (Power supplies, batteries, locks, etc.)                                                                                 |          |                        |                         |
| 3        | Trunking and Cabling (12-core)                                                                                                       |          |                        |                         |
| 4        | Labour and Installation                                                                                                              |          |                        |                         |
| 5        | Software Modules (T&A and Access Control)                                                                                            |          |                        |                         |
| 6        | Licensing and Support (Monthly/ad hoc + updates)                                                                                     |          |                        |                         |
| 7        | Training Sessions                                                                                                                    | 1        |                        |                         |
| 8        | Warranty (36 Months)                                                                                                                 |          |                        |                         |
| 9        | Visitor Management System <ul style="list-style-type: none"> <li>• 21" Form Factor (All in one)</li> <li>• Access Scanner</li> </ul> |          |                        |                         |
|          | <b>Subtotal (Excl. VAT)</b>                                                                                                          |          |                        | <b>R</b>                |
|          | <b>VAT (15%)</b>                                                                                                                     |          |                        | <b>R</b>                |
|          | <b>Total (Incl. VAT)</b>                                                                                                             |          |                        | <b>R</b>                |

**11. NB! The validity period for this RFQ should be at least three (3) Months from the date of submission**

**12. ATTACHMENTS**

The following documents are attached and must be completed by the bidder.

ANNEXURE 1: SBD 4 - DECLARATION OF INTEREST

ANNEXURE 2: SBD 6 - Preference Points Claim Form

**13. General Conditions of Contract**

General Conditions of Contract (GCC) as per National Treasury will apply. Service providers must familiarise themselves with these conditions as they will be applicable throughout the contract period.

**14. Evaluation Criteria**

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act, 2022 and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

**15. Contract Management**

The Service Provider will be required to sign a Standard Contract based on the duration and value of services.

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**Authorised Bidder's Signature**

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**Date**

## **PLEASE NOTE**

1. Any quotation submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your quotation covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance in your quote as SACPCMP provides its individual insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Quotation **in the Supply Chain Management Department**.
5. The SACPCMP reserves the right to cancel the procurement process at any time without notice and not issue the order.
6. Conditional quotations will be subject to SACPCMP acceptance and approval processes.
7. It is no longer compulsory for bidders to submit SBD 8 & 9 together with this RFQ on the stipulated closing date.
8. The SACPCMP shall request the preferred bidder/service provider to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for twelve (12) months from the date submitted. The onus will rest with the service provider who has been awarded the services to inform SACPCMP of any changes to the information provided on such SBD forms. Failure to do so will result in misrepresentation of facts/ information and may result in SACPCMP terminating the service or contract.
9. Payment terms: compliant invoices will be processed within 30 days after receipt.

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### **FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_

|               |
|---------------|
| COMPANY STAMP |
|---------------|

**BIDDER'S DISCLOSURE 1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3. DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

\_\_\_\_\_

<sup>2</sup> 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.

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 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

## ANNEXURE 2

### SBD 6.<sup>3</sup>

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<sup>3</sup>.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

#### 4. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/ Quotations:

- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals

The maximum points for this bid/ Quotation are allocated as follows:

| Description                                                                      | Number of points for preference |
|----------------------------------------------------------------------------------|---------------------------------|
| Price                                                                            | 80                              |
| Specific goals                                                                   | Number of points for preference |
| More than 30% black shareholding or owned enterprise.                            | 10                              |
| More than 30% woman or women shareholding or owned enterprise.                   | 2                               |
| More than 30% youth shareholding or owned enterprise.                            | 2                               |
| More than 30% of people living with disability shareholding or owned enterprise. | 1                               |
| RDP Goals                                                                        |                                 |
| SMMEs                                                                            | 5                               |

1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

#### 2. DEFINITIONS

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4.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Black People"                                | has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| "Disability"                                 | means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.                                                                                                                                                                                                                                                              |
| Highest acceptable tender";                  | means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Historically Disadvantaged Individual (HDI)" | means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI |
| People with disabilities".                   | In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment                                                                                                                                                                                                                                                                                                     |
| Price"                                       | means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SMMEs"                                       | means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is                                                                                                                                                                                                                                            |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | predominantly carried on in any sector or sub sector of the economy mentioned in Column I of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.                                    |
| "Specific goals" | means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994; |
| "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;                                                                                                                                                                        |
| Youth"           | means persons between the ages of 14 and 35 as the National Youth Development Agency Act 54 of 2008.                                                                                                                                                                                                                                                                                                     |

- (a) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations.
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B- BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person; 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \frac{Ps - P_{\min}}{P_{\min}} \times 80 & \text{or} & \frac{Ps - P_{\min}}{P_{\min}} \times 90
 \end{array}$$

Where-

|      |   |                                      |
|------|---|--------------------------------------|
| Ps   | = | Points scored for price of bid under |
| Pt   | = | Price of lowest acceptable bid       |
| Pmin | = | Price of lowest acceptable bid       |

#### POINTS AWARDED FOR SPECIFIC PREFERENTIAL GOALS

| Specific goals | Number of points for preference | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|----------------|---------------------------------|------------------------------------------------------------------------------|
|                |                                 |                                                                              |

|                                                                                  |            |  |
|----------------------------------------------------------------------------------|------------|--|
| More than 30% black shareholding or owned enterprise.                            | 10         |  |
| More than 30% woman or women shareholding or owned enterprise.                   | 2          |  |
| More than 30% youth shareholding or owned enterprise.                            | 2          |  |
| More than 30% of people living with disability shareholding or owned enterprise. | 1          |  |
| <b>RDP Goals</b>                                                                 |            |  |
| <b>SMMEs</b>                                                                     | 5          |  |
| <b>TOTAL</b>                                                                     | <b>100</b> |  |

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

|    |                          |    |                          |
|----|--------------------------|----|--------------------------|
| YE | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|

7.1.1. If yes, please indicate:

i) What percentage of the contract will be subcontracted.....% ii)

The name of the sub-contractor..... iii)

The B-BBEE status level of the sub-contractor..... iv)

Whether the sub-contractor is an EME or QSE (***Tick applicable box***)

|    |                          |    |                          |
|----|--------------------------|----|--------------------------|
| YE | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| Designated Group: An EME or QSE which is at last 51% owned by:    | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| Black people                                                      |          |          |
| Black people who are youth                                        |          |          |
| Black people who are women                                        |          |          |
| Black people with disabilities                                    |          |          |
| Black people living in rural or underdeveloped areas or townships |          |          |
| Cooperative owned by black people                                 |          |          |
| Black people who are military veterans                            |          |          |
| <b>OR</b>                                                         |          |          |
| Any EME                                                           |          |          |
| Any QSE                                                           |          |          |

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company name firm..... 8.2  
VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.....

2.....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS: .....