

SACPCMP

The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

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	For the appointment of an Event Service Provider for the SACPCMP Conference to be held in November 2023		
BID NUMBER	COM/01/2023		
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	TBC (Gauteng)		
COMPULSORY REQUIREMENTS	<ul style="list-style-type: none"> - Please note that failure to submit compulsory documents may lead to disqualification. - Only emailed submissions will be accepted. 		
RFQ DISTRIBUTION DATE	17 April 2023	09h00	
QUERIES CLOSING DATE	30 April 2023	16h00	
RFQ CLOSING DATE	09 May 2023	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Sbongile Shabalala tenders@sacpcmp.org.za	
	Physical address	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria	
	Fax	No facsimile bids will be considered	
	Email	tenders@sacpcmp.org.za	
	Queries (only)	Natasha van der Berg communicationsmedia@sacpcmp.org.za / Elaine.Miller@sacpcmp.org.za	
	Contact person	Admin Enquiries: Sbongile Shabalala JnrAccounts@sacpcmp.org.za	
CATEGORY	For the appointment of an Event Service Provider for the SACPCMP Conference to be held in November 2023.		
SECTOR	Regulatory Council		
REGION	Gauteng Province		

1. BACKGROUND

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions to protect public interest.

In line with the construction industry development initiatives, the Council continues to advance and promote the science and management practice of project and construction management thereby contributing towards promotion of the construction and built environment industries.

It further regulates the Project and Construction Management Professions to protect the public by identifying the type and scope of work, registering professionals, and maintaining a national register of professionals who adhere to a Code of Conduct.

It also accredits Project and Construction Management programmes at tertiary educational institutions to ensure that graduates are employable within the industry upon completion of their studies and recognises Voluntary Associations who assist in the promotion of the professions under the SACPCMP (South African Council for the Project and Construction Management Professions) umbrella.

OPERATIONS

The SACPCMP operates in the Built Environment alongside the other five Councils being

- The South African Council for the Architectural profession (SACAP),
- The Engineering Council of South Africa (ECSA),
- The South African Council for the Landscape Architectural Profession (SACLAP)
- The Council for the Quantity Surveying Profession (SACQSP)
- and the South African Council for the Property Valuers Profession (SACPVP).

The National Minister of Public Works is the Executive Authority of the Council and communicates with the Council through the CBE, which is the overarching body that co-ordinate the activities of all the six Built Environment Councils.

2. SCOPE OF WORK

The SACPCMP invites proposals from suitable Service Providers for the provision of Event Coordinator services or parts thereof for the SACPCMP Conference to be held in November 2023. These services may include but not limited to the following services.

2.1 SPEAKER REQUIREMENTS

The Service provider agrees to:

- Inform presenters of the actual dates, times, venue of the presentations.
- Coordinate design of programme book to be presented in hard and electronic copy.
- Collect any material for the conference book, including but not limited to company overview documents and adverts from sponsors.
- Arrange for all conference documents and programme proceedings to be presented in hard and electronic copy.
- Proof and sign-off of publication.
- Manage designers and printers' deadlines
- Coordinate requests for customized certificates of attendance/ participation, and prepare, coordinate printing, and supply such certificates where applicable.
- Invite and follow up with confirmed speakers
 - Brief confirmed speakers, coordinate contracts and payment where necessary.
 - Coordinate all accommodation, transport, and transfer requirements.
 - Coordinate all speaker related audio-visual requirements inclusive of hiring specialized equipment where available
 - Make arrangements for the speakers' presentation to be uploaded and preview facilities in a dedicated venue as per requirements of SACPCMP.
- Ensure that all presentations are copied on branded memory sticks and included in delegate bags

2.2 CONFERENCE PROGRAMME

The Service provider shall assist SACPCMP to:

- Recommend and select in consultation with SACPCMP the third-party suppliers (security, general service contractor, caterer, transportation etc.) for the complete Conference Programme.
- Manage third party suppliers contracted by the Service Provider, including security, general service contractor, caterer, transportation etc.
- Produce event specifications for use onsite and by all team members for advance planning-daily working documents for crew (detailed function sheet etc.).
- Communication any housekeeping messages or other announcements to chairpersons and master of ceremonies.
- Ensure that that the Conference programme requirements, as provided at least 3 months before the date of the conference, are met.
- The service provider shall assist the programme Committee to produce the conference abstracts and ensure that at least one month before the

Conference provided that SACPCMP reserves the right to make such abstracts available on the SACPCMP website.

- The Service Provider shall assist the SACPCMP to identify, source, coordinate and supply to SACPCMP the provisional programme for the Conference.
- Manage and coordinate all speakers, presenters, chairpersons, entertainers, and AV staff onsite to ensure that the programme runs smoothly and on time.

2.3 REGISTRATION SYSTEM AND SERVICES

The Service provider agrees to:

- Set up an online registration service (develop the online facility to include all fields, linked to the current registration platform, but open to all persons).
- Set up an online payment facility linked to the finance department of the SACPCMP.
- Set up a report generating structure to automatically mail weekly or upon reasonable request reports to identified management members of the SACPCMP. Secure access should be provided to select Executives members to view and generate standard reports.
- Create a login facility with usernames and passwords for each registration to allow certain appropriate changes and additional actions/requests.
- Receive and process all registrations from the online mailer.
- Send immediate confirmation of receipt via return email of the registration and advise of the invoice to follow.
- Populate the software database with the delegate details and relevant delegate type.
- Cross reference the participant database, to ensure correct registration members/delegates in allocated categories.
- Offer an immediate option of online secure Credit Card payment.
- Generate an invoice (including the banking details, including registration fee and any extras).
- Provide complimentary RFID for duration of the conference arrangements.
- Liaise with the SACPCMP team to check payments received or reconcile the dedicated Congress Bank Account.
- Note the payment against the delegate and send an email (pdf) statement of the account and official receipt.
- Correspond to all delegates via the software system, including the unique barcode generation and confirmation letter.
- Generate frequent updated registration reports as requested by SACPCMP
- Generate catering lists detailing various dietary requirements for the

venue.

- Generate all travel reports to ensure that the logistics teams are up to date. Generate final communications to the delegates.
- Send a confirmation Barcode to the delegate prior to the event, thus ensuring an efficient (8 second) registration time onsite.
- Ensure that all PO provide by government officials / departments are accompanied by signed AOD's before a barcode is issued for registration of the conference.
- Acknowledge enquiries, negotiate, administer, and manage all documentation by means of a dedicated Conference Management System prior to the conference.
- Supply customized information lists based upon registration input to SACPCMP on request.
- Effect an onsite welcoming and registration procedure, inclusive if the collection and handling of all outstanding fees. (Suggest at least 3 payment facility portals available on the days of conference).
- Prepare conference packs and coordinate the packing of delegate bags on site.
- Setup a welcome desk/ registration area at the venue to receive and welcome the delegates.
- Name badge production and distribution
- Voucher production and distribution as required
- Setup of conference branding at registration desks

2.4 CONFERENCE SUPPLIES

The Service provider agrees to obtain quotes and arrange for the advertising, promotions and payments where necessary, after consultation and as agreed with SACPCMP regarding.

- Folders/ briefcases
- Name badges
- Signage
- Flags and banners
- Stationery
- Equipment
- Programme booklet
- Promotional gifts as part of the gift bag (x2 items)

2.5 HOSTING SERVICES

The service provider will be responsible for arranging, coordinating, and managing the following hosting services:

- Onsite information and enquiry desks (Ensure that an information desk is located in the central concourse providing maps and general

information on public transport, local amenities, accommodation and other such matters as registrants and other persons attending the Conference may reasonably require). Manage information and enquiry desks at the venue and official hotels.

- Design Invitations and marketing material for the conference.
- VIP care
- Gifts for speakers
- Ensure that a secure and adequately sized VIP Lounge and Media area to be offered at the Conference.
- Arrange for adequate and cost-effective refreshment centres to be provided (for example: risk catering) at appropriate locations throughout the Conference.
- Ensure that a business and message center is centrally located on the concourse and is adequately staffed and equipped with such office materials, stationery and equipment that may be reasonably required by registrants.
- Ensure that appropriate photocopying, fax, telephones and computer use, and email facilities and services are provided to registrants at cost.
- Arrange to supply registrants with a good quality bag.
- Supply registrants with badges.
- Ensure material to be distributed to registrants is done as and when the need arises.
- Professional Conference Organiser's office and Press/ media briefing room.
- Ensure that the Professional Conference Organiser's Office can cater up to 25 people at any given time and allocation for extension cords, power facilities for computers, phones, modems, chargers are available and accessible.
- Protection Services i.e. security, medical and fire risk.
- Coordinate signage, welcome packs, and giveaways with 3rd party suppliers
- Manage freight coordination, medical needs, and staff offices with 3rd party suppliers.
- Handle emergencies and on-site daily debriefing to ensure any problems/queries are resolved and/ or noted.
- Obtain quotes and coordinate departure and arrival times of transport of collateral to the venue.
- Coordinate bag packing and production line or collateral and moving of collateral within the venue.
- Coordinate porters and trollies and cleaning of venue.
- Book electricity and power for evening functions as requested by the Conference
- Arrange equipment and telephone lines in offices as requested by the Congress.

Manage conference rooms.

- Signage for breakaways including directional signage
- Monitor conference refreshments served throughout the event including lunch areas and VIP meeting rooms.
- Ensure room set up is as per function sheet.

All The above will be performed per agreed arrangement as required by SACPCMP. Where venue requires/ forbid certain services such as fire risk the venue has preference.

2.6 MARKETING

The Service provider agrees to:

- Develop a target-based communication and marketing strategy and manage the timelines and implement a local and international marketing strategy for delegates, exhibitors, sponsors, and other stakeholders in collaboration with the relevant Committee:
 - Design all announcements and calls for papers
 - Design electronic invitations website advertising in selected media and
 - Design conference logo
 - Exposure in the local public press and media
- Design, compile, produce, distribute and process announcements and other marketing materials, understanding that;
 - The logos, as approved should be on such materials
 - The correct name and number for the conference must be used in all promotional materials and printed or electronic references to the Conference
 - Manage SACPCMP current email address and conference website.
- Service provider to develop a full conference website with all conference related information (speakers, bios, programmes etc.) as well as link to the payment gateway.
- The SACPCMP shall provide develop the service provider with potential registrant and exhibitors lists from previous congresses and hereby grants the service provider a license to use such lists for direct mailing for the sole purpose of marketing the Conference, in compliance with POPIA conditions.
- Distribute promotional materials in a timely fashion.

2.7 SPONSORSHIP

The Service provider agrees to:

- Take co-responsibility with the SACPCMP for raising sponsorship for the conference. The Event Committee will work together with the service provider to identify potential sponsors.

- Produce analysis of required sponsors participation and prepare matrix/ prospectus accordingly in collaboration.
 - Compile database of potential sponsors in collaboration with the SACPCMP, including but not limited to contact history, agreements, and comments.
 - Design and distribute the sponsorship manual containing information relating to branding requirements, deadlines, rules, and regulations.
 - Develop and identify appropriate sponsorship opportunities.
 - Actively pursue potential sponsors and market the opportunities for sponsorship.
-
- Source and approach potential sponsors
 - Compile sponsorship confirmation letters
 - Receive the responses to the invitations and process all applications and booking sheets promptly
 - Contact sponsors and set up meetings with potential sponsors (where required)
 - Interface with sponsors with existing suppliers and or request our suppliers to source goods.
 - Compile the sponsorship contracts
 - Forward weekly status reports on sponsors
 - Administer sponsors regarding (but not limited to); Tax invoices, Agreements, Contracts
 - Assist the SACPCMP to comply to the obligations to sponsors, as agreed, and outlined by the value proposition document.
 - Follow up and collect payments from sponsors
 - Obtain sponsors logos and information for website and promotional material
 - Register sponsors delegates
 - Manage sponsors and their requirement onsite at the conference.
 - Provide sponsors post conference with a letter of gratitude and feedback.

2.8 EXHIBITION

The Service provider agrees to:

- Develop, design, and manage the Conference Exhibition
- Provide the Committee with the exhibition solution plan
- Identify venue and space for exhibition
- Determine the maximum number of stands to be accommodated in venue
- Source quotes, contract and coordinate for exhibition stand suppliers
- Compile floor plan

- Compile exhibition manual
- Manage onsite exhibition build up, staffing, security, and breakdown.
- Ensure venue is cleaned and secure each evening
- Facilitate freight forwarding and shipping needs

- Ensure adequate storage and security facilities are available for exhibitors
- Ensure porters and trolleys are booked to assist exhibitors with onsite movement
- Facilitate all compliance requirements and required certificates
- Make available to the Committee a clear and accurate updated plan of the exhibition areas and potential exhibitors not less than 1 months prior to the conference.
- Appoint a competitive and reputable local shipping and storage agent and its contacts details made available to potential exhibitors no less than 3 months prior to the Conference
- Manage in close collaboration with the committee the trade and exhibition as follows.

- Contact exhibitors and set up meetings with potential exhibitors (where required)
- Compile exhibitions tracking sheet
- Forward weekly status reports on exhibitors
- Exhibitors' administration e.g., invoices, contracts, agreements
- Payments are processed, allocated and receipted
- Oversee exhibitors onsite at the conference
- Liaise with venue on exhibitors catering requirements
- Liaise with exhibitors regarding set up and breakdown times
- Issue exhibitors access badges- for set up and breakdown
- Ensure that the requirements for posters exhibitions are met and managed on site.

2.9 EVENING EVENT (COCKTAIL NETWORKING EVENT)

The service provider agrees to collaborate with the local organizing Committee to.

- Develop a plan, coordinate manage event food functions and venues as specified including social events and daily social programme to fit with conference programme with the following but not limited to:
- Theme, décor, entertainment, setup equipment, menu, bar, sequence of events, dietary requirements, payments security, emergency service
- Recommend and contract with approval from Conference Committees, of all third-party service suppliers for the social events.
- Liaise with selected third-party vendors (creative, production, entertainment) where applicable to ensure smooth running of event.
- Oversee event schedule, including transportation, food and beverages, music,

and entertainment

- Design attractive invitation if required (HTML based or print to be included in the delegate bag)
- Source and book artists, negotiate fair cancellation clauses and manage contractual requirements
- Select menus and suitable wine lists and confirm beverage limits for the function where applicable.
- Ensure printed menus are placed on the table and complement the theme for the evening
 - Appoint and manage décor', tech Av ad florist suppliers coordinating specific setup and strike times for each supplier
 - Formulate order of events and brief the MC, photographer, and programme director.

2.10 TECHNICAL SERVICES

The Service provider agrees to

- Develop and implement a technical services strategy in collaboration with the local organizing committee
- The service provider agrees to appoint a dedicated manager who would obtain quotations, contract with suppliers and coordinate all of the following:
 - Audio visual and staging, and other services as required
 - All speaker equipment, photocopying and other requirements inclusive of IT and telephone services and working connections
 - On site management of all equipment and production requirements to ensure efficient services at all times
 - Speakers, Photographs/ Albums services as per the requirement of the SACPCMP.
- Professional photography and video of the event

2.11 PROFESSIONAL CONFERENCE ORGANIZER ATTENDANCE

The Service provider agrees to attend all of the following (pertaining to pre-, onsite, and post conference events) on prior arrangement with the committee.

- Scheduled pre-conference meetings
- Supplier meetings
- Buildup, duration of the Conference and breakdown
- Review meetings after conference
- Dedicated meetings as requested by SACPCMP
- The Service provider will obtain approval from the SACPCMP regarding the number of service provider staff to attend the specified meetings.

3. MANDATORY REQUIREMENTS

3.1. Quotations will be disqualified or excluded under the following conditions:

- 3.1.1. Submission after the deadline.
- 3.1.2. Quotations submitted at incorrect location.
- 3.1.3. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- 3.1.4. Not including a valid original tax clearance certificate as well as BBEE Original Certificate/ Sworn Affidavits and CSD certificate
- 3.1.5. Your quotation and proposal should include, in addition to the scope of services above, your design rates for electronic marketing material related to the conference.

4. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 4.1. Registration and CSD good standing status of form
- 4.2. At least three recent (not older than 3 years) written and contactable references from clients that you provided for similar graphic design services as indicated.
- 4.3. A brief Profile of the Service Provider.

5. SPECIAL CONDITIONS

- 5.1. All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- 5.2. SACPCMP reserves the right not to consider any Quotation not fully completed.
- 5.3. 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.
- 5.4. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- 5.5. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- 5.6. Kindly note that SACPCMP is entitled to:
 - 5.6.1. 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.

- 5.6.2. Verify any information contained in a Quotation.
- 5.6.3. Not appoint any bidder.
- 5.6.4. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
- 5.6.5. Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
- 5.6.6. 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.
- 5.6.7. 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.
- 5.6.8. Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
- 5.6.9. This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

6. QUOTATION

6.1. Email Quotations should be submitted by **16h00 on 09 May 2023** to the following email addresses: tenders@sacpcmp.org.za

7. BID EVALUATION:

7.1. Evaluation

Evaluation phase will be evaluated as follows:

Evaluation criteria	Points
Price	80%
BBBEE	20%
Maximum Points	100%

8. QUOTATION PRICE

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, if VAT registered vendor.

8.1. PRICING SCHEDULE

NB: Validity period for this RFQ should be at least 12 Months from the date of submission and note any escalation costs related to options 2 and 3.

9. Period of Contract

This contract will be valid based on the options provided and work will only commence upon the signing of the Service Level Agreement contract which will be followed with various purchase order/s for specific items as may be needed.

10. 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 duration of the contract period.

11. Evaluation Criteria

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act no 5 of 2000, the Procurement Regulations of 2017 pertaining to the Act and SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply. For you to go the next phase of evaluation points of 80% must have been achieved.

12. Contract Management

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

Authorised Bidder's Signature

Date

PLEASE NOTE

1. Any quotation submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your Quotation/ quotation clearly covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective

person stipulated on the Request for Quotation **in 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 4, 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 a period of 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.

FOR OFFICE USE ONLY

RECEIVED BY: _____

COMPANY STAMP

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS
2017**

This preference form must form part of all bids/ Quotations submitted. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS/ POTENTIAL SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. 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) B-BBEE Status Level of Contribution.

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

DESCRIPTION	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.6 Failure on the part of a bidder/ service provider to submit proof of B-BBEE Status level of contribution together with the bid, will be interpreted that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

- (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:

$$\frac{Ps}{Pt - Pmin} \times 20 \quad \text{or} \quad \frac{Ps}{90 - 10 \times \frac{Pt - Pmin}{Pmin}} \times 10$$

Where-

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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"/>
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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"/>
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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:	EM E √	QSE √
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		
OR		
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

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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 contributor has been claimed or obtained on a fraudulent basis or any of the conditions of 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.....

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SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS:

Addendum A;
B-BBEE Level of Contribution certificate – original or certified copy.

Addendum B;
Valid Tax Clearance Certificate.