DESIGN, DEVELOP AND IMPLEMENT A PUBLIC-FACING CSF MEMBERSHIP DATABASE AND REVAMPED WEBSITE for SANAC Civil Society Forum (CSF)

RFQ NUMBER:	**RFQ001112026**
CLOSING DATE:	**20 November 2026**
CLOSING TIME	**16:00**
DESCRIPTION OF BID:	**Terms of Reference: DESIGN, DEVELOP AND IMPLEMENT A PUBLIC-FACING CSF MEMBERSHIP DATABASE AND REVAMPED WEBSITE for SANAC Civil Society Forum (CSF)**

- Proposals must be submitted by email by no later than 16h00pm on **20 November** 2026.
- Only proposals submitted by email to: rfq@sanac.org.za will be accepted and reviewed– no late proposals will be reviewed.
- Please use the reference **DESIGN, DEVELOP AND IMPLEMENT A PUBLIC-FACING CSF MEMBERSHIP DATABASE AND REVAMPED WEBSITE for SANAC Civil Society Forum (CSF)** "in the email subject line.
- Address to be put on the Quote: SANAC, Second Floor, Block B, Lakefield Office Park, 272 West Avenue, Centurion, Pretoria, VAT no: 496 026 5751

1. Background and Context

The Civil Society Forum (CSF) requires an integrated, secure and accessible digital platform that combines a public-facing membership directory with a revamped CSF website. The platform will consolidate existing membership information and provide a structured mechanism for new community-led and community-based organisations, networks and other eligible civil society formations to register under their respective CSF sectors.

The platform is intended to serve as an institutional resource for mapping and strengthening South Africa's civil society response. It should help the CSF understand where organisations operate, improve communication and coordination across sectors, identify geographic and thematic gaps in community coverage, facilitate partnerships and referrals, and support evidence-based planning and resource mobilisation.

The initiative will increase the visibility and accessibility of the CSF and provide an evolving national picture of community-based capacity available to support HIV, tuberculosis (TB), sexually transmitted infections (STIs) and broader health-system priorities. The activity forms part of the Global Fund GC7 investment in Resilient and Sustainable Systems for Health (RSSH), specifically Community Systems Strengthening and Community Engagement, Linkages and Coordination.

The consultancy will translate this intent into a practical, sustainable and user-friendly solution, including requirements analysis, system design, website development or revamp, database configuration, migration and validation of existing records, testing, launch, documentation, training and post-launch support.

2. Purpose of the Consultancy

To engage a suitably qualified service provider or multidisciplinary consultant/team to design, develop, configure, populate, test, deploy and hand over a public-facing CSF membership database integrated with a revamped CSF website, supported by appropriate governance, data protection, maintenance and capacity-building arrangements.

3. Objectives

- Consolidate existing CSF membership information into a structured, searchable and maintainable database, with appropriate data cleaning, deduplication and validation.
- Create a clear, accessible registration pathway for community-led and community-based organisations and networks, with classification by CSF sector and relevant geographic areas.
- Revamp the CSF website to provide a modern, mobile-responsive and accessible public information and engagement platform.
- Enable approved public display of organisation profiles while restricting confidential, personal or sensitive information to authorised users.
- Support mapping and analysis of organisational presence, areas of operation, thematic expertise, community capacity and service/referral pathways.
- Review the existing CSF website and revamp it to link with the membership database and CSF social media platforms.
- Use the revamped website to improve CSF communication, sector coordination, partnership development, referrals, planning, reporting and resource mobilization as a communication platform.
- Build CSF staff and designated users' capacity to administer, update, safeguard and use the platform independently.
- Establish a sustainable technical and operational model, including hosting, security, backups, maintenance, ownership and handover.

DESIGN, DEVELOP AND IMPLEMENT A PUBLIC-FACING CSF MEMBERSHIP DATABASE AND REVAMPED WEBSITE for SANAC Civil Society Forum (CSF)

4. Scope of Work

4.1 Inception and requirements analysis

- Hold an inception meeting (in hybrid – physical and virtual) with the CSF and designated stakeholders to confirm objectives, users, governance, deliverables, timelines and approval processes.
- Review the existing CSF website, membership lists, registration forms, sector classifications, data collection practices, hosting arrangements and relevant policies.
- Map user journeys for prospective registrants, existing members, public visitors, sector coordinators and system administrators.
- Prepare and submit an inception report, requirements specification, workplan, risk register and agreed acceptance criteria.
- Upon completion of the database and website, conduct provincial x 9 and national x 1 validation workshops with CSF representatives whose logistics will be arranged by CSF Secretariat.

4.2 Data audit, cleaning and migration

- Inventory available membership records and identify data sources, formats, ownership, quality issues and lawful basis for use.
- Develop a standard data dictionary and agreed mandatory, optional and public-display fields.
- Migrate and validate records to provide a reconciliation report showing records received, migrated, merged, excluded or requiring follow-up.
- Ensure that migration does not automatically make private or unverified information publicly visible; public display must follow agreed verification and consent rules.

4.3 Membership database and registration workflow

- Develop a searchable database with unique organisation records and appropriate role-based access controls.
- Provide an online registration form for new organisations and networks, including acknowledgement of privacy information and consent/permissions where required.
- Support sector classification according to the CSF's approved sector structure, with a controlled process for maintaining sector categories.
- Capture geographic coverage at appropriate levels, such as province, district, municipality and community, subject to data availability and privacy considerations.
- Include organisation profile fields such as name, organisation type, registration status where applicable, mission/mandate, thematic focus, population groups served, services or capabilities, contact channels, operating locations and website/social links.

- Support member profile updates, periodic verification, inactive-record flags, audit trails and duplicate prevention.
- Provide export and reporting functions for authorized users, with safeguards to prevent inappropriate bulk disclosure of personal information.
- Where feasible and approved, include tags for HIV, TB, STI, health-system strengthening, community systems strengthening, RCCE, NHI. human rights, gender, youth and other CSF priorities.

4.4 Public-facing CSF website revamp

- Review and propose a clear information architecture, navigation and content structure aligned with CSF functions and audiences.
- Develop a mobile-responsive, accessible website with a content management system that designated CSF staff can update without specialist coding skills.
- Integrate the membership directory and registration portal into the website.
- Provide core sections as agreed during inception, such as About the CSF, governance and structures, sectors, provincial presence, campaigns and programmes, news and resources, events, opportunities, contact information and membership registration.
- Provide search and filtering across public organisation profiles using approved fields such as sector, province, district and thematic focus.
- Ensure that public pages explain the CSF's role, membership process, data-use approach and contact or support channels.

4.5 Mapping, dashboards and reporting

- Provide a dashboard for authorised CSF users showing membership totals and distribution by sector, province, district and other approved dimensions.
- Generate standard reports and downloadable summaries to support coordination, planning, resource mobilisation and stakeholder engagement.

4.6 Testing, launch, training and handover

- Conduct functional, integration, usability, mobile-device, accessibility, performance, security and user-acceptance testing.
- Resolve critical and high-priority defects before launch.
- Support a controlled pilot with nominated CSF users and a sample of organisations, incorporating feedback before full deployment.
- Train designated CSF administrators and users on registration review, content management, data quality, reporting, access management, backups and routine maintenance.
- Provide user guides, administrator manuals, technical documentation, configuration details, data dictionary and a maintenance plan.

- Provide launch support through facilitating provincial x9 (virtual) and national validation workshop x1 (physical) as part of the project handover and launch.

5. Functional and Non-Functional Requirements

5.1 Minimum functional requirements

- Online organisation registration, review, approval and profile maintenance.
- Searchable public directory with filters based on approved public fields.
- Role-based administrative interface and secure authentication for non-public functions.
- Sector and geographic classification, including controlled updates to categories.
- Data import/export, deduplication support, audit history and routine data-quality checks.
- Dashboard and standard reports for authorised users.
- Website content management, news/resources publishing and contact/help information.
- Email notifications or equivalent status messages for key registration events, where technically feasible.
- A documented process for data correction, profile updates, complaints and removal/deactivation requests.

5.2 Minimum non-functional requirements

- Security: secure configuration, encrypted transmission (HTTPS/TLS), strong administrator authentication, least-privilege access and protection against common web vulnerabilities.
- Privacy: compliance with applicable South African law, including the Protection of Personal Information Act (POPIA), and documented rules for consent, purpose limitation, access, retention and deletion.
- Accessibility and usability: simple language, intuitive navigation, mobile responsiveness and alignment with recognised web accessibility good practice.
- Performance and reliability: acceptable response times under expected usage, monitoring, documented backup and tested restoration procedures.
- Maintainability: use of supported technologies, clear documentation, manageable hosting and minimal dependence on a single supplier.
- Interoperability and portability: export of records in commonly usable formats and documented data structures to reduce vendor lock-in.
- Scalability: capacity to add members, sectors, locations, content and reporting requirements over time.
- Continuity: documented recovery arrangements and clear responsibility for hosting, domains, licences, updates and support.

6. Data Governance, Privacy and Security

The consultant must propose and implement a data governance approach for approval by the CSF before migration or public launch. The CSF should remain the designated owner/controller of membership information, subject to confirmation of the applicable legal and institutional arrangements. The service provider must process data only on documented instructions and must not reuse, sell, disclose or retain data for unrelated purposes.

- Apply POPIA and other applicable legal requirements, including appropriate handling of personal information and a documented privacy notice.
- Collect only information necessary for the stated purposes; distinguish organisation-level information from personal contact details.
- Make clear which fields are public, restricted to CSF administrators, or not to be collected. Obtain valid permissions/consents where required before public display of identifiable contact details.
- Use role-based access, secure credentials, logging, timely security updates and appropriate protection against unauthorised access.
- Agree data retention, correction, access, deactivation and deletion procedures, including how requests from organisations or individuals will be handled.
- Document hosting location, subprocessors, backups, incident response, breach notification support and restoration arrangements.
- Provide a data processing/confidentiality undertaking and disclose any third-party services or software that will handle data.
- Ensure CSF retains access to all data and can export the complete database in a documented, usable format at any time.

7. Expected Deliverables

The following schedule is indicative. The bidder should propose a realistic workplan, dependencies and level of effort. The final schedule will be agreed at contracting.

Deliverable	Key contents / acceptance evidence	Indicative timing
1. Inception report and requirements specification	Stakeholder consultations, system requirements, user journeys, data fields, workplan, risks and acceptance criteria.	Weeks 1–2

2. Data audit and migration plan	Inventory, data dictionary, cleaning rules, privacy classification and migration/reconciliation plan.	Weeks 2–3
3. Prototype and design approval	Website architecture, wireframes, visual design, registration flow and dashboard mock-ups approved by CSF.	Weeks 3–4
4. Working beta platform	Website and database configured; registration, review, directory, administration and reporting features available for testing.	Weeks 5–7
5. Migrated data and testing report	Cleaned/migrated records, reconciliation report, test results, security/accessibility checks and resolved defects.	Weeks 7–9
6. Launch, training and documentation	Production deployment, administrator/user training, manuals, technical documentation and support arrangements.	Weeks 9–10
7. Final handover and close-out report	Source/configuration handover, credentials transferred securely, backup/restore evidence, outstanding issues and sustainability plan.	Weeks 11–12

8. Consultant / service provider

- Provide the technical, database, web development, data management, privacy/security and training expertise required for the assignment.
- Deliver the agreed scope, workplan, outputs and quality standards within the approved budget and schedule.
- Maintain confidentiality, safeguard data and promptly report suspected security incidents or data loss.
- Use secure development and testing practices and obtain approval before using subcontractors or external services that process CSF data.
- Transfer agreed source code, configurations, documentation, data and administrative access to the CSF at handover.
- Provide aftercare and resolve defects within the agreed support period.

9. Consultant Qualifications and Experience

The assignment may be undertaken by a firm, consortium or multidisciplinary team. The proposal should demonstrate the following minimum capabilities:

- Proven experience designing and deploying websites.
- Proven experience in developing and deploying secure database-backed digital platforms.
- Demonstrated experience with membership, registration, directory, CRM, mapping of information systems.
- Strong data management experience, including cleaning, deduplication, migration, validation and reporting.
- User-centred design and accessibility experience, including mobile-first development and usability testing.
- Experience working with civil society, community organisations, public health, HIV/TB/STI programmes or development-sector stakeholders is an advantage.
- Capacity to train non-technical staff and provide clear technical and user documentation.
- A multidisciplinary team designated by the service provider to undertake the assignment.

10. Proposal Submission Requirements

Interested service providers should submit a technical and financial proposal containing:

1. A brief understanding of the assignment, proposed approach and design principles.
2. A methodology and workplan with activities, milestones, dependencies, quality assurance and risk mitigation.

3. Proposed technical architecture, platform/technology choices, hosting model, licensing implications and rationale. Open-source and low-cost options should be considered where appropriate.
4. A data migration, privacy, security, backup and business-continuity approach.
5. A description of how public and restricted information will be separated and how registration verification will work.
6. A team structure, CVs of key personnel and allocation of responsibilities.
7. At least two examples of relevant assignments or portfolio links, with client references.
8. A detailed, itemised financial proposal in South African rand (ZAR), including professional fees, development, migration, hosting, licences, training, travel (if any), taxes and post-launch support.
9. A proposed support and maintenance model, including recurrent costs after the initial contract.
10. Disclosure of any actual or potential conflicts of interest and confirmation of availability for the proposed period.

11. Intellectual Property, Ownership and Handover

- Subject to the final contract, all project-specific deliverables, data structures, documentation, design assets and custom-developed code paid for under the assignment must be transferred or licensed to the CSF on terms that permit continued use, modification and maintenance.
- The consultant must identify any pre-existing tools, proprietary components, third-party libraries, subscriptions or licences and disclose associated costs and restrictions before approval.
- The CSF must receive administrative control of the domain, hosting account, database, content management system, relevant service accounts and backups, using CSF-controlled email addresses wherever possible.
- The consultant must provide complete exports of the membership database in a commonly usable format and document the schema, field definitions and import/export procedures.
- No access credentials should be embedded in documentation or transferred insecurely; credentials must be handed over using an agreed secure method.
- The consultant must not retain copies of personal or confidential data after the agreed handover/retention period, except where legally required and documented.

12. Sustainability, Maintenance and Support

The proposal must distinguish one-off implementation costs from recurring operating costs. It should identify hosting, domain renewal, software licences, security updates, backups, monitoring, technical support and expected annual maintenance. The consultant must

recommend a realistic support model and provide a clear process for escalating incidents and requesting changes.

13. Ownership of Outputs

All reports, tools, templates, datasets, presentations, and the DESIGN, DEVELOP AND IMPLEMENT A PUBLIC-FACING CSF MEMBERSHIP DATABASE AND REVAMPED WEBSITE for SANAC Civil Society Forum (CSF) developed under this assignment shall remain the intellectual property of SANAC/ SANAC CSF. The appointed service provider may not publish, reproduce, or distribute any materials without prior written approval from SANAC/ SANAC CSF.

14. Evaluation Criteria

The RFQ will be evaluated in 3 stages as mentioned below:

- Stage 1: SCM Administrative requirements.
- Stage 2: Technical / Functional evaluation.
- Stage 3: Price and BEE.

14.1 Stage 1: SCM Compliance requirements

Bidders must provide the following documents:

1.	Valid B-BBEE Certification/affidavit, if applicable.
2.	Recent copy of CSD report.
3.	Valid Tax Pin / TCC certificate
4.	Completed SBD Forms (SBD 4 & 6.1)

14.2 Technical / functional Evaluation

Only proposals meeting SCM Compliance requirements should proceed to detailed scoring. The bidder must submit a proposal that will be evaluated against the criteria outline on the table below :

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Criterion	Assessment focus and weight outline	Indicative weight
Understanding and methodology	• Fit to CSF objectives = 10 • Stakeholder engagement =5 • Usability and delivery approach =5	20%
Relevant experience and portfolio	• Comparable websites= 5 • Membership databases =5 • data migration =5 • Civil society/development experience=5	20%
Technical solution and sustainability	• Security and privacy =5 • Accessibility=5 • Portability and maintainability =5 • Hosting and low vendor lock-in=5	20%
Team capability and workplan	• Skills, availability, =5 • milestones, =5 • quality assurance and risk management=5	15%
Data governance and capacity building	• Data quality, POPIA safeguard =5 • Training, documentation and handover = 5	10%
Financial proposal and value for money	• Cost completeness = 5 • transparency, affordability=5 • and recurrent cost realism =5	15%

Bidders who obtained 70 on Functionality will be evaluated on Price & BEE

14. 3 Stage 3: Price and BEE

Preference point system (80/20)	Weighting percentage (Must add up to 100)
Price	**Price 80 of 100**
BEE:	**20 of 100 Points**

Total	**100**

i. Price Calculations

A maximum of 80/20 point system has been allocated to this bid on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration Pmin = Price of lowest acceptable bid

ii. Point awarded for BBE status level of contributor

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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6

7	**4**
8	**2**
Non-compliant contributor	**0**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
……
……

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

2.3.1 If so, furnish particulars:
……
……

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… ……
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
Level 1	20	
Level 2	18	
Level 3	14	
Level 4	12	
Level 5	8	
Level 6	6	
Level 7	4	
Level 8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

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.....

.....