

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	REQUEST FOR PROPOSAL: Procurement of Biometric Time and Attendance with Access Control Solution		
BID NUMBER	ICT/08/2025		
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 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria		
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	27 May 2025	09h00	
QUERIES CLOSING DATE	30 May 2025	16h00	
RFQ CLOSING DATE	06 June 2025	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Nokuthula Madlala tenders@sacpcmp.org.za	
	Physical address	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand, Pretoria	
	Email	tenders@sacpcmp.org.za	
	Technical Queries (only)	Jubilee Phetogo Lekganyane phetogo.lekganyane@sacpcmp.org.za cc: tenders@sacpcmp.org.za	
	Contact person	Admin Enquiries: tenders@sacpcmp.org.za	
CATEGORY	To provide professional services as per the brief.		
SECTOR	Regulatory Council		
REGION	Gauteng Province		

SITE VISITS	Date	28 May 2025 – 30 May 2025
	Time	N/A
	Venue	N/A <ul style="list-style-type: none"> • Location: 446 Rigel Avenue South, Erasmusrand, Pretoria • Site visits available upon written request

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 serves 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, and integration readiness with payroll systems. The solution must align with SACPCMP's digital enhancement objectives while ensuring compliance with data protection legislation and organisational policies.

This TORs outlines both mandatory and value-add components. Optional components (e.g., Visitor Management System and reception tablet) will be evaluated under the value-add criteria.

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 SACPCMP has identified **Hikvision (e.g. DS-K1T804AMF)** and **ZKTeco (e.g. MB20)** as the preferred brands. However, service providers may propose alternative devices provided they meet or exceed the specifications and performance of the listed preferred models.

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 8-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 proposed by the service provider
- SLA must provide for:
 - Remote and onsite support
 - Response time of no more than 48 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 two (2) training sessions for relevant staff members (onsite or virtual)
- Supply complete user guides and system administration manuals

4.6. Value-add: Visitor Management System

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

- Include a Samsung 11" tablet to be mounted at the reception area. It must be setup in **kiosk mode**.
- Allow for logging of visitor details (name, contact info, time in/out)
- Capture the reason for the visit
- Enable visitor feedback or service rating submission

This functionality is optional but preferred. Bidders offering a visitor management solution will be scored higher under value-add components.

5. DELIVERABLES

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

5.1. Fully Installed Biometric System

- 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 HR 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 8-core cabling for all access points

5.4. Training and Documentation

- At least two (2) training sessions for designated HR and ICT staff (onsite or virtual)
- 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 (as proposed by the bidder)
 - Support model (monthly or ad hoc) with quarterly system updates
 - Defined response times not exceeding 48 hours

5.6. Value-add: Visitor Management System

(If offered by the bidder and accepted by SACPCMP):

- Functional visitor management interface deployed with a Samsung 11" reception tablet
- Capability to log visitor information, visit reasons, and service ratings
- Integrated or standalone visitor management dashboard for internal use

6. MANDATORY REQUIREMENTS

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

6.1. 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

6.2. Support and SLA

- Bidders must provide a clear warranty period for hardware and software
- 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 48 hours

6.3. 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

6.4. 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 (5) years

6.5. Training and Documentation

- Must provide at least two (2) training sessions for SACPCMP users
- Must submit user guides and administrator manuals

6.6. Submission Format

- Completed and signed pricing schedule
- Company profile and B-BBEE certificate
- Detailed technical proposal including system architecture, implementation timeline, and support approach

Failure to meet these minimum requirements will result in disqualification.

SPECIAL CONDITIONS

- All enquiries must be made in writing to 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.

- **QUOTATION**

- Email Quotations should be submitted by **16h00 on 06 June 2025** the following email addresses: tenders@sacpcmp.org.za
- **BID EVALUATION:**
 - 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	Company Experience Evidence of successful similar projects, supported by client references.	Points will be allocated as follows: 15 points – 3 or more similar projects successfully completed with strong reference letters 10 points – 2 relevant projects completed with adequate references 5 points – Limited experience; references provided are weak or not clearly aligned 0 points – No relevant experience or no references provided	15
2	Technical Functionality Evaluates the extent to which the proposed solution meets SACPCMP's core functional requirements. This includes fingerprint-based access, time logging, audit trails, CSV exports , and a user-friendly dashboard. Solutions that exceed requirements or offer scalable enhancements will score higher.	Points will be allocated as follows: 30 points – Fully meets all specified requirements and includes additional useful features 20 points – Meets all core functional requirements as outlined in the TOR 10 points – Partially meets the requirements; some key features missing 0 points – Does not meet the core requirements	30
3	Security and Compliance Measures compliance with POPIA , system security features (e.g. encryption, tamper alerts, access logs), role-based access, and	Points will be allocated as follows: 15 points – Fully POPIA compliant with strong security controls and audit capabilities	15

	secure data storage and transmission.	10 points – Meets standard compliance and security requirements 5 points – Basic security included but lacks detail or depth 0 points – No clear security features or POPIA compliance	
4.	SLA, Support, and Warranty Assesses the proposed warranty period, clarity of the support model (monthly/ad hoc), availability of quarterly updates, and adherence to maximum 48-hour response times in the SLA.	Points will be allocated as follows: 10 points – SLA is comprehensive, with minimum warranty period of 12 months on hardware and 12 months software support, 48-hour response, and quarterly updates 7 points – Acceptable warranty and support model; SLA covers key requirements 3 points – SLA or warranty provided but vague or incomplete 0 points – No SLA or warranty details submitted	10
5.	Implementation Plan Evaluates the practicality and clarity of the project approach, including installation timelines, resources, testing procedures, and risk mitigation . Realistic and detailed plans will be scored favourably. The service provider shall identify and mitigate risks associated with the installation, system failure, data loss, or unauthorised access during the implementation phase.	Points will be allocated as follows: 10 points – Clear, detailed plan with timelines, resources, and risk mitigation 7 points – Reasonable plan with key phases and basic scheduling 3 points – High-level plan with limited details 0 points – No implementation plan submitted	10
6.	Remote Monitoring Capability Assesses whether the system provides secure remote access and monitoring tools for authorised personnel. This includes system alerts, administrative dashboards, and off-site reporting capabilities.	Points will be allocated as follows: 10 points – Full-featured remote access, real-time monitoring, and admin control 7 points – Remote dashboard with basic reporting and user access 3 points – Limited or basic remote monitoring 0 points – No remote monitoring capabilities provided	10

7.	Value-add: Visitor Management Additional points for offering an integrated or standalone visitor management system that allows for visitor logging, purpose tracking, and service rating.	Points will be allocated as follows: 7 points – Full visitor registration with reason tracking and service rating 5 points – Visitor logging with some tracking features 2 points – Basic visitor list only 0 points – Not offered	7
8.	Value-add: Samsung 11" Reception Tablet Assesses inclusion of a Samsung 11" tablet for reception-based visitor check-in and feedback. Points awarded for suitability, ease of use, and integration with proposed visitor management features.	Points will be allocated as follows: 3 points – Tablet provided and fully integrated with the visitor system 2 points – Tablet provided but limited or unclear integration 1 point – Tablet offered as a basic add-on 0 points – Not included	3
	Total		100

- **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.

- **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.

1 Mandatory Components

Item No.	Description	Quantity	Unit Price (Excl. VAT)	Total Price (Excl. VAT)
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1	Fingerprint Biometric Devices - Hikvision DS-K1T804AMF / ZKTeco MB20, or equivalent/higher-spec LAN- based devices aligned to TOR requirements20			
2	Accessories (Power supplies, batteries, locks, etc.)			
3	Trunking and Cabling (8-core)			
4	Labour and Installation			
5	Software Modules (T&A and Access Control)			
6	Licensing and Support (Monthly/ad hoc + updates)			
7	Training Sessions	2		
8	Warranty (as proposed by bidder)	Specify		
9	Travel / Call-out Costs (if applicable)			
	Subtotal (Excl. VAT)			R
	VAT (15%)			R
	Total (Incl. VAT)			R

2 Optional Components

Item No.	Description	Quantity	Unit	Price (Excl. VAT)	Total Price (Excl. VAT)
10	Visitor Management System (software and interface)	1			
11	Samsung 11" Reception Tablet (linked to visitor system)	1			

Note: All pricing must remain valid for a minimum of **30 calendar days** from the closing date of this RFQ.

Second Phase Evaluation

The second and final phase will be evaluated as follows:

Description	Number of points for preference
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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

Pricing Schedule

Description	Unit Price	Quantity	Total
ERM maturity assessment <ul style="list-style-type: none"> Proposed applicable ERM maturity level measurement tool for SACPCMP Conduct Independent ERM maturity level assessment. Proposed desired maturity level target for SACPCMP Develop risk management implementation plan to improve ERM level. 			
Compliance maturity assessment <ul style="list-style-type: none"> Proposed applicable Compliance maturity level measurement tool for SACPCMP Conduct Independent compliance maturity level assessment. Proposed desired maturity level target for SACPCMP Develop compliance management implementation plan 			

to improve compliance management maturity level.			
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3 QUOTATION

3.1 Email Quotations should be submitted to the following email addresses:
tenders@sacpcmp.org.za

These requirements are only minimum requirements. It is required that the 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.

3.2 PRICING SCHEDULE

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

4 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.

5 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 the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

6 Contract Management

The Service Provider will be required to sign a Standard Contract based on 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 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 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 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

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) Specific goals

1.4 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

1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

1.7 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

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

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:

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

Where-

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

4.1 POINTS AWARDED FOR SPECIFIC PREFERENTIAL GOALS

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
TOTAL	100

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***)

YES	<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 least 51% owned by:	EME ✓	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 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:

Addendum A;

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

Addendum B;
Valid Tax Clearance Certificate.

