Corporate Office Park: 42 Johnstone Street, RANDFONTEIN; Private Bag X17, RANDFONTEIN, 1760; Tel: (011) 692-4004; Fax: (011) 692-3404; e-mail:ceo@westcol.co.za; website www.westcol.co.za

REQUEST FOR QUOTATION

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE SERVICES AND ASSISTANCE FOR THE COMPLIANCE REQUIREMENTS AND READINESS FOR GRAP 104 (FINANCIAL INSTRUMENTS) FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2026.

RE-ADVERT: QUOTATION NO: WTC (AFS2) 46/2026

Prospective suppliers who are interested in participating in afore-mentioned quotation are invited to submit their quotes in full compliance to the requirement of this quotation document. The completed document with all attachments must, be signed, and submitted in a clearly labelled sealed envelope and deposited in the quotation box at the following address.

RECEPTION DESK
WESTERN TVET COLLEGE
42 JOHNSTONE STREET
HECTORTON
RANDFONTEIN
(33°55'36.27" S 18°51'22.28" E)

Ref:(SCM) **Enquiries: email: kjobeta@westcol.co.za**

Quotation Number	**WTC (AFS2) 46/2026**
Date issued	**09 November 2026**
Non-compulsory briefing Session	**Teams Meeting at 09:00am** https://teams.microsoft.com/meet/3759797586649142?p=FmqviTiDnHEwcynr8g
Closing date	**16 November 2026**
Closing time	**11h00am**
Quotation can be downloaded at	**www.westcol.co.za**

Company Name		
Address		
Contact person		
Contact numbers	(w)	(cell)
Email address		

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1. BIDDING CONDITIONS

a) All suppliers of goods and services are encouraged to register in the National Treasury's web-based Central Suppliers Database from July 1, 2016, at www.csd.gov.za.

b) According to National Treasury Instruction No.4 A of the 2016/2017 National Treasury Supplier Database, states must guarantee that suppliers awarded business with the State are registered on the CSD before issuing an award letter/purchase order/signed contract.

c) Each Supplier submitting a quotation agrees to do so on the terms and conditions set out in this quotation document.

d) A person fully authorized to commit to the terms must sign the quotation and conditions set out in this Tender. Westcol is entitled to assume that there is full authority in the signatory of the person.

e) If an error has been made on the pricing schedule, it shall be crossed out in black ink and accompanied by initials at each and every alteration.

f) Completed and Signed Schedule of Pricing as issued in the document failure to do so will lead to disqualification.

g) The document must not be dismantled; page numbers must be sequential.

h) Electronic signatures (adobe acrobat sign) and initials are not allowed.

i) Each page to be initialized as indicated in the document failure to do will lead to disqualification.

j) Bidders are not allowed to use correction pens (tippex). In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must can be ticked.

k) For all documents that will need certification (and affidavits where applicable) bidders must not submit copies/ copies of certified copies.

l) Bids from people in the service of state as defined in the Public Financial Management Act and Regulations will not be accepted.

m) All quotation prices must be inclusive of 15% VAT for all registered VAT vendors.

n) The validity period for this quotation is sixty (60) days.

o) Westcol reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any quotation as it sees fit. Nothing stated in this request (whether express or implied) binds or obligates Westcol, or any other member of Westcol to accept the lowest of any price contained in quotation document or to accept any tender. Suppliers or their representatives can expect to discuss the details of their quotation during the evaluation process. Westcol reserves the right to negotiate specific terms with the preferred suppliers prior to the award of a final contract (if any).

NB: FAILURE TO ADHERE TO THE ABVOVE INSTRUCTIONS WILL RENDER THE QUOTATION INVALID AND RESULT IN DISQUALIFICATION

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2. FULLY COMPLETED AND SIGNED STANDARD BIDDING DOCUMENTS (COMPULSORY)

a) SDB 1: Invitation to bid

b) SDB 4: Bidder's Disclosure

c) SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022

NB: IN AN INSTANCE WHERE INFORMATION IS NOT AVAILABLE OR APPLICABLE, DRAW A LINE ACROSS OR WRITE N/A. FAILURE TO DO SO WILL LEAD TO DISQUALIFICATION.

3. MANDATORY DOCUMENTS

a) Authority of signatory ***(if not a sole proprietorship)***

b) Valid Tax Compliance Status

c) Central Supplier Database (***not older than a month***)

d) Certified ID copy of director/s not older than three (3) months (***Not copy of a certified copy***)

e) BBB-EE Certificate or Sworn affidavit (***Not copy of a certified copy***)

- No points will be allocated if the attached sworn affidavit (BBBEE) is a copy of a certified copy or that is not certified.

3.1 MUNICIPAL RATES AND TAX STATEMENTS OF THE DIRECTORS OR BIDDING ENTITY

a) Current municipal rates and taxes statements (from previous billable month) for each directors' or bidding entity address must be attached; or

b) Valid lease agreement of the director/s or bidding entity with all critical contractual obligations

c) If the rates and taxes account is not in the names of the director/s, or bidding entity, the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are appearing on the municipal rates and taxes statement to confirm that the director resides or operates business in their property.

4. INSTRUCTION ON THE SUBMISSION OF QUOTATION DOCUMENTS

a) A quotation document must be in a sealed envelope that has on the outside the quotation number and quotation description.

b) The quotation document must be in the quotation box before the specified closing time and date.

c) Bidders who arrive when the quotation box is open are late.

d) No emailed tenders will be accepted.

e) All bids must be submitted on the official forms provided and a successful bidder will be required to fill and sign a written Contract Form (SBD 7.1).

f) Late quotations documents will not be opened.

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5. CONTACT DETAILS

Contact Person	
Name and surname	Abdul Razak Alli
Telephone number	011 692 4004 / 1008
E-mail address	aralli@westcol.co.za

1. TERMS OF REFERENCE (TOR) / SPECIFICATIONS

1. Scope of Work

Westcol seeks the services of a technical accounting expert/s to perform and assist with the preparation of the following requirements of GRAO 104 Financial Instrument:

- Perform a preliminary scope assessment of all financial instruments.
- Assess transition requirements, adoption of new standard and opening-balance implications
- Prepare a register of all financial instruments in use and operation at the college
- Provide review and implementation of GRAP 104 (updated) which came into effect 01 April 2025.
- Service providers must demonstrate the impact this will have on financial statements including an analysis of the opening balances of the prior year end at 31 December 2025.
- Specifically for student debtors, the following should be covered
    - Ageing of receivables;
    - Historical collection experience;
    - Historical write-offs;
    - Recoveries;
    - Payment arrangements;
    - Disputes and collection status;
    - Debtor characteristics;
    - Current economic and operating conditions; and
    - Reasonable and supportable forward-looking information.
- A proper calculation of all Expected Credit Losses (ECL) that require adjustments on all financial instruments supported by a proven methodology and assessment and compliant to GRAP 104 this would apply specifically to:
    - Cash balances both on current
    - Investment accounts;
    - Receivables excluding statutory receivables;
    - Accounts Payable excluding statutory payables;
    - Other monetary assets and liabilities
- The adjustments required would have to be quantified and supported by a very detailed analysis, of the student outstanding debt population, valid assumptions and appropriate disclosures of accounting policies and notes. The possible journals entries to be processed by the college for the prior year and current year in alignment with the approved debt management policy
- The impairment assessment should consider historical information, current conditions and reasonable and supportable forward-looking information.
- The transition process to be followed if any and where applicable.

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- Highlight applicable changes to be made in the impairment process both for the current and prior year based on the document assessment and review performed.
- Review the college's financial instruments at year end and prepare all applicable disclosure requirements in accordance with GRAP 104
- The update appropriateness of all accounting policies in accordance with GRAP 104 and that they have been applied accordingly
- Develop and review reconciliation schedules that support the figures on the AFS.
- Document each assessment in detail for each financial instrument that will be acceptable by the Auditor General of South Africa
- Provide support and assistance where necessary relating to any issues and matters that may be raised by the auditors during the external audit.

2. Deliverables

The service provider will be expected to deliver the following:

Deliverable	Description
GRAP 104 Compliance Tool	Develop a toolkit for a comprehensive assessment and detailed analysis of GRAP 104 A compliance assessment performed for each financial instrument as identified and used by the college supported by valid assumptions and sound judgements
ECL Calculation methodology review	Perform an assessment of all financial instruments in existence at the college including the compilation of a financial instruments register Perform the required calculations based on the methodology used supported by credible assumptions and calculations including basis used in compliance with the GRAP 104 requirements Alignment with the college's debt management policy and recommendation of any changes where necessary Develop an ECL model to ensure that it aligns with new GRAP 104
Disclosure in AFS	Customized all necessary disclosures that are required by GRAP 104 (updated) in line with the college financial instruments at year end and compliance with audit standards

2. Points for specific goals

All quotations received will be evaluated on an 80/20-point scoring basis. The 80 points will be for Price, 20 points for specific goals to promote transformation and economic development in accordance with the table below:
Preferential Procurement Policy Framework Act

- 80 Points for Price
- 20 Points for specific goals

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The specific goals allocated points in terms of this quotation	Number of points allocated (80/20 system)
Price	80
Local Based: Within Gauteng	10
Race: Black Owned	05
People with Disability (attach proof)	05

3. Functionality Evaluation Criteria

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring.
- These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the quotation will be rejected, even if the required 70 out of 100 points are achieved.

Criteria	Qualifying Criteria for Short Listing	Points	
Capability	**Qualification & Experience**		
	A minimum of 5 years' experience in the public sector preparing TVET sector Annual Financial Statement in the last seven years	**25**	
	Competency & Track Record (References) Annual Financial Statement Preparation Services competency and track records demonstrate ability to understand prepare and analysed financial reporting e.g. Balance sheet, Income Statement and Cash Flow. (failure to submit both documents will lead to scoring 0 point) 5 references = 25 3 references = 15 2 references = 10 1 reference = 05	**25**	
Methodology & Project Management	The delivery of these services is time sensitive. As such the successful bidder will be required to produce a realistic project methodology and for the requirements of GRAP 104 to be completed Services.	**30**	
	Project Plan (Fully Explained)		15
	Approach and methodology (Fully Explained)		15
Key Personnel Experience	Proof of capacity to perform the required service	**20**	
	CV's, qualifications of the contract key personnel		
	4-5 years' experience		5
	Above 6 Years' experience or more		15
TOTAL POINTS			100

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For the reference letter to be valid it must satisfy the below:

- Letter head of the institution offering the reference
- Contact details, i.e. e-mail address, telephone number, cell phone, and postal or physical address of the referee, the contact information is for the purpose of verifying the contents of the letters.
- Dated
- Signed or stamped to indicate validity
- Period of service rendered
- Amount of the contract awarded

It is the onus of bidders to make sure that they provide contactable reference letters. The college may verify the accuracy of the references provided at any given time.

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PART A

INVITATION TO QUOTATION **SBD 1**

YOU ARE HEREBY INVITED TO QUOTATION FOR REQUIREMENTS OF WESTOL TVET COLLEGE					
QUOTATION NUMBER:	**WTC (AFS2) 46/2026**	**CLOSING DATE:**	**16 NOVEMBER 2026**	**CLOSING TIME:**	**11:00**
DESCRIPTION	**APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE SERVICES AND ASSISTANCE FOR THE COMPLIANCE REQUIREMENTS AND READINESS FOR GRAP 104 (FINANCIAL INSTRUMENTS) FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2026.**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTATION BOX SITUATED AT *(STREET ADDRESS)*

WESTERN TVET COLLEGE
42 JOHNSTONE STREET, 1760
HECTORTON, HOMELAKE
RANDFONTEIN
1760

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

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[TICK APPLICABLE BOX]			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE ***IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?***	☐Yes ☐No [IF YES ENCLOSE PROOF]	*ARE YOU A FOREIGN BASED SUPPLIER FOR* ***THE GOODS /SERVICES /WORKS OFFERED?***	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		***TOTAL QUOTATION PRICE***	
SIGNATURE OF BIDDER	……	***DATE***	
CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL CLARIFICATION QUERIES MAY BE DIRECTED TO:**	
DEPARTMENT/ DIVISION	Supply Chain Management Unit	CONTACT PERSON	Razak Alli
CONTACT PERSON	Kefilwe Jobeta	TELEPHONE NUMBER	011 692 4004 / 1008
TELEPHONE NUMBER	011 692 4004 /1080	FACSIMILE NUMBER	011 692 3404
FACSIMILE NUMBER	011 692 3404	E-MAIL ADDRESS	aralli@westcol.co.za
E-MAIL ADDRESS	kjobeta@westcol.co.za		

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PART B

1. QUOTATION SUBMISSION:
1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE QUOTATION DOCUMENT.
1.3 THIS QUOTATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT(GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.4 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.5 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.6 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTATION INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

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SBD4

BIDDER'SDISCLOSURE

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 Quotation Defaulters and /or the List of Restricted Suppliers, that person will automatically be disqualified from the quotation 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 institution

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

2.2.1 If so, furnish particulars:

……
……
……

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**

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

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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:

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 quotation 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 quotation and conditions or delivery particulars of the products or services to which this quotation invitation relates.

3.5 The terms of the accompanying quotation 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 quotation opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the quotation submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTATION OR ACTAGAINST 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	Bidding entity

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SBD6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this quotation is the 80/20 preference point system.

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

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this quotation 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 quotation to claim points for specific goals with the quotation will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to request a tenderer, either before a quotation 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 tenders, 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 quotation invitation, and includes all applicable taxes.

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(d) "quotation 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).

(f) "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.

(g) "consortium or joint venture" means an association of person for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

(h) "contact" means the agreement that results from the acceptance of a quotation by an organ of state.

(I) "EME" means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(j) "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, the execution of the contract;

(k) "functionality" means the measurement according to predetermined norms, as set out in the quotation documents, of a service or commodity that is designated practical and useful, working or operating, considering, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

(l) "non-firm prices" means all prices other than "firm" prices; (m) "person" includes a juristic person.

(n) "QSE" means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)

(o) "rand value" means the total estimated value of a contract in South African currency, calculated at the time of the quotation invitations, and includes all applicable taxes and excise duties.

(p) "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to] support such primary contractor in the execution of part of a project in terms of the contract

(q) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Economic Empowerment Act and promulgated in the Government Gazzetted on 9 February 2007.

(r) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

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3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

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**

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

Ps = Points scored for price of quotation under consideration

Pt = Price of quotation under consideration

Pmin = Price of lowest 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 quotation 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 quotation documents, stipulate in the case of:

(a) an invitation for quotation for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable quotation 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 quotation 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 quotation and points claimed are indicated in the table below.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price	X	80	X	
Local Based: Within Gauteng	X	10	X	

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Race: Black Owned	X	05	X	
People with Disability (attach proof)	X	05	X	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm…….

5.2 VAT registration number……..……

5.3 Company registration number…….

5.4 TYPE OF COMPANY/ FIRM

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

[TICKAPPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……
……

5.6 COMPANY CLASSIFICATION

- □ Manufacturer
- □ Supplier
- □ Professional service provider
- □ Other service providers,

e.g. transporter, etc.
[*TICK APPLICABLE BOX*]

5.7 MUNICIPAL INFORMATION

Municipality where business is situated……

Registered Account Number: ……..

Stand Number…….

5.8 Total number of years the company/firm has been in business……

5.9 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information provided is true and correct.

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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 paragraph 7, 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 contribution 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 – 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

6. Previous experience

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, Vat excluded	Year(s) executed	Reference		
			Name	Organization	Tel no

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7. Staffing Profile

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience

8. Infrastructure and resources available to execute this contract

8.1 Physical facilities

Description	Address	Area (m^2)

8.2 Plant and equipment

Description: Plant and equipment owned (or to be rented)	Number of units

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8.3 List of shareholders by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.

Name	Date/Position Occupied in Enterprise	ID Number (please attach certified copies of ID's	Date RSA Citizenship obtained.	HDI	Women	Disabled	Youth (person not older than 35 years of age)	% of business/ enterprise owned

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8.4 List of <u>shareholders</u> by Name, percentage (%) of business/enterprise owned, residential address.

Full Name	Identity (ID) number (Please find attached certified copies of ID's)	% of business / enterprise owned	Residential Address

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AUTHORITY FOR SIGNATORY

Please note that sole proprietors or "one person business" are not required to submit a n official and duly signed authority of signatory.

Signatories for close corporations and companie s shall confirm their authority by sign on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

Printed on company letterhead:

"By resolution of the board of directors passed on_____20_____

Mr. _____has been duly

authorized to sign all documents in connection with the quotation for

Tender_____ No_____ and any Contract, which may

arise there from on behalf of _____

SIGNED ON BEHALF OF THE COMPANY _____

IN HIS CAPACITY AS _____ CAPACITY AS _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1_____

2_____

9. I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

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(iv) If the B-BBEE status level of contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

SIGNATURE(S) OF TENDERER(S) .....

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

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