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E-mail: enquires@judiciary.org.za
www.judiciary.org.za

REQUEST FOR QUOTATION FORM

Request for quotation description	Supply and Delivery of Diaries
OCJ quote reference number:	COM:2025/SEP/29/DIARIES
Closing date and time:	Wednesday 08 October 2025 at 11:00
Compulsory briefing session:	No

You are hereby requested to provide the Office of the Chief Justice with a price quotation as per the attached specifications.

Conditions of the RFQ:

1. All prices must be firm and must be inclusive of VAT (Only if a bidder is a VAT Vendor).
2. Prices must be valid for at least 60 days from the quotation date.
3. The delivery period must be indicated on SBD 3.
4. All required documentation to be submitted with your proposal/quotation are attached with this request.
5. Proposals submitted after the closing date and time will not be considered.
6. All proposals must be forwarded to OCJQuotations@judiciary.org.za and no hand delivered proposals will be accepted
7. Successful service provider will be subjected to company screening as per the OCJ's Screening Policy
8. The general conditions of contract as published by National Treasury will apply to all contracts entered into between the OCJ and the supplier.
9. Required returnable Documents: Duly completed and signed SBD forms (SBD1, SBD 3, SBD 4 & SBD 6.1)
 - NB: SBD 6.1 Should be accompanied by the following documents where specific goals is applicable:
 - Letter from a Medical Doctor confirming a disability.

ENQUIRIES SHOULD BE DIRECTED TO BELOW PERSONS			
Supply Chain Management		Specifications	
Name:	Gajane Mary	Name:	Ms Lusanda Ntuli/Mr Vusi Dhlozi
Contact	010 493 2682	Contact	010 493 2682
Email:	MGajane@judiciary.org.za	Email:	OCJQuotations@judiciary.org.za

Communication between the bidders and the OCJ must be done in writing (email).

DETAILED SPECIFICATIONS FOR GOODS OR SERVICES:**PICTURES ATTACHED HEREIN**

TYPE OF DIARY	QUANTITY	SPECIFICATION
OFFICE OF THE CHIEF JUSTICE (OCJ)		
A4 Graphite Diary – Black OCJ Branding	1070	COVERS: Sleek and modern, the two-tone PU hardcover A4 Graphite Diary - 2026 has page-a-day entries, a satin bookmark, white stitching and 2026 pre-printed in silver, with Page-A-Day. Debos OCJ logo and the year (2026) PAPER: 70gsm white bond with plain white End Papers. Debos OCJ logo and the year (2026) BINDING: Stitched book block in 80 sheets / 160 lined pages with a silk ribbon bookmark to match and a black elastic pen loop TIP-IN PAGES 4 full colour tip in pages
A5 Graphite Diary – Black OCJ Branding	1065	
A5 Notebooks/ Journal – Black OCJ Branding	850	A5 Notebook/ Journal with elastic closure and loop for a pen (210mmx148mm)
JUDICIARY		
A4 Altitude Diary – Grey Judiciary branding	510	Thermo PU & FSC certified paper FSC logo printed on the front cover page indicates that the pages of this diary are made from responsibly farmed trees A4 hard cover 336 pages (168 sheets) matching elastic band, pen loop, and ribbon marker bulk packed PAPER: 70gsm white bond with plain white End Papers. Debos Judiciary logo and the year (2026) Material: Thermo PU TIP-IN PAGES 4 full colour tip in pages
A5 Altitude Diary – Grey Judiciary branding	300	



A5 Notebooks/ Journal – Black Judiciary branding	375	A5 Media Notebook is a compact, dual-function notebook and cardholder. Made from Thermo PU, the features include a hardcover, tab closure, pen loop and the front cover opens up to reveal multiple cardholder compartments in the inner flap, the notebook contains 160 lined pages and a ribbon bookmark.
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Artwork for Tip-in pages will be provided by OCJ. Artwork and design for diaries covers to be provided by the appointed supplier.

OCJ A4 & A5 Graphite Diary – (Page A Day)



JUDICIARY A4 & A5 Altitude diaries – (Page A Day)



OCJ NOTEBOOK A5(BLACK)



JUDICIARY NOTEBOOKS A5 (GREY)





NB: Diaries to be delivered to all courts and OCJ offices nationwide. Addresses will be provided together with the distribution list.

Proof of delivery to be submitted first before the invoice can be processed.

NO	DELIVERY ADDRESES:
1.	The Supreme Court of Appeal, President Brand & Elizabeth Street, Bloemfontein
2.	22 Molopo Road, Ayob Building, Mmabatho, 2735
3.	North West High Court, Cnr Hector Peterson and University Drive, Mmabatho, 2735
4.	Constitutional Court, 1 Hospital Street, Constitutional Hill, Braamfontein
5.	Free State High Court, Cnr President Brand and Fountain Street, Bloemfontein, 9300
6.	Polokwane High Court, 36 Biccard Street, Polokwane
7.	Thohoyandou High Court, Government Complex, Mphephu Street, Thohoyandou
8.	Northern Cape High Court, 5 Sol Plaatje Drive, Kimberley, 8301
9.	64 Pritchard Street, 12th floor, Cnr Von Brandis Street, Johannesburg, 2000
10.	Labour and Labour Appeal Court, 86 Juta Street, 6th Floor Arbour Square Building, Braamfontein
11.	Cnr Kent Avenue & Hill Street, South Bank Centre, Randburg, 2194
12.	Pretoria High Court, C/o Paul Kruger & Madiba Street, Pretoria, 0001
13.	Johannesburg High Court, 64 Pritchard Street, 1st Floor, Johannesburg
14.	Durban Magistrates Office, Cnr Stalwart Simelane and Somtseu Street, Durban, 4000
15.	Labour and Labour Appeal Court, 269 Anton Lembede Street, Durban, 4001
16.	Pietermaritzburg High Court, 301 Church Street, Pietermaritzburg, 3201
17.	59 Western Avenue, 2nd Floor, Sanlam Park Building, Vincent, East London, 5247
18.	Gqeberha High Court, 2 Bird Street, Port Elizabeth, 6001
19.	Gqeberha Labour Court, 1st Floor, High Court Building, 2 Bird Street Central, Port Elizabeth
20.	Mthatha High Court, 74 Victoria Street, Mthatha, 5099
21.	Grahamstown High Court, 104-106 High Street, Grahamstown
22.	Bhisho High Court, 10 Independence Avenue, Bhisho
23.	Mbombela High Court, Samora Machel Street, Mbombela, 1200
24.	Middelburg High Court, C/o Dr Beyers Naude & OR Tambo Street, Middelburg, 1055
25.	30 Queen Victoria Street, Cape Town, 8000
26.	Cape Town High Court, 35 Keerom Street, Cape Town, 8001
27.	Labour Court, 113 Loop Street, Cape Town, 8000
28.	OCJ Head Office, 188 14th Road, Noordwyk, Midrand

1 EVALUATION AND SELECTION CRITERIA

The OCJ has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:



Table: Evaluation and Selection Criteria

Administration Compliance (Gate 0)	Price and Preference Points Evaluation (Gate 1)
Bidders must submit all documents as outlined in paragraph below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Gate 1 will only apply to bidder(s) who have met all the mandatory requirements on Gate 0.

2.1. Gate 0: Administration Compliance

Table: Administration Compliance

MANDATORY DOCUMENTS	HOW TO COMPLETE THE DOCUMENTS	DISQUALIFICATION FOR NON-SUBMISSION
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	YES
Pricing Schedule	Complete and sign the supplied pro forma document. A fully completed pricing schedule on the prescribed template must be submitted. (i.e., SBD 3.1 – Pricing Schedule) (NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED)	YES
Bidder's Disclosure form – SBD 4	Complete and sign the supplied pro forma document	YES
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Preference Points	NO
Medical Certificate	Non-submission will lead to a zero (0) score on Preference Points for Disability	NO
Compliance with the Specification	Service provided must comply with the specification above	YES
Compulsory briefing session	Attendance of Compulsory briefing session	NO

2.2. Gate 1: Price and Preferential Points Evaluation (80+20) = 100 point

2.2.1. Only bidders that have met mandatory requirement on in Gate 0 will be evaluated in Gate 1 for price and Preferential Points. Price and Preferential Points will be evaluated as follows:

2.2.2. In terms of Regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids



will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- a) The bid price (maximum 80 points)
- b) Specific Goals (maximum 20 points)

2.2.3. Stage 1 – Price Evaluation (80 Points)

- a) The following formula will be used to calculate the points for price:

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$	80

2.2.4. Stage 2 – Preferential Points Evaluation (20 Points)

2.2.5. Stage 3 (80 + 20 = 100 points)

2.2.6. The Price and Preferential points will be consolidated.

2.2.7. Preferential Points allocation

A maximum of 20 points may be allocated to a tenderer for the Specific Goals in accordance with the attached SBD 6.1:

2 **PRICING SCHEDULE**

- 3.1. Bidders are required to provide prices for all services, inclusive VAT;
- 3.2. Bidders must provide firm prices, not subject to rate of exchange
- 3.3. Pricing must be itemised;
- 3.4. The pricing must be completed as per the attached Pricing Schedule – SBD 3.1

VERY IMPORTANT:

PLEASE TAKE NOTE: ALL OVERHEADS AND OPERATIONAL EXPENDITURE ARE INCLUSIVE IN THE QUOTATION PRICE INCLUDING VAT.

Submitted by:

Name: Lindo Nkomonde

Rank: Director

Date: 13 August 2025



Name of Bidder:

Bid No.

DIARIES 2026

SBD 3.1

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.

CLOSING TIME 11:00

CLOSING DATE

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

Name of Bidder:

Bid No.:

DIARIES 2026

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (EXCLUDING VAT)	TOTAL PRICE (EXCLUDING VAT)
OFFICE OF THE CHIEF JUSTICE (OCJ)				
1.	A4 Graphite Diary – Black OCJ Branding	1070	R.....	R.....
2.	A5 Graphite Diary – Black OCJ Branding	1065	R.....	R.....
3.	A5 Notebooks/ Journal – Black OCJ Branding	850	R.....	R.....
JUDICIARY				
4.	A4 Altitude Diary – Grey Judiciary branding	510	R.....	R.....
5.	A5 Altitude Diary – Grey Judiciary branding	300	R.....	R.....
6.	A5 Notebooks/ Journal – Black	375	R.....	R.....
7.	Courier/Delivery of diaries	1	R.....	R.....
TOTAL COST EXCLUDING VAT				R.....
VAT 15%				R.....
TOTAL COST INCLUDING VAT				R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

4. Period required for commencement with project after acceptance of bid
5. Estimated man-days for completion of project
6. The pricing provided by the bidder shall be firm for the contract period and shall not be subject to any price adjustments (such. CPI, ROE, etc.).

Any enquiries regarding bidding procedures may be directed to the –

OFFICE OF THE CHIEF JUSTICE
 188 14th Road Noordwyk
 Midrand
 Johannesburg

Or for technical information --

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Name of Bidder: Bid No.:

DIARIES 2026

Email:
Tel: 010 493 2500

Compiled by:



Name: Mari Orlon

Rank: Director

Date: 13/08/2025

Company Representative: Name

Position in Company

Signature

Date

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	COM:2025/SEP/29/DIARIES	CLOSING DATE:	08 OCT 2025	CLOSING TIME:	11:00
DESCRIPTION	SUPPLY AND DELIVERY OF DIARIES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OFFICE OF THE CHIEF JUSTICE					
188 14TH ROAD NOORDWYK					
MIDRAND					
1685					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	GAJANE MARY		CONTACT PERSON	VUSI DHLOZI	
TELEPHONE NUMBER	010 493 2682		TELEPHONE NUMBER	010 493 2656	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	MGajane@judiciary.org.za		E-MAIL ADDRESS	VDhlozi@judiciary.org.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					☐ YES ☐ NO
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.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID 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 BID DOCUMENT.
1.3. THIS BID 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.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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."

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

SIGNATURE OF BIDDER:

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

DATE:

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

SBD 6.1

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 TENDER 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 **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:

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

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:

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = 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.

(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.)

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

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)
SMME (EME/QSE)		4	
Enterprise with ownership of	51% or more by black person/s	4	
	34% to 50% by black person/s	3	
	17% to 33% by black person/s	2	
	1% to 16% by black person/s	1	
	0% by black person/s	0	
Enterprise with ownership of	51% or more by persons /s who are woman	4	
	34% to 50% by persons /s who are woman	3	
	17% to 33% by persons /s who are woman	2	
	1% to 16% by persons /s who are woman	1	
	0% by persons /s who are woman	0	
Enterprise with ownership of	51% or more by persons /s who are youth	4	
	34% to 50% by persons /s who are youth	3	
	17% to 33% by persons /s who are youth	2	
	1% to 16% by persons /s who are youth	1	
	0% by persons /s who are youth	0	
Enterprise with ownership of	51% or more by persons /s with disability	4	
	34% to 50% by persons /s with disability	3	
	17% to 33% by persons /s with disability	2	
	1% to 16% by persons /s with disability	1	
	0% by persons /s with disability	0	
TOTAL PREFERENCE POINTS CLAIMED OUT OF 20			

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.



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Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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