



SOUTH AFRICAN TOURISM

PART C: TENDER EVALUATION PROCESS- SAT TENDER 257/24-MA- EXHIBITION MANAGEMENT COMPANY FOR MEETINGS AFRICA

Table 1: Evaluation Summary of the Evaluation Phases (table below):

Phase 1 Pre-qualification Criteria	Phase 2 Technical Evaluation Criteria (Desktop, 2A and Pitch Presentation and live demo 2B)	Phase 3 Price and Specific Goals Evaluation
Bidders' responses will be evaluated based on compliance with the listed administrative and mandatory requirements.	Technical functional evaluation (functionality) is divided into two (2) phases (Desktop technical functional evaluation and Presentation and Live Demo (Innovative & Expertise) technical functional evaluation with total points of 200%. 1. Phase 2. A: Desktop technical functional evaluation = 100% - A bidder must meet a minimum threshold of 70% of desktop technical functional evaluation to be considered for the next phase of evaluation, Phase 2B (Presentation and Live Demo). Failure to meet the minimum threshold of 70% will result in disqualification in this Phase 2A. 2. Phase 2. B Presentation & Live Demo (Expertise and Innovation) = 100% - A bidder must meet the minimum threshold of 70% of Phase 2B functional evaluation to be considered for the next phase of evaluation, Phase 3 (Price and Specific Goal evaluation). Failure to meet the minimum threshold of 70% on Phase 2B will result in disqualification in this phase.	Service provider(s) who achieved a minimum threshold of 70% in phase 2B will be evaluated on the 80/20 or 90/10 preference points system/specific goals. Once a tender is received, the lowest acceptable tender will be used to determine the preference point system to be used for the evaluation. Where the lowest acceptable tender is below R50 million, the 80/20 preference point system must be used and If the lowest acceptable tender is above R50 million, the 90/10 preference point system must be used.

Phase 1: Administrative and Mandatory bid evaluation

All documents must be completed, each page initialized and signed by the duly authorized representative of the prospective service provider (s). During this phase, service providers' responses will be evaluated based on compliance with the listed administrative and mandatory bid evaluation.

Table 2: Phase 1: Administrative Requirements

Documents that must be submitted	YES/NO	Non-submission may result in disqualification.
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
Invitation SBD 1		Complete, sign, and initial each page on the Standard Bidding Document (SBD)
Registration on Central Supplier Database (CSD)		All agencies including proposed partner/subcontractor agencies must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company before submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration. <i>(Applicable to South African Companies only)</i>
Declaration of Interest - SBD 4		Complete, sign, and initial each page on SBD where applicable

Table 3: Phase 1: Mandatory Requirements

Documents that must be submitted	YES/NO	Non-submission of valid membership will result in disqualification.
Valid membership with an official local and/or international exhibition management trade association that includes, but is not limited to EXSA, AAXO, SAACI, and UFI etc.		Written confirmation of valid membership from the Exhibition Management Trade Association

Phase 2: Desktop Technical Evaluation = Weighting out of 200 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

The technical functional evaluation (functionality) will comprise two (2) phases:

Phase 2A will measure the responsiveness of proposals as per submission on or before the closing date and time of the bid and Phase 2B will comprise of Pitch Presentation.

Phase 2A Desktop technical functional evaluation - A bidder will be evaluated out of 100% and is required to score a minimum threshold of **70% out of 100%** to qualify for the pitch presentation in Phase 2B

Phase 2B Pitch Presentation -A bidder will be evaluated out of 100% and is required to score a minimum threshold of **70% out of 100%** to be evaluated further in the next phase of evaluation phase 3 (Price and Specific Goals).

Table 4: Phase 2A: Desktop Technical Functional Evaluation

Evaluation criteria	Weighting
1. Company Credentials in: - Exhibitions Management with specific emphasis on project management, logistics, infrastructure & build, event safety & licensing. - Experience in Sales Management to include evidence of devising comprehensive exhibition sales strategy that considers innovative packages and exhibition participation solutions. - Experience in Buyer Management with key consideration for the recruitment and vetting of quality buyers in accordance with agreed criteria. Minimum of three (3) Portfolio of Evidence (POE) with clear examples of all work relating to the above scope of work. The format for presenting the POE should be in PowerPoint (PPT) with a detailed description of the Projects concluded: • Dates hosted, (start and end date of the project) • Number of years of hosting the platform/s, • Financial value, • High-level budget, • Scope of work covered, • Sales strategy deployed, not limited to 9.3 and 9.4 of Part B of this tender, • Buyer recruitment strategy utilised) not limited to 9.5 of Part B of this tender, • Provide examples of how the bidder worked with other service providers e.g. subcontractors and/or partners where applicable on the POE. • One of the three POEs must be of work completed within the last 24 months from the closing date of this tender. • Further to the above requirement, the service provider must provide Letter of reference from contactable clients that are linked to the above POE including Letter of references should be presented in the form of a written letter on official letterhead signed by a senior official. Experience relevant to the scope of work and the number of projects of a similar nature that were conducted by your company previously. Years in conducting similar work. <u>None-scoring will result in a bidder that fails to provide the following:</u> • <u>Less</u> than 3 POEs as stated above. • POEs without the link to the 3 reference letters • POE not relevant to the scope or not following the prescribed format as outlined above. • No submission of the POEs or reference letter. NB: A functional evaluation matrix will be applied for scoring	25
2. Sponsorship & Strategic Partnerships NB: Bidder is required to fully comply with the below points to be assessed on evaluation; failure to meet any of the below will result in non-scoring for the bidder: Portfolio of evidence that demonstrates the commercialisation of exhibition assets not limited to 9.4 of Part B of this tender:	25

• Provide evidence of a sponsorship strategy/ies and relevant packages that have been deployed for exhibitions you have managed; • Provide the financial profits achieved through strategic partnerships as a percentage of high-level costs. Should you not be able to provide official project financial statements, a signed affidavit will suffice. • Name a minimum of three (3) key strategic partners that have been secured as part of past projects and the associated package/financial contribution contracted. Provide testimonials attesting to the value derived from partners secured within the last 5 years. Points will be awarded in accordance with the financial value of the total value of partnerships secured for the last five (5) years: Points will be awarded as follows: ○ <1 000 000.00 = 0 ○ R1 000 001.00 - R2 000 000.00 = 1 ○ R2 000 001.00 - R3 000 000.00 = 2 ○ >R3 000 000.00 = 3											
3. Exhibitions Management team: Strategist Explanation of current exhibitions management capacity including a full company organogram. Team that will work on the business if awarded including skill levels and years of experience in exhibitions management. Kindly reference Part B, 4.2 (c) and provide us with detailed Curriculum Vitae's (CV's) regarding the expertise and experience of the proposed team, including a minimum of 5 years of experience in the field for each of the proposed resources and any applicable noteworthy credentials. ○ Five (5) years = 1 point ○ Six (6) to ten (10) years = 2 points ○ More than 10 years = 3 points ○ Less than five (5) years of working experience (0) ○ No CV/profile in line with the above requirements = 0 Bidders' Experience <table border="1" data-bbox="225 1330 734 1666"> <thead> <tr> <th>Total Number of Bidders Experience</th> <th>PLEASE TICK (✓)</th> </tr> </thead> <tbody> <tr> <td>Less than Five years</td> <td></td> </tr> <tr> <td>5 years</td> <td></td> </tr> <tr> <td>6- 10 years</td> <td></td> </tr> <tr> <td>More than 10 years</td> <td></td> </tr> </tbody> </table> NB: Bidders are required to provide proof to substantiate the applicable years of experience, and failure to tick may disadvantage the bidder as the evaluation team will consider the provided proof in determining the applicable years of experience. However, if a bidder ticks or chooses an applicable year of experience but fails to prove the years of experience, the evaluation team will consider the applicable years based on supporting documentation.	Total Number of Bidders Experience	PLEASE TICK (✓)	Less than Five years		5 years		6- 10 years		More than 10 years		5
Total Number of Bidders Experience	PLEASE TICK (✓)										
Less than Five years											
5 years											
6- 10 years											
More than 10 years											
4. Exhibitions Management team: Sales Manager/Director Explanation of current exhibitions management capacity including a full company organogram. Team that will work on the business if awarded including skill levels and years	5										

of experience in exhibitions management. Kindly reference Part B, 4.2 (c) and provide us with detailed Curriculum Vitae's (CV's) regarding the expertise and experience of the proposed team, including a minimum of 5 years of experience in the field for each of the proposed resources and any applicable noteworthy credentials. ○ Five (5) years = 1 point ○ Six (6) to ten (10) years = 2 points ○ More than 10 years = 3 points ○ Less than five (5) years of working experience (0) ○ No CV/profile in line with the above requirements = 0 Bidders' Experience <table border="1" data-bbox="225 633 734 963"> <thead> <tr> <th>Total Number of Bidders Experience</th> <th>PLEASE TICK (✓)</th> </tr> </thead> <tbody> <tr> <td>Less than Five years</td> <td></td> </tr> <tr> <td>5 years</td> <td></td> </tr> <tr> <td>6- 10 years</td> <td></td> </tr> <tr> <td>More than 10 years</td> <td></td> </tr> </tbody> </table> NB: Bidders are required to provide proof to substantiate the applicable years of experience, and failure to tick may disadvantage the bidder as the evaluation team will consider the provided proof in determining the applicable years of experience. However, if a bidder ticks or chooses an applicable year of experience but fails to prove the years of experience, the evaluation team will consider the applicable years based on supporting documentation.	Total Number of Bidders Experience	PLEASE TICK (✓)	Less than Five years		5 years		6- 10 years		More than 10 years		
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Less than Five years											
5 years											
6- 10 years											
More than 10 years											
5. Exhibitions Management team: Sponsorship Executive Explanation of current exhibitions management capacity including a full company organogram. Team that will work on the business if awarded including skill levels and years of experience in exhibitions management. Kindly reference Part B, 4.2 (c) and provide us with detailed Curriculum Vitae's (CV's) regarding the expertise and experience of the proposed team, including a minimum of 5 years of experience in the field for each of the proposed resources and any applicable noteworthy credentials. ○ Five (5) years = 1 point ○ Six (6) to ten (10) years = 2 points ○ More than 10 years = 3 points ○ Less than five (5) years of working experience (0) ○ No CV/profile in line with the above requirements = 0	5										

Bidders' Experience	
Total Number of Bidders Experience	PLEASE TICK (✓)
Less than Five years	
5 years	
6- 10 years	
More than 10 years	

NB: Bidders are required to provide proof to substantiate the applicable years of experience, and failure to tick may disadvantage the bidder as the evaluation team will consider the provided proof in determining the applicable years of experience. However, if a bidder ticks or chooses an applicable year of experience but fails to prove the years of experience, the evaluation team will consider the applicable years based on supporting documentation.

6. Exhibitions Management team: Project Manager

Explanation of current exhibitions management capacity including a full company organogram. Team that will work on the business if awarded including skill levels and years of experience in exhibitions management. Kindly reference Part B, 4.2 (c) and provide us with detailed Curriculum Vitae's (CV's) regarding the expertise and experience of the proposed team, including a minimum of 5 years of experience in the field for each of the proposed resources and any applicable noteworthy credentials.

- Five (5) years = 1 point
- Six (6) to ten (10) years = 2 points
- More than 10 years = 3 points
- Less than five (5) years of working experience (0)
- No CV/profile in line with the above requirements = 0

Bidders' Experience

Total Number of Bidders Experience	PLEASE TICK (✓)
Less than Five years	
5 years	
6- 10 years	
More than 10 years	

NB: Bidders are required to provide proof to substantiate the applicable years of experience, and failure to tick may disadvantage the bidder as the evaluation team will consider the provided proof in determining the applicable years of experience. However, if a bidder ticks or chooses an applicable year of experience but fails to prove the years of experience, the evaluation team will consider the applicable years based on supporting documentation.

7. The bidder must submit a proposed Exhibition Sales Strategy NB: Bidder is required to fully comply with the below points to be assessed on evaluation; failure to meet any of the below will result in non-scoring for the bidder: • Provide an example of a successful exhibition sales strategy and related revenue model that you have previously implemented • Provide a proposed exhibition sales strategy that places emphasis on growing the trade platform/s. NB: A functional evaluation matrix will be applied for scoring	15
8. Proposed Supplier Partnership Model NB: Bidder is required to fully comply with the below points to be assessed on evaluation; failure to meet any of the below will result in non-scoring for the bidder: • Provide evidence of a previously implemented, tried, and tested partnership model in an exhibition environment. • Provide a Strategy for enlisting the services of core trade platform suppliers (such as website & registration, buyer recruitment & vetting agency, infrastructure company, online diary & matchmaking et al.) • Credentials of each sub-contractor and portfolio of evidence of past work conducted by each. • Provide the partnership model or design for Meetings Africa and / or Africa's Travel Indaba that demonstrates a synergistic/integrated approach to the project execution. NB: A functional evaluation matrix will be applied for scoring	10
9. Technology & Innovation • Propose any new systems/processes, cutting-edge technology and /or innovative ideas that streamlines and / or enhances the trade platforms NB: A functional evaluation matrix will be applied for scoring	5
Total weight	100

Table 5: Phase 2B: Desktop Technical Functional Evaluation (Pitch Presentation)

Evaluation criteria	Weighting
1. Sponsorship & Strategic Partnerships NB: Bidder is required to fully comply with the below points to be assessed on evaluation; failure to meet any of the below will result in non-scoring for the bidder: Portfolio of evidence that demonstrates the commercialisation of exhibition assets: • Provide evidence of a sponsorship strategy/ies and relevant packages that have been deployed for exhibitions you have managed; • Provide the financial profits achieved through strategic partnerships as a percentage of high-level costs. Should you not be able to provide official project financial statements, a signed affidavit will suffice. • Name a minimum of three (3) key strategic partners that have been secured as part of past projects and the associated package/financial contribution contracted. Provide testimonials attesting to the value	40

derived from partners secured within the last 5 years. Points will be awarded in accordance with the financial value of the total value of partnerships secured for the last five (5) years: • If a bidder fails to meet any of the above requirements for this criterion will result to none scoring regardless of the value of commercialisation. • NB: The below points award are subjected to the bidder all of the above points before consideration of the value of commercialisation model Points will be awarded as follows: ○ <1 000 000.00 = 0 ○ R1 000 001.00 - R2 000 000.00 = 1 ○ R2 000 001.00 - R3 000 000.00 = 2 ○ >R3 000 000.00 = 3	
2. The bidder must submit a proposed Exhibition Sales Strategy NB: Bidder is required to fully comply with the below points to be assessed on evaluation; failure to meet any of the below will result in non-scoring for the bidder: • Provide an example of a successful exhibition sales strategy and related revenue model that you have previously implemented • Provide a proposed exhibition sales strategy that places emphasis on growing the trade platform/s. NB: A functional evaluation matrix will be applied for scoring	40
3. Technology & Innovation • Propose any new systems/processes, cutting-edge technology and /or innovative ideas that streamlines and / or enhances the trade platforms NB: A functional evaluation matrix will be applied for scoring	20
Total weight	100

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Service providers must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below where each Bid Evaluation Committee (BEC) member will rate each individual criterion on the bid evaluation score sheet using the following value scale/matrix:

Table 6: Technical Functional Evaluation Matrix

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.	3

Acceptable	Satisfies the requirement with minor additional benefits , above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence.	2
Average	Submission meets the minimum requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources & quality measures required to provide the goods/services, with little or no supporting evidence.	0

Phase 3: Price and BBBEE Evaluation (80+20 or 90+10) = 100 points

Only Bidders who meet the minimum 70% threshold of functionality in Phase 2 will be evaluated in Phase 3 for price and preference (Specific goals).

SA Tourism will consolidate the total points for price evaluation (out of 80/20 or 90/10) and the total points for Specific Goals evaluation (out of 20/10). The bidder who scores the highest points for comparative pricing and specific goals will normally be considered the preferred bidder with whom South African Tourism will enter into further negotiations.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder, all other bidders will be considered unsuccessful.

Objective Criteria

- (i) In cases where SA Tourism had/has current/historic non-performances with a provider, SAT reserves the right not to appoint the specific provider and move to the next highest scoring bidder.
- (ii) Should the recommended bidder and SA Tourism not agree on the SLA regarding service performance, the penalty may be implemented as a mitigating factor to address the non-performance issues; SAT reserves the right to cancel/terminate the contract and move to the next acceptable bidder.

Table 6: Price and Preference (specific goals)

1. LIST OF RETURNABLES			
BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS			
a) TICK APPLICABLE BOX			
b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE			
ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS THE BID INVITATION FORM, TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED, AND SUBMITTED?		

SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT			
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM THE BIDDER'S DISCLOSURE COMPLETED, SIGNED, AND SUBMITTED?		
ANNEXURE B	IS BIDDER'S SWORN AFFIDAVIT - EXEMPTED MICRO ENTERPRISE (EME) - OR QUALIFYING SMALL ENTERPRISE (QSE) - STILL VALID (FOR A <i>PERIOD OF 12 MONTHS</i>) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?		
ANNEXURE C	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?		
ANNEXURE D	IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)		
ANNEXURE E	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) COPY OF IDENTITY DOCUMENTS.		
ANNEXURE F	IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A)) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.		
ANNEXURE G	IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE.		

2. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN -

- a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) ("*THE INTERIM CONSTITUTION*) AND OR
- b) WHO IS A WOMAN AND/OR
- c) YOUTH

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER".

4.4 "A WOMAN" REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

- 4.5 **“HDI EQUITY OWNERSHIP”** REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.
- 4.6 **“BLACK PEOPLE”** IS A GENERIC TERM WHICH MEANS AFRICANS, COLOUREDS AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.
- 4.7 **“SMALL ENTERPRISE”** MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.
- 4.8 **“YOUTH”** IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE. (THE MAXIMUM AGE OF PERSON/DIRECTOR/SHAREHOLDER ETC MUST BE BELOW OR 35 YEARS ON OR BEFORE THE CLOSING DATE AND TIME OF THE RFQ)
- 4.9 **“EXEMPTED MICRO ENTERPRISE (EME)”** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.
- 4.10 **“QUALIFYING SMALL ENTERPRISE (QSE)”** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION
- 4.11 **“SPECIFIC GOALS”** REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

4.1280 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i.	Total Tendered Price	: 80 points	
ii.	Black Women Ownership	: 04 points	} Specific Goals (Maximum points)
iii.	Black Ownership	: 10 points	
iv.	Black Youth	: 02 points	
v.	Small, Medium and Micro Enterprises	: 04 points	

(SMME's)

Total : 100 points

- 4.13 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

4.14 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER

MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.15 SPECIFIC GOALS

4.15.1 % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN -----%

THUS, POINTS AWARDED: $4 \times \frac{\% WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)
- LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK WOMAN IS LISTED

4.15.2 % OWNED BY BLACK PEOPLE (BO)

A MAXIMUM OF TEN (10) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED: $10 \times \frac{\% BO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- COPY OF ID DOCUMENT.

- b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

4.15.3 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF FOUR (4) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS

=

NO = 0 POINT

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

- a) SWORN AFFIDAVIT THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

4.15.4 % OWNED BY BLACK YOUTH

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS Black Youth. EQUITY OWNERSHIP FOR BLACK YOUTH WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK YOUTH.....%

THUS, POINTS AWARDED : $2 \times \frac{\% DO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) A COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- b) A COPY OF ID DOCUMENT;
- c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK YOUTH IS LISTED.

Entity	Ownership
Entity A	100%
Entity B	100%
Entity C	100%
Entity D	100%
Entity E	100%
Entity F	100%
Entity G	100%
Entity H	100%
Entity I	100%
Entity J	100%
Entity K	100%
Entity L	100%
Entity M	100%
Entity N	100%
Entity O	100%
Entity P	100%
Entity Q	100%
Entity R	100%
Entity S	100%
Entity T	100%
Entity U	100%
Entity V	100%
Entity W	100%
Entity X	100%
Entity Y	100%
Entity Z	100%

NAME AND SURNAME /ENTITY NAME	GENDER <i>(MALE OR FEMALE)</i>	AGE <i>i.e., 32</i>	CITIZENSHIP <i>(RSA, OR SPECIFY OTHER)</i>	ETHNIC GROUP <i>(BLACK, WHITE, ETC.)</i>	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER
Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

Ownership	Total percentage of ownership	specific goals points claimed
Black Woman ownership		
Black Ownership		
Black Youth Ownership		
Total		

4.16 THE SAT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.17TENDER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS. HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPPFA 05 OF 2000.
3. CRITERIA FOR BREAKING DEADLOCK IN SCORING a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS; b) IF TWO OR MORE TENDERS SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS
4. DELIVERIES a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE.SAT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED
5. POPIA DISCLAIMER 5.1. COMPLIANCE WITH THE PERSONAL INFORMATION ACT, 4 OF 2013 PERSONAL INFORMATION SHARED WITH THE SAT SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA. 5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION THE SATMAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE SATMAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE SATMAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK. 5.3. FURTHER PROCESSING OF PERSONAL INFORMATION YOU FURTHER GRANT THE SATEXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS. 5.4. DUTY OF CARE THE SAT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION. 5.5. EXEMPTION FROM LIABILITY

THE SAT(INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL), AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

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