SOUTH AFRICAN TOURISM

PART C: TENDER EVALUATION PROCESS- SAT TENDER FOR A SERVICE PROVIDER TO EMBED AND MATURE AN INTEGRATED ENTEPRISE RISK MANAGEMENT AND COMPLIANCE MANAGEMET SERVICES FOR 36 MONTHS

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

Phase 1 Pre-qualification Criteria	Phase 2 Technical Evaluation Criteria	Phase 3 Price and Specific Goals Evaluation
Bidders' responses will be evaluated based on compliance with the listed administrative`requirements.	The purpose of the functionality evaluation is to assess the extent to which bidders demonstrate the technical capability, experience, methodology, resources and capacity required to support South African Tourism in implementing, enhancing and continuously improving its Enterprise Risk Management (ERM) and Compliance Management environments. Total Functionality Points: 100 Minimum Qualifying Score: 70 points Failure to meet the minimum threshold of 70% on Phase 2 will result in disqualification in this phase.	Bidders who achieved a minimum threshold of 70% in phase 2 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 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 bid evaluation.

Table 2: Phase 1: Administrative Requirements

Documents that must be submitted	YES/NO	
Invitation SBD 1		• Complete and sign where applicable. • If any bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.
Registration on Central Supplier Database (CSD)		• All bidders, including proposed partner/subcontractor agencies, must be registered as a service provider on the National Treasury's Central Supplier Database (CSD). • If the bidder is not registered, register with your company before submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration. (Applicable to South African Companies only) • Proof of registration can be in any form that SAT can verify that the bidder is registered on the CSD, e.g., MAAA number, CSD report, etc. • Tax compliance is only considered when awarding the tender (the bidder), not during various evaluation phases. • During the award phase, if a bidder is found to be non-compliant as per the CSD or SARS confirmation, the bidder must provide proof of compliance or written proof by SARS of their tax compliance status within seven working days, of which failure will result in the tender not being awarded to the bidder. • SAT reserves the right to consider the next bidder within the process.
Declaration of Interest – SBD 4		• Complete and sign where applicable. • If any bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.
Preference points claim form in terms of the preferential procurement regulations 2022 - SBD 6.1		• Complete and sign where applicable. • If any bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified

Phase 2: Technical Evaluation = Weighting out of 100 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.

Table 3: Phase 2: Technical Functional Evaluation

Evaluation criteria	Weighting
1. METHODOLOGY AND APPROACH The bidder must provide a detailed and organisation-specific methodology and approach for executing **Enterprise Risk Management** services from inception to completion. The methodology must demonstrate a clear understanding of SAT's ERM requirements and provide a structured approach for implementing, embedding and institutionalising ERM. **Scoring Guideline:** ○ **Comprehensive:** Methodology comprehensively addresses the requirements above, is clearly tailored to SAT, demonstrates a logical end-to-end implementation approach, and provides detailed activities, deliverables, roles, timelines, milestones, dependencies, institutionalisation and continuous-improvement mechanisms = 3 Points ○ **Adequate**: Methodology adequately addresses the principal requirements and provides a logical implementation approach, project plan and deliverables, but contains some gaps in detail, integration or implementation arrangements = 2 Points ○ **Limited:** Methodology addresses some requirements but is largely generic and provides limited detail on implementation, institutionalisation, deliverables, timelines or SAT-specific requirements = 1 Point	**9**
1.1 METHODOLOGY AND APPROACH Bidders must provide a detailed methodology and approach for executing **Compliance Management** services from inception to completion. The methodology must demonstrate a clear understanding of South African Tourism's Compliance Management requirements and provide a structured approach for implementing, embedding and institutionalising Compliance Management. **Scoring Guideline:** ○ **Comprehensive:** The bidder provides a comprehensive and clearly structured methodology and approach that addresses the required Compliance Management lifecycle and demonstrates a clear understanding of SAT's requirements. The methodology covers the key activities, deliverables, roles and responsibilities, stakeholder engagement, implementation arrangements, integration with ERM, timelines, milestones, knowledge transfer, institutionalisation and continuous improvement = 3 Points ○ **Adequate:** The bidder provides a sound methodology and approach that addresses the main Compliance Management requirements and includes a project plan, key activities, deliverables, timelines and milestones, but contains some gaps in detail, integration or implementation arrangement = 2 Points ○ **Limited:** The bidder provides a limited or largely generic methodology and approach that addresses some Compliance Management requirements but provides insufficient detail on implementation activities, deliverables, timelines, milestones, integration, institutionalisation or continuous improvement. ○ No Methodology and approach with a project plan with clear timelines and milestones = 1 Point	**9**

1.2 METHODOLOGY AND APPROACH Bidders must provide a detailed methodology and approach for executing **Ethics Management** services from inception to completion. The methodology must demonstrate a clear understanding of SAT's requirements and provide a structured approach for implementing, embedding and institutionalising an effective Ethics Management Programme. **Scoring Guideline:** ○ **Comprehensive:** Methodology comprehensively addresses the required Ethics Management lifecycle and demonstrates a clear, structured and SAT-relevant approach. It covers the required activities, deliverables, roles and responsibilities, stakeholder engagement, implementation plan, timelines and milestones, integration with ERM/Compliance/Governance, knowledge transfer, institutionalisation, monitoring and continuous improvement= 3 Points ○ **Adequate:** Methodology adequately addresses the main Ethics Management requirements and provides a project plan with activities, deliverables, timelines and milestones, but some required elements are insufficiently detailed or not fully integrated = 2 Points ○ **Limited:** Methodology provides limited coverage of the Ethics Management requirements and/or a generic approach. The project plan, activities, deliverables, timelines or milestones are insufficiently detailed to demonstrate a comprehensive implementation approach = 1 Point	**9**
1.3 METHODOLOGY AND APPROACH Bidders must provide a detailed methodology and approach for executing **Business Continuity Management (BCM)** services from inception to completion. The methodology must demonstrate a clear understanding of SAT's BCM requirements and provide a structured approach for implementing, embedding and institutionalising an effective BCM capability. **Scoring Guideline:** ○ **Comprehensive:** Methodology comprehensively addresses the BCM lifecycle and demonstrates a clear, structured and SAT-relevant approach. It covers the required BCM activities, including BIA, continuity and recovery planning, governance, testing/exercising, deliverables, roles and responsibilities, stakeholder engagement, timelines and milestones, integration with ERM/ICT Disaster Recovery, knowledge transfer, institutionalisation and continuous improvement = 3 Points ○ **Adequate:** Methodology adequately addresses the main BCM requirements and provides a project plan with activities, deliverables, timelines and milestones, but some required elements are insufficiently detailed or not fully integrated = 2 Points ○ **Limited:** Methodology provides limited or largely generic coverage of BCM requirements. The project plan, activities, deliverables, timelines or milestones are insufficiently detailed to demonstrate a comprehensive implementation approach= 1 Point	**9**
2. RELEVENT COMPANY EXPERIENCE & CLIENT REFERENCE LETTERS Bidders must provide at one signed reference letter per workstream but no more than 4 reference letters on letterhead from clients within the last 3 years. Bidders must demonstrate relevant experience in providing services across the following four workstreams: ○ Enterprise Risk Management (ERM)	**24**

o Compliance Management o Ethics Management o Business Continuity Management (BCM) Submitted signed reference letters should align with enterprise risk management (ERM) services Compliance Management Services, Ethics Management and Business Continuity Management. No appointment letters from clients will be accepted as reference letters. **Scoring guideline:** o The bidder provided **4 reference letters** = 3 Points o The bidder provided **2 to 3 reference letters** = 2 Points o The bidder provided **1 reference letter** = 1 Point A bidder **will be non-scoring:** Reference letters that does not include the following; o Client name, signed and in client letterhead o Contact person and contact number / email address o Scope of work provided o Contract period (include start and end date) o Confirmation that the bidder successfully/satisfactorily performed the services **N.B The reference letters should not be older than 3 years from the closing date.**	
3. CV/ PROFILE OUTLINING QUALIFICATIONS & EXPERIENCE OF PROPOSED PROJECT DIRECTOR TO BE ASSIGNED TO THE PROJECT **3.1 Engagement/Project Director** **<u>Scoring Guideline:</u>** **A bidder qualifies for SCORE of 3 if it achieves the following (a) (b) and (c):** a) Sixteen (16) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual registration or professional membership **(at least one of the below memberships):** o Institute of Risk Management (IRMSA) o Institute of Internal Auditors (IIASA) o The Ethics Institute (TEI) o Compliance Institute of Southern Africa (CISA) o Business Continuity Institute (BCI) **A bidder qualifies for SCORE of 2 if it achieves the following (a) (b) and (c):** a) Eleven (11) to fifteen (15) years relevant experience, b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual registration or professional membership (at least one of the below memberships): o Institute of Risk Management (IRMSA) o Institute of Internal Auditors (IIASA) o The Ethics Institute (TEI) o Compliance Institute of Southern Africa (CISA) o Business Continuity Institute (BCI) **A bidder qualifies for SCORE of 1 if it achieves the following (a) (b) and (c):** a) Ten (10) years relevant experience	**10**

b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, a related scope of work) c) Valid individual registration or professional membership (at least one of the below memberships): o Institute of Risk Management (IRMSA) o Institute of Internal Auditors (IIASA) o The Ethics Institute (TEI) o Compliance Institute of Southern Africa (CISA) o Business Continuity Institute (BCI) **A bidder will be non-scoring:** i. Less than ten (10) years' experience or provides irrelevant experience ii. No CV/profile in line with the above requirements iii. The bidder fails to provide one or more of the required criteria elements listed above i.e. (a) (b) (c)	
CV/ PROFILE OUTLINING QUALIFICATIONS & EXPERIENCE OF PROPOSED PROJECT MANAGER / TEAM LEADER TO BE ASSIGNED TO THE PROJECT **3.2 Project Manager / Team Leader** **<u>Scoring Guideline:</u>** **A bidder qualifies for SCORE of 3 if it achieves the following (a) (b) and (c):** a) Eleven (11) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual registration or professional membership **(at least one of the below memberships):** o Institute of Risk Management (IRMSA) o Institute of Internal Auditors (IIASA) o The Ethics Institute (TEI) o Compliance Institute of Southern Africa (CISA) o Business Continuity Institute (BCI) **A bidder qualifies for SCORE of 2 if it achieves the following (a) (b) and (c):** a) Eight (08) to ten (10) years relevant experience, b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual registration or professional membership (at least one of the below memberships): o Institute of Risk Management (IRMSA) o Institute of Internal Auditors (IIASA) o The Ethics Institute (TEI) o Compliance Institute of Southern Africa (CISA) o Business Continuity Institute (BCI) **A bidder qualifies for SCORE of 1 if it achieves the following (a) (b) and (c):** a) Seven (07) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, a related scope of work) c) Valid individual registration or professional membership (at least one of the below memberships): o Institute of Risk Management (IRMSA) o Institute of Internal Auditors (IIASA) o The Ethics Institute (TEI) o Compliance Institute of Southern Africa (CISA)	**10**

o Business Continuity Institute (BCI) **A bidder will be non-scoring:** i. Less than seven (07) years' experience or provides irrelevant experience ii. No CV/profile in line with the above requirements iii. The bidder fails to provide one or more of the required criteria elements listed above i.e. (a) (b) (c)	
CV/ PROFILE OUTLINING QUALIFICATIONS & EXPERIENCE OF PROPOSED SPECIALIST (RISK MANAGEMENT) TO BE ASSIGNED TO THE PROJECT **3.3 RISK SPECIALIST** Responsible for providing technical expertise and hands-on support in the implementation and enhancement of SAT's ERM processes. **<u>Scoring Guideline:</u>** **A bidder qualifies for SCORE of 3 points if it achieves the following (a) (b) and (c):** a) Eight (08) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual professional membership with the **Institute of Risk Management (IRMSA).** **A bidder qualifies for SCORE of 2 points if it achieves the following (a) (b) and (c):** a) Six (06) to seven (07) years relevant experience, b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) **c)** Valid individual professional membership with the **Institute of Risk Management (IRMSA).** **A bidder qualifies for SCORE of 1 point if it achieves the following (a) (b) and (c):** a) Five (05) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, a related scope of work) c) Valid individual professional membership with the **Institute of Risk Management (IRMSA).** **N.B. Bidders must provide the names of all resources proposed to be assigned to the project and clearly indicate the specific role each resource will fulfil.** **N.B Replacement of Project Resources, in the event that any proposed resource resigns, becomes unavailable, or is otherwise replaced during the project, the bidder must assign a replacement resource with qualifications, skills, experience and professional expertise that are equivalent to or greater than those of the original resource.** **A bidder will be non-scoring:** a) Less than five (05) years' experience or provides irrelevant experience b) No CV/profile in line with the above requirements c) The bidder fails to provide one or more of the required criteria elements listed above i.e. (a) (b) (c)	**5**

CV/ PROFILE OUTLINING QUALIFICATIONS & EXPERIENCE OF PROPOSED SPECIALIST (COMPLIANCE MANAGEMENT) TO BE ASSIGNED TO THE PROJECT **3.4 COMPLIANCE SPECIALIST** Responsible for providing technical expertise and support in the development, implementation and monitoring of SAT's compliance management processes. **Scoring Guideline:** **A bidder qualifies for SCORE of 3 points if it achieves the following (a) (b) and (c):** a) Eight (08) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual professional membership with the **Compliance Institute of Southern Africa (CISA).** **A bidder qualifies for SCORE of 2 points if it achieves the following (a) (b) and (c):** a) Six (06) to seven (07) years relevant experience, b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual professional membership with the **Compliance Institute of Southern Africa (CISA).** **A bidder qualifies for SCORE of 1 point if it achieves the following (a) (b) and (c):** a) Five (05) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, a related scope of work) c) Valid individual professional membership with the **Compliance Institute of Southern Africa (CISA).** **N.B. Bidders must provide the names of all resources proposed to be assigned to the project and clearly indicate the specific role each resource will fulfil.** **N.B Replacement of Project Resources, in the event that any proposed resource resigns, becomes unavailable, or is otherwise replaced during the project, the bidder must assign a replacement resource with qualifications, skills, experience and professional expertise that are equivalent to or greater than those of the original resource.** **A bidder will be non-scoring:** a) Less than five (05) years' experience or provides irrelevant experience b) No CV/profile in line with the above requirements c) The bidder fails to provide one or more of the required criteria elements listed above i.e. (a) (b) (c)	**5**
CV/ PROFILE OUTLINING QUALIFICATIONS & EXPERIENCE OF PROPOSED SPECIALIST (ETHICS MANAGEMENT) TO BE ASSIGNED TO THE PROJECT **3.5 ETHICS SPECIALIST** Provide specialist expertise in ethics management, fraud risk management, anti-fraud controls and ethical culture. **Scoring Guideline:**	**5**

A bidder qualifies for SCORE of 3 points if it achieves the following (a) (b) and (c): a) Eight (08) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual professional membership with the **Ethics Institute (TEI).** **A bidder qualifies for SCORE of 2 points if it achieves the following (a) (b) and (c):** a) Six (06) to seven (07) years relevant experience, b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) c) Valid individual professional membership with the **Ethics Institute (TEI).** **A bidder qualifies for SCORE of 1 point if it achieves the following (a) (b) and (c):** a) Five (05) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, a related scope of work) c) Valid individual professional membership with the **Ethics Institute (TEI).** **N.B. Bidders must provide the names of all resources proposed to be assigned to the project and clearly indicate the specific role each resource will fulfil.** **N.B Replacement of Project Resources, in the event that any proposed resource resigns, becomes unavailable, or is otherwise replaced during the project, the bidder must assign a replacement resource with qualifications, skills, experience and professional expertise that are equivalent to or greater than those of the original resource.** **A bidder will be non-scoring:** a) Less than five (05) years' experience or provides irrelevant experience b) No CV/profile in line with the above requirements c) The bidder fails to provide one or more of the required criteria elements listed above i.e. (a) (b) (c)	
CV/ PROFILE OUTLINING QUALIFICATIONS & EXPERIENCE OF PROPOSED SPECIALIST (BUSINESS CONTINUITY MANAGEMENT) TO BE ASSIGNED TO THE PROJECT **3.6 BCM SPECIALIST** Provide specialist expertise in Business Continuity Management, organisational resilience, business impact analysis, continuity planning, crisis management and disaster recovery coordination. **<u>Scoring Guideline:</u>** **A bidder qualifies for SCORE of 3 points if it achieves the following (a) (b) and (c):** a) Eight (08) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) **c)** Valid individual professional membership with the **Business Continuity Institute (BCI).** **A bidder qualifies for SCORE of 2 points if it achieves the following (a) (b) and (c):** a) Six (06) to seven (07) years relevant experience,	**5**

b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, related scope of work) **c)** Valid individual professional membership with the **Business Continuity Institute (BCI).** **A bidder qualifies for SCORE of 1 point if it achieves the following (a) (b) and (c):** a) Five (05) years relevant experience b) Minimum of NQF level 7 (Risk Management, Governance, Auditing, Compliance, Ethics, Law, a related scope of work) **c)** Valid individual professional membership with the **Business Continuity Institute (BCI).** **N.B. Bidders must provide the names of all resources proposed to be assigned to the project and clearly indicate the specific role each resource will fulfil.** **N.B Replacement of Project Resources, in the event that any proposed resource resigns, becomes unavailable, or is otherwise replaced during the project, the bidder must assign a replacement resource with qualifications, skills, experience and professional expertise that are equivalent to or greater than those of the original resource.** **A bidder will be non-scoring:** a) Less than five (05) years' experience or provides irrelevant experience b) No CV/profile in line with the above requirements c) The bidder fails to provide one or more of the required criteria elements listed above i.e. (a) (b) (c)	
Total weight	**100**

A bidder will be evaluated out of 100% and is required to score a minimum threshold of **70% out of 100%** to be evaluated for phase 3 Price and Specific goals.

- 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:

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.

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 *PERIOD OF 12 MONTHS*) 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.

4.12 **80 / 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.

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

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: $4 \times \frac{\%\,WO}{100} = 14 \times \frac{\%\,WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

a) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;

b) COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)

c) 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: $10 \times \frac{\%\,BO}{100} = 4 \times \frac{\%\,BO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

a) 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 AFFIDAVID 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.

table B: Ownership

NAME AND SURNAME /ENTITY NAME	GENDER *(MALE OR FEMALE)*	AGE i.e., 32	CITIZENSHIP *(RSA, OR SPECIFY OTHER)*	ETHNIC GROUP *(BLACK, WHITE, ETC.)*	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.

4.17 TENDER 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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