employment & labour
Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

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REQUEST FOR QUOTATION FOR THE SUPPLY AND DELIVERY OF BRANDED DIARIES TO THE UNEMPLOYMENT INSURANCE FUND

(ERRATUM)

QUOTATION NUMBER	:	RFQ0004784
DATE ISSUED	:	2026-10-26
CLOSING DATE AND TIME	:	2026-11-18 at 11h00
BID VALIDITY PERIOD	:	90 Calendar days

DEPARTMENT ADDRESS : Unemployment Insurance Fund
ABSA TOWERS
Ground Floor
230 Lillian Ngoyi Street
Pretoria
0002

SPECIAL CONDITIONS FOR THE RFQ:

- Vat vendors are encouraged to claim VAT.
- According to PPPFA, the project will be evaluated on 80/20 point system.
- Submission will be on **E-Tender portal only**.
- Upon evaluation samples will be required.

MANDATORY REQUIREMENTS FOR THE RFQ:

- Bidders must provide at least one (1) reference letter accompanied by its corresponding Purchase Order.
- The reference letter must be stamped and signed on the official letterhead of the company that issued the Purchase Order.
- The reference letter must indicate the value and quality of work (branding/printing) completed within the past five (5) years, matching the attached Purchase Order
- Failure to quote on the provided SBD 3.1 will lead to immediate disqualification.

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SPECIFICATION FOR DIARIES AND CALENDARS



A4 DIARIES



A5 DIARIES

Item Specification

DIARIES:

- UIF Branded Diaries

Format:

A4s

- One day a page as well Saturday and Sunday on single pages.
- First six pages will have UIF content (glossy texture paper).
- Front cover benefits embossed.
- Hard and glossy cover.
- Three (3) tip in pages front and Three (3) tip in pages at the back.
- Total inner pages 360-370.

Total: 1650

A5s

- One day a page as well Saturday and Sunday on single pages.
- First six pages will have UIF content (glossy texture paper).
- Front cover benefits embossed.
- Hard and glossy cover.
- Three (3) tip in pages front and Three (3) tip in pages at the back.
- Total inner pages 360-370.

Total: 1650

Content:

- The service provider must provide the content of the diary, which includes dates, holidays, and space for notes and meetings.

Binding:

- All diaries should have perfect binding.

Cover Pages Material:

- All. 170 GSM Art Paper

Inside pages material:

- All. 120 GSM uncoated paper (Maphlito)

Internal Layout and Design:

- Design and Layout is expected from the service provider

Covers:

- The UIF will provide the designed covers artwork for the first 6 pages.

Total: 3300



TENT CALENDAR

CALENDARS:

Specification for Printing of A5 Tent Calendars
Description:

- Tent Card Calendars
- Stand plain Leave full colour d.s *stand creased 3 times* collated *trimmed *wiro bind on 210 side
- Benefits embossed.
- Hard page material.

Size:

- 148x 210 leave*stand 416X210

Printing and paper:

- Plain Stand: Alpine SBS 1ss BRT (610Mic), 380g/m², WB (not printed)
- 30dd leaves (x30): Printed 4 Process colours both sided on Neo Art Gloss, 30g/m², White

Finishing:

- Crease stand 3 times (Plain Stand), Trimmed to size (30diff Leave), Trimmed to size Plain Stand)
- Collated (30diff leaves), Glue Bind 210 side (Plain Stand)

Distribution:

- Shrink-wrapped & boxed & boxed deliver
- Price to include Design and Layout of A5 Calendars
- Logos to be supplied on a disk, e-mail or USB

Total: 3300

Provide sample for inputs before bulk printing approval
Deliver to 230 Lilian Ngoyi Street, Pretoria Central.

The UIF will provide print-ready artwork of the Diaries cover and calendar design.

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RQF0004784**	CLOSING DATE:	**18/11/2026**	CLOSING TIME:	**11H00**
DESCRIPTION	**SUPPLY AND DELIVERY OF DIARIES AND CALENDARS**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
N/A.					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Tshupetso Selole/ Kagiso Molapo**	CONTACT PERSON	**Nokuthula Gidi**
TELEPHONE NUMBER	**073 212 6073/ 076 616 7646**	TELEPHONE NUMBER	**012 337 1192/ 076 616 8306**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**Tshupetso.Selole@labour.gov.za/ Emily.Molapo@labour.gov.za**	E-MAIL ADDRESS	**Nokuthula.Gidi@labour.gov.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]	RE 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.

PARTB
TERMSANDCONDITIONSFORBIDDING

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: ……

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SBD 3.1

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING

NAME OF BIDDER:.....BID NO.: **RFQ0004784**

CLOSING TIME **11:00** CLOSING DATE: **18/11/2026**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

Summary of pricing must be fully aligned with the specification as attached.

Description **As outlined in detail as per specification**	**Quantity**	**Price per unit incl. VAT**	**Total price inclusive of all applicable taxes**
A4 DIARIES One day a page as well Saturday and Sunday on single pages. First six pages will have UIF content (glossy texture paper). Front cover benefits embossed. Hard and glossy cover. Three (3) tip in pages front and Three (3) tip in pages at the back. Total inner pages 360-370. **Content:** The service provider must provide the content of the diary, which includes dates, holidays, and space for notes and meetings. **Binding:** All diaries should have perfect binding.	**1650**		

Description As outlined in detail as per specification	Quantity	Price per unit incl. VAT	Total price inclusive of all applicable taxes
Cover Pages Material: All. 170 GSM Art Paper **Inside pages material:** All. 120 GSM uncoated paper (Maphlito) **Internal Layout and Design:** Design and Layout is expected from the service provider **Covers:** The UIF will provide the designed covers artwork for the first 6 pages.			
A5 DIARIES One day a page as well Saturday and Sunday on single pages. First six pages will have UIF content (glossy texture paper). Front cover benefits embossed. Hard and glossy cover. Three (3) tip in pages front and Three (3) tip in pages at the back. Total inner pages 360-370. **Content:** The service provider must provide the content of the diary, which includes dates, holidays, and space for notes and meetings. **Binding:** All diaries should have perfect binding. **Cover Pages Material:** All. 170 GSM Art Paper **Inside pages material:** All. 120 GSM uncoated paper (Maphlito) **Internal Layout and Design:**	**1650**		

Description As outlined in detail as per specification	Quantity	Price per unit incl. VAT	Total price inclusive of all applicable taxes
Design and Layout is expected from the service provider **Covers:** The UIF will provide the designed covers artwork for the first 6 pages.			
TENT CALENDARS Tent Card Calendars. Stand plain Leave full colour d.s *stand creased 3 times* collated *trimmed *wiro bind on 210 side. Benefits embossed. Hard page material. **Size:** 148x 210 leave*stand 416X210 **Printing and paper:** Plain Stand: Alpine SBS 1ss BRT (610Mic), 380g/m², WB (not printed). 30dd leaves (x30): Printed 4 Process colours both sided on Neo Art Gloss, 30g/m², White **Finishing:** Crease stand 3 times (Plain Stand), Trimmed to size (30diff Leave), Trimmed to size Plain Stand). Collated (30diff leaves), Glue Bind 210 side (Plain Stand). **Distribution:** Shrink-wrapped & boxed & boxed deliver. Price to include Design and Layout of A5 Calendars. Logos to be supplied on a disk, e-mail or USB.	**3300**		
Total		R	R

**Notes:

The total amount of items combined should be indicated on the SBD 3.1 as:

Bidders must note of the following when preparing their price quotes for this RFQ:

1. The total contract price, including VAT **MUST** be completed on the **SDB 3.1** document which is enclosed in the pack.
2. The total contract price quoted must be fixed for the duration of the contract.
3. All proposals must contain a pricing schedule.
4. The total fee as per pricing schedule as well as additional cost should be added together to arrive at the total that must be completed on the SDB 3.1 document which is enclosed in the pack.

SBD 4

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 interest[1] 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

[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.*

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

2.2.1 If so, furnish particulars:

……

……

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 consortium[2] 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.

[2] *Joint venture or Consortium means an association of persons for the purpose of combining their*

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 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

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:

80/20 **or** **90/10**

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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.

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

(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.*)**

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)
Black women	8	
Black youth	6	
Black Disability	1	
Companies complying with the elements of B_-BBEE (1-8)	5	

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.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

Allocation of Specific goals to the bidders:

(I) Based on the 80/20 criteria for the 20 points allocation.

Allocation	Black woman Equity ownership	Black Youth Equity ownership	Companies complying with the elements of BBBE (1-8)	Black Disability Equity ownership
Based on the 80/20 criteria for the 20 points allocation.	1 – 20% = 1	1 – 20% = 1	5	51-100% =1
	21 – 40% = 3	21 – 40% = 2		
	41 – 60 % = 4	41 – 60 % = 3		
	61 – 80 % = 6	61 – 80 % = 4		
	81 – 99% = 7	81 – 99% = 5		
	100 % = 8	100 % = 6		
Total Points = 20	8	6	5	1

(II) Based on the 90/10 criteria for the 10 points allocation.

Allocation	Black woman Equity ownership	Black Youth Equity ownership	Companies complying with the elements of B-BBEE (1-8)	Disability Equity ownership
Based on the 90/10 criteria for the 10 points allocation.	0 – 50% = 0	0 – 50 % = 0	2	51-100% = 1
	51-99% =3	51 – 99 % = 2		
	100% - 4	100 % = 3		
Total Points = 10	4	3	2	1

***Note:** For the purpose of obtaining evidence to be submitted by bidders for all RFQ and Tenders, it must be noted that the percentage for points allocation for woman, youth, black people and disability will be calculated based on the CIPC and CSD Detailed Summary Reports. Therefore, all bidders will be required by the fund to submit all the necessary documents in order to comply with the bidding requirements.*

Furthermore, bidders are required to furnish the fund with the supporting proof from a medical doctor or any institution that are certified to prove disability in order to ensure that bidders obtains maximum points. Failure to submit authentic evidence will lead to disqualification, further investigation and possible contravention with the Prevention and Combating of Corupt Activities Act; the Criminal Procedure Act (section 269A theft; fraud; extortion); the Public Administration Management Act.