



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

Request for Proposals for the Appointment of a Service Provider to Render Position Paper Institutional Model Bylaws and Infrastructure Protection Services on Behalf of SALGA

Closing date and time: 14 October 2026 at 11:00

Bid Validity Period: 60 days

For Enquiries

TEL: (012) 369 8000

EMAIL: scm@salga.org.za WEBSITE:

www.salga.org.za

PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER ON THE PORTAL AND SUBMIT THE RESPONSE TO THIS TENDER.

PLEASE CLICK THE LINK BELOW:

<https://scmportal.salga.org.za/>

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote and protect the interests of local government.
- Transform local government to enable it to fulfil its developmental role.
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government.
- Enhance the role and status of municipalities.
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government.
- Ensure the full participation of women in organised local government.
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

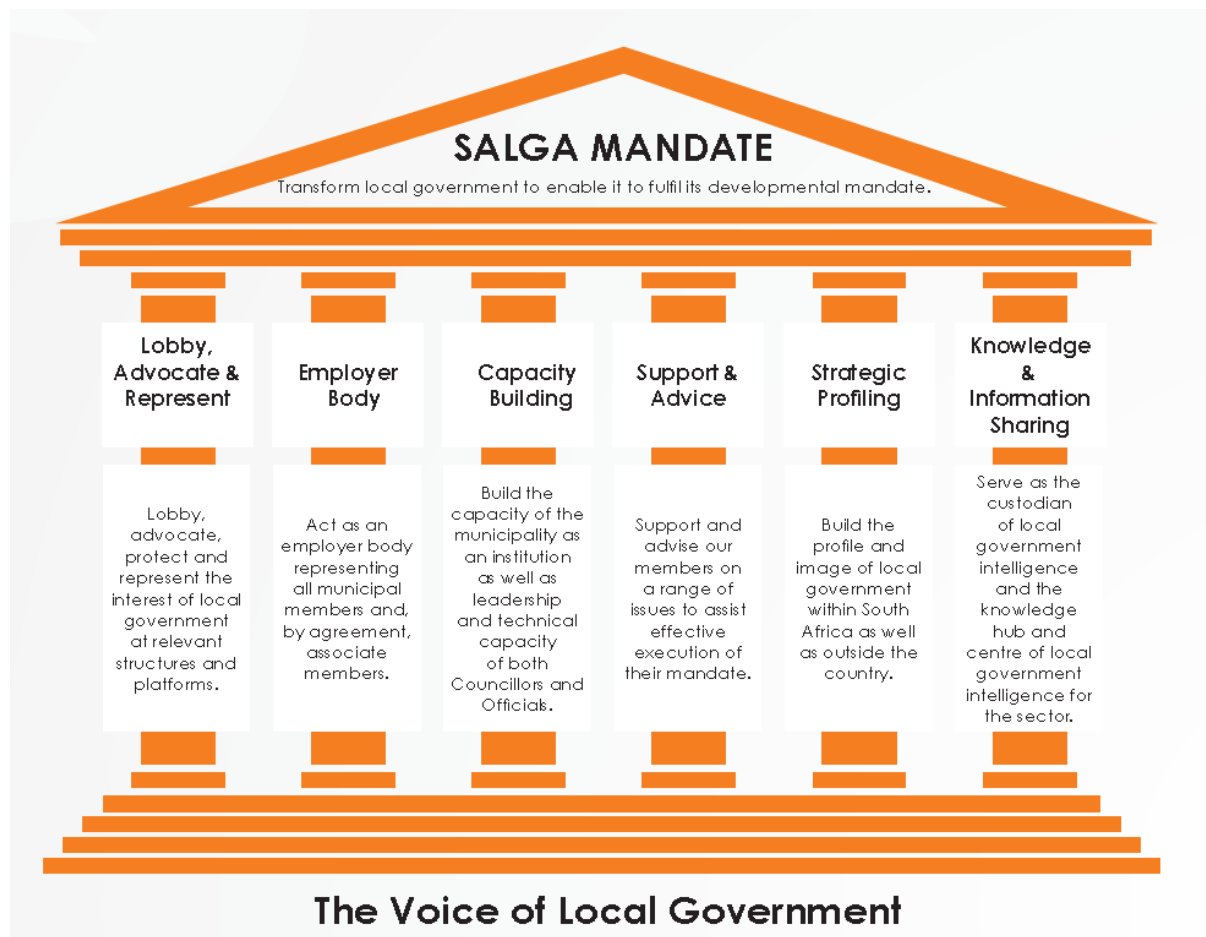
2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity building initiatives through among others, representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.

- (4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



3. PURPOSE OF THIS REQUEST

The purpose of this Request for Proposals is to invite suitable service providers to submit proposals to assist SALGA with the development of a **Position Paper on the Institutional Model for By-law Enforcement and Infrastructure Protection** and using the stakeholder consultations undertaken by SALGA for Local Government in South Africa.

SALGA has already developed the Institutional Model. The required assignment is therefore not to re-develop the model, but to assist SALGA to translate the completed model, together with stakeholder comments and consultations already undertaken by SALGA, into a clear, evidence-informed and advocacy-oriented Position Paper.

Important framing for bidders:

The successful service provider will be expected to build on the completed Institutional Model and existing SALGA-led consultation process. The assignment should not duplicate work already undertaken by SALGA, nor should it be priced or designed as a new model development exercise.

4. BACKGROUND AND CONTEXT

- 4.1. Local government in South Africa is mandated by the Constitution to ensure the provision of essential services and to create safe and healthy communities. Effective by-law enforcement and the protection of municipal infrastructure remain critical to fulfilling this mandate, particularly in the context of service delivery pressures, infrastructure vandalism, theft, damage, non-compliance and uneven institutional capacity across municipalities.
- 4.2. Municipalities continue to face challenges in the development, implementation and enforcement of by-laws, including gaps in institutional arrangements, limited human and financial resources, varied enforcement systems, fragmented intergovernmental co-ordination and increasing pressure to protect critical infrastructure such as water, electricity, transport and public facilities.
- 4.3. SALGA has responded to these challenges through the development of an Institutional Model for By-law Enforcement and Infrastructure Protection. The model provides an important foundation for strengthening municipal capability, clarifying institutional considerations, improving co-ordination and supporting differentiated approaches across municipal categories and capacities.
- 4.4. As the Institutional Model has already been developed, SALGA now requires a Position Paper that articulates the rationale, policy position, implementation considerations, advocacy arguments and sector recommendations that flow from the model. The Position Paper must position the model within the broader local government, community safety, regulatory enforcement, infrastructure protection and intergovernmental policy environment.
- 4.5. SALGA has also commenced stakeholder engagements and is receiving comments and feedback on the Institutional Model. These inputs must inform the Position Paper by assisting SALGA to identify areas of support, concern, divergence, refinement and strategic emphasis. The service provider will therefore be expected to review,

analyse and synthesise feedback already received and, where necessary, support limited validation processes to strengthen the final Position Paper.

5. SCOPE OF WORK

SALGA intends to appoint a suitable service provider to assist with the development of a Position Paper on the completed Institutional Model for By-law Enforcement and Infrastructure Protection and using the stakeholder consultations undertaken by SALGA. The scope of work should be policy-oriented, analytical and advocacy-focused, and should include the following:

- **Review of existing SALGA materials and policy context**
 - Review the completed Institutional Model and related SALGA documents, concept notes, presentations, stakeholder inputs and internal working documents made available for the assignment.
 - Review relevant constitutional, legislative, policy and strategic frameworks applicable to local government, by-law enforcement, municipal governance, infrastructure protection, community safety and intergovernmental co-operation.
 - Identify the key policy propositions and implementation implications emerging from the Institutional Model.
- **Policy analysis and positioning**
 - Analyse the policy, legislative, institutional, governance, capacity and resource considerations that influence the implementation of the Institutional Model.
 - Develop a clear policy rationale explaining why an institutional approach to by-law enforcement and infrastructure protection is required within local government.
 - Articulate SALGA's proposed position on the model, including differentiated municipal realities, institutionalisation, professionalisation, resourcing, intergovernmental co-ordination, municipal support and implementation considerations.
 - Identify practical recommendations and advocacy messages that SALGA can use in engagements with municipalities, national and provincial government, law enforcement stakeholders, infrastructure protection partners and other relevant role-players.
- **Stakeholder consultation review and validation**
 - Use the data from the stakeholder consultation processes already undertaken by SALGA and use comments, submissions and feedback received as a key evidence base for the Position Paper.
 - Review and synthesise stakeholder comments, inputs and recommendations received through SALGA-led consultation processes.
 - Analyse areas of convergence, divergence, emerging themes, implementation concerns, policy issues and practical recommendations arising from stakeholder feedback.
 - Assess how stakeholder inputs support, strengthen or require refinement of the Institutional Model and SALGA's proposed policy position.

- Identify gaps, risks, opportunities or additional considerations emerging from stakeholder feedback that should be reflected in the Position Paper.
- Where required and agreed with SALGA, facilitate limited follow-up validation engagements or targeted discussions to clarify issues and strengthen the final Position Paper.
- **Development of the Position Paper**
 - Develop a structured Position Paper setting out the background, problem statement, policy context, SALGA position, implications of the Institutional Model, stakeholder perspectives, implementation considerations and recommendations.
 - Ensure that the Position Paper is concise, evidence-informed, practical and suitable for executive, political, administrative and intergovernmental audiences.
 - Develop an executive summary, advocacy brief and presentation deck to support SALGA's internal decision-making, stakeholder engagements and sector advocacy.
- **Reporting and project management**
 - Prepare and submit an inception report, analytical notes, consultation synthesis, draft Position Paper and final Position Paper in line with agreed project milestones.
 - Attend progress meetings and provide written progress updates to SALGA as required.
 - Incorporate SALGA comments and agreed stakeholder inputs at each relevant stage of the project.

5.1 KEY DELIVERABLES

The service provider is expected to deliver the following within the agreed project period:

Deliverable	Description	Expected output
Inception report	Confirms understanding of the assignment, methodology, work plan, reporting arrangements and timelines.	Inception report and work plan
Document and policy review summary	Summarises the Institutional Model, relevant policy context and key issues requiring positioning.	Analytical review summary
Stakeholder consultation synthesis	Synthesises SALGA-led consultations and comments already received, including themes, concerns and recommendations.	Consultation synthesis report
Policy analysis note	Identifies the main policy, legislative, institutional, capacity, fiscal and	Policy analysis note

Deliverable	Description	Expected output
	implementation implications of the model.	
Draft Position Paper	Presents the proposed SALGA position, policy rationale, stakeholder-informed analysis and recommendations.	Draft Position Paper
Validation support	Supports limited validation of the draft Position Paper where required by SALGA.	Presentation and validation summary
Final Position Paper	Incorporates SALGA feedback and relevant stakeholder inputs into the final policy position.	Final Position Paper
Executive summary / advocacy brief	Provides a concise, decision-maker-friendly summary of the Position Paper and key advocacy messages.	Executive summary or advocacy brief
Presentation deck	Provides a reader-friendly slide deck for internal and external engagements.	PowerPoint presentation deck

5.2 PREFERRED SERVICE PROVIDER COMPETENCIES

SALGA wishes to engage a successful bidder with demonstrated skills and expertise relevant to policy-position development, institutional analysis and local government advisory work. The service provider should demonstrate:

- Extensive experience in policy research, policy analysis, position paper development and public sector advisory work.
- Knowledge of South African local government, municipal governance, by-law enforcement, community safety, infrastructure protection and intergovernmental relations.
- Ability to analyse completed models, strategies or frameworks and translate them into clear policy positions, advocacy arguments and implementable recommendations.
- Experience in reviewing, synthesising and incorporating stakeholder comments, submissions and consultation feedback into formal policy outputs.
- Strong report writing, executive writing and presentation skills.
- Facilitation and validation skills, particularly where targeted or limited follow-up stakeholder engagements may be required.
- Ability to produce concise, practical and evidence-informed outputs suitable for administrative, political, technical and intergovernmental audiences.

- An ideal service provider would have published or demonstrable written work in local government, public safety, institutional development, governance, infrastructure protection or related fields.

5.3. CONTENT OF PROPOSAL

(Information to be submitted by the bidders)

The proposal should include

- 5.3.1. all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.
- 5.3.2. the summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible.
- 5.3.3. a list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.
- 5.3.4. an organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.
- 5.3.5. A breakdown of the hourly tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 5.3.6. In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as traveling.
- 5.3.7. The rate of remuneration of consultants will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines referred to in 6.3.9 below.
- 5.3.8. The remuneration framework of consultants shall take the following into consideration:
 - a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA);

- b) The “Guide on Hourly Fee Rates for Consultants “as issued by the department of Public Service and Administration (DPSA); and/or
- c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.

5.3.9. How the bidder proposes to provide governance assistance to SALGA; and

5.3.10. In so far as is possible, provide an overview of the methodology to be applied.

5.3.11. How the bidder will ensure that there is transfer of skills to the SALGA team.

5.4 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration of 5 months and end on the completion of the project.

5.5. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

5.5.1. Performing of assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Directorate of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

5.5.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

5.5.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to all standards set out by SALGA

5.5.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

5.5.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

5.5.6 Expenditure incurred by the bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

6. INSTRUCTION TO BIDDERS

6.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to perform **Position Paper Institutional Model Bylaws and Infrastructure Protection** on behalf of SALGA. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

6.2 Objectives

SALGA's objective in the call for proposals is to select a service provider to perform **Position Paper Institutional Model Bylaws and Infrastructure Protection** for the South African Local Government Association.

6.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

6.4 Questions during Proposal Process

Any enquiries regarding this RFP should be directed to **Xolisa** Buyer: SCM at xitani@salga.org.za, located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify Acting Head: Supply Chain Management at scm@salga.org.za at once. Bidders may during the bidding

period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

6.5 Submission of Proposal

PLEASE USE THE BELOW LINK TO SUBMIT YOUR PROPOSAL.

<https://scmportal.salga.org.za/>

Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

7. Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide in order to meet the estimated contract duration period for the full implementation of the scope of work.

7.1 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- 7.1.1** the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP;
- 7.1.2** the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP;
- 7.1.3** the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

7.2 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

7.3 Important Dates

08 October 2026 - Last day for questions

14 October 2026 – Proposal submission due date

**8 CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW
MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)**

- 8.1. The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 8.2. A contract will be signed with the appointed Service Provider.
- 8.3. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 8.4. SALGA may at its own discretion vary an instruction to include more work.
- 8.5. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 8.6. In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 8.7. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 8.8. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 8.9. Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 8.10. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 8.11. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 8.12. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 8.13. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 8.14. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- 8.15. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 8.16. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- 8.17. Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

8.18. Standard Bidding Forms

18.8.1. Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.

18.8.2. Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.

9 EVALUATION

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in three phases as stated below:

- Phase 1 pre-compliance check on Mandatory requirements
- Phase 2 Technical Functionality
- Phase 3 Price and BBBEE Status Level contribution

PHASE 1: MANDATORY REQUIREMENTS FOR THE BIDDER

The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

POINTS BREAKDOWN:

DESCRIPTION	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Approach and methodology	Comprehensiveness and clarity of the proposed approach to develop the Position Paper using the completed Institutional Model and consultation inputs already generated by SALGA. The methodology must demonstrate policy analysis, stakeholder-input synthesis, validation and quality assurance.	0 = No clear methodology. 5 = Methodology unsuitable for the scope. 10 = Methodology lacks detail and does not address the purpose of the Position Paper. 15 = Methodology generally described but lacks specificity on policy analysis, consultation synthesis and validation. 20 = Methodology is detailed and demonstrates a good understanding of the scope. 25 = Methodology is detailed, practical and aligned to SALGA requirements, with clear risk mitigation and quality assurance.	25
Project team capability and relevant qualifications	Qualifications (team leader must have a master's degree) and experience (minimum of 10 years) of the team in policy research, position paper development, local government, community safety, infrastructure protection, institutional analysis and stakeholder synthesis.	0 = No CVs/profiles or no relevant experience 4 = Limited relevant experience (4-8 years) and qualifications 8 = Some relevant experience (8-10 years) and qualifications. 12 = Adequate experience (10-12 years) and team capability 16 = Strong team capability and relevant qualifications and experience (12-14 years) 20 = Highly experienced multidisciplinary team with strong local government and policy-position expertise (more than 14 years) and relevant qualifications	20
Relevant project experience	Demonstrated experience in similar assignments, including policy papers, institutional analysis, local government advisory work, community safety, by-law enforcement,	0 = No relevant projects, supported by proof or references. 4 = 1 to 3 relevant projects, supported by proof or references. 8 = 4 to 5 relevant projects, supported by proof or references.	20

DESCRIPTION	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
	infrastructure protection or related public sector work.	12 = 6 to 8 relevant projects, supported by proof or references. 16 = 9 to 10 relevant projects; supported by proof or references. 20 = Eleven or more relevant projects, supported by proof or references.	
Project plan	Clarity and practicality of the project plan, including activities, milestones, deliverables, reporting arrangements, resources, costing and quality assurance.	0 = No project plan. 7 = Project plan is not inline with the project scope. 14 = Project plan lacks detail. 21 = Project plan is adequate and generally aligned to the scope. 28 = Project plan is detailed and demonstrates good understanding of the assignment. 35 = Project plan is detailed, realistic, risk-informed and fully aligned to the deliverables.	35
TOTAL			100
THRESHOLD			70

Bidders who score 70 (average) points and above will be considered in phase 2 of the evaluation.

PHASE 3: PRICE AND BBBEE STATUS LEVEL CONTRIBUTION

The 80/20 points system will be used when evaluating this Request for Proposal. The remaining 20 points will be allocated in terms of specific goals below.

The maximum points for this tender are allocated as follows:
Table 1:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Phase 3 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	10
Specific Goals	10
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor. A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score point out of 80 for price and score 0 points out of 20 for B-BBEE.

10 GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its own discretion.

REQUEST FOR PROPOSAL
SBD 1 (Part A)

ACQUISITION NUMBER:		2026-08-14-0002928-80101508	
DESCRIPTION OF ACQUISITION:		Request for Proposals for the Appointment of a Service Provider to Render Position Paper Institutional Model Bylaws and Infrastructure Protection Services on Behalf of SALGA	
ACQUISITION ISSUE DATE:		14 Aug 2026	
CLOSING DATE AND TIME:		14 Oct 2026 11:00	
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:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ YES ☐ NO	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ YES ☐ NO
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ YES ☐ NO [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ YES ☐ NO [IF YES, ANSWER 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.			

Date Generated: Sep 30 2026 3:10PM

TERMS AND CONDITIONS FOR PROPOSAL
SBD 1 (Part B)

1. PROPOSAL SUBMISSION:	
1.1	PROPOSALS MUST BE SUBMITTED BY THE STIPULATED TIME TO THE CORRECT ADDRESS/THROUGH THE DESIGNATED ONLINE SUPPLIER PORTAL. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2	ALL PROPOSALS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE RFP DOCUMENT.
1.3	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4	THIS RFP IS SUBJECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.5	BIDDERS MUST SUPPLY WRITTEN PROPOSALS THAT REFLECT THE FOLLOWING INFORMATION: PRICE VALIDITY PERIOD WHICH IS THE PERIOD THAT YOUR PRICE IS VALID FROM THE DATE OF PROPOSAL), ALL INCLUSIVE PRICES ARE REQUIRED PER ITEM, DELIVERY LEAD TIME, COMPANY NAME, COMPANY REGISTRATION NUMBER, VAT REGISTRATION NUMBER (IF REGISTERED), ADDRESS, CONTACT PERSON, TELEPHONE NUMBER, FAX NUMBER/EMAIL ADDRESS.
1.6	ALL PRICES MUST BE FIXED AND FIRM, AND WILL BE ROUNDED UP TO TWO DECIMAL PLACES.
1.7	BIDDERS MUST RETURN A SIGNED BIDDER'S DISCLOSURE
1.8	ALL QUOTES MUST BE VALID FOR 60 DAYS FROM THE CLOSING DATE.
1.9	BIDDERS THAT ARE VAT REGISTERED SHOULD SHOW UNIT PRICES PER ITEM EXCLUSIVE OF VAT AND THE TOTAL AMOUNT FOR THE PROPOSAL MUST BE SHOWN INCLUSIVE AND EXCLUSIVE OF VAT.
1.10	BIDDERS THAT ARE NOT VAT REGISTERED SHOULD SHOW PRICES EXCLUSIVE OF VAT. IF YOU HAVE SUBSEQUENTLY REGISTERED FOR VAT, YOUR PROPOSAL WILL NOT BE ACCEPTED AND YOU ARE REQUIRED TO SUBMIT YOUR UPDATED VAT DETAILS.
1.11	PROPOSALS OVER R1500000 (INCLUSIVE OF VAT) WILL NOT BE ACCEPTED, REGARDLESS OF VAT REGISTRATION.
1.12	DELIVERY WILL BE MADE DIRECTLY TO THE DELIVERY ADDRESS ABOVE.
1.13	ALL PURCHASES WILL BE MADE THROUGH AN OFFICIAL ORDER FORM. THEREFORE NO GOODS MUST BE DELIVERED AND /OR SERVICES RENDERED BEFORE AN OFFICIAL ORDER HAS BEEN RECEIVED.
1.14	BIDDERS WHO CONSISTENTLY DO NOT RESPOND TO ACQUISITION INVITATIONS, MAY BE EXCLUDED FROM INVITATIONS TO FUTURE ACQUISITIONS.
1.15	BIDDERS MUST ENSURE THAT ALL PAGES ARE INITIALLED.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	IN PROPOSALS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE CSD NUMBER.
2.3	THE BIDDER MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD). THE BIDDER'S TAX COMPLIANCE STATUS WILL BE CHECKED ON THE CSD AT THE TIME OF AWARD.
2.4	NO PROPOSALS 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 IN THE SERVICE OF THE STATE, UNLESS THE BIDDER PROVIDES THE PROOF OF AUTHORITY TO UNDERTAKE REMUNERATIVE WORK OUTSIDE EMPLOYMENT IN THE PUBLIC SECTOR.

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:

.....

BID NOTICE AND INVITATION TO BID

You are hereby invited to bid for the following Request for Bid
2026-08-14-0002928-80101508

Request for Proposals for the Appointment of a Service Provider to Render Position Paper Institutional Model Bylaws and Infrastructure Protection Services on Behalf of SALGA

ACQUISITION NUMBER:	2026-08-14-0002928-80101508
DESCRIPTION OF ACQUISITION:	Request for Proposals for the Appointment of a Service Provider to Render Position Paper Institutional Model Bylaws and Infrastructure Protection Services on Behalf of SALGA
ACQUISITION ISSUE DATE:	14 Aug 2026
CLOSING DATE AND TIME:	14 Oct 2026 11:00
ACQUISITION VALIDITY PERIOD:	60 days (FROM THE BID CLOSING DATE)
DELIVERY ADDRESS:	116Hamilton Street, 06 Oustalshoogte, Arcadia, Pretoria

Please submit a quotation for the items listed below. Only quotations which contain the information requested below will be considered. Please read the instructions below before completing your quotation.

Item Number	Description	Vatable	Unit of Measure	Quantity
1	Consulting Services	YES	1	1

CLARIFICATION QUESTIONS:	Submit clarification questions through the South African Local Government Association SUPPLIER PORTAL. (see details below on how to access the Supplier Portal)
DEADLINE FOR CLARIFICATION QUESTIONS:	08 Oct 2026 23:59

ENQUIRIES:	Supply Chain Management Department Tel no: 0123698000 Email: scm@salga.org.za
BIDDING DOCUMENTS AVAILABLE AT:	South African Local Government Association SUPPLIER PORTAL. Under the following Bid Number 2026-08-14-0002928-80101508. (see details below on how to access the Supplier Portal)

INCLUDED IN THIS BID DOCUMENT:	• BIDDER'S ACCEPTANCE OF TERMS AND CONDITIONS OF BIDDING • BID NOTICE AND INVITATION TO BID • BID DATA • BIDDER'S DISCLOSURE • PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1) • DETAILED TERMS OF REFERENCE
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INSTRUCTIONS FOR PROPOSAL SUBMISSION:	Bids must be submitted online through the South African Local Government Association SUPPLIER PORTAL (see details below on how to access the Supplier Portal) BY 14 Oct 2026 11h00
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HOW TO ACCESS THE South African Local Government Association SUPPLIER PORTAL:	Accessing the South African Local Government Association SUPPLIER PORTAL - Bidders can access the SUPPLIER PORTAL at the following link: - https://scmpportal.salga.org.za Signing up on the South African Local Government Association SUPPLIER PORTAL - Bidders must sign up on the South African Local Government Association SUPPLIER PORTAL to access the Acquisition, submit clarification questions, register for a briefing session (if any) and submit a response to the Acquisition. - If you have not already signed up on the South African Local Government Association SUPPLIER PORTAL, you can sign up by: - Access the SUPPLIER PORTAL and click on the "CREATE AN ACCOUNT" at the top right hand side of the page. - Enter your Central Supplier Database (CSD) Supplier Number, Unique Registration Reference Number (obtained from your CSD account) and an email address. Then click on the "CREATE AN ACCOUNT" button. - You will be redirected to register an account with the email address. - Agree to the Terms and Conditions and pay attention to the guided tutorial on how to use the Supplier Portal. Accessing Acquisitions (RFx/Bids) - Once signed in to the South African Local Government Association SUPPLIER PORTAL, bidders can find the required Acquisition by clicking on Acquisitions in the main banner. Bidders can engage with the Acquisition and view all necessary information, including access to the Acquisition Documents. Submitting Clarification Questions (If available) - Bidders will thereafter be able to capture any clarification questions and view any responses to clarification questions. - Bidder can submit Clarification Questions after Briefing Session and Before Deadline for Clarification Questions. - Bidders will receive an email once their clarification questions have been answered. - Bidders can view and track all clarification questions submitted through the supplier portal. Creating and Submitting Responses to Acquisitions - Once signed in, bidders can find the required acquisition by clicking on Acquisitions on the main banner. Bidders can engage with the Acquisition and view necessary information, including Acquisition Documents. - Bidders will be able to capture their response to an Acquisition and upload their submission documents, no later than Acquisition Closing Date and Time. - Bidders are to ensure the documents being uploaded are correct, accurate and duly completed
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Mandatory Requirements Checklist:

Kindly confirm if you have complied with all the mandatory requirements:

Mandatory Requirements Questions	Bidders Response
Have you attached a valid proposal and quotation?	☐
Are all the pages of the RFP initialled?	☐
Have you signed the Bidder's Disclosure?	☐
Is the signed Bidder's Disclosure attached with your quotation?	☐
Have you completed and signed the SBD 6.1?	☐
Is the SBD 6.1 attached with your quotation?	☐
Have you attached your B-BBEE certificate or affidavit?	☐
Have you attached your CIDB Certificate (if applicable)?	☐

ACQUISITION INFORMATION

Please submit a bid for the items listed below. Only bids which contain the information requested below will be considered. Please read the instructions below before completing your bid.

Item Number	Description	Vatable	Unit of Measure	Quantity
1	Consulting Services	YES	1	1

ELIGIBILITY CRITERIA

The following Eligibility Criteria have been set up: -

1. Bidders must be registered on National Treasury's Centralised Supplier Database - Bidders must submit Proof of Registration with National Treasury Central Supplier Database (CSD) - Provide CSD Summary Report
2. Bidder's must be Tax Compliant at time of Award
3. Bidders Acceptance of TERMS AND CONDITIONS OF BIDDING, duly signed
4. BIDDERS DISCLOSURE duly completed and signed
5. PREFERENCE POINTS CLAIM FORM (SBD 6.1) duly completed and signed
6. FORM OF OFFER duly completed and signed
7. GENERAL CONDITIONS OF CONTRACT duly completed and signed
8. At least 3 written and contactable REFERENCES
9. A joint venture legal agreement in the event of a joint venture proposal
10. A valid BBBEE STATUS LEVEL VERIFICATION CERTIFICATE or a SWORN AFFIDAVIT

EVALUATION CRITERIA

EVALUATION TYPE: **PPR 2022 80-20 POINTS SYSTEM**

EVALUATION VERSION: **2**

Total Points Breakdown

DETAILS	POINTS
Price Points	80
Preference Points	20
2 STAGE BIDDING	
Total Points	100

Preference Points Breakdown

B-BBEE Status Level of Contributor

Range	POINTS
0	0
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Black Female Shareholding

Range	POINTS
>= 100	3
< 100	0

Black Youth Shareholding

Range	POINTS
>= 100	3
< 100	0

SMME (EME OR QSE)

Range	POINTS
QSE	4
EME	4
NONE	0
GENERIC	0

FUNCTIONALITY CRITERIA: -

Functionality Criteria	POINTS
Approach and methodology Comprehensiveness and clarity of the proposed approach to develop the Position Paper using the completed Institutional Model and consultation inputs already generated by SALGA. The methodology must demonstrate policy analysis, stakeholder-input synthesis, validation and quality assurance. 0 No clear methodology. 5 Methodology unsuitable for the scope. 10 Methodology lacks detail and does not address the purpose of the Position Paper. 15 Methodology generally described but lacks specificity on policy analysis, consultation synthesis and validation. 20 Methodology is detailed and demonstrates a good understanding of the scope. 25 Methodology is detailed, practical and aligned to SALGA requirements, with clear risk mitigation and quality assurance.	25
Project team capability and relevant qualifications Qualifications (team leader must have a master's degree) and experience (minimum of 10 years) of the team in policy research, position paper development, local government, community safety, infrastructure protection, institutional analysis and stakeholder synthesis. 0 No CVs/profiles or no relevant experience 4 Limited relevant experience (4-8 years) and qualifications 8 Some relevant experience (8-10 years) and qualifications. 12 Adequate experience (10-12 years) and team capability 16 Strong team capability and relevant qualifications and experience (12-14 years) 20 = Highly experienced multidisciplinary team with strong local government and policy-position expertise (more than 14 years) and relevant qualifications	20
Relevant project experience Demonstrated experience in similar assignments, including policy papers, institutional analysis, local government advisory work, community safety, by-law enforcement, infrastructure protection or related public sector work. 0 No relevant projects, supported by proof or references. 4 1 to 3 relevant projects, supported by proof or references. 8 4 to 5 relevant projects, supported by proof or references. 12 = 6 to 8 relevant projects, supported by proof or references. 16 = 9 to 10 relevant projects; supported by proof or references. 20 = Eleven or more relevant projects, supported by proof or references.	20
Project plan Clarity and practicality of the project plan, including activities, milestones, deliverables, reporting arrangements, resources, costing and quality assurance. 0 = No project plan. 7 = Project plan is not inline with the project scope. 14 = Project plan lacks detail. 21 = Project plan is adequate and generally aligned to the scope. 28 = Project plan is detailed and demonstrates good understanding of the assignment. 35 = Project plan is detailed, realistic, risk-informed and fully aligned to the deliverables.	35
TOTAL POINTS	100

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?

Yes	No
-----	----

- 2.1.1 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 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 interest¹ 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, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active / inactive / deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

¹the 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.

Initials

BIDDER'S DISCLOSURE (continued)

3. GENERAL DECLARATION

I, _____, the undersigned, in submitting the accompanying bid for **Acquisition #: 2026-08-14-0002928-80101508** to **South African Local Government Association**, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT. I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

Signature

Date

Designation/Position

Name of Bidder/Firm

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

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 all bids:

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

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

1.3 Points for this bid shall be awarded for:

- Price; and
- SPECIFIC GOALS

1.4 To be completed by the organ of state.

The maximum points for this bid 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

- "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;
- "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- "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
- "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 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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 points is allocated for price on the following basis:
80/20

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

Where

Ps = Points scored for price of bid under consideration

Pmax = Price of highest acceptable bid

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 tables below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor	10	
Black Female Shareholding	3	
Black Youth Shareholding	3	
SMME (EME OR QSE)	4	

The following table(s) show the breakdown of points per specific goal.

B-BBEE Status Level of Contributor

Range	POINTS
0	0
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Black Female Shareholding

Range	POINTS
>= 100	3
< 100	0

Black Youth Shareholding

Range	POINTS
>= 100	3
< 100	0

SMME (EME OR QSE)

Range	POINTS
QSE	4
EME	4
NONE	0
GENERIC	0

SBD 6.1 (Continued)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm:

4.4 Company registration number:

4.5 TYPE OF COMPANY/FIRM:

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 bidding process;
 - b. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - e. forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S)

SURNAME AND NAME:

DATE

ADDRESS