



## REQUEST FOR QUOTATIONS (RFQ) FOR PROCUREMENT OF GOODS AND SERVICES

### DESCRIPTION OF WORK

### COMPETENCY ASSESSMENT FOR ADVERTISED POSITIONS.

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#### QUOTATION DETAILS

QUOTATION NUMBER: **MEGA – 64**

CLOSING Date: **09 / 05 / 2025**

Time: **16:00**

Compulsory Briefing session:

Yes

☐

No

☒

If Yes, Date and time of compulsory briefing  
session:

Date: \_\_\_\_\_ Time: 10:00 am

#### DETAILS OF RESPONDENT

Name of bidder: \_\_\_\_\_

*Please indicate whether it is the original or copy, tick the applicable block*

ORIGINAL

☐

COPY

☐

## **REQUEST FOR QUOTATIONS (RFQ)**

### **1. GENERAL CONDITIONS OF THE RFQ:**

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not exceed R1 000 000.00 (all applicable taxes included).
- 1.3. Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- 1.4. Quotations must be valid for a period of 30 days
- 1.5. The Bidder's quotation to bear correct contact details and address
- 1.6. Fully completed Standard Bidding Documents (SBD4 and SBD 6.1)
- 1.7. The bidder must be registered on the Central Supplier Database (CSD)
- 1.8. This bid will **NOT** be evaluated on functionality

### **2. SCOPE OF WORK / SERVICE OR ITEMS**

| <b>No</b> | <b>Scope of work</b>      | <b>Quantity</b> |
|-----------|---------------------------|-----------------|
| 1.        | TOWN PLANNER POSITION.    | 2               |
| 2.        | GM: TRADE AND INVESTMENT  | 2               |
| 3.        | MANAGER: PROCUREMENT      | 2               |
| 4         | MANAGER: EXPENDITURE      | 2               |
| 5         | MANAGER: ASSET MANAGEMENT | 2               |
| 6         | QUANTITY SURVEYOR         | 2               |
|           |                           |                 |

**INITIALS AND SURNAME OF SCM OFFICIAL: A. MILANZI**

**SIGNATURE: A. MILANZI**

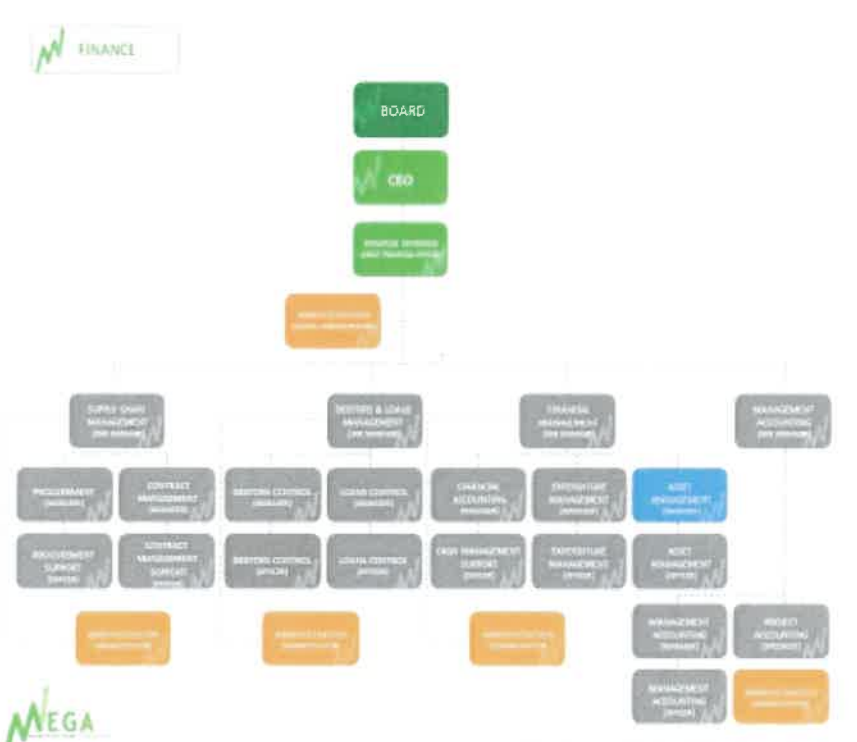
**Submissions and enquiries should be directed at:**

**[scm@mega.gov.za](mailto:scm@mega.gov.za)**

|   |   |
|---|---|
| <b>Position</b>                         | <b>General Manager: Trade and Investment Promotion</b>  |
| <b>Reference code</b>                   |   |
| <b>Objective</b>                        | To provide advice, facilitation, and the implementation of new, potential and existing investment opportunities to drive revenue generation.  |
| <b>Required minimum qualification</b>   | Minimum B Degree or equivalent qualification and a postgraduate qualification in Economics/Finance/International Trade/Relation/Social Science or related international development fields.   |
| <b>Graded</b>                           | <ul style="list-style-type: none"> <li>• E2</li> </ul>  |
| <b>Required minimum work experience</b> | <ul style="list-style-type: none"> <li>• 8-10 years of progressive experience in the trade and investment field;</li> <li>• Familiar with trade At / investment treaties and cross-border investment facilitation in Africa and internationally</li> <li>• Previous experience in providing investment facilitation support would be an advantage;</li> </ul>   |
| <b>Technical knowledge</b>              | <ul style="list-style-type: none"> <li>• Extensive knowledge of domestic and overseas markets</li> <li>• Knowledge of national and international trade regulations</li> <li>• Trade and investment facilitation</li> <li>• Investment processes and practices</li> <li>• Growth and development processes and strategies</li> <li>• Broad understanding of development economics and industrial strategy</li> <li>• In-depth knowledge of business strategy, planning and reporting processes</li> <li>• In-depth knowledge of corporate governance policies and procedures</li> <li>• Working knowledge of the Public Finance Management Act (PFMA) and Treasury r</li> <li>• Project management</li> <li>• Very good knowledge of financial management and budgeting</li> <li>• Very good management skills and knowledge working knowledge of risk</li> <li>• Management.</li> </ul> |

|  |   |
|--|---|
| <b>KPA's</b>   | <ol style="list-style-type: none"> <li>1. Provide strategic leadership to the Trade and Investment Promotion division by setting annual objectives for achievement and develop key performance areas and Initiate and implement programmes that ensure the division is staffed appropriately</li> <li>2. Management and monitor Trade and Investment Promotion services, provide support services, evaluate the performance of assisted organizations, and assess and report on impact of services.</li> <li>3. Represent MEGA with stakeholders and potential partners and manage and maintain relationships with strategic stakeholders, such as government departments, financial/funding institutions, etc and represent MEGA at stakeholders and potential partners forums, advise the CEO on partnership agreements, Manage and maintain relationships with strategic stakeholders, such as government departments, financial/funding institutions,</li> <li>4. Leads prepare and manage the division's financial budget (capital and operational) ensures sound financial accountability; compliance and accurate accounting and reporting that results in the division's financial self- sustainability.</li> <li>5. Oversee and holistically manages risks of MEGA by developing the risk management strategy and plan to align with the corporate governance requirements to ensure that all risk management processes pertaining to Corporate Services functions and Corporate Governance are planned for; with proper mitigation plans in place.</li> </ol> |
| <b>Competencies</b>  |   |
| <b>Leadership Competencies</b> <ul style="list-style-type: none"> <li>• Business Acumen</li> <li>• Vision and Strategic Focus</li> <li>• Highly analytical</li> <li>• Networking capabilities</li> <li>• Performance Enabler</li> <li>• Emotional Intelligence</li> <li>• Alliance &amp; Partnership Building</li> </ul> | <b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Integrity and ethical behaviour</li> <li>• Innovation and initiative</li> <li>• Customer focus and loyalty</li> <li>• High Performing Organisation</li> <li>• Organisational Commitment</li> <li>• MEGA results focus</li> </ul>  |
| <b>Generic Competencies</b> <ul style="list-style-type: none"> <li>• Persuasive Negotiations</li> <li>• Project Management</li> <li>• Impact Communication</li> <li>• Financial Management</li> <li>• Commitment to learning</li> </ul>  |   |

## MIDDLE MANAGEMENT ROLE DESCRIPTION

| POSITION INFORMATION  |  |
|---|--|
| POSITION TITLE  | MANAGER: ASSETS MANAGEMENT   |
| GROUP   | MIDDLE MANAGER   |
| SUB-DIVISION  | FINANCIAL MANAGEMENT   |
| REPORTS TO  | SENIOR MANAGER: FINANCIAL MANAGEMENT   |
| FINANCIAL IMPACT  | TBD  |
| LEVEL   | D2   |
| POSITION OBJECTIVE  |  |
| To manage and coordinate all assets (both tangible and intangible) and ensures that all assets are accurately recorded on the asset register for effective management so as to maximise MEGA's return on investments. |  |
| POSITION REQUIREMENTS   |  |
| <b>QUALIFICATIONS:</b>  | <ul style="list-style-type: none"> <li>Bachelor Degree in Finance, Asset Management, Internal Audit or related qualification</li> <li>Post graduate diploma in Asset Management, Accounting or Finance will be an added advantage</li> </ul> |
| <b>EXPERIENCE</b>   | <ul style="list-style-type: none"> <li>4-6 years' experience in financial accounting and asset management of which</li> <li>4 years' must have been experience as an Asset Officer</li> </ul>  |
| <b>ORGANOGRAM</b>   |  |

## KEY PERFORMANCE AREAS AND OUTPUTS

|    |   |
|----|---|
| 1  | <p>Develop and manage the implementation of an asset management strategy and its implementation plan to ensure that all MEGA assets are optimally used, valued and managed at all times, through:</p> <ul style="list-style-type: none"> <li>• Development and implementation of the asset management and maintenance plan for all MEGA assets, namely fixed asset, investment property and all other asset;</li> <li>• Development and manage an asset register; and</li> <li>• Overseeing the implementation the of the asset register and monitoring that all existing and future MEGA assets are accurately captured.</li> </ul>  |
| 2. | Research, develop, manage and monitor activities of assigned properties by implementing new guides and/or procedures on asset management and ensure that MEGA adheres to such guidelines.   |
| 3. | <p>Maintain fixed asset, investment property and all other property asset registers by;</p> <ul style="list-style-type: none"> <li>• Recording the assets into the asset registers according to classification, description, location and value.</li> <li>• Creating new asset types for new assets that are not on the asset registers;</li> <li>• Processes asset disposal, receives approval of disposal and updates the asset registers accordingly.</li> <li>• Analyses realisation account monthly and calculates the profit and loss on sale or disposal of assets.</li> </ul>   |
| 4. | Scrutinise payment requisitions and invoices for acquisitions of new assets ensuring ownership is confirmed for all assets owned by MEGA by consulting with the legal department.   |
| 5. | <p>Monitor the fixed assets account according to cycle time and location decided by the Finance Manager, by:</p> <ul style="list-style-type: none"> <li>• Identifying differences between the fixed assets account and general ledger register and in consultation with the Senior Manager decide on the course of action;</li> <li>• Reconciling the physical assets to the Fixed Assets Register and the general ledger, this includes co-ordinating bi-annual asset verifications; and</li> <li>• Co-ordinating annual asset valuations and determining the fair value adjustments and revaluation adjustments required.</li> </ul>  |
| 6. | <p>Receive requests for reports and analyses to determine the type of report, by:</p> <ul style="list-style-type: none"> <li>• Scheduling of asset additions for the month and year to date showing classifications;</li> <li>• Depreciation computation specific to each category of fixed asset according to the prescribed formula;</li> <li>• Variance analysis on repairs and maintenance of fixed assets; and</li> <li>• Produces reports in accordance with policies, procedures and legal requirements.</li> </ul>  |
| 7  | Develop and implement policies and procedures necessary to the smooth operation of the Asset Management function and ensure that guidelines are clearly defined, on how to monitor the implementation of the debt collection and management policies and procedures so that the Asset Management initiatives are well managed and coordinated in order to enhance financial sustainability within MEGA.   |
| 8  | <p>Manage the Asset Management human resources, through:</p> <ul style="list-style-type: none"> <li>• Clearly defined sub-division functions' roles and responsibilities with attainable performance indicators;</li> <li>• Implementation of the Performance Management System that aligns and articulates MEGA's Competency Framework linked to the sub-division's strategic objectives and performance measures to ensure high performance in the Infrastructure Development;</li> <li>• Holding the relevant sub-divisional team members equally accountable, guides and coach the team so as to provide direction and nurture the development of the team members' competence and career growth;</li> <li>• Implements legislative management principles and procedures;</li> <li>• Observation and adherence of labour relations guidelines and principles; and</li> <li>• Ensure that the division and MEGA align to employment equity targets.</li> </ul> |

## KEY PERFORMANCE AREAS AND OUTPUTS

|     |   |
|-----|---|
| 9   | <p>Manage financial resources in an efficient and effective manner to avoid audit queries and to ensure that MEGA derives value for money through:</p> <ul style="list-style-type: none"> <li>• Sound planning and forecasting of capital expenditure within Financial Accounting unit;</li> <li>• Compilation of budget inputs in accordance with policies, procedures and legal requirements;</li> <li>• Managing costs against approved budget; and</li> <li>• Producing budget and compliance reports for relevant stakeholders.</li> </ul> |
| 10. | Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement of the unit and the finance division.   |

## COMPETENCIES

|                                |   |
|--------------------------------|---|
| <b>TECHNICAL<br/>KNOWLEDGE</b> | <ul style="list-style-type: none"> <li>• Principles, methods, practices and techniques involved in strategic asset management.</li> <li>• Knowledge and understanding of MEGA's policies and procedures applicable to the specific work environment to ensure that work outcomes are compliant to the policies and procedures</li> <li>• Knowledge of laws, regulations and court decisions applicable to asset management.</li> <li>• Knowledge of the MEGA act</li> </ul> |
|--------------------------------|---|

## BEHAVIOURAL COMPETENCIES

### Benchmark

|                                      |   |         |
|--------------------------------------|---|---------|
| <b>LEADERSHIP<br/>COMPETENCIES</b>   | <b>Business Acumen: Predicts future sources of profitability</b>  | Level 4 |
|                                      | <b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation                             | Level 4 |
|                                      | <b>Performance Enabler:</b> Provides and inculcates a high performance environment.   | Level 4 |
|                                      | <b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.                                 | Level 5 |
|                                      | <b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships                             | Level 4 |
| <b>CORE COMPETENCIES<br/>CLUSTER</b> | <b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.   | Level 5 |
|                                      | <b>Innovation and initiative:</b> Develops high-impact approaches through research.   | Level 5 |
|                                      | <b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.                        | Level 5 |
|                                      | <b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.                 | Level 5 |
|                                      | <b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.        | Level 5 |
|                                      | <b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.  | Level 5 |
| <b>GENERIC<br/>CLUSTER</b>           | <b>Project Management:</b> Co-ordinates and manages single to multiple projects successfully  | Level 4 |
|                                      | <b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically. | Level 5 |

|  |   |         |
|--|---|---------|
|  | <b>Financial Management:</b> Manages all financial resources actively, facilities and assets to ensure maximum benefit, value for money and manageable risks. | Level 4 |
|  | <b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.   | Level 5 |

| APPROVAL          |  |            |      |
|-------------------|--|------------|------|
|                   |  | SIGNATURES | DATE |
| POSITION HOLDER   |  |            |      |
| EXECUTIVE MANAGER |  |            |      |





## MIDDLE MANAGEMENT ROLE DESCRIPTION

| POSITION INFORMATION   |   |
|--|---|
| POSITION TITLE   | MANAGER: EXPENDITURE MANAGEMENT   |
| GROUP  | MANAGER   |
| SUB- DIVISION  | FINANCIAL MANAGEMENT  |
| REPORTS TO   | SENIOR MANAGER: FINANCIAL MANAGEMENT  |
| MANAGEMENT IMPACT  | TBD   |
| POSITION LEVEL   | D2  |
| POSITION OBJECTIVE   |   |
| To manage the implementation of the accounting principles, practices and procedures to ensure accurate and timely Management statements for MEGA to make well-informed decisions for future stability, growth and profitability. |   |
| POSITION REQUIREMENTS  |   |
| QUALIFICATIONS:  | <ul style="list-style-type: none"> <li>• Bachelor Degree in Finance, Accounting or equivalent qualification</li> <li>• An Honours degree will be an added advantage</li> <li>• SAICA, CIMA articles completed, and two years post article experience would be an added advantage</li> </ul> |
| EXPERIENCE   | <ul style="list-style-type: none"> <li>• 4-6 years' experience in Expenditure management and auditing</li> <li>• 4 years' experience as an Expenditure management Officer</li> </ul>  |
| ORGANOGRAM   |   |

## KEY PERFORMANCE AREAS AND OUTPUTS

|     |   |
|-----|---|
| 1.  | Provide thought leadership through a structured medium and long terms strategy with succinctly articulated Expenditure management by: <ul style="list-style-type: none"> <li>• Providing insight into new businesses strategies for MEGA;</li> <li>• Designing an Expenditure management plan to secure the management cycle thereof; and</li> <li>• Informing key strategic decisions and formulating business strategies.</li> </ul>  |
| 2.  | Develop processes and procedures that are to ensure the adherence to MEGA's financial modelling principles and systems that expenditure cycle with methodologies and standards to be followed, and: <ul style="list-style-type: none"> <li>• Advise on the financial implications and consequences of business decisions;</li> <li>• Analyse financial performance and contributing to medium and long-term business planning;</li> <li>• Interpret and communicating financial data to non-financial managers;</li> <li>• Monitor and evaluating financial information systems and suggesting improvements where needed; and</li> <li>• Implement corporate governance procedures, risk management and internal controls.</li> </ul> |
| 3.  | Guide all business divisions of MEGA in the Financial planning processes so that MEGA's overall budget plans are aligned to the Corporate Strategic objectives, by: <ul style="list-style-type: none"> <li>• Providing rigorous planning in the compilation of the annual budgets that inform each business division's financial decisions;</li> <li>• Guiding each division in the alignment of their strategic objectives to budget spending; and</li> <li>• Monitoring each division in ensuring that budgets are informed of formulated business strategies that will inform key strategic decisions.</li> </ul>  |
| 4.  | Lead and guide MEGA's business divisions in the compilation of monthly, quarterly, half-yearly and annual financial reports that are in compliance with the GRAP, GAAP, PFMA National Treasury guidelines and accurately account for, and kept within the planned budget.   |
| 5.  | Lead and manage the processing of expenditure, ensuring GAAP, IFRS and PFMA compliance, by: <ul style="list-style-type: none"> <li>• Approving payment requisitions and sign off reconciliations of creditor control accounts;</li> <li>• Managing and reconciling relevant GL accounts; and</li> <li>• Monitoring and evaluate financial information systems and suggest improvements where needed.</li> </ul>   |
| 6.  | Lead, guide and monitor Cash flow management of MEGA's business divisions and consolidated reporting on Expenditure against budget and income flow, through: <ul style="list-style-type: none"> <li>• Preparation of periodic management accounts, including profit and loss accounts, budgets, cash flows, and variance analysis; Identification and highlighting expenditure of divisions monitored against budget and income flow;</li> <li>• Identification and notification to divisions on their unplanned and providing consolidated reports; and</li> <li>• Monitor divisions in implementing remedial actions to manage processes that avoid fruitless and wasteful expenditure.</li> </ul>                                  |
| 7.  | Implementing effective expenditure management and administrative processes and procedures to ensure compliance with Accounting Policies and Procedure.  |
| 8.  | Leads, directs and manages the Expenditure management 's human resources, through: <ul style="list-style-type: none"> <li>• Clearly defined division functions' roles and responsibilities with attainable performance indicators.</li> <li>• Implementation of the Performance Management System that aligns and articulates MEGA's Competency Framework; and</li> <li>• Effectively manages the Expenditure Management human resources by implementing legislative principles and procedure.</li> </ul>   |
| 9.  | Provide financial reports and interpret financial information to Senior Managers while recommending further courses of action, through: <ul style="list-style-type: none"> <li>• Conduct reviews and evaluations for cost-reduction opportunities;</li> <li>• Maintaining the financial health of the MEGA and developing trends and projections for finances;</li> <li>• Analysing costs, pricing, variable contributions, sales results and the MEGA's actual performance compared to the business plans.</li> </ul>  |
| 10. | Establish and manage the strategic stakeholders and management thereof by <ul style="list-style-type: none"> <li>• Representing MEGA at stakeholders' meetings or forums, etc., as and when required to meet with</li> <li>• Advising the Senior Manger on potential markets not occupied for potential partnerships; and</li> <li>• Managing and maintaining relationships with strategic stakeholders.</li> </ul>   |

|     |   |
|-----|---|
| 11. | Carries out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement of the unit and the finance division. |
|-----|---|

| COMPETENCIES        |  |
|---------------------|--|
| TECHNICAL KNOWLEDGE | <ul style="list-style-type: none"> <li>• Full knowledge of the PFMA and associated regulations, IFRS and GRAP and its requirements</li> <li>• Extensive knowledge of Treasury regulations, legislation and prescripts</li> <li>• Strong knowledge of accounting processes and systems such as Pastel Evolution, SAP and Payroll systems</li> <li>• Good Knowledge of MEGA's corporate governance policies and procedures</li> <li>• Good knowledge and understanding of the audit process and the preparation of reports for independent audit by the Auditor General.</li> <li>• Good knowledge of risk management process</li> </ul> |

| BEHAVIOURAL COMPETENCIES  |  | Benchmark |
|---------------------------|--|-----------|
| LEADERSHIP COMPETENCIES   | <b>Business Acumen: Predicts future sources of profitability</b>   | Level 4   |
|                           | <b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation  | Level 4   |
|                           | <b>Performance Enabler:</b> Provides and inculcates a high-performance environment.  | Level 4   |
|                           | <b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.  | Level 5   |
|                           | <b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships  | Level 4   |
| CORE COMPETENCIES CLUSTER | <b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.  | Level 5   |
|                           | <b>Innovation and initiative:</b> Develops high-impact approaches through research.  | Level 5   |
|                           | <b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.                                     | Level 5   |
|                           | <b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.                              | Level 5   |
|                           | <b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.                     | Level 5   |
|                           | <b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.   | Level 5   |
| GENERIC CLUSTER           | <b>Project Management:</b> Co-ordinates and manages single to multiple projects successfully   | Level 4   |
|                           | <b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.              | Level 5   |
|                           | <b>Management:</b> Manages all Management resources actively, facilities and assets to ensure maximum benefit, value for money and manageable risks. | Level 4   |
|                           | <b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.  | Level 5   |

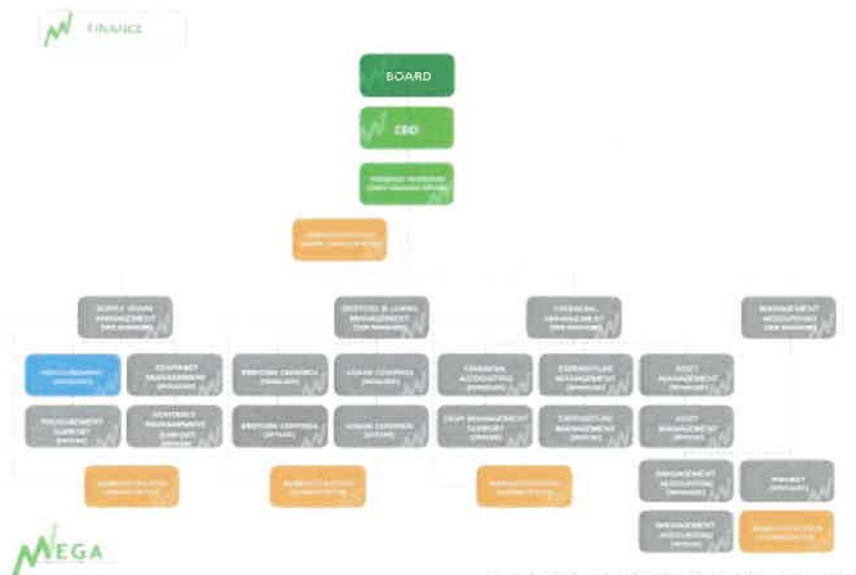
| APPROVAL          |  |            |      |
|-------------------|--|------------|------|
|                   |  | SIGNATURES | DATE |
| POSITION HOLDER   |  |            |      |
| EXECUTIVE MANAGER |  |            |      |



## MIDDLE MANAGEMENT ROLE DESCRIPTION

| POSITION INFORMATION  |   |
|---|---|
| POSITION TITLE  | MANAGER: PROCUREMENT  |
| GROUP   | MIDDLE MANAGEMENT   |
| DIVISION  | SUPPLY CHAIN MANAGEMENT   |
| REPORTS TO  | SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT   |
| FINANCIAL IMPACT  | TBD   |
| POSITION LEVEL  | TBC   |
| POSITION OBJECTIVE  |   |
| To formulate and drive a consistent approach towards all sourcing and purchasing within MEGA, ultimately ensuring that value for money is maximized and cost savings are generated adhering to appropriate formalized policies, compliance and procedures across the Supply Chain unit. |   |
| POSITION REQUIREMENTS   |   |
| <b>QUALIFICATIONS:</b>  | <ul style="list-style-type: none"> <li>Bachelor Degree in Finance, Law, Business Administration with a post graduate qualification in Supply Chain Management or Procurement or equivalent qualification</li> </ul> |
| <b>EXPERIENCE</b>   | <ul style="list-style-type: none"> <li>3-6 years' experience in a Procurement / Supply Chain Management role</li> </ul>   |

### ORGANOGRAM





| KEY PERFORMANCE AREAS AND OUTPUTS |  |
|-----------------------------------|--|
| 1                                 | <p>Implements the procurement management strategy in alignment with the medium and long term strategy of the Supply Chain Management, by:</p> <ul style="list-style-type: none"> <li>• Managing and implementing systems for internal control that would ensure compliance with procurement terms and conditions in collaboration with the Senior Manager Supply Chain and the CFO;</li> <li>• Developing an appropriate procurement management tools, guidelines and manuals for standardization and knowledge sharing purposes; and</li> <li>• Creating and implementing effective procurement management internal controls.</li> </ul>                |
| 2                                 | <p>Guide the effective use of standard operating procedures in Procurement and elaboration of improvements in systems, procedures and processes, by:</p> <ul style="list-style-type: none"> <li>• Ensuring effective communication between the Supply Chain, Procurement Management and the CFO;</li> <li>• Ensuring that procedures which relate to day to day operational requirements are adhered to, and</li> <li>• Implementing specific requirements as per legislation, policy and customer requirements.</li> </ul>  |
| 3                                 | <p>Prepare and drive the procurement implementation plan by collating data and information from the business divisions on their collaborative demand plan per business division, by:</p> <ul style="list-style-type: none"> <li>• Collecting the sourcing needs and requirements across the business divisions and units;</li> <li>• Drawing up the project plans to fulfil different demand plans; and</li> <li>• Implementing the category and commodity segmentation.</li> </ul>  |
| 4                                 | <p>Implement the sourcing strategy for specified category and commodity by maintain sourcing customer satisfaction metrics and collate the sourcing supplier portfolios.</p>   |
| 5                                 | <p>Solicit and gather data and information in order to formulate the procurement approaches by conducting needs assessment, determination of specifications, analysis of the internal needs and available budget, and external market analysis and provide the Procurement manager in order to prepare comparative pricing of goods and services.</p>  |
| 6                                 | <p>Prepare all the documentation relevant for the support to the Bid Specification Committees and ensure that all relevant Standard Bid documents are adhered to. Provide administrative support during bid processes such as Bid Evaluation Committee and Bid Adjudication Committee.</p>   |
| 7                                 | <p>Collate and prepare all the relevant minutes of the various committees and ensure that all these are accurately captured and submitted to the Procurement manager timeously for auctioning.</p>   |
| 8                                 | <p>Prepare, manage and maintain all records of purchased goods and services, ensuring that these are always updated data such as information about suppliers' products and prices by;</p> <ul style="list-style-type: none"> <li>• Analysing purchasing related information and evaluating the results to choose the best resolution and alternatives to supply challenges;</li> <li>• Overseeing the preparation of reports and statistics related to the purchasing function for upper management; and</li> <li>• Identifying and selecting vendors of materials, equipment, products or services, and conduct overall supplier management.</li> </ul> |
| 9                                 | <p>Compare prices of goods from different suppliers, analyses sales patterns and inventory levels of existing stock and staying up-to-date on market changes that can affect the supply and prices of goods.</p>   |
| 10                                | <p>Assists in the implementation of the systems for internal control that would ensure mandated procurement policies, processes and practices are adhered to and supports in the development of procurement contract management systems.</p>   |
| 11                                | <p>Develops criteria and guidelines for categorising suppliers who have failed or poorly performed to provide services or goods procured or found to be corrupt and a data base of such suppliers.</p>   |

| KEY PERFORMANCE AREAS AND OUTPUTS |  |
|-----------------------------------|--|
| KEY PERFORMANCE AREAS AND OUTPUTS |  |
| 11                                | <p>Manage the Procurement management human resources through;</p> <ul style="list-style-type: none"> <li>Clearly defined sub-division functions' roles and responsibilities with attainable performance indicators;</li> <li>Implementation of the Performance Management System that aligns and articulates MEGA's Competency Framework linked to the sub-division's strategic objectives and performance measures to ensure that Procurement becomes a high performance division.</li> <li>Holding the relevant sub-divisional team members equally accountable, guides and coach the team so as to provide direction and nurture the development of the team members' competence and career growth; and</li> <li>Effectively manages the teams by implementing legislative principles and procedures, observation and adherence to labour relations guidelines and principles and ensures that the division aligns to employment equity targets.</li> </ul> |
| 12                                | Manage the implementation of the short- and long-term budgets for the procurement unit and its activities, monitor budget expenditures and assure adherence and evaluate performance.  |
| 13.                               | Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement.   |

| COMPETENCIES                     |   |           |
|----------------------------------|---|-----------|
| <b>FUNCTIONAL KNOWLEDGE</b>      | <ul style="list-style-type: none"> <li>Excellent knowledge and understanding of development finance</li> <li>Excellent knowledge and understanding of the investment value chain</li> <li>Understanding of Procurement and Procurement legal framework</li> <li>Excellent knowledge and understanding of relevant legislation and regulations (e.g., NCA, 34 of 2005; FIS Act 2002. Companies Act, PFMA, Tax legislation )</li> <li>Excellent Knowledge and understanding of corporate governance.</li> </ul> |           |
| BEHAVIOURAL COMPETENCIES         |   | Benchmark |
| <b>LEADERSHIP COMPETENCIES</b>   | <b>Business Acumen: Predicts future sources of profitability</b>  | Level 4   |
|                                  | <b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation   | Level 4   |
|                                  | <b>Performance Enabler:</b> Provides and inculcates a high performance environment.   | Level 4   |
|                                  | <b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.   | Level 5   |
|                                  | <b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships   | Level 4   |
| <b>CORE COMPETENCIES CLUSTER</b> | <b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.   | Level 5   |
|                                  | <b>Innovation and initiative:</b> Develops high-impact approaches through research.   | Level 5   |
|                                  | <b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.  | Level 5   |
|                                  | <b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.   | Level 5   |
|                                  | <b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.  | Level 5   |
|                                  | <b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.  | Level 5   |

| BEHAVIOURAL COMPETENCIES |   | Benchmark |
|--------------------------|---|-----------|
| GENERIC CLUSTER          | <b>Project Management:</b> Co-ordinates and manages single to multiple projects successfully  | Level 4   |
|                          | <b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.                       | Level 5   |
|                          | <b>Financial Management:</b> Manages all financial resources actively, facilities and assets to ensure maximum benefit, value for money and manageable risks. | Level 4   |
|                          | <b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.   | Level 5   |

| APPROVAL          |  |            |      |
|-------------------|--|------------|------|
|                   |  | SIGNATURES | DATE |
| POSITION HOLDER   |  |            |      |
| EXECUTIVE MANAGER |  |            |      |

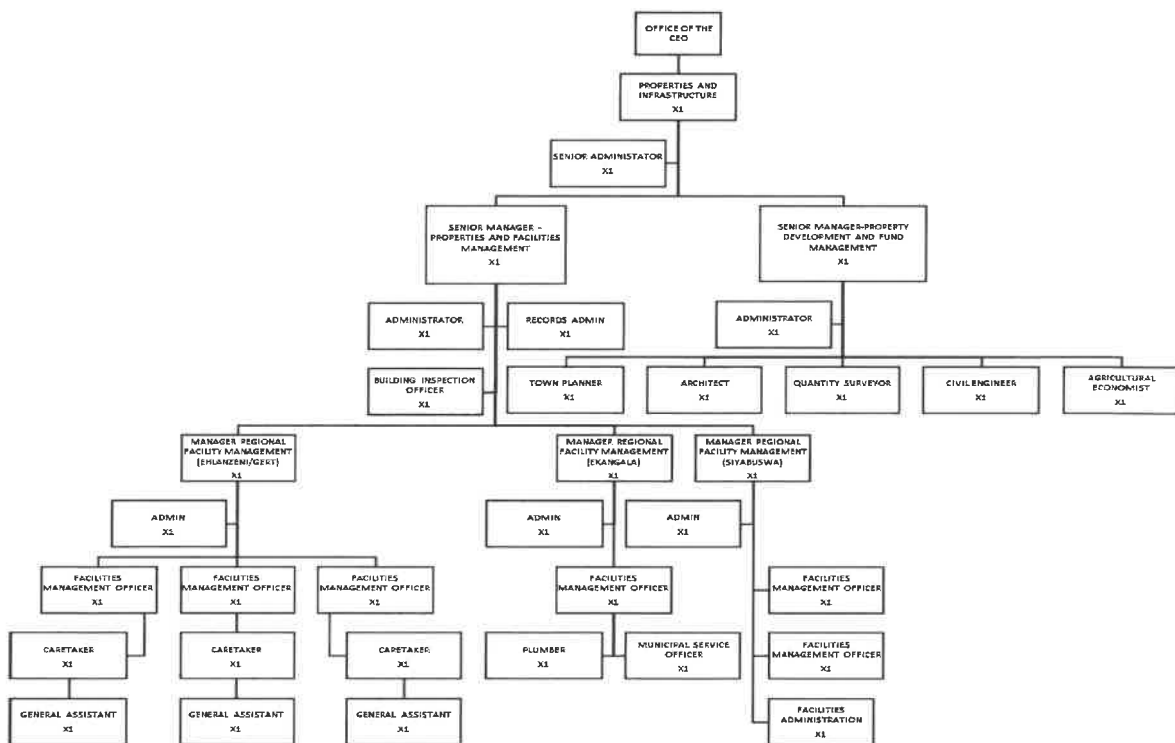




Mpumalanga Economic Growth Agency Job Description

| <b>Job title</b>            | <b>TOWN PLANNER</b>  |
|-----------------------------|--|
| <b>Group</b>                | PROFESSIONAL   |
| <b>Division</b>             | PROPERTIES AND INFRASTRUCTURE  |
| <b>Department/Division</b>  | PROPERTIES AND INFRASTRUCTURE  |
| <b>Main purpose of role</b> | To give professional support to management with regard to MEGA's leased properties and new developments. |
| <b>Grade</b>                |  |

## Mpumalanga Economic Growth Agency Job Description



Mpumalanga Economic Growth Agency Job Description

|  |  |
|--|--|
| <b>Required minimum education/training</b>             | <ul style="list-style-type: none"> <li>• Bachelor's/B-Tech degree in Town Planning (NQF 7 or higher)</li> </ul>  |
| <b>Required minimum work experience</b>                | <ul style="list-style-type: none"> <li>• Registration with SACPLAN as a professional planner</li> <li>• 3-5 years or more in a Town Planning/ Development Planning role</li> </ul>   |
| <b>Technical and behavioural competencies required</b> | <ul style="list-style-type: none"> <li>• Knowledge of the property and commercial real estate industry</li> <li>• Knowledge of spatial planning and environmental policy and legislative framework</li> <li>• Knowledge of legislation and regulations guiding commercial property and rental industry</li> <li>• Knowledge and understanding of Corporate Governance and King Code 3 framework</li> <li>• In-depth understanding of the PFMA and National Treasury Regulations and other related legislation</li> <li>• In-depth knowledge and understanding of project risk management</li> <li>• Knowledge of the MEGA Act</li> <li>• </li> <li>• Planning and organising</li> <li>• Teamwork</li> <li>• Emotional intelligence</li> <li>• Integrity and ethical behaviour</li> <li>• </li> <li>• Impact Communication</li> <li>• </li> </ul> |
| <b>Key Internal Influencers</b>                        | <ul style="list-style-type: none"> <li>• Senior Manager: Property Development</li> </ul>   |
| <b>Key External Influencers</b>                        | <ul style="list-style-type: none"> <li>• MEGA tenants, stakeholders (e.g., other government agencies) and service providers</li> </ul>   |

Mpumalanga Economic Growth Agency Job Description

| No. | Key performance areas  | Input (methods used)  | Output (expected results)   |
|-----|--|---|---|
| 1   | <b>Support the Property Portfolio Management function by:</b>    | <ul style="list-style-type: none"> <li>Supporting management with the implementation of the various elements of MEGA's property and portfolio management strategy;</li> <li>Collecting information required to monitor the performance of the property portfolio in line with established benchmarks;</li> <li>Submitting accurate and complete administrative paperwork in line with legislative and professional requirements</li> </ul>  | <ul style="list-style-type: none"> <li>Develop high-impact approaches through ongoing research</li> <li>Sets High ethical standards</li> </ul>  |
| 2   | <b>Handling the Town Planning role through:</b>                  | <ul style="list-style-type: none"> <li>A guide on the requirements of applicable municipal Spatial Development Frameworks and Land Use Schemes in relation to the company's or development properties.</li> <li>Design, promote, and administer government plans and policies regarding land use, zoning, public services, community facilities, housing, and transport.</li> <li>Hold public meetings and provide government, social scientists, lawyers, developers, the public, and special interest groups with advice to formulate and develop land use or community plans.</li> <li>Recommend approval, denial, or conditional approval of proposals.</li> <li>Determining the effects of regulatory constraints on projects.</li> <li>Assessing the feasibility of (project) proposals and identifying necessary changes.</li> </ul> | <ul style="list-style-type: none"> <li>Analytical techniques to generate concepts and plans and find different ways to solve task-related problems.</li> </ul>  |
| 3   | <b>Provide revenue generation support to management through:</b> | <ul style="list-style-type: none"> <li>Collecting relevant information to assist management in developing appropriate budgets for the property management portfolio;</li> <li>Ensuring all administrative paperwork is accurate, complete, and submitted timely to various stakeholders;</li> <li>Provision of information to management to prepare required reports and reviews on financial performance;</li> <li>Identifying and providing information required to review service contracts to ensure facility management needs are being met and</li> <li>Implementing best practice processes to increase MEGA's efficiency in developing and managing projects</li> </ul>   | <ul style="list-style-type: none"> <li>Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.</li> <li>achieve recognisable performance results and fosters the growth of people</li> </ul> |

Mpumalanga Economic Growth Agency Job Description

|   |   |  |   |
|---|---|--|---|
| 4 | <b>Manage the relevant stakeholders by:</b> | <ul style="list-style-type: none"> <li>Consistently liaising with MEGA clients and stakeholders to ensure that their service needs are met;</li> <li>Liaising with internal MEGA teams (across Divisions) to ensure that service flows are facilitated;</li> </ul> | <ul style="list-style-type: none"> <li>Monitoring customer satisfaction regularly</li> <li>Service needs met</li> </ul> |
|---|---|--|---|

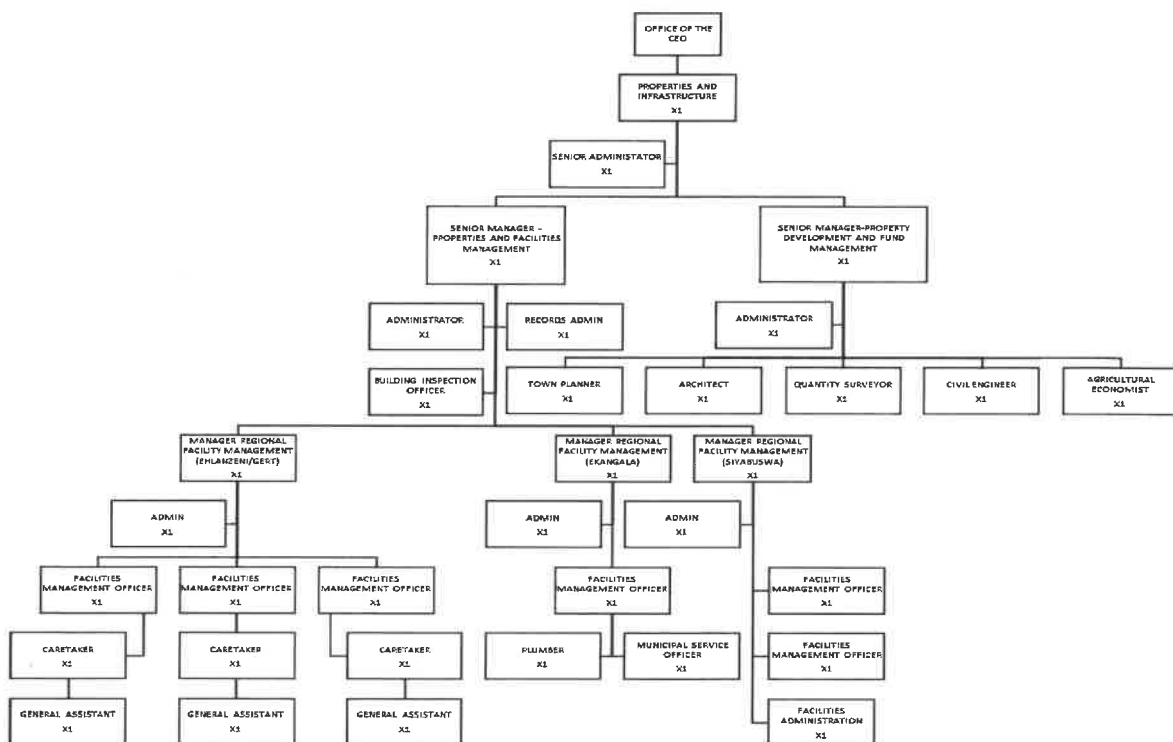
The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the role profile, or in accordance with operational requirements.

| Role description             | Signatures |
|------------------------------|------------|
| Agreed by incumbent:         |            |
| Agreed by Executive/Manager: |            |
| Date:                        |            |

Mpumalanga Economic Growth Agency Job Description

| <b>Job title</b>            | <b>QUANTITY SURVEYOR</b>   |
|-----------------------------|--|
| <b>Group</b>                | PROFESSIONAL   |
| <b>Division</b>             | PROPERTIES AND INFRASTRUCTURE  |
| <b>Department/Division</b>  | PROPERTIES AND INFRASTRUCTURE  |
| <b>Main purpose of role</b> | To give professional support to management concerning MEGA's leased properties and new developments. |
| <b>Grade</b>                |  |

## Mpumalanga Economic Growth Agency Job Description



Mpumalanga Economic Growth Agency Job Description

|  |   |
|--|---|
| <b>Required minimum education/training</b>             | <ul style="list-style-type: none"> <li>• Bachelor's degree in Quantity Surveying or related fields</li> </ul>   |
| <b>Required minimum work experience</b>                | <ul style="list-style-type: none"> <li>• Registration with SACQSP as a professional Quantity surveyor</li> <li>• 5 years or more in a similar position</li> <li>• Proven track record of successfully managing project costs</li> </ul>   |
| <b>Technical and behavioural competencies required</b> | <ul style="list-style-type: none"> <li>• Knowledge of the property and commercial real estate industry</li> <li>• Knowledge of legislation and regulations guiding the commercial property and rental industry</li> <li>• Knowledge and understanding of Corporate Governance and King Code 3 framework</li> <li>• In-depth knowledge and understanding of project risk management</li> <li>• Analytical and Problem Solving</li> <li>• Planning and organising</li> <li>• Teamwork</li> <li>• Emotional intelligence</li> <li>• Integrity and ethical behaviour</li> <li>• Project Management</li> <li>• </li> </ul> |
| <b>Key Internal Influencers</b>                        | <ul style="list-style-type: none"> <li>• Manager: Property Management</li> </ul>  |
| <b>Key External Influencers</b>                        | <ul style="list-style-type: none"> <li>• MEGA tenants, stakeholders (e.g., other government agencies) and service providers</li> </ul>  |



Mpumalanga Economic Growth Agency Job Description

| No. | Key performance areas   | Input (methods used)   | Output (expected results)  |
|-----|---|--|--|
| 1   | <b>Support the Property Portfolio Management function by:</b> | <ul style="list-style-type: none"> <li>Supporting management with the implementation of the various elements of MEGA's property and portfolio management strategy;</li> <li>Collecting information required to monitor the performance of the property portfolio in line with established benchmarks;</li> <li>Submitting accurate and complete administrative paperwork in line with legislative and professional requirements</li> </ul>   | <ul style="list-style-type: none"> <li>Develop high-impact approaches through ongoing research</li> <li>Sets High ethical standards and leads by example.</li> </ul> |
| 2   | <b>Handling the Quantity Surveying role through:</b>          | <ul style="list-style-type: none"> <li>Design, promote, and administer plans regarding project management, project cost estimation, land use, and infrastructure development.</li> <li>Provide pre-design feasibility advice involving technical and/or economic investigations, thereby enabling a client to decide whether and in what form to proceed.</li> <li>Hold public meetings and provide government, social scientists, lawyers, developers, the public, and special interest groups with project advice to maximise cost-effectiveness and timeous project execution</li> <li>Recommend approval, rejection, or conditional approval of proposals.</li> <li>Determining the effects of regulatory constraints on projects.</li> <li>Assessing the feasibility of (project) proposals and identifying necessary changes.</li> </ul> | <ul style="list-style-type: none"> <li>Analytical techniques to generate concepts and plans and find different ways to solve task-related problems.</li> </ul>       |

Mpumalanga Economic Growth Agency Job Description

|   |  |   |   |
|---|--|---|---|
| 3 | <b>Provide revenue generation support to management through:</b> | <ul style="list-style-type: none"> <li>Collecting relevant information to assist management in developing appropriate budgets for the property management portfolio;</li> <li>Ensuring all administrative paperwork is accurate, complete, and submitted timely to various stakeholders;</li> <li>Provision of information to management to prepare required reports and reviews on financial performance;</li> <li>Identifying and providing information required to review service contracts to ensure facility management needs are being met and</li> <li>Implementing best practice processes to increase MEGA's efficiency in developing and managing projects</li> </ul> | <ul style="list-style-type: none"> <li>Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.</li> <li>Achieves recognisable performance results; and fosters the growth of people</li> </ul> |
| 4 | <b>Manage the relevant stakeholders by:</b>                      | <ul style="list-style-type: none"> <li>Consistently liaising with MEGA clients and stakeholders to ensure that their service needs are met;</li> <li>Liaising with internal MEGA teams (across Divisions) to ensure that service flows are facilitated;</li> </ul>  | <ul style="list-style-type: none"> <li>Monitor customer satisfaction regularly</li> <li>Service needs will be met</li> </ul>  |

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the role profile, or in accordance with operational requirements.

| Role description             | Signatures |
|------------------------------|------------|
| Agreed by incumbent:         |            |
| Agreed by Executive/Manager: |            |
| Date:                        |            |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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.

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<sup>1</sup> 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.

**SBD4**

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD4**

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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     |
|--|------------|
| <b>PRICE</b>                                     | 80         |
| <b>SPECIFIC GOALS</b>                            |            |
| Enterprise owned by Black people                 | 4          |
| Enterprise owned by Women                        | 4          |
| Enterprise owned by Youth                        | 4          |
| Enterprise owned by Disabled                     | 4          |
| Enterprise owned by SMME's-QSE and EME           | 4          |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( 1 - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( 1 - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| Enterprise owned by Black people                            | N/A  | 4  | N/A  |  |
| Enterprise owned by Women                                   | N/A  | 4  | N/A  |  |
| Enterprise owned by Youth                                   | N/A  | 4  | N/A  |  |
| Enterprise owned by Disabled                                | N/A  | 4  | N/A  |  |
| Enterprise owned by SMME's-QSE and EME                      | N/A  | 4  | N/A  |  |

#### **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:** .....

.....

.....

.....