

## Guidelines to be followed when HWSETA advertises a tender

### All bid documents must:

- Reach the HWSETA offices by 11h00 on the closing date of the tender (unless otherwise stated on the tender advert), as no late bids can be accepted;
- Be inserted into the tender box provided for that tender;
- Be signed by the bidder;
- Have original tax clearance certificate/s;
- Comply with the bid specification document;
- Contain relevant information to allow the HWSETA to allocate points for BBBEE status level of contributor in accordance with the amended PPPFA ACT.

**There may be a compulsory briefing session. This will be specified in the id Specification document for the tender.**

### Bids are evaluated as follows:

- On functionality (if specified in the tender document)
- On BBBEE status and price.

No tender must be regarded as acceptable if it fails to achieve the predetermined minimum qualifying score for functionality as indicated in the tender invitation.

Tenders that have achieved the minimum qualification score for functionality will be evaluated further in terms of the preferential point system.

### Evaluation and comparison of bids on price and BBBEE Status

- The 80/20 preference system formula will be used for acquisitioning of all goods and service above R30 000 up to R1 million.
- The scoring will be performed in accordance with the amended PPPFA ACT.
- Points will then be awarded to a tender for attaining the BBBEE status level of contribution in accordance with the table as per PPPFA ACT.
- A maximum of 20 points may be awarded to a bidder for achieving Government's procurement related to BBBEE scorecard.
- The 90/10 preference system formula will be used for acquisitioning of all goods and or services above R1 million.
- A maximum of 10 points may be awarded to a bidder for achieving Government's procurement related to BBBEE scorecard.
- The points scored by the tender in respect of BBBEE contribution will be added to the point scored for price as calculated per the formula.

All bidders will have to submit BEE rating certificates, issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA).

BEE compliance is measured by means of a scorecard (a broad based scorecard). Only the bid with the highest number of points scored may be selected.

Section 16A9 of the Treasury Regulations on “Avoiding abuse of the supply chain system” requires the HWSETA to take steps to prevent the abuse of the procurement system and to investigate any improper conduct or failure to comply with the supply chain management system.

In terms of Section 16A9.2 the HWSETA is required to disregard the quotations from any supplier where abuse /improper conduct of the supply chain management system has been suspected. This also implies that any subsequent purchase instructions have been voided.