

**DIRECTORATE: VICTIM SUPPORT AND SEXUAL OFFENCES**

**Specifications for Hiring Art Exhibition Stands**

**1. Purpose**

To hire suitable, professional art exhibition stands for displaying **420 posters** as part of the Victims Charter School Poster Competition Art Exhibition.

**2. Quantity and Capacity Requirements**

- Total number of posters to be displayed: **420**
- Poster size: **A1, A2, A3**
- Exhibition stands must collectively provide display capacity for all 420 posters.
- Stands may include:
  - Freestanding grid/mesh panels
  - Aluminium modular exhibition panels
  - Easel-type stands (if appropriate)
  - Double-sided display capability (preferred to reduce space usage)

**3. Exhibition Stand Specifications**

**3.1 Structure and Dimensions**

- Minimum stand/panel size: **1m (W) x 2m (H)** or equivalent.
- Panels must be **stable, freestanding**, and suitable for indoor use.
- Panels should allow **double-sided** hanging where possible.
- Modular systems must be connectable/interlocking to ensure safe layouts.

**3.2 Material and Finish**

- Materials may include:
  - Aluminium frames
  - Mesh grid panels
  - Fabric-covered display boards
- Finish must be **professional and uniform** in colour, preferably:
  - Black
  - Grey

*Stuart*

- Proven experience providing exhibition stands for large-scale events.
- Portfolio or photos of past exhibitions (preferred).
- References from at least two previous clients.
- Provide detailed quotation including:

#### 7. Supplier Requirements

- Hire period: 5 days
- Any additional costs for extended hire must be clearly stated.

#### 6. Duration of Hire

- On-site support during installation
- Dismantling and collection after the event
- All labour and tools required for installation

- Delivery of all stands to Head Office: Department of Justice & Constitutional Development
- Professional setup/installation following the layout provided by the Department

The supplier must provide:

#### 5. Delivery, Setup and Dismantling

- Exhibition stands must be **stable** and able to withstand high foot traffic.
- Stands must comply with:
  - Occupational Health and Safety indoor requirements
  - Fire safety regulations (materials should be flame-retardant where applicable)
- No sharp edges or hazardous components.

#### 4. Safety and Compliance

- All attachment accessories must be provided by the supplier:
  - Hooks
  - Clips
  - Velcro strips
  - Magnet systems (where applicable)
- Suitable for displaying printed posters using:

#### 3.3 Mounting / Attachment Method

- Surfaces must not stain or damage the posters.
  - Neutral tones

*Stuart H.*

*March -*

- Supplier must ensure an aesthetically consistent exhibition presentation.
- Supplier must conduct a **site visit** (if required) to understand spacing and layout constraints.
- Layout plans of the exhibition area should be provided by the supplier before installation.

**8. Additional Requirements**

- Cost per stand/panel
- Delivery and setup costs
- Accessories included
- Total cost for complete exhibition capacity

## REQUEST FOR QUOTATION (RFQ)

### Hiring of Art Exhibition Stands for Display of 420 Posters at Head Office

#### 1. Introduction

The Department requests a formal written quotation from suitably qualified and experienced service providers for the hire, delivery, installation, and removal of professional art exhibition stands to display 420 posters at the Department's Head Office.

#### 2. Scope of Work

##### 2.1 Exhibition Stands

The appointed service provider is required to supply exhibition stands that will collectively accommodate 420 posters. Stands must meet the following minimum requirements:

- Freestanding, stable, professional exhibition panels

- Minimum panel size: 1m (W) x 2m (H) or suitable equivalent

- Double-sided display capability (preferred)

- Panels must be interlocking or modular for secure installation

- Uniform professional finish (black, grey, or neutral tones)

- Suitable mounting method (clips, hooks, Velcro, or equivalent)

- All mounting accessories to be provided by the supplier

##### 2.2 Delivery, Installation and Removal

The service provider must:

- Deliver the stands to Head Office

- Install and assemble the stands according to the Department's layout

- Provide all tools, materials, and labour required

- Provide on-site support during setup

- Dismantle and collect stands after the event

- Ensure no damage to the building, floors, or Department property

##### 3. Duration of Hire

Service providers must quote for a hire period of 5 days

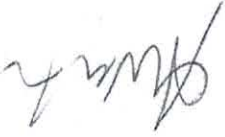
Any additional or extended hire costs must be clearly itemised.

##### 4. Mandatory Requirements

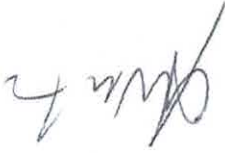
The quotation must include the following:

1. Detailed breakdown of costs, including:

Specification for the School Poster Competition Art Exhibition



Name: Phuti Shapho



All enquiries must be directed to:

### 8. Contact Details for Enquiries

- Ability to meet delivery and installation timelines
- Quality and suitability of exhibition stands
- Proven experience and references
- Pricing and value for money
- Compliance with specifications

Quotations will be evaluated based on:

### 7. Evaluation Criteria

Late submissions will not be considered.

- Submitted by no later than:
- Submitted to: Bshapo@justice.gov.za
- Valid for **30 days** from the date of submission
- Submitted in writing on an official company letterhead

All quotations must be:

### 6. Submission Requirements

quotations.

A site visit may be arranged for bidders needing clarity on floor layout, measurements, or access logistics. Requests must be communicated to the Department before submitting

### 5. Site Visit (If Required)

2. **Company profile** demonstrating relevant experience
  3. **At least two contactable references** from previous similar projects
  4. Portfolio or photographs of previous exhibition setups (recommended)
  5. Valid tax compliance information and registration documents
- Hire cost per panel/stand
  - Accessories and mounting components
  - Delivery and installation charges
  - Dismantling and collection charges
  - Total cost (VAT inclusive)

Email: Bshapo@justice.gov.za / RFQ.SCM@justice.gov.za

Telephone: 0123151243

*Handwritten signature*

**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**

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.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

SBD 6.1

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

(delete whichever is not applicable for this tender):

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

POINTS	PRICE
	<b>SPECIFIC GOALS</b>
	<b>Total points for Price and SPECIFIC GOALS</b>
<b>100</b>	





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) (To be completed by the organ of state	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black person/s	10			
Enterprises with ownership of 51% or more by person/s who are women	5			
Enterprises with ownership of 51% or more by person/s who are youth	3			
Enterprises with ownership of 51% or more by person/s with disability	2			

**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: ..... ..... ..... ..... .....
--------------------------------------	---



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

<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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPHS 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