



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

RFQ NUMBER	RFQ LM 2026/0005
RFQ DESCRIPTION	RE-ADVERTISEMENT THE APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE MAINTENANCE AND SERVICING OF ALL LUTHULI MUSEUM'S AIR CONDITIONERS AND EXTRACTOR FANS, AND SUPPLY AND DELIVER A NEW DEHUMIDIFIER FOR THE MUSEUM'S ARCHIVES
RFQ ISSUE DATE	18 FEBRUARY 2026
BRIEFING SESSION	NOT COMPULSORY – SERVICE PROVIDERS TO MAKE AN APPOINTMENT IF THEY WANT TO COME INTO THE MUSEUM FOR SITE VIEWING AND FOR CORRECT MEASUREMENT OF OFFICE SPACES.
CLOSING DATE & TIME	23 FEBRUARY 2026 AT 13H00
LOCATION FOR SUBMISSIONS	scmofficer@luthulimuseum.org.za
NUMBER OF DOCUMENTS	1 SOFT COPY

For enquiries, please contact scmofficer@luthulimuseum.org.za before closing date of the RFQ.

The Luthuli Museum request your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quotation submitted.**

SUPPLIER NAME:

NATIONAL TREASURY (CSD) SUPPLIER NUMBER:

POSTAL ADDRESS:.....

CELL/ TELEPHONE NO:

EMAIL ADDRESS:

CONTACT PERSON:

SIGNATURE OF BIDDER:

BID PRICE (INCL. VAT):

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central database in terms of National Treasury circular no 4A of 2016/17. The bidder must register prior to submitting a proposal/bid.



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

RETURNABLE DOCUMENTS CHECKLIST

Quotation invitation document must be completed, signed and submitted by the authorised Company representative. All forms must be properly completed; list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
Central Supplier Database Full Registration Report		
Pricing Schedule / Quotation		
Valid SARS Tax Pin		
BBBEE Affidavit/ Certificate		
CIDB Registration – Contractor Grading 1ME or higher		
CIPC Registration Documents		
Director (s) Certified ID Copy		
At least 3 Traceable Reference Letters on Company Letterhead (Not older than 5 Years)		
CVs and Education Qualifications of Key Personnel		
HVAC Technician Accreditation		
Public Liability Insurance		
COIDA Certificate/ Letter of Good Standing		
SBD 4 – Bidder Declaration		
SBD 6.1 – Preferential Procurement Claim Form		
General Conditions of Contract (GCC) (To initial all pages)		

Note: This RFQ must be completed, signed, and all pages initialled by the authorised company representative.



3233 Nokukhanya Luthuli Street
Groutville KwaZulu - Natal
South Africa
PO Box 1869,
KWADUKUZA 4450
tel. (032) 559 6822
fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

LUTHULI MUSEUM RFQ CONDITIONS

1. QUOTATION CONDITIONS

- a) **Luthuli Museum** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b) No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.
- c) **Luthuli Museum** reserves the right to:
 - I. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
 - II. Select solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the evaluation of this RFQ.
 - III. Contact any bidder during the evaluation process, to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
 - IV. Award a contract to one or more bidder(s).
 - V. Withdraw the RFQ at any stage
 - VI. Accept a separate RFQ or any RFQ in part or full at its own discretion.
 - VII. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
 - VIII. Select the bidder(s) for further negotiations based on the greatest benefit to **Luthuli Museum** and not necessarily based on the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the **Luthuli Museum** shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.



3233 Nokukhanya Luthuli Street
Groutville KwaZulu - Natal
South Africa
PO Box 1869,
KWADUKUZA 4450
tel. (032) 559 6822
fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

INTRODUCTION

As part of Planned Preventative Maintenance (PPM), the Luthuli Museum requires servicing all electrical air-conditioners, extractor fans, and the supply of a dehumidifier by a professional service provider. The air-condition units are located within the museum's staff offices and venues. The extractor fans are in the staff and visitor ablution facilities, and the dehumidifier will be installed at the museum's Archives.

The Luthuli Museum therefore seeks to appoint a professional and qualifying Service Provider with Electrical expertise for the work explained below.

SPECIAL CONDITIONS

1. No sub-contracting will be permitted without the approval and consent of the Project Officer due to knowledge and experience required in order to render an effective service towards the electrical work.
2. Once appointed, no additional costs incurred by Service Provider will be accepted by the Museum. Therefore, all anticipated costs should be included in this quotation.
3. The successful Service Provider will be required to submit a Letter of Good Standing in terms of COIDA; or his/her latest assessment and proof of payment thereof; or proof of registration with the Compensation Commissioner (only in cases of a new registration), prior to commencement of work.
4. The Service Provider must take all necessary precautions to ensure that he/she complies in all respects with the environmental safety legislation and the Occupational Health and Safety Act (OHSA) aimed at protecting the health and safety of workers and others in the workplace.

DAMAGES

1. The Service Provider shall inform the Project Officer of any damages caused by the specialist operations, on the day that such damages occur.
2. Any damage to property, as the result of the specialist's operations, shall be the responsibility of the specialist.

SAFETY

1. All reasonable care shall be taken to prevent injury to people or damage to property by ensuring that equipment is properly secured and maintained and to ensure they are in good working order and equipped with the required safety devices.



3233 Nokukhanya Luthuli Street
Groutville KwaZulu - Natal
South Africa
PO Box 1869,
KWADUKUZA 4450
tel. (032) 559 6822
fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

TERMS OF REFERENCE

APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE MAINTENANCE AND SERVICING OF ALL LUTHULI MUSEUM'S AIR CONDITIONERS AND EXTRACTOR FANS, AND SUPPLY AND DELIVER A NEW DEHUMIDIFIER FOR THE MUSEUM'S ARCHIVES

1. BACKGROUND AND DISCUSSION

- 1.1 The Luthuli Museum has identified and prioritized the need to appoint a suitably qualifying and experienced service provider to perform professional services at the Luthuli Museum.
- 1.2 The required services include servicing of the museum's existing air-conditioning units, extractor fans and supply a dehumidifier unit.

2. PROJECT DESCRIPTION

- 2.1 The servicing of 23 air-conditioning units, including mid-wall split, ducted split, under ceiling split, and cassette units by Carrier and Daikin brands.
- 2.2 Servicing of extractor fans which comprise of 12 window mounted units, 2 wall mounted units and 5 ceiling mounted units.

3. PURPOSE OF PROJECT

- 3.1 The purpose of the project is service all air-conditioning units, extractor fan units and supply the dehumidifier unit so that they can be fully functional and used for their intended purpose.

4. SCOPE OF WORK

The role of the appointed professional Service Provider is to conduct the following scope of work:

- 4.1 Assess all museum air-conditioning and extractor fan units.
- 4.2 Repair and service all the assessed air-conditioner and extractor fan units.
- 4.3 Supply and deliver the dehumidifier (1) for the installation at the Archives.
- 4.4 Test and commission the mechanical work.
- 4.5 Supply the museum with a report for the completed work.

It is estimated that tenderers should have a CIDB contractor grading of 1ME or higher.

Submit their employed Technician: Submission of CV, Certified Certificate or Diploma in Mechanical Engineering or relevant qualification recognised by South African Qualifications Authority (SAQA) or other relevant institutes and Proof of Registration as a HVAC Technician :(Qualification and proof of SAQCC Registration Gas Card).

Or Bidding company who Submit their employed Artisan (Mechanical/Refrigeration Mechanic/ Air conditioning & Refrigeration): Submission of CV, Certified Trade Test and Proof of Registration (Certificate and proof of SAQCC Registration Gas Card). Submit Proof of experience and successful completion of similar projects must be included in the form of at least three (03) Reference Letters.



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

PRICING SCHEDULE

Name of Bidder: **RFQ Number:**

Closing Date:

RFQ shall remain valid for acceptance for a period of **90 days** counted from closing date.

The Service Provider's price must include all expenses; disbursements and costs (e.g. supply and delivery of materials and equipment, labour, etc.) that may be required in and for the execution of the work described in the specification. The Service Provider must ensure that they submit costs for all general risks, liabilities and obligations set forth or implied in the contract as well as overhead charges and profit (in the event that the submission is successful). The tendered price will be fixed, final and binding.

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1. Air-conditioner Servicing (Carrier and Daikin)					
1.1	Service and report on mid-wall split units	no.	11		
1.2	Service and report on ducted split units	no.	2		
1.3	Service and report on cassette split units	no.	8		
1.4	Service and report on under ceiling split units	no.	2		
2. Extractor Fan Servicing					
2.1	Service and report on Vortice window extractor fans inside NLRC ablution facilities	no.	12		
2.2	Service and report on ceiling mounted extractor fans inside NLRC kitchen and administration building ablution facilities	no.	5		
2.3	Service and report on wall mounted extractor fans inside ablution facilities	no.	2		
3. Dehumidifier					
3.1	Supply of new portable dehumidifier for the Archives Size: 20l	no.	1		
SUB-TOTAL					
15% VAT					
GRAND TOTAL					

TYPES AND CONDITION OF EXISTING EXTRACTOR FANS:



Complete below:

1. Service Delivery Address: **Luthuli Museum**
3233 Nokukhanya Luthuli Street,
Groutville, KwaDukuza, 4450
2. Indicate Delivery period after order receipt
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification/ terms of references? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

EVALUATION CRITERIA

RFQs received will be evaluated on mandatory criteria, and Price & specific goals comparison.

STAGE:1 MANDATORY CRITERIA

- a) Central Supplier Database **Full Registration Report**
- b) Valid SARS Tax Pin
- c) BBBEE Affidavit/ Certificate
- d) CIPC Registration Documents
- e) Director (s) **Certified** ID Copy
- f) At least 3 Traceable Reference Letters on Company Letterhead (Not older than 5 Years)
- g) CVs and Education Qualifications of Key Personnel
- h) HVAC Technical Accreditation
- i) Public Liability Insurance
- j) COIDA Certificate/ Letter of Good Standing
- k) Standard Bidding Documents (SBD Forms and GCC)

Note: Bidders that do not meet the set mandatory criteria will be eliminated from further evaluation process.

STAGE 2: FUNCTIONALITY EVALUATION

The Functional Criteria that will be used to test the capability of Bidders are as follows: The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of **100 points**, and only those bids that achieve a threshold of **70 points** for the technical proposal will move to the next level of evaluation where a score for **price**.

The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

Functional Factor	Criteria Description	Weight (%)
Company Accreditation	<ul style="list-style-type: none"> • Bidders must be an accredited HVAC Technician 	10
Company Profile	<ul style="list-style-type: none"> • Bidder must submit a company profile indicating their core function, age, resources, and capability. 	30
Company Experience	<ul style="list-style-type: none"> • Bidders must demonstrate the company's relevant experience by submitting a list of similar projects executed between 2020 and 2025. • The list of projects must be relevant to the services required by Luthuli Museum. • A minimum of three (3) projects must be submitted. 	30
Reference Letters	<ul style="list-style-type: none"> • Bidder must submit reference letters for work / projects completed between 2020 and 2025 from previous clients. • The list of projects must be relevant to the project. • A minimum of three (3) reference letters or completion certificate must be submitted. 	30
TOTAL POINTS FOR FUNCTIONALITY		100



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1.	Company Accreditation	Bidder must be an HVAC Technician	No submission -0 points Proof of membership/ accreditation - 10 points	10%
2.	Company profile	Bidder must submit a company profile indicating their core function, age, resources, and capability.	No submission - 0 point 1 to 4 years of operation - 5 points 5 to 6 years of operation - 10 points 7 to 9 years of operation - 15 points > 9 years of operation - 30 points	30%
3.	Company Experience	Bidders must submit a list of similar relevant projects executed between 2020 and 2025. The list of projects must be relevant to the scope of work by the Luthuli Museum.	No submission - 0 point 1-2 relevant projects submitted - 5 points 3-4 relevant projects submitted - 10 points 5-6 relevant projects submitted - 15 points >7 relevant projects submitted - 30 points	30%
4.	Reference Letters or Completion Certificates	Bidders must submit reference letters for work / projects completed between 2020 to 2025 from previous clients. (Reference letters must be written by the clients where the work was done.	No submission - 0 point 1-2 relevant references submitted - 5 points 3-4 relevant references submitted - 10 points 5-6 relevant references submitted - 15 points >7 relevant references submitted - 30 points	30%
TOTAL				100%

STAGE:3. PRICE AND SPECIFIC GOALS EVALUATION

Evaluation of the quotations received is based on the 80/20 preference point system as per PFMA regulation of 2022.

Specific Goal to be evaluated out of 20 Points:

SPECIFIC GOAL CRITERIA	POINTS
Race HDP (100% Black Equity Ownership)	10
Gender HDP (Women Equity Ownership is 51% or more)	4
Youth Equity Ownership (Youth Equity Ownership is 100%)	4
People with Disability	2
TOTAL	20

*** Enterprises that are not owned by historically disadvantaged person will be allocated 0 points.



3233 Nokukhanya Luthuli Street
Groutville KwaZulu - Natal
South Africa
PO Box 1869,
KWADUKUZA 4450
tel. (032) 559 6822
fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

Claim for Specific Goals for 20 Points Allocation

The 20 points will be applied as follow:

- a) If a Bidder is a Black company with a minimum of 100% Black Equity Ownership, 10 Points must be allocated. (If Black Equity Ownership is less than 100%, no points may be allocated)
- b) If HDP Women Equity Ownership is 51% or more, 4 Points must be allocated. (If Women Equity Ownership is less than 51%, no Points may be allocated).
- c) If Youth Equity Ownership is 100%, 4 Points must be allocated. (If Youth Equity Ownership is less than 100%, no Points may be allocated).
- d) If an entity has a Disabled Ownership 2 Points must be allocated. Proof must be submitted, in the form of Doctor's Notification of Disability. (If there is no Disabled Equity Ownership, no Points may be allocated).
- e) Points may be allocated cumulatively in respect of the above Four Groups under relevant circumstances, as set above.

Bidders must submit the following documents to claim points:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than 3 months)
- CIPC Documents and or shareholder Certificate
- Medical Doctor certificate, for Disability confirmation.

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals will be interpreted to mean that preference points for specific goals are not claimed.



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or the person connected to the bidder is employed :
 Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.



3233 Nokukhanya Luthuli Street
Groutville KwaZulu - Natal
South Africa
PO Box 1869,
KWADUKUZA 4450
tel. (032) 559 6822
fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



3233 Nokukhanya Luthuli Street
Groutville KwaZulu - Natal
South Africa
PO Box 1869,
KWADUKUZA 4450
tel. (032) 559 6822
fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

SBD 6.1

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

This preference form must form part of all Bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once Bids are received.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a Bidder 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 Bidder, 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;

- (a) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (c) “**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
- (d) “**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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

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

Where



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

- 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 Bidder 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 Bid 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 Bidders: The Bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the Bidder)
Race HDP (Black Equity Ownership) (100% Black Equity Ownership)	10	
Gender HDP (Women Equity Ownership) (Women Equity Ownership is 51% or more)	4	
Youth Equity Ownership (Youth Equity Ownership is 100%)	4	
People with Disability	2	

DECLARATION WITH REGARD TO COMPANY/FIRM



3233 Nokukhanya Luthuli Street
 Groutville KwaZulu - Natal
 South Africa
 PO Box 1869,
 KWADUKUZA 4450
 tel. (032) 559 6822
 fax. (032) 559 6806
 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

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 Bidder 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:

.....

.....

.....