



REQUEST FOR QUOTATION (RFQ) FOR RECORDING ORAL HISTORIES, INTERVIEWS, AND TALKS, ALONGSIDE THE DEVELOPMENT OF A SET OF DOCUMENTARIES.

Reference Number	Iziko R&E / audio-visual -26-11-2024
Description	Recording of oral histories, interviews, and talks and the collection of data (photographs, audio recordings, etc.), editing and development of 5 audio-visual productions.
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Lynn Abrahams, Noleen Donson and Siphamandla Oupa
Site Visit	N/A
Closing date and time for submission	06 December 2024, 11h00
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: scm@iziko.org.za or smadlavu@iziko.org.za
Technical enquiries	Please contact Lynn Abrahams, labrahams@iziko.org.za 021 467 7203
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

REQUEST FOR QUOTATION

A. BACKGROUND

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

Iziko Museums of South Africa was entrusted with the responsibility of contextualizing and transforming the Victor Verster Prison House into a meaningful exhibition space. This historic site, where Nelson Mandela spent the final months of his incarceration, holds immense significance as it marks a critical juncture in South Africa's journey towards democracy.

The envisioned exhibition will provide a deep exploration of the prison system, offering insights into the structures and mechanisms used to enforce apartheid and control political prisoners. Central to this narrative is the journey Mandela endured during his incarceration, will also focus on his time at Victor Verster. This space represents not only his resilience and leadership but also the complex interplay between oppression and hope that defined the struggle for liberation.

Through this exhibition, visitors will gain a nuanced understanding of the broader South African experience during apartheid. It will highlight the systemic injustices of the era, the personal and collective sacrifices made by individuals like Mandela, and the enduring spirit of resistance that ultimately led to the dismantling of apartheid.

The Victor Verster Prison House exhibition aims to educate, inspire, and ensure that the legacy of this pivotal period in South Africa's history continues to resonate with current and future generations.

Iziko Museums of South Africa (Iziko) invites suitable service providers to submit quotations for the provision of a professional team to undertake the following responsibilities:

- Recording oral histories interviews.

- Data collection, including audio recordings and photographs.
- Editing and scriptwriting.
- Editing of pre-recorded interviews.
- Development of high-quality audio-visual documentaries for museum exhibits.

The recorded histories, interviews, images, and discussions will be utilized in the creation and dissemination of three (3) professional audio-visual documentaries. These documentaries will serve as integral components of museum exhibits, enhancing public engagement and historical preservation.

1. SPECIFICATION

Audio-Visual Documentary Specification: Project 1

Project Title: Journey to Freedom: Isolation, Interrogation, and Incarceration*

Objective:

To produce a comprehensive exploration of Nelson Mandela's journey of incarceration within the broader context of apartheid, focusing on themes of isolation, interrogation, and resilience.

Scope of Work:

1. Source Material: Feature interviews with 25 individuals, providing personal insights and perspectives on Mandela's journey.
2. Content Structure: The project will deliver a video 10–15 minutes in length, focusing on different aspects of the themes:
 - Isolation: Exploring the psychological and physical toll of imprisonment.
 - Interrogation: Highlighting resistance in the face of oppressive tactics.
 - Historical Context: Situating Mandela's experience within the apartheid era.
 - Incarceration: Examining prison conditions and daily life.
 - Journey to Freedom: Culminating in Mandela's release and its significance.
3. Production Elements:
 - Incorporate interviews, archival footage, historical commentary, and visual storytelling to create a rich and educational narrative.
 - Each video must be cohesive while contributing to the overarching

documentary narrative.

4. Editing and post-production:

- Seamlessly integrate interviews and visual elements to enhance the storytelling experience.
- Use transitions, sound design, and appropriate visuals to ensure professional quality.
- Pay particular attention to historical accuracy and sensitivity to the subject matter.

5. Deliverables:

- A 10–15-minute professionally produced video that collectively provide an in-depth perspective on Mandela's journey and the broader themes of isolation, incarceration and resistance under apartheid.

Key Considerations:

- Collaboration with Iziko curator to align on the creative direction and content.
- The final production should be educational, engaging, and respectful of the gravity of the historical themes.
- Incorporate visuals and narratives that resonate with a diverse audience, making the historical context accessible and impactful.

Audio-Visual Documentary Specification: Project 2

Project Title: Reflections of a Warder: A Relationship with Madiba

Objective:

To produce a 5-10-minute video featuring an interview with a former warder, offering a personal perspective on Nelson Mandela's character, his relationships with warders and comrades, and reflections on South Africa's fight against apartheid.

Scope of Work:

1. Interview Focus:

- The warder's personal relationship with Nelson Mandela, highlighting moments of connection and respect.
- The interview with the warder will be included with the 25 interviews the service provider will have to conduct.

- Mandela's character as observed by the warder, both as an individual and a leader.
- Insights into Mandela's relationships with fellow inmates and comrades during incarceration.
- Reflections on the broader context of apartheid and South Africa's journey toward liberation.

2. Production Elements:

- High-quality recording of the interview, ensuring clear audio and visuals.
- Use supplementary visuals, such as archival photos, prison imagery, or symbolic footage, to contextualize the interview and enhance the narrative.
- Background music and subtle effects to evoke the emotional weight of the story.

3. Editing and post-production:

- Edit the interview for clarity and impact, ensuring a concise and engaging narrative within the 5–10-minute timeframe.
- Integrate supplementary visuals and transitions to enhance storytelling.
- Maintain historical sensitivity and authenticity throughout.

4. Deliverable:

- A polished 5–10-minute video featuring the warder's interview, suitable for educational or commemorative use.

Key Considerations:

- Respect the warder's personal perspective while ensuring the narrative aligns with the historical significance of Mandela's legacy.
- Collaborate with Iziko curator for input on tone, visuals, and messaging.
- The final production should balance personal storytelling with the broader historical context of apartheid and South Africa's liberation journey.

Audio-Visual Documentary Specification: Project 3

Project Title: Resistance and Liberation: The Western Cape's Journey to Freedom*

Objective:

To produce a 15–20-minute audio-visual documentary that captures the history of resistance

and liberation in the Western Cape, culminating in Nelson Mandela's release.

Scope of Work:

1. Source Material:

- 50 pre-recorded interviews will be provided to the service provider.
- The service provider must review, clean-up and edit all 50 interviews, although not all will be included in the final production.

2. Narrative Development:

- The documentary's core narrative could be supplemented by using content from selected interviews.

3. Production Requirements:

- The service provider will extract relevant information and audiovisual elements from the interviews to build a compelling and cohesive story.
- Ensure that all selected content aligns with the themes of resistance, liberation, and Mandela's release.

4. Editing and post-production:

- Edit the interviews to enhance clarity, flow, and emotional impact.
- Include transitions, music, and sound effects as needed to create a professional and engaging production.
- Maintain historical accuracy and sensitivity to the subject matter.

5. Final Deliverable:

- A professionally produced 15–20-minute audio-visual documentary, ready for screening.

- Key Considerations:

- All edits and creative decisions should be made in consultation with the commissioning body.
- Use additional archival footage, photographs, or other multimedia elements to enrich the narrative if required.
- The final documentary should emphasize historical storytelling and pay tribute to the resilience of communities in the Western Cape.
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2. KEY EXPERTISE REQUIRED:

The service provider must demonstrate:

- Proficiency in handling historic material and oral histories.
- Sensitivity in addressing complex and emotive historical subjects.
- A proven track record of producing professional-grade audio-visual documentaries

3. SCOPE OF WORK/ DELIVERABLES

Detailed proposals outlining the conceptualization, scriptwriting and production schedule.

High-quality audiovisual content produced to professional standards, meeting the museum's specifications and audience requirements.

Clearances and documentation for all sourced materials, including permissions for archival footage, music, images, and interviews.

Accessibility features such as closed captioning, audio descriptions, sub-titles, and sign language options to ensure inclusivity for diverse audiences.

In addition, successful production of 3 professional audiovisual documentaries would include:

1. Recording of oral history:

- Conducting high-quality recordings of oral histories to capture authentic narratives.

2. Picture Research:

- Locating and securing appropriate visual materials, including archival photographs, to support the documentary narrative.

3. Editing and Scriptwriting:

- Crafting compelling scripts and editing recorded materials to produce cohesive and engaging narratives.

4. Audio-Visual Documentary Production:

- Producing high-quality documentaries for museum exhibits, ensuring professional standards in sound, visuals, and storytelling.

5. Final concept:

- Provide Iziko with a final concept document for implementation

6. Recording equipment:

- Suppliers **to provide all professional recording equipment**, remote recording tools, audio interface, acoustic treatments, software, and lighting, as necessary.

We are aware that service providers may offer varying strategies and concepts to meet these deliverables. All will be evaluated equally.

Intellectual property rights and future use of collected data to be discussed with Iziko Museums during the planning phase.

4. **TIMELINE:**

The media production timeline will be determined in consultation with the museum, considering exhibit development schedules and deadlines of 27 June 2025.

Milestones and deliverable deadlines will be established at the outset of the project to ensure timely completion and smooth coordination between the service provider and museum staff.

5. **QUALITY ASSURANCE:**

Regular progress updates, feedback sessions, and quality checks will be conducted throughout the production process to maintain high standards of content and execution.

Revisions and adjustments will be accommodated as necessary to address any concerns or suggestions raised by the museum or stakeholders.

7. SUBMISSION REQUIREMENTS:

- Quotation: Detailed pricing, including a breakdown of services.
- Supporting Documentation:
- Company profile and relevant experience.
- A reference letter, no older than two years, that includes the date, the company name, and a description of work previously undertaken in creating productions, demonstrating a proven track record.
- Examples of past work, particularly projects involving sensitive historical topics.
- Proposed approach and timeline for project completion.
- Team composition, highlighting expertise in oral histories and documentary production.
- Completion of all required documents, ***including SBD 4 and SBD 6.1, and submission of the CSD report.***

8. BUDGET:

The service provider will provide a detailed budget breakdown according to scope outline, rights clearance for photographs, news clippings and audio recordings editing of all interviews, travel arrangements, photography and any other relevant expenses.

The collection of data (interviews, archival research (audio recordings and photographs), oral histories, talks etc.) will be held in Gauteng and the Western Cape. Service providers must include costs for trip to Gauteng for not more than three people. The trip should not be longer than three (3) days and should include all costs related to transport, accommodation and other expenses for the service provider team. The rest of the interviews will be conducted in the Western Cape regions of West Coast, Cape Metro, Boland, and perhaps Central Karoo / Overberg.

Cost-effective solutions and alternatives will be explored to optimize budget allocation without compromising on quality or integrity.

Please include contingency of 15%.

9. COLLABORATION AND COMMUNICATION:

Open lines of communication will be maintained between the service provider, Iziko Museums, and any other relevant stakeholders throughout the project.

Regular meetings, progress reports, and feedback sessions will facilitate collaboration, ensuring that the final deliverables meet or exceed expectations.

10. CONCLUSION:

The service provider's expertise in working with historic material and sensitive history, combined with its creative vision and technical proficiency, will contribute significantly to the success of the museum exhibit, enriching the visitor experience and fostering a deeper understanding of the past.

B. EVALUATION CRITERIA

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

Iziko is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- Scoring assessment based on experience and meeting deadlines will be done in terms of the scoring criteria in Table 3 and the minimum threshold of **80** points. A bid will be disqualified if it fails to meet the minimum threshold for scoring as per the bid invitation.
- Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

Table 2: Preferential Points

	Specific goals allocated points	Price
Total maximum points	20	80

Scoring Criteria:

Service providers must meet minimum experience and timeline requirements to participate in the bid. Respondents must score **80 points** from the scoring criteria outlined in Table 3 to be considered for this project. Any bids not achieving 80 points will be disqualified from participating. Scores will be tabulated to 100 points.

Table 1: Functionality Criteria

	Description	Weighting
1. Relevant Experience		

<p>Track record of service linked to the coordination and arrangement of oral interviews related to historical or political content, or similar. This must be demonstrated by the following:</p> <ul style="list-style-type: none"> Years of experience in <u>similar</u> interview coordination 	<ul style="list-style-type: none"> More than 5 years' experience. 2-4 years' experience Less than 2 years' experience 	<p>20</p> <p>10</p> <p>0</p>
2. Company profile:		
<p>Bidders must provide a synopsis or profile of services offered, meeting the requirements in the scope of work. Bidders must submit a portfolio of evidence of previous work done.</p>	<p>Profile indicates ability to manage all scope requirements successfully</p> <p>Profile indicates ability to manage all scope requirements somewhat</p> <p>Profile indicates limited ability to manage all scope requirements</p>	<p>30</p> <p>20</p> <p>0</p>
3. Meeting timeline		
<p>Bidders are required to indicate they can deliver services within scheduled timeframes.</p>	<ul style="list-style-type: none"> Can meet deadlines Unable to meet deadlines 	<p>30</p> <p>0</p>
4. Team profile		
<p>Bidders are required to provide the profiles (CV's) of the proposed team member/s that will provide audio-visual production services. Team members are required to have at least 5 years' production experience.</p>	<ul style="list-style-type: none"> 5 years or more experience Less than 5 years 	<p>20</p> <p>0</p>

Total Scoring		100
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2. Compliance Documents (included below)

Service Providers must submit all documents as outlined in Table below.

1	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number.
2	Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	SBD 4 and SBD 6.1 documentation included in this RFQ

Note: Failure to supply any of the compliance documents stipulated may lead to the quote not being considered.

3. PRICING SCHEDULE

Pricing Instructions

1. Payment will be made based on the deliverables for the goods received.
2. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
3. Offer to be valid for 60 days from the bid closing date.

DESCRIPTION	AMOUNT (Incl VAT)
Copyright fees- source documents, music, archive, footage	
Photography & Videography / filming- photography & recording and editing of all interviews including the 50 pre-recorded interviews	
Content creation- research, content development and Interviews	
Post-production editing	

Travel – Gauteng, Eastern Cape, Western Cape accommodation, flights, air and road travel	
Voice over artists	
Packaging deliverables (1T Hard drive, all Raw& finals	
15% Contingency	
TOTAL AMOUNT (INCLUDING VAT)	

Please Note: a formal detailed quotation to be sent. The pricing schedule above and formal quotation must include all applicable costs and there can be no variation after award has been made.

4. FORMAL CONTRACT

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.

5. GENERAL PRINCIPLES

- a) The lowest or only quotation received will not necessarily be accepted.
- b) Iziko and its Council reserves the right to accept or reject any quotation in response to the Request to Quote and to withdraw its decision to seek the provision of these services at any time.

6. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those

responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest, and.

- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct.
- i) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- ii) In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, the IZIKO may consider the following objective criteria in the bid award:
 - iii) The risk of fruitless and wasteful expenditure to the IZIKO.
 - iv) The risk of an abnormally low bid.
 - v) The risk of a material irregularity.
 - vi) The IZIKO reserve the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
 - vii) The IZIKO further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the IZIKO and the referee submitted by the Bidder.

Signed

Date

Name

Position

Enterprise
name

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

BIDDER'S DISCLOSURE (SBD 4)**1. PURPOSE OF THE FORM (SBD 4)**

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 interest¹ 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.

Full Name	Identity Number	Name of State institution

¹ 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.

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 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 consortium² 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

² 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.

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 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 (Company Name)

(SBD 6.1)

**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

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

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:

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

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	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
-------------------------------------------------------------	----------	--------------------------------------------------------------------------------------	------------------------------------------------------------------------------

Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> • Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report 		
Race: Black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points			

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:

viii) The information furnished is true and correct;

ix) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- x) 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;
- xi) 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:

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