



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT COMMUNICATION AUTHORITY OF SOUTH AFRICA

BID NUMBER:	RFQ 45/08/2022	DATE OF ISSUE:	26/07/2021	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO BRAND ICASA NORTH WEST REGIONAL OFFICE LOCATED IN MMABATHO				
COMPULSORY BRIEFING SESSION	N/A				

BID RESPONSE DOCUMENTS MUST BE EMAILED TO THE BELOW EMAIL

Submissions must be emailed to RFQResponses@icasa.org.za with the subject: RFQ 45/07/2022 Appointment of a Service Provider to Brand ICASA North West Regional Office Located in Mmabatho

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Siyathokoza Ntombela	CONTACT PERSON	Josias Mathiba
TELEPHONE NUMBER	012 568 3833	TELEPHONE NUMBER	0125683459
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	SNtombela@icasa.org.za	E-MAIL ADDRESS	jmathiba@icasa.org.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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RFQ 45/07/2021 Appointment of a Service Provider to Brand ICASA North West Regional Office Located in Mmabatho

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1 Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2 All bids must be submitted on the official forms provided- (not to be re-typed) as listed under – paragraph 3.1 [mandatory requirements] below.
- 1.3 This bid will be evaluated in terms of the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2017 under 80/20 preference points system and it includes functionality. Thus, bidders who fail to obtain minimum score for functionality will not be evaluated further for price and preference.
- 1.4 This bid shall be governed by the general conditions of contract (GCC) which can be obtained from national treasury website:
ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract
- 1.5 Bidders who wish to claim the preference points should complete SBD 6.1 form in full. (attached).
- 1.6 The bid must be submitted with the following standard bidding documents: SBD 4; SBD 6.1; SBD 3.1; SBD 8; and SBD 9.
- 1.7 The bid must be accompanied by briefing session certificate as proof that they have attended the compulsory briefing session as indicated in part a above.(if applicable)
- 1.8 Original certified copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified sworn affidavit (**To claim the BBBEE points, Bidders are urged to submit their original certified copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified affidavit in our tender box situated at our Head Office, at 350 Witch Hazel Ave, Eco Point Office Park, Eco Park, Centurion on by closing date 04/08/2022 at 12:00pm**)
- 1.9 **This bid must be scanned and emailed as one document, multiple submissions of single pages and photographs will not be considered.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
- 2.3 Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.
- 2.4 Bidders may also submit a printed TCS certificate together with the bid.
- 2.5 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS

CERTIFICATE / PIN / CSD Number.

2.6 Where no TCS pin is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**Company
Stamp**

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

APPOINTMENT OF A RECOMMENDED SERVICE PROVIDER, FOR APPOINTMENT OF A SERVICE PROVIDER TO BRAND ICASA NORTH WEST REGIONAL OFFICE LOCATED IN MMABATHO FOR THE BELOW ITEMS:

-	Required by:	Independent Communications Authority of South Africa
-	At:	761 DR James Moroka Dr, SABC Broadcast Centre, Mmabatho Unit 1 Mahikeng. 2735

- **Brand and model**

- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery timeframe

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

****** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*****Delete if not applicable



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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 bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- Specify, by ticking the appropriate box, if subcontracting with an enterprise in Terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION REGARDING COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p style="text-align: center;">..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> <p>.....</p>
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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 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

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 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 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

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.

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



TERMS OF REFERENCE (TORs) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO BRAND ICASA NORTH WEST REGIONAL OFFICE LOCATED IN MMABATHO

1. INTRODUCTION

The Independent Communications Authority of South Africa (ICASA) is the regulator of the broadcasting, telecommunications, and postal services sectors in the public interest. Various channels are used by ICASA to, among others, educate, inform, communicate its objectives, and create awareness about its services to the licensees as well as the general South African public.

One of these channels is branding. It is for this reason that ICASA wants to appoint a service provider to brand the North West Regional Office, situated in Mmabatho.

2. SCOPE OF WORK

Procurement of the services of a suitably qualified and experienced service provider for the supply and installation of various branding elements for the ICASA North West Regional Office, situated in Mmabatho.

The branding includes the installation of wallpaper on the Corridor and Boardroom and the ICASA logo on clear perspex mounted on the walls with pins, directional signage on the staircase and the installation of the logo on the wall of the main gate of the premises.

ICASA will provide the corporate identity guideline to assist the service provider to produce branded wallpaper and logos in line with the approved corporate identity.

3. REQUEST FOR PROPOSALS

Proposals are hereby invited from suitably qualified service providers to supply, deliver, and install various branding elements as per annexure A.

The service provider must:

- Demonstrate their ability to provide and install high-quality branding for organizations in both the public and private sectors.
- Have at least two (2) years of brand installation experience.
- Provide letters of recommendation from previous clients for whom the service provider has installed branding elements within the last two years.

8. FUNCTIONAL EVALUATION CRITERIA

No	Functional requirement	Weight								
1.	<p>Provide pictures of buildings branded by the service provider</p> <p>The service provider must demonstrate how it will carry out the function by providing images of the final work where branding was installed by the service provider in terms of Annexure A below.</p> <p>The branding installed must include:</p> <ul style="list-style-type: none">1. Window decals2. Branded wallpaper3. Clear Perspex Signage4. Double-sided LED light box <table><tr><th>Functionality</th><th>Score</th></tr><tr><td>The service provider has provided all of the required branding images from locations where the branding elements listed in Annexure A have been installed, as well as additional copies</td><td>5</td></tr><tr><td>The service provider has supplied four (4) images of the required branding from premises where the branding elements listed in Annexure A have been installed</td><td>4</td></tr><tr><td>The service provider has supplied three (3) images of the required branding from premises where the</td><td>3</td></tr></table>	Functionality	Score	The service provider has provided all of the required branding images from locations where the branding elements listed in Annexure A have been installed, as well as additional copies	5	The service provider has supplied four (4) images of the required branding from premises where the branding elements listed in Annexure A have been installed	4	The service provider has supplied three (3) images of the required branding from premises where the	3	60
Functionality	Score									
The service provider has provided all of the required branding images from locations where the branding elements listed in Annexure A have been installed, as well as additional copies	5									
The service provider has supplied four (4) images of the required branding from premises where the branding elements listed in Annexure A have been installed	4									
The service provider has supplied three (3) images of the required branding from premises where the	3									

	branding elements listed in Annexure A have been installed.			
	The service provider has supplied two (2) or fewer images of the required banding from premises where the branding elements listed in Annexure A have been installed.	1		

2.	Experience in supply, delivery and branding installations The service provider must submit a company profile that details the number of years in business doing similar work. <table><tr><th>Functionality</th><th>Score</th></tr><tr><td>The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 5 years or more.</td><td>5</td></tr><tr><td>The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 3 to 4 years.</td><td>3</td></tr><tr><td>The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 1 to 2 years.</td><td>1</td></tr></table>	Functionality	Score	The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 5 years or more.	5	The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 3 to 4 years.	3	The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 1 to 2 years.	1	10
Functionality	Score									
The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 5 years or more.	5									
The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 3 to 4 years.	3									
The service provider submitted a company profile that clearly shows that the bidder has been in business doing similar work for 1 to 2 years.	1									

3.	Letters of reference The service provider must submit letters of reference from their previous client whom they have supplied and installed branding. These letters of reference must be in their previous clients' letterhead with contactable telephone numbers and email addresses. <table><tr><th>Functionality</th><th>Score</th></tr><tr><td>The service provider has provided 5 or more letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.</td><td>5</td></tr><tr><td>The service provider has provided 4 letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.</td><td>3</td></tr><tr><td>The service provider has provided less than 3 letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.</td><td>1</td></tr></table>	Functionality	Score	The service provider has provided 5 or more letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.	5	The service provider has provided 4 letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.	3	The service provider has provided less than 3 letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.	1	30
Functionality	Score									
The service provider has provided 5 or more letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.	5									
The service provider has provided 4 letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.	3									
The service provider has provided less than 3 letters of reference from previous clients for whom they have supplied and installed branding. The letters of reference are in their previous clients' letterhead with contactable telephone numbers and email addresses.	1									
5.	Total for functionality pre-qualification criteria	100								

Bidders achieving less than 70% will not be evaluated further.

ICASA reserves the right to:

- Decrease the quantities and/or items due to budget constraints or any other reason as provided by ICASA during the RFQ process and post appointment of a service provider.
- Negotiate and/or change the scope of the work, where necessary.

Annexure A

Scope of work

SPECIFICATIONS

- 1. Installation of window decal on the glass doors of the main entrance to the office from the staircase after the security check point**

Specification: Window lettering displaying office hours and Window Decal of Logo

Auto fit to both portions of the glass doors: 9.55 cm x 1.14 m length

Quantity: 1

- 2. Installation of the full ICASA logo and definition on the administrator/ reception's window**

Specification: Window lettering displaying ICASA logo and the full definition.

The logo should fit the glass portion facing the administrator's office

Size: 9.3 m L x 5.65 m

Quantity: 1

- 3. Installation of directional signage, mounted on the wall of the staircase next to security check point.**

Specification: White Perspex, directional arrow and full ICASA logo on pins (no definition).

Proposed size: 500mm x 500mm

- 4. Installation of the wallpaper on both sides leading to the server room**

Specification: The wallpaper should be fitted from top to the bottom of the passage walls excluding the windows.

Wall sizes to be branded: **First wall:** 5.20 m L x 2.59 m Height

Second wall: 13.30 m L x 2.59 m Height

- 5. Installation of the ICASA Logo on the wall of the pause area**

Specification Full ICASA logo and definition

Specification: Clear Perspex with Vinyl stickers of the ICASA logo on pins.

Size 1.8m X 1.2m

Quantity: 2

6. Installation of the wallpaper in the main boardroom

Specifications: One side of the boardroom to be installed with the wallpaper of sticky people (to be provided to the service provider)

Sizes of the walls: **First wall:** 19m L x 2.59m Height

Second wall: 4 m L x 2.59m Height

7. Installation of the Logo in the boardroom

Specification Full ICASA logo and definition

Specification: Clear Perspex with Vinyl stickers of the ICASA logo on pins.

Size 1.8m X 1.2m

Quantity: 1

8. Installation of the ICASA logo and definition at the main entrance of the premises indicating where the ICASA offices are located.

Specification: Full ICASA logo and definition on white perspex with cut out letters

Size: 2m length x 1.5 m height

Quantity: 1