



3233 Nokukhanya Luthuli Street
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fax. (032) 559 6806
email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

RFQ NUMBER	RFQ LM 2025/0091
RFQ DESCRIPTION	THE APPOINTMENT OF AN EXPERIENCED AND QUALIFIED SERVICE PROVIDER FOR THE PROVISION OF PAYROLL SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS FOR LUTHULI MUSEUM
RFQ ISSUE DATE	05 DECEMBER 2025
COMPULSORY BRIEFING SESSION	NONE
CLOSING DATE & TIME	17 DECEMBER 2025 AT 13H00
LOCATION FOR SUBMISSIONS	scmofficer@luthulimuseum.org.za PLEASE NOTE THAT THE LUTHULI MUSEUM WILL NOT BE ACCEPTING HAND DELIVERED PROPOSALS
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:

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.



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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)

Add another column for comments by the bidder

DESCRIPTION	YES	NO	COMMENTS
Central Supplier Database Registration Report			
Pricing Schedule / Quotation			
Valid SARS Tax Pin			
BBBEE Affidavit/ Certificate			
CIPC Registration Documents			
Director (s) Certified ID Copy			
Company Profile			
List of Clients that the company has rendered same services			
At least 3 Traceable Reference Letters on Company Letterhead			
CVs and Professional Qualifications of Director/ Key Personnel (NQF 7 Qualification in Human Resources/Finance or related field with minimum of eight years' experience in payroll in which three years should be at Specialist Level)			
HR Software System Registration Proof			
Methodology / Plan in management of client payroll			
Payroll system (applicable propriety) employee onboarding, data migration and HR systems interface capability			
Public Liability Insurance			
COIDA Certificate/ Letter of Good Standing			
SBD 4 – Bidder Declaration			
SBD 6.1 – Preferential Procurement Claim Form			

Note: This RFQ must be completed and signed by the authorised company representative.



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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.



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TERMS OF REFERENCE

THE APPOINTMENT OF AN EXPERIENCED AND QUALIFIED SERVICE PROVIDER FOR THE PROVISION OF PAYROLL SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS FOR LUTHULI MUSEUM

1. INTRODUCTION

1.1 Luthuli Museums is a schedule 3A public entity and non-profit organisation, subsidised by the National Department of Sports Arts & Culture. Luthuli Museum was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and must comply with the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and its concomitant Regulations. The Luthuli Museum supports on-site and travelling exhibitions that honour, explore and inform about the legacy of Chief Albert Luthuli and the Liberation Movement.

2. BACKGROUND AND DISCUSSION

2.1 The Luthuli Museum currently outsources its payroll function on a month-to-month basis and has identified and prioritized the need to appoint a suitably qualifying and experienced Service Provider to perform the payroll functions for a period of thirty-six months (3 years).

3. SCOPE OF WORK

3.1 The role of the appointed professional Service Provider is to conduct Payroll services as per the scope of services for museum employees totalling 20 – 25 to be paid on the 25th of each month.

3.2 The service provider will be responsible but not limited to the following payroll services:

NO	DESCRIPTION OF SERVICE	CHECKLIST		REMARKS
		YES	NO	
1.	To fully administer the Luthuli Museum payroll function by ensuring employees are paid on time by 25 th of each month.			
2.	Receive payroll input from the museum finance unit to effect payroll function.			
3.	Prepare and submit the payroll in line with the museum's pay run schedule.			
4.	Generate and electronically distribute all employees' payslips monthly to employee recipients.			
5.	Prepare PAYE reconciliations and submit to SARS on behalf of the museum.			
6.	Prepare IRP5 certificates for all employees of the museum and distribute electronically in line with the tax year schedule.			
7.	Submit statutory requirements for the Compensation Commission.			
8.	Maintain a record of all payslips; SARS tax reconciliations and IRP5 certificates for ease of retrieval.			



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9.	Respond to enquiries related to the payroll function.			
10.	Provide a breakdown cost of payroll pricing per employee.			
11.	Provide a cost breakdown for add on fee for <i>ad hoc</i> payroll services			

3.4 To Competency and expertise requirements

3.4.1 The service provider should be able to demonstrate that they have been involved in running payroll function on behalf of companies/organizations successfully. It is expected that the service provider be available to attend to enquiries.

3.4.2 The service provider must provide demonstrable confidentiality and demonstrable protection of data integrity and backup systems.

3.5 Timeframes

- The contract will be for Thirty- Six (36) months.

3.6 Mandatory Requirements

- Bidders must comply with all the mandatory requirements to be able to proceed further to price and preference evaluation

4. EXPERIENCE AND REFERENCES

4.1 Proof of Qualifications for Director/ Key Personnels - NQF 7 Qualification in Human Resources/Finance or related field with minimum of eight years' experience in payroll in which three years should be at Specialist Level

4.2 Proof of a at least three (3) contactable clients (with proof of address and contact person) serviced in the past years (2020-2025) rendering Payroll Services must be provided together with this RFQ. (This needs to be supported by Commissioner of Oaths)



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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 price must include all expense costs (e.g. professional fees, labour, etc.) that may be incurred in the execution of the work described in the Terms of Reference, and shall cover the cost of 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 bid price will be fixed, final and binding.

Bidders will be required to carry out the scope of work as per the approved scope of work and the services will be expected to be rendered as of the 01st of the month after receipt of the appointment letter.

BIDDERS MAY PROVIDE PRICING SCHEDULE / QUOTATION ON A SEPARATE COMPANY LETTERHEADED PRICE SCHEDULE/ QUOTATION.

APPOINTMENT OF AN EXPERIENCED AND QUALIFIED SERVICE PROVIDER FOR THE PROVISION OF PAYROLL SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS (3 YEARS) FOR LUTHULI MUSEUM.

Item	Requirement Description	Quantity	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
1.	Provision of payroll function as per scope of work pricing payroll plan breakdown	12 months per year	R	R	R	R
Total overall Costs over a period of thirty-six (36) Months or 3 Years.						R
VAT @ 15%						R
TOTAL BID PRICE						R



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Complete below:

1. Goods/Services 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? **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:



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EVALUATION CRITERIA

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

STAGE:1 MANDATORY CRITERIA

- a) CSD Full Registration Report
- b) Valid SARS Tax Pin
- c) BBBEE Affidavit/ Certificate
- d) CIPC Registration Documents
- e) Director (s) Certified ID Copy
- f) Company Profile
- g) List of clients that the company has rendered the same services to.
- h) At least 3 Traceable Reference Letters with contact persons and physical address on Company Letterhead
- i) CVs and Professional Qualifications of Director/ Key Personnel (NQF 7 Qualification in Human Resources/Finance or related field with minimum of eight years' experience in payroll in which three years should be at Specialist Level)
- j) HR Software System Registration Proof
- k) Methodology / Plan in management of client payroll
- l) Payroll system (applicable propriety) employee onboarding, data migration and HR systems interface capability
- m) Public Liability Insurance
- n) COIDA Certificate/ Letter of Good Standing

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 registered with a certified HR Software System specializing in payroll services 	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/ Methodology or description of payroll management plan	<ul style="list-style-type: none"> Bidders must demonstrate the company's relevant experience by submitting a list of similar services rendered between 2020 and 2025. The list must be relevant to the services required by Luthuli Museum. A minimum of three (3) projects must be submitted. 	30



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Reference Letters	<ul style="list-style-type: none"> Bidder must submit reference letters for work completed between 2020 and 2025 from previous clients. The reference letters with contact persons and numbers and company address must be relevant to the services required. A minimum of three (3) reference letters must be submitted. 	30
TOTAL POINTS FOR FUNCTIONALITY		100

SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1.	Company Accreditation	Bidders must be registered with HR Software System specializing in payroll services (Need to understand this)	No submission -0 points Proof of HR Software System Registration 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 same relevant services rendered between 2020 and 2025. The list of payroll 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	Bidders must submit reference letters for services rendered between 2020 to 2025 from previous clients. (Reference letters must be written and signed by the clients where the services were rendered.)	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) How is this balanced with the BBBEEE levels certificates?	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.**

Claim for Specific Goals for 20 Points Allocation

The 20 points will be applied as follow:

- 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)
- 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).
- If Youth Equity Ownership is 100%, 4 Points must be allocated. (If Youth Equity Ownership is less than 100%, no Points may be allocated).
- 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).
- 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.

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.



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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.

.....



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.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between any
other bidder and any person employed by the state who may be
involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Number	State Reference	Employee Number / Persal Number



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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



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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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

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

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



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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

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



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

- ☐ (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:

