



**REQUEST FOR QUOTATION (RFQ) FOR SPECIALISED PRINT AND INSTALLATION SERVICES FOR MUSEUM AND GALLERY EXHIBITIONS FOR A FIXED PERIOD OF ONE YEAR**

<b>Reference Number</b>	<b>IZIKO RFQ R&amp;E PRINTING- EDP - 26/05/05</b>
<b>Description</b>	<b>SPECIALISED PRINT AND INSTALLATION SERVICES</b>
<b>Address</b>	Iziko South African Museum, 25 Queen Victoria Street, Cape Town,
<b>Attention</b>	Amy Sephton, Noleen Donson
<b>Briefing Session Date: Compulsory</b>	25 May 2026 @ 11h00
<b>Address for the briefing session</b>	South African National Gallery, Government Avenue Gardens Cape Town 8001
<b>Advert Date</b>	19 May 2026
<b>Closing Date and Time for Submission</b>	29 May 2026 11h 00am
<b>Method of Delivery</b>	Quotes / Proposals and Samples and accompanying documentation must be dropped in the box for tenders on or before the closing date and time at 25 Queen Victoria Street Cape Town 8001 Submission must be in the form of an original hard document and in the form of a soft copy format (memory stick)
<b>Technical Enquiries</b>	Amy Sephton <a href="mailto:asephton@iziko.org.za">asephton@iziko.org.za</a> ; , telephone nr 071 761 3331
<b>Samples Delivery Details</b>	Samples must be dropped in the box for tenders together with the proposals Bidders must indicate on their sample package the address of the sampler <b>Verification:</b> Bidders must ensure that the official <b>Delivery Register</b> is signed at the point of hand-over. Please contact the SCM officials Noleen Donson and Kagiso Themba 021 481 3917 Failure to sign the register will result in the submission being treated as not received.
<b>Name of Company</b>	
<b>CSD Supplier Number (MAAA Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl. VAT)</b>	

<b>Signature</b>	
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# **REQUEST FOR QUOTATION (RFQ) FOR SPECIALISED PRINT AND INSTALLATION SERVICES FOR MUSEUM AND GALLERY EXHIBITIONS FOR A FIXED PERIOD**

## **BACKGROUND IZIKO**

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.

## **1. SPECIFICATIONS**

The Iziko Museums of South Africa intends to source and procure proposals from competent service providers to with intentions to enter onto a service level agreement for the production, supply, and installation of printed materials for museum and gallery grade exhibitions.

## **2. SCOPE OF WORK**

The service provider is requested to print, supply, and install a wide range of interpretive signage and exhibition graphics for exhibition installations, ongoing maintenance of exhibitions, and site maintenance. This includes both routine printing tasks and specialized exhibition printing work, covering all forms of interpretive and wayfinding graphics used in museum/gallery exhibition contexts.

The supply of goods will depend on the needs of the exhibition and include a variety of printed substrates, using a variety of printing methods, fabrication methods, installation, and maintenance methods, such as those referred to in the cost schedule on an ad hoc basis. Iziko Museums of South Africa intends entering into a Service Level Agreement for a potential for one (1) year period with the shortlisted successful bidder.

## **3. DELIVERABLES**

### **Key Responsibilities Include:**

#### **a. Printing & Production:**

Creation of interpretive panels, labels, wayfinding signage, large-format panels, wall graphics, and interactive signage on various rigid and flexible substrates, including but not limited to Dibond, PVC, vinyl, wallpaper, paper, and Forex. Production must meet museum-quality standards for durability, readability, and colour accuracy. The service provider must have flexible capacity to produce high-volume or bespoke exhibition graphics as required. Experienced pre-production capabilities are essential and must include sample production for sign-off, artwork preparation, pre-press adjustments etc. ensuring print readiness once PDF files are supplied.

While outsourced printing is permitted, for unusual bespoke elements, the following minimum in-house machinery is required to ensure fast turnaround times for the basic exhibition installations:

- Flatbed printer with UV & white ink capability
- Roll-to-roll printer with UV ink capability & minimum width of 3m (capable of printing wallpaper, paper, vinyl, and PVC)

- Vinyl cutters for precision lettering.

**b. Installation and Maintenance:**

On-site installation of all printed graphics must ensure precise alignment, secure mounting, and adherence to world-class museum and gallery standards. Installers must be experienced, reliable, bring all tools and ladders, and be able to work overtime. The service provider is responsible for maintenance, repairs, and rapid response to exhibition updates or emergencies. Failure to meet these standards may be considered a material breach and grounds for contract cancellation.

**4. ADMINISTRATIVE DOCUMENTS**

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

**#Table 1**

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 on your company letterhead: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider’s status level.
4	Signed Request for Quotation Document

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

**5. 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.

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 Table 3 below; and 20% of the points awarded will be based on specific goals.

Proposals will also be evaluated on functionality criteria. Service providers must meet minimum requirements to participate in the bid. Respondents must score 80 points from the scoring criteria outlined in Table 2 to be considered for this project. Any bids not achieving 80 points will be disqualified from participating. Scores will be tabulated to 100 points.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the 80/20 system shall be applicable. Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.

## 6. FUNCTIONALITY CRITERIA

Submissions will be evaluated for functionality based on the criteria, weightings, and values detailed in the evaluation matrix of this document.

To qualify for further consideration, respondents must achieve a minimum threshold score of **80 points out of 100** for functionality.

In line with public sector procurement regulations, any bid submission that fails to attain the minimum threshold of 80 points will be classified as non-responsive. Such bids will be disqualified immediately and will not be considered for the Price and Preference Point System 80/20. evaluation.

#Table 2

Functionality Evaluation	Scoring Criteria
<b>1. Company Experience</b>	
<p><b>Maximum Weight = 20</b></p> <p>Bidders must demonstrate relevant track record and industry experience as an established printing service provider, specifically producing high-quality work for museums, art galleries, or similar heritage/cultural institutions.</p> <p><b>Submission Requirement:</b></p> <p>Bidders must submit a detailed Company Profile and a minimum of four (4) verifiable reference letters from previous clients.</p> <p>The reference letters must confirm the nature of the projects completed and the duration of the bidder's experience in the exhibition or printing industry.</p> <p>Each reference letter must be dated, signed, and presented on the client's official company letterhead, Letters of appointment are prohibited and will not be evaluated.</p> <p>Furthermore, any reference letter dated older than five (5) years prior to the tender closing date will achieve 0 points .</p>	<p>15 or more years of relevant industry experience: <b>20 Points</b></p> <p>5 to 14 years of relevant industry experience: <b>15 Points</b></p> <p>3 to 4 years of relevant industry experience: <b>10 Points</b></p> <p>Less than 3 years of experience, OR failure to submit a company profile / sufficient reference letter <b>0 Points</b></p>
<b>2. Proximity:</b>	
<p><b>Maximum Weight 30</b></p> <p>To ensure rapid sample review, physical proof sign-off, and short delivery turnaround times, the service provider's primary in-house production facility must be located within close proximity to the Iziko South African Museum (25 Queen Victoria Street, Cape Town)</p> <p><b>Mandatory Evidence Required:</b></p> <p>Bidders must submit verifiable proof of the physical address of their operational, in-house printing facility. Acceptable proof is limited to:</p>	<p>Approximately or less than 10 km driving distance from 25 Queen Victoria Street: <b>30 Points</b></p> <p>10.1 km to 15 km driving distance from 25 Queen Victoria Street: <b>20 Points</b></p> <p>15.1 km to 20 km driving distance from 25 Queen Victoria Street:</p>

<p>A valid utility bill/municipal account (not older than 3 months); <b>OR</b></p> <p>A valid, legally signed commercial lease agreement; <b>OR</b></p> <p>Official CIPC company registration documentation reflecting the active business address.</p>	<p><b>10 Points</b></p> <p>&gt; 20 km driving distance, OR reliance on outsourced/third-party production, OR failure to provide acceptable proof of address: <b>0 Points</b></p>
<b>3. Technical Infrastructure and Printing Capacity</b>	
<p><b>Maximum Score 20</b></p> <p>Bidders must possess direct in-house production capabilities and have the mandatory core machinery physically installed, operational, and integrated into their day-to-day workflow on their own premises at the time of bid submission.</p> <p><b>Mandatory Minimum Equipment Fleet:</b></p> <ol style="list-style-type: none"> <li>1. Flatbed Printer: Must feature dedicated white ink capability.</li> <li>2. Roll-to-Roll Printer: Minimum print width of 3.0 meters, capable of processing wallpaper, paper, vinyl, and PVC substrates.</li> <li>3. Precision Vinyl Letter Cutter: Designed for high-accuracy graphic and text cutting.</li> </ol> <p><b>Mandatory Verification Evidence Required:</b></p> <p>Proof of Premises: A valid municipal account, commercial lease agreement, or CIPC documentation confirming the physical address of the facility.</p> <p>Metadata-Verified Photography: High-resolution interior photographs (JPEG format) showcasing the required machinery stationed within the production environment. Administrative or office spaces are excluded.</p> <p>Photographs must contain active geo-tagging (GPS coordinates) or integrated digital date-stamps to verify the physical location and recency of the infrastructure. System metadata screenshots confirming the capture details are acceptable.</p>	<p><b>Exceeds Baseline Requirements:</b></p> <p>Bidder provides conclusive, verified proof of possessing all three (3) mandatory machines, plus additional advanced production machinery relevant to museum-grade exhibitions. <b>20 Points</b></p> <p><b>Meets Baseline Requirements:</b></p> <p>Bidder provides conclusive, verified proof of possessing all three (3) mandatory machines in-house and operational. <b>10 Points</b></p> <p><b>Non-Responsive / Inadequate Capacity:</b></p> <p>Bidder fails to prove possession of all three (3) mandatory machines, relies on external third-party outsourcing, OR submits photographs lacking required geo-tag/date-stamp verification. <b>0 Points</b></p>
<b>4. Print Sample Functional Capability</b>	
<p><b>Maximum Score = 30</b></p> <p>To ensure uptime and reliability. Bidders are required to demonstrate pre-production capability/skill and comprehension of the brief through the submission of sample prints. This ensures the bidder can meet the exhibition team's needs and deliver high-quality exhibition graphics reliably. Bidders are required to demonstrate their pre-production technical capability, precision, and comprehension of the brief through the submission of physical print samples. This evaluation ensures the service provider can accurately deliver high-fidelity exhibition graphics that meet the institution's stringent museum-grade display standards.</p>	<p><b>Excellent</b></p> <p>All four (4) physical samples provided in full. The prints demonstrate exceptional technical precision, accurate colour profiles, high-resolution edge clarity, and an advanced understanding of museum-quality exhibition standards <b>30 Points.</b></p> <p><b>Satisfactory Partial or incomplete sample submission,</b> or the provided samples exhibit visible technical deficiencies (e.g., colour banding, poor registration, incorrect</p>

<p><b>Submission and Technical Guidelines:</b>          Bidders must download the source files via the official link provided: <a href="https://www.dropbox.com/t/uGbYWNHNOQNJUIBk">https://www.dropbox.com/t/uGbYWNHNOQNJUIBk</a>.          Submissions must consist of physical <b>sign-off proofing samples only</b> (not full-scale, installation-ready prints).          Bidders are required to produce and submit all four (4) of the following items:          .Image sample – a scaled strip/section and colour test sample on wallpaper.          2. Label sample – print 1 label from the label file on 3mm Forex.          3. CMYK colour swatch chart – for the Label sample. (A grid-based chart showing CMYK percentage combinations, used extensively by Iziko’s exhibition team for fast sample sign off).          4. Pantone matching sample – demonstration of ability to match a specific Pantone colour on Wallpaper (Pantone- 422 C).</p>	<p>substrates, or flawed Pantone matching).  <b>15 Points</b></p> <p>No samples submitted, or the submission is fundamentally non-compliant with the instructions provided.  <b>0 Points</b></p>
<p><b>Functionality Scores Total =100</b></p>	

**7. PREFERENTIAL POINTS**

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 3**

	<b>Specific goals allocated points</b>	<b>Price</b>
Total maximum points	<b>20</b>	<b>80</b>

**\*\*Bidders are required to achieve a score of 80 points to be considered for the SPECIFIC GOALS and Price Evaluations.**

## 8. PRICING SCHEDULE

No	Service Description:		
<b>Printing</b>			<b>Year 1</b>
<b>General print needs</b> (All costs to include Artwork Prep Fee's Covers pre-press adjustments and print readiness once PDF file supplied)		<b>Cost per unit/sheet, or m2</b>	<b>Unit price</b>
<b>A</b>	Full colour UV print directly on to white Aluminium composite board such as Di-bond or equivalent	per m <sup>2</sup>	
<b>B</b>	UV print on to 3 yr Intermediate vinyl	per m <sup>2</sup>	
<b>C</b>	A5 20-page Booklet (20pp text & 4pp cover) Uncoated white stock (Munken / Cartridge Camelot or equivalent) cover 170gsm. Text 120gsm, Saddle stitched with 2 staples. Full Colour Print	per batch of 100 booklets	
<b>D</b>	3mm Foamboard Direct print UV full colour 1 sided	per m <sup>2</sup>	
<b>E</b>	Object label - 3mm Foamboard full colour print 1-sided cut 100mm H x 140mm W	per label	
<b>F</b>	Frosted vinyl - Grafitack or equivalent, outdoor life of 5 – 7 years	per m <sup>2</sup>	
<b>G</b>	Wallpaper - UV full colour prints on to High Quality Greyback 3m wide Wallpaper (with anti-scuff, matte finish). Only to be used with wallpaperer paste application method	per m <sup>2</sup>	
<b>H</b>	Colour Sample Prints (per substrate per project, including 3x revisions)		
	<b>Installation – service fee for installation technicians</b>	<b>Costing per service per hour inclusive of vat</b>	
<b>I</b>	<b>Installation</b> – high end complex installation such as wallpaper and kiss cut vinyl		
<b>J</b>	<b>Installation</b> – basic installation such as exhibition labels		
<b>K</b>	<b>Basic Graphic Design Work</b> - for text editing or input on supplied Adobe open files		
	<b>Delivery and Site Visits</b>	<b>Costing per service</b>	
<b>L</b>	Delivery Cape Town CBD. Bo-Kaap and Gardens		
<b>M</b>	Delivery Groot Constantia House.		

<b>N</b>	Delivery Groot Nelson Mandela Prison House, Paarl		
<b>O</b>	Site Visit Cape Town CBD. Bo-Kaap and Gardens		
<b>P</b>	Site Visit Groot Constantia House.		
<b>Q</b>	Site Visit Groot Nelson Mandela Prison House, Paarl		
	<b>Total cost of all above for comparative purposes</b>		
	<b>VAT</b>		
	<b>Total Cost per unit</b>		

### Pricing Instruction

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. Quotes to be valid for 90 days from the bid closing date.

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

### 9. 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.

### 10. GENERAL PRINCIPLES

- (a) The lowest or only quotation received will not necessarily be accepted.
- (b) Iziko and its Council reserve 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.

### 11. 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 these questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct:
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

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 / shareholder / members / partners or any person having a controlling interest 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 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:

.....  
.....

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<sup>1</sup> 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.

### 3. DECLARATION

I, the undersigned, (name) .. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. 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)<sup>1</sup>

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

**80/20 or 90/10**

$$Ps = 80 \left( 1 - \frac{Pt - P_{max}}{P_{max}} \right) \text{ or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{max}}{P_{max}} \right)$$

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"> <li>• Proof of B-BBEE certificate;</li> <li>• Company Registration Certification</li> <li>• Identification Documentation.</li> <li>• CSD report</li> </ul>		
<p><b>Race: Black persons (ownership)*</b></p> <p>50% or more black ownership = 20 points</p> <p>Less than 50% black ownership = 10 points</p> <p>0% black ownership = 0 points</p>			

**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
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, ..... the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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