

**SBD 1: PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN STATE THEATRE</b>						
<b>RFQ NUMBER:</b>	<b>SAST/RFQ/2025/260C/ COMPANY SECRETARIATE SERVICES (Re-Issue)</b>	ISSUE DATE	12/01/2026	<b>CLOSING TIME:</b>	<b>11h00am</b>	
		CLOSING DATE	22/01/2026			
DESCRIPTION	PROVISION OF COMPANY SECRETARIAL SERVICES FOR THE PERIOD OF 18 MONTHS					
COMPULSORY BRIEFING SESSION	<b>N/A</b>					
DELIVERY ADDRESS	<b>320 PRETORIOUS STREET, PRETORIA 0001</b>					
VALIDITY PERIOD	Price quoted should remain valid for at least 120 days after the closing date.					
ENQUIRY/CLARIFICATION DEADLINE	<b>20/01/2026 at 16:00</b>					
<b>ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:</b>						
<b><a href="mailto:RFQ@statetheatre.co.za">RFQ@statetheatre.co.za</a></b>						
<b>(EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)</b>						
<b>BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>						
CONTACT PERSON	<b>Emmanuel Mashale</b>					
TELEPHONE NUMBER	<b>012-392-4016</b>					
E-MAIL ADDRESS	<b><a href="mailto:RFQ@statetheatre.co.za">RFQ@statetheatre.co.za</a></b>					
<b>SUPPLIER INFORMATION</b>						
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	TAXCOMPLIANCE	SYSTEM PIN:	<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
[IF YES ENCLOSE PROOF]						
IF YES, ANSWER THE QUESTIONNAIRE BELOW]						
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>						

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

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.**

## SBD 1: PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.</p> <p>1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION &amp; ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.</p> <p>1.6. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.</p> <p>1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.</p> <p>1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORCIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

**SBD 4**

**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 interest<sup>1</sup> 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:

.....  
.....

<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<sup>2</sup> 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 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

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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.

## SBD 6.1

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

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

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

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#### 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**

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$

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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$ or		$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$

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	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)
Exempted Micro Enterprise/ Qualifying Small Enterprise	4	
Min 25% Black Ownership	4	
Min 100% Female Ownership	4	
Min 100% Black Youth Ownership	4	
Min 25% People Living with Disabilities ownership	4	
TOTAL	20	

\*\* Claimed points can only be allocated where supporting documents have been provided.

\*\* Ownership points will be awarded on a pro-rata using share certificates / B-BBEE certificate or Sworn Affidavit/

\*\* Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation

\*\* Refer to checklist attached to ensure correct document submission

### **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 proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown

in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the 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:** .....

.....

.....

## TERMS OF REFERENCE

### 1 DESCRIPTION

Provision of Company Secretarial Services for a period of eighteen (18) months.

### 2 INTRODUCTION

The South African State Theatre (SAST) is a public entity of the National Department of Sport, Arts and Culture (DSAC). The SAST is listed as a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). As a Schedule 3A public entity, the State Theatre is established in terms of the Cultural Institutions Act, 1998. The core mandate of the SAST is to provide access to performance spaces in which the performing arts sector creates productions that are watched by diverse audiences.

### 3 BACKGROUND

The purpose of procuring Company Secretariat Services is to provide administrative support for the SAST Council (Board). This service will assist in managing Council and Council Committee meetings, and ensuring adherence to relevant legislation and governance frameworks.

### 4 REQUIREMENT / SCOPE OF WORK

4.1 SAST requires a reputable service provider to provide the following services:

Item	Description of Goods/Service
	Provide company secretarial services to the Council (Board), and all Council Committees, of the South African State Theatre (SAST).
1.	<p>This includes, <i>inter alia</i>, for Council and its Committees:</p> <ul style="list-style-type: none"> <li>• Attendance of all meetings, ad-hoc meetings and workshops (virtually and in-person),</li> <li>• Approximately 39 ordinary meetings over the 18-month period.</li> <li>• Preparing the chairperson's draft meeting report,</li> <li>• Schedule and coordinate attendance for all meetings to ensure quorum is met and confirmed, prior to the meeting,</li> <li>• Compiling and circulating the draft agenda, previous meeting minutes and matters arising in preparation for the meeting,</li> <li>• Collate, index and paginate the meeting document pack, including</li> </ul>

	<p>following-up on outstanding information to ensure completeness,</p> <ul style="list-style-type: none"> <li>• Distribute the document pack seven days before the meeting, electronically and/or in hardcopy (Where required. SAST will provide printing and binding equipment and material.),</li> <li>• Compile each Council members claim forms for travel and preparation time which must be available at the start of each meeting,</li> <li>• Compile the meeting administrative documents which must include the meeting attendance register and declaration of interest forms,</li> <li>• Compiling meeting minutes and matters arising, which must be circulated within two weeks of the meeting, and any amendments thereto as required,</li> <li>• Compile and format Council and subcommittee resolutions and maintain the resolutions register,</li> <li>• Ensure all meeting minutes and resolutions are duly signed,</li> <li>• Recording (voice) of all meetings, and</li> <li>• Safekeeping of all meeting administrative documents, master copy of the document pack, minute books and meeting recordings.</li> </ul>
2.	Provide in-meeting assistance to Council, its Committees and the CEO in respect of general corporate governance practise and procedures, including the King report on corporate governance, and to ensure that meetings are arranged and conducted in a professional manner.
3.	Provide support to Council, its Committees and the CEO, including the audit and risk committee, in respect of legislative requirements and duties.
4.	Provide management with Council and Committee information and documents as required for compiling organisational reports.
5.	Draft annual workplans for Council and the Committees aligned to their duties and responsibilities in order to meet reporting deadlines,
6.	Keep all Council documents secure to ensure confidentiality.
7.	Conduct, using own tools as agreed with the SAST, an annual Council assessment, including an assessment of all Committees of the Council.
8.	Prepare an evaluation form for the evaluation of the Company Secretarial Service, to be conducted by Council annually.
9.	Location of physical meetings, 320 Pretorius Street Pretoria CBD. Alternatively, in the Silverton area or other location within the greater Gauteng.
10.	Virtual meetings to be conducted using Microsoft Teams.

11.	<p>Committees of Council:</p> <ul style="list-style-type: none"> <li>• Audit and Risk Committee,</li> <li>• Institutional Development Committee,</li> <li>• Remuneration, Social, and Ethics Committee,</li> <li>• </li> <li>• Information and Communication Technology Strategic Committee, and</li> <li>• any other committee that may be established by Council.</li> </ul>
12.	<p>Reporting lines:</p> <ul style="list-style-type: none"> <li>• Chairperson of Council.</li> <li>• Chairperson of Council Committee.</li> <li>• CEO (administrative matters).</li> </ul>

## 5 EVALUATION OF BIDS

The RFQ's will be evaluated in four (4) phases as mentioned below:

- **Phase 1: SCM Administrative compliance.**
- **Phase 2: Mandatory Compliance.**
- **Phase 3: Functionality**
- **Phase 4: Price and Specific Goals.**

### Phase 1: SCM Compliance requirements

RFQs received will be verified for completeness and correctness. SAST reserves the right to accept or reject a RFQ based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their RFQ.

Requirements	Comments
--------------	----------

Proof of registration on the National Treasury Central Supplier Database (CSD)	CSD report with registration number (MAAA).
Request for Invitation SBD 1	Completed and signed
SBD 4 (Bidder's Declaration)	Completed and signed
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed
Company Registration (CIPC) Documents	CK document
ID copies of directors listed on the company registration document	Certified ID copies
SARS (South African Revenue Service) Tax Pin	Valid SARS tax pin
B-BBEE Certificate / Sworn Affidavit	Valid and compliant B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed
Certified Share Certificate	Valid certified share certificate
SAST POPIA Consent form	Completed and signed
General Conditions of Contract - GCC	Initialed on each page and signed in full on the last page by the authorized representative.

## Phase 2: Mandatory / Pre- Qualification Requirements

Bidders whose bids comply with the mandatory requirements will be further evaluated on functional criteria

NO	Mandatory Requirements	Evidence to be submitted with bid	Confirm (Comply / Not Comply)
1.	The Senior Company Secretariat Consultant must be registered with a professional body for company secretaries and governance professionals in South Africa.	The bidder must submit valid proof of registration with the Chartered Governance Institute of Southern Africa (CGISA), alternatively with the Chartered Secretaries Southern Africa (CCSA) for the Senior Company Secretariat Consultant	

The bidder will be evaluated on functionality and a minimum out of 100 points is 80. Any bidder who scores less than minimum 80 points will not be considered for further evaluation on Price and Specific Points on Phase 4.

No.	FUNCTIONALITY	CRITERIA (Points allocation Guide)	POINTS ALLOCATION	WEIGHT (Maximum points)
1	<b>Company Experience</b>	Bidders must submit contactable Customer reference letters of similar contracts executed within the past two years in the public sector. <b>(Please refer to the SAST Reference Letter Template)</b>	30	
		<p><u>Each contactable reference letter must be on the Customers letterhead, signed, and must include:</u></p> <ul style="list-style-type: none"> <li>• Name of the organisation. (bidders full company name)</li> <li>• Contact person details. (reference details: full name, designation, contact number, email address and signed)</li> <li>• Contract amount (Include award letter if contract amount is not on the reference letter).</li> <li>• Scope of Work performed.</li> <li>• Contract dates (start/finish).</li> </ul>	<p>7 and more Contactable Reference Letters = 30 points</p> <p>4 to 6 Contactable Reference Letters = 20 points</p> <p>3 Contactable Reference Letters = 10 points</p> <p>0 Contactable Reference Letters = 0 points</p>	
		<b>SAST reserves the right to verify the validity of the Customer reference letters.</b>		
2	<b>Qualifications and Experience of the Project Team</b>	Bidders must demonstrate that the Company Secretariat team possesses the relevant skills, experience and qualifications in implementing similar contracts in the public sector.	Submit CV's with contactable references demonstrating experience in public sector and certified copies of qualifications and professional memberships for the project team.	25
		<b>Director / Partner:</b>	10 points	
		<ul style="list-style-type: none"> <li>• Admitted attorney or registered company secretary (with the Chartered Governance Institute of Southern Africa or with the Chartered Secretaries Southern Africa).</li> <li>• Must have at least eight (8) years post admission/registration experience or more</li> </ul>		
		<b>Senior Company Secretariat Consultant:</b>	10 points	
		<ul style="list-style-type: none"> <li>• Registered with the Chartered Governance Institute of Southern Africa or Chartered Secretaries Southern Africa</li> <li>• Must have at least five (5) years company secretariat experience or more.</li> </ul>		
		<b>Company Secretariat Consultant:</b>	5 points	
		<ul style="list-style-type: none"> <li>• Completed relevant degree or diploma.</li> </ul>		

		<ul style="list-style-type: none"> <li>Must have at least one (1) year company secretariat experience or more.</li> </ul> <p><b>SAST reserves the right to verify the validity of the CV references, qualifications, and professional memberships.</b></p>													
<b>3</b>	<b>Implementation Plan</b>	<p>Bidders must demonstrate an understanding of the Scope of Work.</p> <p>Bidders must submit an implementation plan describing the provision of the required services which must include an approach and methodology that addresses the following aspects:</p> <table border="1"> <tr> <td>• Expert knowledge in roles and responsibilities of Boards and Committees.</td> <td>20 points</td> </tr> <tr> <td>• Understanding of meeting protocols and management.</td> <td>20 points</td> </tr> <tr> <td>• Knowledge of legislation regulating the SAST, the Companies Act, and the King report on corporate governance.</td> <td>5 points</td> </tr> </table> <p>The adequacy of the response for each aspect will be evaluated in terms of the below criteria:</p> <table border="1"> <thead> <tr> <th>Technical approach and methodology</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The bidder has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.</td> <td>Poor (Score 0)</td> </tr> <tr> <td>The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc is specifically tailored to the critical characteristics of the project.</td> <td>Adequate (Allocate points accordingly)</td> </tr> </tbody> </table>	• Expert knowledge in roles and responsibilities of Boards and Committees.	20 points	• Understanding of meeting protocols and management.	20 points	• Knowledge of legislation regulating the SAST, the Companies Act, and the King report on corporate governance.	5 points	Technical approach and methodology	Score	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The bidder has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.	Poor (Score 0)	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc is specifically tailored to the critical characteristics of the project.	Adequate (Allocate points accordingly)	<b>45</b>
• Expert knowledge in roles and responsibilities of Boards and Committees.	20 points														
• Understanding of meeting protocols and management.	20 points														
• Knowledge of legislation regulating the SAST, the Companies Act, and the King report on corporate governance.	5 points														
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#### Phase 4: Price and Specific Goals Evaluation

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

Points for this RFQ shall be awarded for:

- Price; and
- Specific Goals (Refer to Annexure F: Preference Points Claim Form).

The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
PRICE	80
SPECIFIC GOALS (Refer to Annexure F: Preference Points Claim Form)	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), the RFQ will be awarded to the bidder scoring the highest points.

**PRICING TABLE**

Name of bidder: ..... RFQ NUMBER: .....

 Description of Goods or Services:  
 .....

**Pricing schedule:**
**a) Fees Pricing Table**
**All amounts to  
be VAT inclusive**

Duration		TIME (Hrs)	Company Secretariat Consultant	Senior Company Secretariat Consultant
<b>18 Months / Hours</b>	2026/27	312	156	156
	Hourly Rate	-		
	<b>Total Cost</b>	<b>R</b> -	<b>R</b> -	<b>R</b> -
<b>FEES</b>	<b>TOTAL</b>	<b>R</b> -	<b>R</b> -	<b>R</b> -

**b) Disbursements Table**
**All amounts to  
be VAT inclusive**

Expense	Unit Cost	Qty	Total
			<b>R</b> -
<b>TOTAL DISBURSEMENTS</b>			<b>R</b> -

**TOTAL QUOTE**
**All amounts to  
be VAT inclusive**

Service:	Total
a) Fees Pricing Table	<b>R</b> -
b) Disbursements Table	<b>R</b> -
<b>TOTAL QUOTE</b>	<b>R</b> -

Bidder (Company Name): \_\_\_\_\_

Authorised Representative (Full Name &amp; Surname): \_\_\_\_\_

Authorised Representative Designation: \_\_\_\_\_

Signature of Authorised Representative: \_\_\_\_\_

Date: \_\_\_\_\_

1.1.1 Any other costs not included in the above price?

*YES	NO
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If YES, please specify


1.1.2 Period required for commencement of the project after acceptance of bid.

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1.1.3 Are the rates quoted firm for the full period of the project?

YES	*NO
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1.1.4 \*If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.


## 6 SUBMISSION OF BIDS

- 6.1 Bid documents may be emailed to [RFQ@statetheatre.co.za](mailto:RFQ@statetheatre.co.za) on or before the closing date and closing time.
- 6.2 The SAST will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.
- 6.3 Submission of quotation(s) received late (after the closing date and time) will not be considered.

## 7 SAST'S RIGHTS

- 7.1 The SAST is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the SAST has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the SAST's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 7.2 The SAST reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the SAST.
- 7.3 The SAST reserves the right to award this bid as a whole or in part.
- 7.4 The SAST reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 7.5 The SAST reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 7.6 The SAST reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the SAST to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 7.7 The SAST reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 7.8 The SAST reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 7.9 The SAST reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the SAST in the past 5 years over and above the references put forward by the bidder in its response.

## 8 SUPPLIER PERFORMANCE

- 8.1 The SAST conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms.
- 8.2 The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 8.3 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames.
- 8.4 Non-adherence to remedial actions shall lead to escalating performance management actions.
- 8.5 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

## **9. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)**

9.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.

9.1 The SAST may not award business to a bidder who has failed to register on the CSD.

9.2 Only foreign suppliers with no local registered entity need not register on the CSD.

9.3 The CSD can be accessed at <https://secure.csd.gov.za/>

## **10 TERMS AND CONDITIONS**

10.1 This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.

10.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the SAST may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the SAST.

10.3 Bidders are hereby acknowledging that the decision of the SAST in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s).

**10.4** The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

**10.5** Bidders are required to sign and submit the Standard Bidding Document (SBD).

**10.6** Bids shall be submitted in English.

**10.7** Any word implying any gender shall be interpreted to imply all other genders.

**10.8** The Bidder warrants that all its employees (including the employees of any contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement. The SAST reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the SAST.

**10.9** All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA and SAST SCM Policy.

**10.10** The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the SAST is compelled by law to provide such information. For example, where appropriate, the SAST is compelled to submit information to National Treasury's Database of Restricted Suppliers, B-BBEE verification process and etc.

**10.11** All Personal Information collected will be processed in accordance with POPIA and with the SAST Data Privacy Policy.

**10.12** Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

**10.13** Specific queries relating to this RFQ should be submitted [RFQ@statetheatre.co.za](mailto:RFQ@statetheatre.co.za) by no later than two (2) days before the closing date.

**10.14** It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the SAST in respect of this RFQ between the closing date and the date of the award of the business.

**10.15** Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

**AUTHORISATION SIGNATORIES TO CONFIRM RFQ**

The employee signing below hereby affirms the accuracy of the information requested for the quotation.

**Technical Representative**

<b>Full Names</b>	Shiraz Ahmed	<b>Date</b>	2026/01/12
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<b>Signature</b>	<i>s/s Shiraz Ahmed</i>
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**SCM Representative**

<b>Full Names</b>	Emmanuel Mashale	<b>Date</b>	2026/01/12
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<b>Signature</b>	<i>Emmanuel Mashale</i>
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