

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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN STATE THEATRE					
<b>RFQ NUMBER:</b>	<b>SAST-RFQ-2025-187</b>	ISSUE DATE	03/10/2025	CLOSING TIME:	<b>11:00am</b>
		CLOSING DATE	14/10/2025		
DESCRIPTION	Supply & delivery of Online-recruitment service				
COMPULSORY BRIEFING SESSION	N/A				
DELIVERY ADDRESS	320 PRETORIOUS STREET, PRETORIA 0001				
VALIDITY PERIOD	Price quoted should remain valid for at least sixty (60) days after the closing date.				
ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:					
<a href="mailto:RFQ@statetheatre.co.za">RFQ@statetheatre.co.za</a> <b>(EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)</b>					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	PREVILEGE BILANGKULU				
TELEPHONE NUMBER	012-392-4019				
E-MAIL ADDRESS	<a href="mailto:RFQ@statetheatre.co.za">RFQ@statetheatre.co.za</a>				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAXCOMPLIANCE SYSTEM PIN:	OR	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 [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, ANSWER THE QUESTIONNAIRE BELOW	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>					

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>
1.1. BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
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.
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.
1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
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.
1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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."

**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

<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**

- 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
<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:

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

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

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{\max}$  = 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	
<b>TOTAL</b>	<b>20</b>	

\*\* 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 propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- 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:** .....

.....

.....

.....

## PRICING TABLE

**(THE TOTAL PRICE MUST BE INCLUSIVE OF VAT)**

Name of bidder: .....

RFQ NUMBER: .....

Description of Goods or Services:

.....

NO.	DESCRIPTION	Qty	UNIT PRICE	TOTAL
1			R	R
	Sub – total			R
	VAT 15%			R
	Total Vat Inclusive			R

**\*\* NB: Bidders are requested to also send an official quote on their company letterhead.**

1.1.1 Any other costs not included in the above price?

\*YES

NO

If YES, please specify


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

--

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

YES

\*NO

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.


## SPECIFICATION / TERMS OF REFERENCE FOR GOODS OR SERVICES

### 1 DESCRIPTION

Provision of online recruitment platform for a period of 36 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

South African State Theatre require a Software that will advertise vacancies online on behalf of SAST for the period of 36 months.

### 4 REQUIREMENT / SCOPE OF WORK

4.1 The SAST require a reputable service provider to supply and deliver the following goods/service.

- Provide technical support and training for HR staff to use the platform effectively
- Provide an online recruitment platform or services for advertising vacancies, receiving applications, and managing candidate data.
- Data Privacy and POPIA Compliance
- The bidder must clearly describe how candidates' personal information will be collected, stored, processed, and protected in full compliance with POPIA.
- Provide evidence of robust data security measures, including encryption, access controls, and secure disposal of personal data after use.
- Outline their privacy policy and provide a Data Processing Agreement or similar compliance document.
- Confirm that candidates' data will not be shared with third parties without explicit consent.

## 5 EVALUATION OF BIDS

The RFQ's will be evaluated in three (3) phases as mentioned below:

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

### Phase 1: SCM Compliance requirements

RFQs received will be verified for completeness and correctness. SAST reserve 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 (Annexure A)	Completed and signed
SBD 3.3 for services (Pricing Schedule)	Completed
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 original 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 and signed
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Bidders who comply with the above requirements will be considered for further evaluation.

### Phase 2: Mandatory / Pre- Qualification Requirements

Bidders whose offer comply with the mandatory requirements will be further evaluated on Price and Specific Goals. Failure to comply with the below-mentioned requirements will result in the bidder being disqualified for further evaluation on Price and Specific Goals.

NO	Mandatory Requirements	Evidence to be submitted with bid	Confirm (Comply / Not Comply)
1	Completed and signed Bidders Disclosure (SBD 4 )	Signed and completed SBD 4	

### Phase 3: Functional Evaluation

The minimum functionality threshold is 70 points. Bidders who score less than 70 points on functionality will therefore be disqualified; those who score 70 points or more will be further evaluated on phase 4.

Criteria No.	Functional Criteria	Sub-Criteria	Weight
<b>1</b>	<b>Experience in E-Recruitment Services</b> The bidder must demonstrate relevant experience on e-recruitment services.  The experience of the bidder must reflect on the company profile supported by the company registration documents.	Above 6 years' experience = <b>30 Points</b> Above 4 years' and less than 6 years' experience = <b>15 Points</b> Above 2 years and less than 4 years' experience = <b>10 Points</b> Less than 2 years' experience or no experience = <b>0 Points</b>	<b>30</b>
<b>2</b>	<b>Track Record and References</b>  The potential bidder must provide and attach formal testimonial/references letters with logo, letterhead and contactable details on similar work/services executed, signed by company representative.  Attach written testimonials/reference letters (not award letters or purchase orders) of similar/services not older than 2021.	Three (3) and above letters = <b>30 Points</b> Two (2) letters = <b>15 Points</b> One (1) letter = <b>5 Points</b> No written letter = <b>0 Points</b>	<b>30</b>
<b>3</b>	<b>POPIA Compliance &amp; Protection Personal Information</b>  Bidders must demonstrate the methods for the implementation and protection of personal information.	Comprehensive methodology = <b>20 Points</b> Partially detailed methodology = <b>10 Points</b> Methodology not aligned to the requirements = <b>0 Points</b>	<b>20</b>

The minimum qualifying score for further evaluation on system demonstration or presentation is **50 points**. Bidders who score less than **50 points** on functionality will therefore be disqualified.

Criteria No.	Functional Criteria	Weight
<b>4</b>	The bidder must provide a live demonstration or trial access to the recruitment platform.	20

## 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:

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

The maximum points for this bid are allocated as follows:

	POINTS
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.

## 6 SUBMISISON 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 Commission 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 Commission 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

commission 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			
Full Names		Date	
Signature			
SCM Representative			
Full Names		Date	
Signature			