

Request for Quotation

NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA

Requested by: Busisiwe Mkhize

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Date: 01 October 2026

SUPPLIER'S INFORMATION

Prepared by: _____

Department: _____

Telephone no: _____

Email address: _____

Date: _____

I hereby request the quotation on behalf of NMISA as per the below specification/ Charter.

Description

SCOPE AND SPECIFICATION OF REQUIRED SUPPLY/SERVICES

1. PROJECT DESCRIPTION

Appointment of an external service provider to provide comprehensive proofreading, formatting consistency, and overall quality review of the NMISA Board and Committees' Charters.

2. PROJECT DURATION

The project is anticipated to be completed within a period of 30 days from the date of appointment.

3. PURPOSE OF THIS PROJECT

The National Metrology Institute of South Africa (NMISA) seeks to appoint a suitably qualified and experienced external service provider to undertake a comprehensive quality review of the Board and Committee Charters.

The purpose of the review is to ensure that the Charters are presented in a professional, accurate, consistent, and user-friendly manner, and that they reflect a uniform format, structure, style, and language across all documents.

The review will focus on proofreading, formatting consistency, clarity of drafting, document structure, cross-referencing, and overall quality assurance. The successful service provider will assist NMISA in enhancing the readability, consistency, and professional presentation of the Charters while preserving the intent and approved content of each document.

The estimated page ranges for each Charter are between 12 to 20 pages.

The NMISA will evaluate proposals in terms of the PPPFA guidelines, business requirements as well as advancing nation transformation imperatives.

4. BACKGROUND

NMISA has established Board and Committee Charters to support effective governance, accountability, and the discharge of oversight responsibilities. These documents provide guidance on the roles, responsibilities, authority, composition, and operating procedures of the Board and its Committees.

As part of its commitment to maintaining high standards of corporate governance and effective governance documentation, NMISA periodically reviews its governance instruments to ensure that they remain clear, consistent, accurate, and fit for purpose.

NMISA has recently undertaken a review of its Board and Committee Charters and requires an independent external service provider to conduct a comprehensive proofreading, formatting consistency, and quality assurance review of the documents. The review will focus on ensuring consistency in language, structure, formatting, numbering, cross-referencing, terminology, and overall presentation across all Charters.

The outcome of this assignment is to provide NMISA with a suite of professionally presented, quality-assured, and user-friendly governance documents that support the effective functioning of the Board and its Committees.

5. PROPOSAL

NMISA invites proposals from suitably qualified and experienced service providers to provide comprehensive proofreading, formatting consistency, and overall quality review services for the Board and Committee Charters.

The successful service provider will be required to:

- Conduct a thorough proofreading review of all Board and Committee Charters to identify and correct grammatical, spelling, punctuation, syntax, and typographical errors.
- Review and improve language, clarity, readability, and consistency of expression while preserving the intent and approved content of the documents.
- Ensure consistent use of terminology and referencing throughout all Charters.
- Review and standardise document formatting, including headings, numbering, clause references, page layouts, fonts, and styles.
- Identify and correct formatting inconsistencies, duplications, omissions, and editorial anomalies.
- Ensure a consistent structure, presentation, and professional appearance across all Board and Committee Charters.
- Provide marked-up versions of the documents showing all recommended amendments and corrections.
- Provide clean, final word versions incorporating approved amendments.
- Submit a consolidated quality review report summarising observations, inconsistencies identified, and recommendations implemented.

The service provider will be expected to work closely with NMISA during the review process and accommodate comments or revisions arising from the Company Secretary Office and Legal Office.

6. REQUIREMENTS

The Service Provider must provide NMISA with a comprehensive, methodology and timelines that critically show how they will meet the deadline dates. The proposal must be accompanied by evidence of previous similar work produced.

Service Providers will be required to submit the following:

1. A complete quote

The quote should cover all items stipulated in the RFQ. Quotations should be valid for 30 days.

2. A project proposal

The project proposal should clearly outline the proposed approach, methodology, deliverables, review process, and implementation plan, and timeframes for completion of the assignment.

3. Company profile

This company profile should indicate the bidder's experience in carrying out similar projects. Emphasis will be placed on projects of a similar nature that have clear references or similar areas and conditions in relation to the scope of work.

The profile must include a short description of the capacity of the company, any software, tools, or quality assurance systems utilised for document review, editing, proofreading, formatting, and version control.

4. Experience of Key Personnel

The Service Provider must have suitably qualified personnel to carry out the project. This document should include the qualifications and experience of the nominated personnel in proofreading, editing, quality assurance reviews, and layout of similar documents. CVs of the individuals with full details are to be attached.

5. Contactable references

The Service Provider must present valid, contactable reference letters (on the client's letterhead) from companies which they have provided similar services for. Previous work with Public Entities and State-Owned Entities (SOEs) will be beneficial.

6. Demonstrated Relevant Experience

A portfolio of related work that covers all aspects as defined in the RFQ should be submitted.

Bidders should provide examples of:

- Charter reviewed
- Board Charter reviewed
- Policy reviewed
- Governance framework reviewed
- Editing and proofreading assignments done
- Quality assurance of corporate documents reviewed

6.1 TECHNICAL REQUIREMENTS OR FUNCTIONAL EVALUATION CRITERIA

To facilitate a transparent selection process that allows equal opportunity to all bidders, NMISA has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to NMISA and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE as per the PPPFA Regulations. All bidders who score less than **70 out of 100** points for functionality will not be considered further. Evaluation will be conducted in accordance with the NMISA Supply Chain Management Policy and in line with the PPPFA.

Only those Service Providers who score a minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Documents to be submitted as proof to score points
Approach and methodology Demonstrate detailed approach, methodology, and process aligned to timeframes to be adopted in the project. The Project proposal must be linked to deliverables and outputs and timelines must be clearly stipulated.	25	Project proposal

Evaluation criteria: • No work plan/ program = 0 • Poor program/plan (insufficient information provided) = 10 • Adequate program/plan (work items indicated) = 15 • Very good program/plan (all necessary and major work items shown) = 20 • Excellent program/plan (all necessary work items indicated, and any additional information such as bidder's approach to proofreading and quality assurance.) = 25 The maximum score value which can be awarded is 25.		
Company profile The Service Provider must possess a minimum of 5 years' experience in proofreading, editing, quality assurance reviews, governance documentation review, Board Charters, policies or similar documents. Evaluation criteria: • 0 to 5 Years = 5 points • More than 5 years but less than 10 years = 10 points • More than 10 years = 15 points	15	Company profile containing details of previous experience in carrying out similar projects.
Competency of Team Members of the Service Provider team must have thorough knowledge and skills for editing, proof reading and formatting. Evaluation criteria: • No CVs of the individual (s) who will be responsible for implementing the required services = 0 points • CVs submitted with 1 year to 2 years' experience = 8 points • CVs submitted with 2 years to 3 years of experience = 10 points • CVs submitted with 3 years to 4 years of experience = 15 points • CVs submitted with 4 years and more experience = 20 points The final value will be allocated according to the number of years of experience of the Service Provider. The Evaluation Committee may, at its discretion, consider the total years of experience of the combined team who will be working on the project. The maximum score value which can be awarded is 10	20	Provide list of the qualifications and technical skills available to execute the project and attach certified copies

Contactable References: Evaluation criteria: 0 Reference letters or letters that are not compliant with the requirements stipulated = 0 points 1 – 2 Reference letters that are compliant with the requirements = 4 points 3 – 4 Reference letters that are compliant with the requirements stipulated = 8 points 5 and Above Reference letters that are compliant with the requirements stipulated = 10 points	10	Reference letters from different clients prepared on original letterheads, signed by the authorised client's employee /office, and provide contact details of the contact person confirmation performance and successful completion of similar assignments
Demonstrated Relevant Experience competence: Evaluation criteria: Portfolio of related work: - Insufficient methodology, experience, or demonstrated competency = 0 points - Adequate capability but limited specialised experience = 10 points - Good methodology and experience, with minor gaps = 20 Points - Exceptional proofreading methodology, highly qualified team, demonstrated public-sector experience, and outstanding editing test results. = 30 points	30	Portfolio of related work
TOTAL	100	

6.2 MANDATORY DOCUMENTATION AND MINIMUM CRITERIA

To demonstrate their capacity and score points concerning the criteria, Service Providers should provide the following supporting documentation.

- Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT e. All pages of quotation must be signed by the responsible person.
- NMISA has the right to withdraw any quotation at any time within the validity of the quotation.
- NMISA reserves the right to invite suppliers/companies to present their proposals for final decision
- NMISA will not award the contract to any Service Provider who does not comply with the terms and conditions of the RFQ and will at its discretion appoint the next highest-scoring bidder

7. ENQUIRIES

Should it be necessary for a Service Provider to obtain clarity on any matter arising from or referred to in this RFQ document, please refer enquiries in writing to scm3@nmisa.org.

8. TIMELINES AND DEADLINES

All initial responses should reach the NMISA by **09 October 2026 at 15:00**

The successful Service Provider appointed the RFQ will be notified in writing.

9. PAYMENT STRUCTURE

NMISA undertakes to pay in full within thirty (30) days for work done to its satisfaction upon presentation of a substantiated invoice. Payments will only be made based on the work completed (milestones/ deliverables) as per the project implementation plan to be agreed upon at the inception of the project.

NOTES TO SUPPLIER

- Suppliers are required to respond with a quotation containing their company letterhead.
- Quotations must clearly indicate delivery period
- *All Supplier quotations are subject to the provisions of the attached **SBD form; non-completion of SBD form will be regarded as non-compliance.***
- *Central supplier database summary with supplier registration number and unique supplier registration number quotation otherwise the quotation will not be accepted.*
- For pricing above R2 000.00 – B-BBEE certificate must be attached.
- Quotations should be sent to scm3@nmisa.org
- Our mailbox size is 8MB. If your proposal is above the size, please send through in part emails. It is important to note that only submissions that are submitted on time will be considered.
- *The response should reach NMISA not later than **Friday 9 October 2026 @ 15:00***

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF NMISA SCM POLICY

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PER NMISA SCM POLICY.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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

- 4.1 In terms of NMISA SCM Policy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
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- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	☐	NO	☐
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐
Black people with disabilities	☐	☐
Black people living in rural or underdeveloped areas or townships	☐	☐
Cooperative owned by black people	☐	☐

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....