

**REQUEST FOR QUOTATION (RFQ) FOR PRINT AND INSTALLATION SERVICES IN A 3-YEAR SERVICE LEVEL AGREEMENT.**

<b>Reference Number</b>	<b>Iziko R&amp;E /SLA PRINTING/ EDP_2026/01/20</b>
<b>Description</b>	Printing and installation of exhibition material directly from a print shop required as a service level agreement.
<b>Address</b>	Iziko Museums of South Africa 25 Queen Victoria Street, Gardens, Cape Town, 8001
<b>Attention</b>	Amy Sephton, Noleen Donson
<b>Site Visit</b>	Not Applicable
<b>Date Advertised</b>	23 January 2026
<b>Closing date for submission</b>	16 February 2026
<b>Mandatory Briefing</b>	2 February 2026 11h00-12h00 ONLINE VIA <a href="https://meet.google.com/srk-oihj-gwj">https://meet.google.com/srk-oihj-gwj</a>
<b>Method of delivery</b>	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: <a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> Sample's must be delivered to Noleen Donson, Iziko Museums of South Africa, 25 Queen Victoria Street, Gardens, Cape Town, 8001
<b>Technical enquiries</b>	Please contact Nkosingiphile Mazibuko <a href="mailto:nmazibuko@iziko.org.za">nmazibuko@iziko.org.za</a> and Amy Sephton, 071 761 3331 <a href="mailto:asephton@iziko.org.za">asephton@iziko.org.za</a> ;
<b>Name of Company</b>	
<b>CSD Supplier Number (MA.....Number)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl. Vat)</b>	
<b>Signature</b>	

## REQUEST FOR QUOTATION

**Iziko Museums of South Africa (Iziko) invites service providers to submit proposals to enter into a service level agreement for the production, supply and install of printed material for exhibitions.**

### BACKGROUND IZIKO

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

#### 1. Scope of work/deliverables

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

Supply of goods will depend on the needs of the exhibition and include a variety of printed substrates, using a variety of printing methods, fabrication methods, installation and maintenance methods, such as those referred to in the cost schedule. The Service Level Agreement is for three (3) years and is renewable.

#### Key Responsibilities Include:

- **Printing & Production:**

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

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

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

- **Installation and Maintenance:**

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

## **2. EVALUATION CRITERIA**

Iziko promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

Iziko is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

- Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in Table 1 below; and 20% of the points awarded will be based on specific goals.
- Proposals will also be evaluated on functionality criteria. Service providers must meet minimum requirements to participate in the bid. Respondents must score **80 points** from the scoring criteria outlined in Table 2 to be considered for this project. Any bids not achieving 80 points will be disqualified from participating. Scores will be tabulated to 100 points.
- The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the 80/20 system shall be applicable. Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.

**Table 1: Preferential Points**

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

**Table 2: Functionality Criteria for scoring**

Criteria	Description & Weighting
<b>1. Proximity:</b>	
<p>The printer supplier's in-house production facility must be located within close proximity to the Iziko South African Museum offices at 25 Queen Victoria Street, Gardens, Cape Town, to enable rapid sample review, physical proof sign-off, and short turnaround times.</p> <p>Only printer suppliers with in-house production facilities will be considered. Facilities that rely <b>ONLY</b> on outsourced or third-party printing production do not meet this requirement.</p> <p><b>Bidders are required to provide the following mandatory proof:</b></p> <ul style="list-style-type: none"> <li>• Proof of the physical address of the in-house printing facility (e.g., municipal account, lease agreement, or official company documentation), and</li> <li>• Photographic evidence of the internal production facility, clearly showing the printing and cutting machines in use. <i>Photographs must focus on production equipment (e.g., flatbed printers, roll-to-roll printers, vinyl cutters) and not office spaces or administrative areas.</i></li> <li>• <b>Photographic evidence must be submitted via email as JPEG files and must be date-stamped or geo-tagged.</b> (This can be achieved by enabling date/location metadata in the camera or smartphone settings before taking the photographs).</li> </ul>	<ul style="list-style-type: none"> <li>• Facility is within a <b>10km or less drive</b> of 25 Queen Victoria St, Gardens, Cape Town. – <b>30 points</b></li> <li>• Facility is within a <b>10.5 km to 14.9 km drive</b> of 25 Queen Victoria St, Gardens, Cape Town. – <b>20 points</b></li> <li>• Facility is within a <b>15 km to 20 km drive</b> of 25 Queen Victoria St, Gardens, Cape Town. – <b>10 points</b></li> <li>• Facility is <b>more than 20.5 km drive</b> of 25 Queen Victoria St, Gardens, Cape Town. – <b>0 points</b></li> </ul>
<b>3. Relevant Experience</b>	
<p>Bidders are required to have been in the industry as a printing company for a minimum of 15 years.</p> <p>This must be demonstrated by <b>a company profile or reference letters</b> indicating the <b>number of years</b> the company has been in operation and <b>working on projects relevant to the exhibition industry.</b></p>	<ul style="list-style-type: none"> <li>• 15 or more years of relevant experience – <b>20 points</b></li> <li>• 5-14 years of relevant experience – <b>15 points</b></li> <li>• 3-4 years of relevant experience – <b>10 points</b></li> <li>• Less than 3 years' experience of relevant experience. OR no company profile given. – <b>0 points</b></li> </ul>

<b>2. Inhouse Capacity</b>	
<p>Bidders must be printer suppliers with in-house production capability and must have the minimum required printing equipment physically located on their own premises and operational at the time of RTQ submission.</p> <p>“Readily available” means the equipment is owned or permanently leased by the bidder, installed on-site, and used as part of their day-to-day production workflow. Outsourced, subcontracted, or third-party production ONLY does not qualify as in-house capacity and will not be considered.</p> <p><b>Minimum Required In-House Equipment</b></p> <p>Bidders must have <b>all</b> of the following printers and equipment available on their premises:</p> <ul style="list-style-type: none"> <li>• <b>Flatbed printer</b> with <b>white ink capability</b></li> <li>• <b>Roll-to-roll printer</b> with a minimum print width of 3 metres, capable of printing wallpaper, paper, vinyl, and PVC</li> <li>• <b>Vinyl letter cutter</b> suitable for precision vinyl cut lettering</li> </ul> <p>Bidders are required to provide the following mandatory proof:</p> <ul style="list-style-type: none"> <li>• Proof of the physical address of the in-house printing facility (e.g., municipal account, lease agreement, or official company documentation), and</li> <li>• Photographic evidence of the internal production facility, clearly showing the printing and cutting machines in use. <i>Photographs must focus on production equipment listed above additional machines should be photographed.</i></li> <li>• Photographic evidence must be submitted via email as JPEG files and must be date-stamped or geo-tagged. (This can be achieved by enabling date/location metadata in the camera or smartphone settings before taking the photographs).</li> </ul>	<ul style="list-style-type: none"> <li>• Bidder provided proof of all listed equipment in-house and operational, with additional relevant machines – <b>30 points</b></li> <li>• Bidder provided proof of all listed equipment in-house and operational – <b>20 points</b></li> <li>• Bidder provided no proof or does not have all listed equipment in-house and relies on outsourcing these functions or proof was not geo-tagged. – <b>0 points</b></li> </ul>
<b>4. Print Sample – Functional Capability</b>	
<p>Bidders are required to demonstrate pre-production capability/skill and comprehension of brief through the submission of sample prints. This ensures the bidder is able to meet the needs of the exhibition team and can deliver high-quality exhibition graphics reliably.</p> <p>Print Sample Files: <a href="https://www.dropbox.com/t/XSAEuiddgioDqvFo">https://www.dropbox.com/t/XSAEuiddgioDqvFo</a></p> <p>Bidders must provide sign off sample prints only, not print ready for installation. Samples must include:</p> <ol style="list-style-type: none"> <li>1. <b>Image sample</b> – a scaled strip/section and color test sample on wallpaper.</li> <li>2. <b>Label sample</b> – a print 1 label from the label file on 3mm Forex.</li> <li>3. <b>CMYK color swatch chart</b> – for the Label sample. (A grid-based chart showing full CMYK coverage, used extensively by Iziko’s exhibition team for sample sign off).</li> <li>4. <b>Pantone matching sample</b> – demonstration of ability to match a specific Pantone color on Wallpaper (Pantone- 6197-cp).</li> </ol>	<ul style="list-style-type: none"> <li>• All sample requirements provided accurate and show I depth knowledge of sampling needs for exhibition quality prints– <b>30 points</b></li> <li>• Partial or incomplete sample submission, and/or samples submitted show a lack of knowledge of sampling needs for exhibition quality prints – <b>5 points</b></li> <li>• No sample submission or non-compliant samples – <b>0 points</b></li> </ul>
<b>Total Scoring</b>	

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

### 3. PRICING SCHEDULE

Price is an important factor as it ensures optimum value for money throughout the duration of the Service Agreement. A cost schedule, inclusive of VAT, detailing any disbursements and other costs, if applicable, must be provided in the table below.

#### Pricing Instructions

1. Payment will be made based on services received.
2. Payment will only be made on the basis of goods received, and invoices provided and approved by the project manager.
3. Offer to be valid for 60 days from the bid closing date.

Iziko acknowledges the possibility of price increases during the contract period and reserves the right to engage alternative suppliers in instances where the awarded supplier imposes excessive mark-ups that deviate from industry standards or fails to supply, stock, or procure the required items within a reasonable timeframe.

In the event of a cost increase, the supplier must submit verifiable proof of the increase from their supplier. Only the exact increase may be passed on to Iziko, ensuring the original markup remains unchanged.

#### Emergency Procurement Provision:

In circumstances where immediate access to materials is required to prevent delays during time-sensitive exhibition installations, Iziko Museums reserves the right to procure goods from the nearest available supplier, irrespective of the appointed service provider. This provision will be capped at R2000 per purchase and will be exercised strictly in emergency situations and not as a matter of routine.

We provide an example of what an exhibition might require, and service providers are requested to quote on the services and supply outlined below (Table 3) so that we can appropriately evaluate supplier costing. The services and supplies detailed in the cost schedule are not limited to the items listed below; they may be adjusted or expanded as necessary to meet the project's requirements.

**Table 3: Cost Schedule**

No	Service Description:	Costing per service inclusive of vat for one load/visit.
1.1	Delivery Cape Town CBD. Bo-Kaap and Gardens	
1.2	Delivery Groot Constantia House.	
1.3	Delivery Groot Nelson Mandela Prison House, Paarl	
1.4	Site Visit Cape Town CBD. Bo-Kaap and Gardens	
1.5	Site Visit Groot Constantia House.	
1.6	Site Visit Groot Nelson Mandela Prison House, Paarl	

		<b>Costing per service inclusive of vat per hour</b>
1.7	Installation – high end complex installation such as wallpaper and kiss cut vinyl	
1.8	Installation – basic installation such as exhibition labels	
1.9	Colour Sample Prints (per substrate per project, including 3x revisions)	
1.10	Basic Graphic Design Work For text editing or input on supplied Adobe open files	
<b>No</b>	<b>General print needs</b> (All costs to include Artwork Prep Fee's Covers pre-press adjustments and print readiness once PDF file supplied)	<b>Cost per unit/sheet, or m2 inclusive of vat</b>
2.1	Full colour UV print directly on to white Aluminium composite board such as Di-bond or equivalent	per m <sup>2</sup>
2.2	UV print on to 3 yr Intermediate vinyl	per m <sup>2</sup>
2.4	A5 20-page Booklet (20pp text & 4pp cover) Uncoated white stock (Munken / Cartridge Camelot or equivalent) cover 170gsm. Text 120gsm, Saddle stitched with 2 staples. Full Colour Print	per batch of 100 booklets
2.5	3mm Foamboard Direct print UV full colour 1 sided	per m <sup>2</sup>
2.6	Object label - 3mm Foamboard full colour print 1 sided cut 100mm H x 140mm W	per label
2.8	Frosted vinyl - Graftack or equivalent, outdoor life of 5 – 7 years	per m <sup>2</sup>
2.9	Wallpaper - UV full colour print on to High Quality Greyback 3m wide Wallpaper (with anti-scuff, matte finish). Only to be used with wallpaper paste application method.	per m <sup>2</sup>

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

#### **4. Administrative Documents (included below)**

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

1	Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and Tax Status Verification Pin together with tax registration number.
2	Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided.
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.
4	SBD 4 and SBD 6.1 documentation included in this RFQ
5	Proximity: Bidders must be physically based in Cape Town. Failure to provide <b>proof of address</b> proving this will result in non-compliance. (Proof of address examples are, municipal account, lease agreement, or official company documentation),

6	<p>Facility Proof: Photographic evidence of internal production facilities, showing the required machines in use. Photos must be JPEG files and date-stamped or geo-tagged. This includes proof of ownership or permanent lease of:</p> <ul style="list-style-type: none"> <li>• Flatbed printer</li> <li>• Roll-to-roll printer (minimum width 3m)</li> <li>• Vinyl cutters for precision lettering</li> </ul>
7	Company profile or references demonstrating relevant exhibition printing experience.
8	<p>Sample Prints: As required for functional evaluation (image, label, CMYK chart, Pantone match) file's to be printed: <a href="https://www.dropbox.com/t/XSAEuiDDgioDqvFo">https://www.dropbox.com/t/XSAEuiDDgioDqvFo</a>. Pantone to Match Pantone 6197CP. See functionailty creterion 4 on page 8 for more detail.</p>

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

## **5. FORMAL CONTRACT**

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.

## **6. GENERAL PRINCIPLES**

- a) The lowest or only quotation received will not necessarily be accepted.
- c) Iziko and its Council reserves the right to accept or reject any quotation in response to the Request to Quote and to withdraw its decision to seek the provision of these services at any time.

### **6.1 Consent**

The Bidder, by signing this document, hereby consents to the use of their personal information described herein and confirms that:

- they have obtained all the necessary consent from their shareholders/directors or counterparts, including the consent for Iziko to receive and process such personal information.
- Failure to provide the information will result in the objectives of the RFQ not being achieved, with the Bidder being disqualified.
- The Bidder voluntarily submits this bid/document containing personal information, for the purposes of the RFQ.

Iziko is committed to protecting the Bidder's privacy and recognises that it needs to comply with statutory requirements in collecting, processing, and distributing personal information. The Constitution of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 ("POPI") includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. In terms of section 18 of POPI, if personal information is collected Iziko, as responsible party, must take reasonably practical steps to ensure that the data subject is made aware of the information being collected.

## **6.2 Declaration**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest and;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

In terms of Preferential Procurement Regulation 11 and section 2(1) (f) of the Preferential Procurement Policy Framework Act, the IZIKO may consider the following objective criteria in the bid award:

- i) The risk of fruitless and wasteful expenditure to the IZIKO.
- ii) The risk of an abnormally low bid.
- iii) The risk of a material irregularity.
- iv) The IZIKO reserve the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
- v) The IZIKO further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the IZIKO and the referee submitted by the Bidder.

Signed

Date

Name

Position

Enterprise  
name

***Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.***

**1. Disqualification**

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

**2. Bid Document Submission**

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

## BIDDER'S DISCLOSURE (SBD 4)

### 1. PURPOSE OF THE FORM (SBD 4)

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its **directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise**, employed by the state? **YES/NO** (please select or underline applicable position highlighted in bold).

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. (please select or underline applicable position highlighted in bold).

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:

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

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- 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**

**(please select or underline the applicable position highlighted in bold).**

- 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 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.

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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.

- 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.

.....

Signature                      Date

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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

#### 1.2 To be completed by the organ of state

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
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:

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"><li>• Proof of B-BBEE certificate;</li><li>• Company Registration Certification</li><li>• Identification</li></ul>		

	Documentation. • CSD report		
<b>Race: black persons (ownership)*</b> 50% or more black ownership = 20 points  Less than 50% black ownership = 10 points  0% black ownership = 0 points			

## 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:

vi) The information furnished is true and correct;

vii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

viii) 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;

ix) 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)** .....  
**NAME OF ORGANISATION:** .....  
**SURNAME AND NAME:** .....  
**DATE:** .....  
**ADDRESS:** .....  
.....  
.....