



REQUEST FOR QUOTATIONS (RFQ)

IMPORTANT NOTICE:

SALGA IS EMBARKING ON A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT (SCM) PLATFORM. A SMARTER, FASTER WAY TO MANAGE PROCUREMENT AND SUPPLIER RELATIONSHIPS, DESIGNED TO DRIVE EFFICIENCY & TRANSPARENCY. THE PLATFORM WILL BE LAUNCHED IN FEBRUARY 2026.

FOR FURTHER ASSISTANCE CONTACT scm@salga.org.za

You are hereby invited to submit Quotation for the requirements of
SALGA

RFQ number:	RFQ 005/2026
RFQ Issue Date	13 FEBRUARY 2026
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None
Briefing Session Date and Time: (if applicable)	None
RFQ Closing date:	26 February 2026 at 11:00am
RFQ Description:	REQUEST FOR PROPOSALS: APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT & PACKAGING OF THE SALGA ANNUAL REPORT FOR THE FOLLOWING FINANCIAL YEARS: (2025-2026, 2026-2027 & 2027-2028)

SPECIFICATIONS

Terms of Reference /Specifications Attached to the Email.

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT):

I hereby accept the above-mentioned conditions.

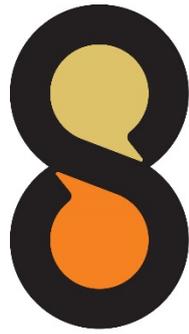
This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER (COMPANY NAME)

SIGNATURE

CAPACITY:

DATE:



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

**REQUEST FOR PROPOSALS:
APPOINTMENT OF A SERVICE PROVIDER FOR THE
DEVELOPMENT & PACKAGING OF THE SALGA ANNUAL
REPORT FOR THE FOLLOWING FINANCIAL YEARS: (2025-
2026, 2026-2027 & 2027-2028)**

Closing date & time: 26 February 2026 at 11h00

Submit via email to: pnzuza@salga.org.za

1 INTRODUCTION

The South African Local Government Association (SALGA) is a voluntary association of municipalities established in terms of the Organised Local Government Act (Act 52 of 1997) to support and advance the comprehensive transformation of local government in South Africa. Although SALGA was previously listed as a Schedule 3A public entity, it was formally delisted on 1 October 2024 under the Public Finance Management Act (PFMA). Following this delisting, SALGA's legal persona reverted to that of an incorporated association governed by its Constitution, while retaining its formal recognition under the Organised Local Government Act and section 163 of the Constitution as the representative voice of local government. Its main objectives are to:

- Represent, promote and protect the interests of local government;
- Transform local government to enable it to fulfil its developmental role;
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- Enhance the role and status of municipalities;
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- Ensure the full participation of women in organised local government;
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2 SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- 1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- 2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- 3) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority

(LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.

- 4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- 5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- 6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

3 PURPOSE OF THIS REQUEST

The purpose of this document is to call for proposal from a suitable service provider to support SALGA with the development & packaging of the SALGA annual report for the following financial years: (2025-2026, 2026-2027 and 2027-2028)

4 BACKGROUND AND CONTEXT

An annual report is a comprehensive report of the organisation's performance throughout the preceding year. Annual report is intended to give relevant stakeholders information about organisation performance and financial performance.

The SALGA Annual reports is based on the approved Annual Performance Plan (APP) and the Strategic Plan for the term of office. The five-year strategic plan aims to strengthen SALGA's role as a protector to defend local democracy and to enforce the rights of the local government sector as well as to constructively disrupt where the existing overall system compromises the ability of local government to deliver on its mandate. The APP is a formal statement of set of key performance indicators to the five-year strategy for the specific financial year.

5 SCOPE OF WORK

SALGA intends to appoint a suitable service provider to assist with the following services:

a) Content Development

- Produce +/-300 pages (4 pages being the covers) SALGA Annual Report inclusive of Annual Financial Statements.
- Produce +/- 80 pages summarised version of the Annual Report
- Produce the Annual Report presentation.
- Using background documents and reports provided by SALGA, the service provide should be able to develop/write relevant and exciting content for the Annual report and its summary version.

- Ensure that the Annual Report are pictorial and easy to read
- Proof-read and edit of all the content in the Annual Report
- Submit draft Annual Report as per SALGA's inputs.
- Submit revised draft to SALGA for sign-off
- Submit abridge version of Annual Report
- Submit the presentation on Annual Report.

b) Design and Layout

- The service provider should be able to design and layout the SALGA Annual Report, summarised version and the presentation.
- Design and development must fully comply with SALGA's Corporate Style, Guide and Identify.

c) Photography

- SALGA will provide photographs to be included in the publication, however.
- The service provider is also required to quote for 40 pictures in line with the theme of the annual report.

d) Final deliverable (Full Annual Report)

- Provide X 1 high gloss/matt proof to SALGA for sign off
- Provide X 1 online version of the booklet to SALGA
- Provide X 1 print-ready version of the booklet to SALGA
- Provide X 1 edible PowerPoint presentation

5.1 KEY DELIVERABLES

- a) Proof read printed document (in different stages until final report)
- b) A detailed SALGA Annual Report booklet following the National Treasury guidelines.
- c) A summarised version of the SALGA Annual Report
- d) PowerPoint Presentation on Annual Report

5.2 PREFERRED SERVICE PROVIDER COMPETENCIES

SALGA wishes to engage the successful bidder who demonstrate appropriate skills/expertise in the following areas:

- a) Strategic Writing, Editing & Narrative Development
- b) Design, Layout & Visual Communication
- c) Project Management & Coordination Capability
- d) Technical Editing & Proofreading Excellence
- e) Compliance-Aware Formatting & Referencing
- f) Quality Assurance & Attention to Detail
- g) Digital Publishing & File Management

5.3 CONTENT OF PROPOSAL

The proposal should include:

- 5.3.1 A detailed description of the bidder's capabilities, including relevant strengths and limitations, supported by evidence of similar previous assignments, in-house technical skills, and experience in editing, design, and layout of comparable publications. The information provided should enable SALGA to assess the bidder's capacity, quality of work, and competitive advantage in delivering the required services.
- 5.3.2 The summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensive as possible;
- 5.3.3 A list of references of previous and current appointments relevant to the required services; examples of such services, capabilities and experience more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.
- 5.3.4 An organogram or list of partners, managers, specialists, together with the curriculum vitae of the staff who will be available for the duration of the project; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.
- 5.3.5 A breakdown of the tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 5.3.6 In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such a traveling.
- 5.3.7 The rate of remuneration of consultants will be subject to negotiation, not exceeding the applicable rates as contained in the DPSA Guide on Hourly Fee Rates for Consultants.
- 5.3.8 The remuneration framework of consultants shall take the following into consideration:
- a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA).
 - b) The "Guide on Hourly Fee Rates for Consultants "as issued by the department of Monitoring and evaluation (DPME); and/or
 - c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.
- 5.3.9 How the bidder proposes to provide governance assistance to SALGA; and In so far as is possible, provide an overview of the methodology to be applied.

5.3.10 How the bidder will ensure that there is transfer of skills to the SALGA team.

5.4 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider will be for three years (2025-2026, 2026-2027 and 2027-2028).

For 2025-2026 the appointed service provider is anticipated to commence the work upon appointment for a duration of 4 – 5 months and ensure completion of the work within that timeframe. The following deadlines should be noted:

Description	Service Provider Due date	Management Sign-Off date	SALGA compliance submission date
First Draft	To be determined	To be determined	31 July 2026
Final Proof	To be determined	To be determined	04 August 2026
Final Annual Report for submission to COGTA and National Treasury	To be determined	To be determined	31 August 2026
PowerPoint Presentation	To be determined	To be determined	31 August 2026
Abridge version	To be determined	To be determined	15 September 2026

5.5 DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

5.5.1 Performing of assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation. All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Office of the CEO of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

5.5.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

5.5.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to all standards set out by SALGA.

5.5.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

5.5.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider. The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship. Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

5.5.6 Expenditure incurred by the bidder

SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of this bid.

6 INSTRUCTION TO BIDDERS

6.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to perform the Development & Packaging of SALGA's Annual Reports (2025-2026, 2026-2027 and 2027-2028).

The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

6.2 Objectives

SALGA's objective in the call for proposals is to select a service provider suitable for the development and packaging of South African Local Government Association Annual Reports (2025-2026, 2026-2027 and 2027-2028).

6.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

6.4 Questions during Proposal Process

Any enquiries regarding this RFP should be directed to Precious Nzuzza, SCM at pnzuza@salga.org.za , located at the SALGA National Office – 012 369 8000.

Bidders finding apparent discrepancies or omissions in the RFP should notify SCM at pnzuza@salga.org.za at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 11:00am, four business days prior to RFP closing without providing an extension of time.

6.5 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals. Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide in order to meet the estimated contract duration period for the full implementation of the scope of work.

6.6 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- 6.6.1 the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP;
- 6.6.2 the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

6.7 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

6.8 Important Dates

26 February 2026 – Last day for submission

6.9 Submission of Proposal

Responses are to be submitted to Precious Nzuzza, via email; to

E-mail address: pnzuza@salga.org.za

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

7 CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

- 7.1 The requirement for content of the project proposal section below outlines the information that must be included in bid offers. Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.
- 7.2 A contract will be signed with the appointed Service Provider.
- 7.3 The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 7.4 SALGA may at its own discretion vary an instruction to include more work.
- 7.5 Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 7.6 In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 7.7 SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 7.8 Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 7.9 Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 7.10 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 7.11 The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 7.12 Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.

7.13 Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

7.14 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.

7.15 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.

7.16 SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

7.17 Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your bid offer invalid.

7.18 Standard Bidding Forms

7.18.1 Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

7.18.2 Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

8 EVALUATION

The following evaluation method will be used:

After the closing date of the bid invitation, an appointed evaluation committee of SALGA officials and possibly other external parties will evaluate the proposals of the bidders.

The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2022

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- Specific goals

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R2 000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 75 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

A Bid Evaluation Committee will review and evaluate the proposals. Bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary, they will be made on the date, time and location to be confirmed.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution and Specific Goals. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2022.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0
<u>Very poor</u> response based on expected standard	1
<u>Poor</u> response based on expected standard	2
<u>Average</u> response based on expected standard	3
<u>Good</u> response based on expected standard	4
<u>Excellent</u> response based on expected standard	5

POINTS BREAKDOWN:

CRITERIA FOR FUNCTIONALITY:	BREAKDOWN OF POINTS:	WEIGHT:
Project Plan Bidders must provide a comprehensive Project Plan outlining the approach, methodology and workflow for developing, writing, designing, editing, and packaging the Annual Report	0 points	No proposal submitted
	1 points	Technical proposal without project plan
	2 points	Technical proposal with project plan but without clear timelines
	3 points	Technical proposal with project plan and with clear timelines
	4 points	Technical proposal with sound brief interpretation, timeline flowchart, and clear methods
		30

CRITERIA FOR FUNCTIONALITY:	BREAKDOWN OF POINTS:	WEIGHT:												
	<table border="1"> <tr> <td data-bbox="715 309 858 539">5 points</td> <td data-bbox="858 309 1342 539">Technical proposal with sound brief interpretation, timeline flowchart, and clear methods and innovative approach demonstrating full understanding of the assignment and its objectives.</td> </tr> </table>	5 points	Technical proposal with sound brief interpretation, timeline flowchart, and clear methods and innovative approach demonstrating full understanding of the assignment and its objectives.											
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<p>Approach and Methodology: Bidders must provide a comprehensive Project Plan outlining the approach, methodology and workflow for developing, writing, designing, editing, and packaging the Annual Report, abridged version, and presentation.</p>	<table border="1"> <tr> <td data-bbox="715 645 858 719">0 points</td> <td data-bbox="858 645 1342 719">No demonstration of approach and methodology to be followed.</td> </tr> <tr> <td data-bbox="715 719 858 792">1 points</td> <td data-bbox="858 719 1342 792">A poor demonstration of the approach and methodology</td> </tr> <tr> <td data-bbox="715 792 858 889">2 points</td> <td data-bbox="858 792 1342 889">A brief demonstration of the approach and methodology to be followed</td> </tr> <tr> <td data-bbox="715 889 858 963">3 points</td> <td data-bbox="858 889 1342 963">A demonstration of approach and methodology clearly defined</td> </tr> <tr> <td data-bbox="715 963 858 1099">4 points</td> <td data-bbox="858 963 1342 1099">A Good demonstration of approach and methodology clearly defined and graphically illustrated</td> </tr> <tr> <td data-bbox="715 1099 858 1267">5 points</td> <td data-bbox="858 1099 1342 1267">An excellent demonstration of approach and methodology clearly defined with graphically illustrated and innovative ideas for the roll out.</td> </tr> </table>	0 points	No demonstration of approach and methodology to be followed.	1 points	A poor demonstration of the approach and methodology	2 points	A brief demonstration of the approach and methodology to be followed	3 points	A demonstration of approach and methodology clearly defined	4 points	A Good demonstration of approach and methodology clearly defined and graphically illustrated	5 points	An excellent demonstration of approach and methodology clearly defined with graphically illustrated and innovative ideas for the roll out.	30
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4 points	A Good demonstration of approach and methodology clearly defined and graphically illustrated													
5 points	An excellent demonstration of approach and methodology clearly defined with graphically illustrated and innovative ideas for the roll out.													
<p>Company Experience The bidder must demonstrate verifiable experience in developing Annual Reports, including editing, design, layout, and integration of complex content such as financial and performance information. Experience should reflect the ability to manage multi-stakeholder inputs, meet deadlines, and produce high-quality, professional reports in print and digital formats.</p> <p>The bidder must provide a signed letter from the client, of projects similar to the scope of this tender. References must show the following:</p> <ul style="list-style-type: none"> • Name of Company • Contactable Contact Details 	<table border="1"> <tr> <td data-bbox="715 1375 858 1406">0 points</td> <td data-bbox="858 1375 1342 1406">No reference letter</td> </tr> <tr> <td data-bbox="715 1406 858 1438">1 points</td> <td data-bbox="858 1406 1342 1438">1 reference letters</td> </tr> <tr> <td data-bbox="715 1438 858 1469">2 points</td> <td data-bbox="858 1438 1342 1469">2-3 reference letters</td> </tr> <tr> <td data-bbox="715 1469 858 1500">3 points</td> <td data-bbox="858 1469 1342 1500">4-5 reference letters</td> </tr> <tr> <td data-bbox="715 1500 858 1532">4 points</td> <td data-bbox="858 1500 1342 1532">5-7 reference letters</td> </tr> <tr> <td data-bbox="715 1532 858 1563">5 points</td> <td data-bbox="858 1532 1342 1563">7 or more reference letters</td> </tr> </table>	0 points	No reference letter	1 points	1 reference letters	2 points	2-3 reference letters	3 points	4-5 reference letters	4 points	5-7 reference letters	5 points	7 or more reference letters	20
0 points	No reference letter													
1 points	1 reference letters													
2 points	2-3 reference letters													
3 points	4-5 reference letters													
4 points	5-7 reference letters													
5 points	7 or more reference letters													

CRITERIA FOR FUNCTIONALITY:	BREAKDOWN OF POINTS:	WEIGHT:												
<ul style="list-style-type: none"> • Project Description and Scope • Value of the Contract • Duration of the project 														
<p>Qualifications of Team A detailed CV or profile of the lead writer responsible for the development of the full Annual Report and abridged version must be provided. The writer must have a minimum of three (3) years' proven experience in Annual Report writing, editing, compilation and compliance-aligned content development.</p>	<p>Points for academic qualification of individual that will be tasked as Team Leader will be allocated as follows:</p> <table border="1"> <tr> <td>0 points</td> <td>No NQF qualification.</td> </tr> <tr> <td>1 points</td> <td>NQF qualification below Level 6</td> </tr> <tr> <td>2 points</td> <td>Relevant NQF Level 6 qualification</td> </tr> <tr> <td>3 points</td> <td>Relevant NQF Level 7 qualification</td> </tr> <tr> <td>4 points</td> <td>Relevant NQF Level 8</td> </tr> <tr> <td>5 points</td> <td>Above NQF level 9 plus</td> </tr> </table>	0 points	No NQF qualification.	1 points	NQF qualification below Level 6	2 points	Relevant NQF Level 6 qualification	3 points	Relevant NQF Level 7 qualification	4 points	Relevant NQF Level 8	5 points	Above NQF level 9 plus	20
0 points	No NQF qualification.													
1 points	NQF qualification below Level 6													
2 points	Relevant NQF Level 6 qualification													
3 points	Relevant NQF Level 7 qualification													
4 points	Relevant NQF Level 8													
5 points	Above NQF level 9 plus													
Total for functionality		100												
Threshold		75												

Bidders who score 75 points and above will be considered in phase 2 of the evaluation. The 80/20 points system will be used when evaluating this Request for Proposal, where 80 is for Price.

The remaining 20 points will be allocated 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 as 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:

Table 1:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Phase 2 of evaluation will include the sum of the two criteria below:

CRITERIA	WEIGHT
Price	80
Specific Goals	20
TOTAL	100

Points claimed shall be verified through the Central Supplier Database (CSD) and valid BBBEE certificates.

9 GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its own discretion.

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 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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

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:

