



**REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF A SERVICE PROVIDER FOR
DIGITAL MARKETING SERVICES FOR HACK THE HOUSE.**

Reference Number	IZIKO R&E HACK THE HOUSE MARKETING RFQ 2025/11/13
Description	Iziko R&E Hack the House – Digital Marketing Services
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Amy Sephton, Noleen Donson and Siphamandla Oupa
Issue Date	29 January 2026
Online Briefing MANDATORY	2 February 2026 14h00-15h00 ONLINE VIA https://meet.google.com/ewz-dffr-eaj
Closing date for submission	17 February 2026
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3889: SCM (scm@iziko.org.za)
Technical enquiries	Amy Sephton; asephton@iziko.org.za ; 071 761 3331

Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Inc Vat)	
Signature	

1. BACKGROUND

Iziko Museums of South Africa (Iziko Museums) is a national public entity of the Department of Sport, Arts and Culture (DSAC), bringing together 12 national museums and sites in the Western Cape under a single governance and leadership structure. Established as a Southern Flagship Institution (SFI) under the Cultural Institutions Act, 1998 (Act No. 119 of 1998), Iziko Museums is categorized as a Schedule 3A public entity in terms of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended. It is also a registered non-profit organisation. Iziko Museums is dedicated to collecting and preserving heritage objects for current and future generations, and to showcasing them through a high-quality that reflect its diverse collections.

Hack the House is a special project of Iziko Museums that culminates in a fast-paced, two-week creative digital sprint focused on reimagining the Iziko Groot Constantia House. Hosted by Iziko Museums of South Africa, in partnership with the Groot Constantia Trust, the initiative seeks to empower South African youth creatives and emerging professionals (ages 21–35) to co-create innovative, immersive digital heritage experiences. The project is designed both to introduce new modes of digital engagement within a historic site and to position young creatives as active contributors to the future of heritage interpretation.

A *creative sprint* or *hackathon* is a structured, high-energy, time-limited collaborative process that brings together individuals with diverse skills to generate and prototype new ideas. Typically used in innovation and technology environments, hackathons emphasise rapid experimentation, interdisciplinary teamwork, and iterative concept development. For Hack the House, this format provides an agile framework through which emerging creatives can engage deeply with the Groot Constantia House, reimagining its stories through contemporary digital tools and producing immersive concepts within a focused two-week period.

The initiative serves as an intervention responding to the under-utilization of house museums and the limited creative pathways available to young professionals in the heritage sector. Up to 30 emerging digital storytellers will gather at Groot Constantia, forming up to six interdisciplinary teams. Participants will take part in curator-led story briefs, workshops on immersive design and digital ethics, and targeted mentorship, equipping them with the tools to reinterpret the site through contemporary digital media.

At the conclusion of the sprint, each team will deliver an immersive concept, with one winning concept selected for incubation and public launch. This process transforms the Groot Constantia House into a more dynamic and interactive cultural space, while also fostering sustainable professional networks and cultivating a pipeline of heritage-inspired practitioners.

2. BRIEF

Iziko Museums seeks to appoint a suitably experienced service provider to develop and implement a holistic digital marketing campaign for Hack the House. The campaign aims to drive applications and engagement while also strengthening brand awareness and public relations for Iziko Museums and its partners.

The primary objective of the campaign is to generate high-quality applications from the target audience by developing a compelling digital presence supported by youth-focused messaging. The secondary objective is to elevate the visibility and reputation of Iziko Museums and its partners by clearly communicating the organisation's values, initiatives, and collaborations. The campaign should foster positive public perception and demonstrate leadership in heritage, youth engagement, and digital innovation.

Target Audience for Hack the House

Postgraduates, South African entrepreneurs, freelancers, and emerging creatives aged 23–35 with an affinity for digital, multidisciplinary, and heritage sectors.

Team Requirements

The appointed service provider must have demonstrated previous experience in marketing to the youth economy, with particular relevance to digital, multidisciplinary, and heritage-aligned audiences.

The project requires a flexible and adaptable service provider with experience in interdisciplinary projects, capable of delivering multiple campaign components effectively. Bidders should propose a streamlined, multidisciplinary team that can deliver all required services within the available budget and resources.

Reference Material

Iziko Museums will provide a comprehensive brand/corporate identity manual, including visual and verbal guidelines, core design assets, and templates. This information will be shared with the appointed service provider to serve as guideline for content creation and campaign execution.

3. KEY DELIVERABLES/ SCOPE OF SERVICES

The appointed service provider will be responsible for planning, developing and executing the full digital marketing campaign for Hack the House. This includes producing campaign content, managing relevant digital platforms, applying the supplied brand identity system consistently, and implementing youth-focused strategies that drive quality applications. The service provider must ensure the campaign aligns with the project's objectives and effectively supports the visibility of Iziko Museums and its partners.

Key deliverables and responsibilities include the following:

- Comprehensive digital strategy document
- Market research summary
- Social media content packages (graphics, motion, copy)
- Microsite (mobile-first)
- Campaign implementation, including management of ad spend
- Generating weekly analytics and monitoring reports
- Five mini documentaries, including clips

The service provider must deliver on the following core work packages, ensuring the costing submitted covers at minimum all necessary skill sets and deliverables required as outlined in this RFQ.

Work Package		Deliverables/Core Expertise Required
1	Digital Strategy <ul style="list-style-type: none"> • Develop a targeted digital strategy informed by market research. • Create a through-the-line approach and strategic rollout plan tailored to the target audience. 	Digital Strategist/Strategy Market Research of Target Audience
2	Design Implementation <ul style="list-style-type: none"> • Apply the supplied brand identity system, including visual and verbal guidelines, core assets, and templates, in all campaign content. • Copywriting and editing for campaign messaging and PR. • Develop a basic mobile-first microsite to sit on the Iziko Museums website (CMS language to be confirmed). 	Multimedia Designer (For optimising social and marketing content - i.e. motion graphics) Copywriting and editing for campaign messaging and PR Development of Basic Mobile First Micro Site to sit on the Iziko Museums main website in wordpress.
	END OF PHASE 1	
3	Campaign Implementation <ul style="list-style-type: none"> • Weekly rollout of campaign content across digital channels over two months. • Manage ad spend to optimise reach and engagement. • Adjust rollout based on strategist input and 	Financial Management Project Management Weekly rollout of campaign. Strategist input guided by monitoring of campaign performance, and analytics. (note: shifts are expected to optimise performance.)

	performance insights.	Social Media Community Manager
4	Ongoing Media Monitoring <ul style="list-style-type: none"> Ongoing tracking, analysis, and reporting of campaign performance to inform adjustments and provide a close-out report. Includes actionable insights and regular analytics reports to ensure objectives are met. 	Performance & Analytics Specialist Ongoing (project) monitoring & reporting
5	Documentation of Sprint <ul style="list-style-type: none"> Filming and producing five short mini-documentaries plus additional social-ready clips, optimised for format and platform, capturing key moments and sprint highlights for promotion and archival use. Filming for 3 days during the Sprint held at Groot Constantia in September 2026. 	Videographer / Filmmaker Video Editor / Social Media Content Specialist Additional social-ready clips (format-optimised)

Work Packages and Project Timeline – 2026

Note that we are awaiting final funding for the event. This time frame might shift.

Feb – March	May	June	Aug	Sep
Digital Strategy Dev & Implementation of Design	Implementation			Documentation of event

4. EVALUATION CRITERIA

Iziko Museums 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 Museums is committed to achieving government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act (PPPFA).

- 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 **70 points** from the scoring criteria outlined in Table 2 to be considered for this project. Any bids not achieving 70 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	20	80

Table 2: Functionality Criteria for scoring

A proposal which scores lower than the minimum overall percentage of 70% (70 out of 100) will be disqualified.

	Description	Weighting
1. Marketing Strategy & Audience Understanding		
<p>This criterion assesses how well the bidder understands the defined target audience and the quality of their proposed marketing approach.</p> <p>This must be demonstrated through the bidders proposed marketing strategy</p>	<ul style="list-style-type: none"> Provides a highly detailed, research-driven strategy showing excellent insight into the target audience and a strong, well-reasoned approach. 	30
	<ul style="list-style-type: none"> Demonstrates a solid understanding of the target audience with a well-structured strategy tailored to their behaviours and digital habits. 	25
	<ul style="list-style-type: none"> Shows some understanding of the target audience and outlines a coherent strategy but lacks depth or strong reasoning 	10
	<ul style="list-style-type: none"> Strategy is basic or generic, with limited insight into the target audience 	5
	<ul style="list-style-type: none"> No strategy submitted OR strategy shows no understanding of the target audience. 	0
2. Use of Marketing Management Tools & Platforms		
<p>This criterion assesses whether the bidder selects appropriate tools to manage, schedule, track, and optimise the campaign.</p> <p>Assessed on tools listed in the proposed marketing strategy or indicated on quote.</p>	<ul style="list-style-type: none"> Tool usage is highly advanced, fully integrated, and optimised for real-time analytics, reporting, and management across platforms. 	10
	<ul style="list-style-type: none"> Presents a detailed and well-reasoned tool ecosystem with strong alignment to campaign needs. 	7
	<ul style="list-style-type: none"> Tools are appropriate and clearly linked to campaign monitoring, scheduling, community management, and analytics. 	5
	<ul style="list-style-type: none"> Tools are mentioned but usage is unclear or generic. 	2
	<ul style="list-style-type: none"> No tools listed OR tools are irrelevant to campaign management. 	0

3. Ad Spend Split & Platform Understanding		
<p>This criterion assesses how well the bidder understands where the target audience lives online and how effectively they can allocate a digital ad budget.</p> <p>Assessed on the proposed marketing strategy</p>	<ul style="list-style-type: none"> Ad spend split is expertly reasoned, platform-specific, and demonstrates deep insight into youth digital engagement patterns. 	30
	<ul style="list-style-type: none"> Ad spend split is clearly justified, platform choices reflect target audience research, and the plan is structured for impact. 	20
	<ul style="list-style-type: none"> Provides a reasonable ad spend split with basic justification. 	10
	<ul style="list-style-type: none"> Ad spend split is generic or not linked to target audience behaviour. 	5
	<ul style="list-style-type: none"> No ad spend plan submitted OR no indication of platform understanding. 	0
4. Portfolio Quality, Project Reach & Outcomes indicated		
<p>This criterion evaluates the bidder's experience delivering successful campaigns targeted at similar audiences, with measurable reach and clear outcomes.</p> <p>Assessed on Portfolio Submission</p> <p>Portfolios must include:</p> <ul style="list-style-type: none"> relevant youth-focused campaign examples with ad spend details, the bidder's role in the campaign, and demonstrated experience in digital strategy, implementation, and achieving measurable results. 	<ul style="list-style-type: none"> Demonstrates 5+ years of experience rolling out successful multiplatform digital strategies and shows experience with successful projects targeted at similar audiences. 	30
	<ul style="list-style-type: none"> Portfolio clearly shows multiple projects with significant reach and successful outcomes aligned with the target audience but has less than 5 years' experience 	20
	<ul style="list-style-type: none"> Portfolio shows experience with projects in the outlined target audience with reasonable reach and outcome. 	10
	<ul style="list-style-type: none"> Portfolio shows relevant projects with basic reach and outcome information. 	5
	<ul style="list-style-type: none"> No portfolio submitted OR portfolio contains irrelevant projects or lacks reach data or outcomes. 	0
Total Scoring		100

A proposal which scores lower than the minimum overall percentage of 70% (70 out of 100) will be disqualified.

5. 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, 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 services received, and invoices provided and approved by the project manager.
3. Offer to be valid for 60 days from the bid closing date.
4. The **quotation submitted must align with your proposed marketing strategy** and must include all deliverables and personnel required as outlined in this RTQ.
5. Quote format as per below.

No.	Description	Qty.	Unit Cost Inc. VAT	Total Amount (incl. VAT)
1	Work Package 1 Digital Strategy			
2	Work Package 2 Design Implementation			
3	Work Package 3 Campaign Implementation			
4	Work Package 4 Ongoing Monitoring			
5	Work Package 5 Documentation of Sprint			
6	Other of 10% of pre-tax total			
Total Amount				R

Please Note: a formal detailed quotation to be sent with the proposal. The pricing schedule above and formal quotation must include all applicable costs and there can be no variation after award has been made. The 'other' listed above is for Iziko Museums' use only. Prior approval must be granted by project manager for use of amount, which must be invoiced separately with a clear breakdown of use.

6. 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 (www.csd.gov.za) 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
6	Proposed marketing strategy aligned to budget submitted, brief and deliverables outlined
7	Portfolio Submission - Portfolios must include relevant youth-focused campaign examples with ad spend details, creative samples, the bidder's role, and demonstrated experience in digital strategy, implementation, and achieving measurable results.
8	Formal quotation

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

7. 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 Museums 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.

8. 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.

8.1. 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 Museums 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.

8.2. 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 interest¹ 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:

.....

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.

- 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 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 institution in relation to this

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.

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 (Company Name)

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
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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—
- 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
 - 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"> • Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report 		
Race: black persons (ownership)* 50% or more black ownership = 20 points			

Less than 50% black ownership = 10 points 0% black ownership = 0 points			
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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: