



REQUEST FOR QUOTATION (RFQ)

Supplier Name:

Goods		Service	√
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Request for Quotation number	RFQ0029
Date Issued	15 May 2025
Description of Service	Request for Quotation for: Design and Layout of the Takeover Regulation Panel Annual Report 2024/25
Closing date	23 May 2025
Closing time	11h00
Delivery Address	Takeover Regulation Panel, Freestone Park, 1 st Floor Block 2, 135 Patricia Road, Atholl, Sandton 2196
Submit the response to	khuthadzot@trpanel.co.za
For more information (Supply Chain Management)	Khuthadzo Tshivhilinge at 011 784 0035 khuthadzot@trpanel.co.za / Margaret Motsoahae margaretm@trpanel.co.za
Note	Only the successful bidder will be contacted

THE FOLLOWING CONDITIONS WILL APPLY

Where quotation/proposal is R2 000.00 or more, the Preferential Procurement System will apply 80/20.

Price(s) quoted must be valid for **120 days** from the closing date.

Price(s) quoted must be exclusive of VAT.

Valid Tax clearance certificate.

Valid B - BBEE Certificate.

Strict compliance with the invitation requirements and evaluation criteria will be adhered to.

The bidder should provide CSD Summary Report (www.csd.gov.za)

The attached forms are to be completed by the bidder (where applicable):

SBD 4 – Declaration of Interest.

SBD 6.1 – Preference Points claim.

This request for a formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC) and, if applicable, any other special Conditions of Contract.

No late proposals will be accepted.

EVALUATION PROCESS

Compliance with minimum requirements

Evaluation of proposals

The Panel will make use of the Central Supplier Database (CSD) to access key information, which is required to conduct supplier vetting, including Company Registration status, Tax compliance status and any other relevant checks conducted on CSD;

Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received exceed R1 000 000.00, the proposal will be cancelled and re-issued.

ABOUT THE PANEL

The Takeover Regulation Panel (the Panel) is established as a juristic person in terms of section 196 of the Companies Act No 71 of 2008 (the Act). The Panel reports to the Minister of the Department of Trade, Industry and Competition (the dtic). It functions as an organ of state within the public administration but as an institution outside the public service.

The Panel is listed as a Schedule 3A public entity in the Public Finance Management Act, 1999 (Act 1 of 1999).

INVITATION FOR QUOTATION

Request For Quotation for: Design and Layout of the Panel's Annual Report 2024/25

- The guidelines for the format of the Annual Report are prescribed by the National Treasury (Annual Report Guide for Schedule 3A and 3C Public Entities March 2025).
- There are four (4) deadlines in the production of the Annual Report
 - Sign-off of the design concept first week of June
 - Submission of draft first week of July
 - Approval by the Panel Members (Board) July
 - Sign-off by the Minister August
- A detailed project schedule will be provided and agreed to on appointment.
- The Panel will provide all text.

SCOPE OF SERVICE

- Design an A5 Annual Report 2024/25
- Layout of the Annual Report 2024/25
- Estimate Number of pages ± 80
- Print-ready PDF format to ensure effective and efficient downloading

SUPPLIER'S RESPONSE

SUPPLIER INFORMATION	
Name of Company	
Registration Number	
VAT Number	
Contact Person	
Contact Number	
E-mail Address	
Street Address	

ADMINISTRATIVE COMPLIANCE RETURNABLE DOCUMENTS

Mandatory); (O – Optional)	Submitted	
Bidder disclosure (SBD 4) signed and completed	M	☐ Yes ☐ No
Preference Points claimed (SBD 6.1), signed and completed with B-BBEE certificate or affidavit	O	☐ Yes ☐ No
(M – Mandatory); (O – Optional)	Submitted	
Pricing completed	M	☐ Yes ☐ No
Company profile	M	☐ Yes ☐ No
Three reference letters from previous clients for similar work done	M	☐ Yes ☐ No

PRICING SCHEDULE

	Item Description	
1.		
2.		
3.		
4.		
5.		
6.		
Total amount		
VAT		
Total Amount (including VAT)		

Form: SBD 4**BIDDERS 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, the bidder is required 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.

Bidder's declaration

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

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 the table below.

Full Name	Identity Number	Name of State Institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

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

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

If so, furnish particulars:

DECLARATION

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

I have read and I understand the contents of this disclosure.

I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

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.

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.

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.

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.

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

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.

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 Panel may reject the bid or act against me in terms of paragraph 6 of PFMA SCM Instruction No. 03 of 2021/22 on preventing and combating abuse in the Supply Chain Management system should this declaration prove to be false.

I, the undersigned _____, certify that the information furnished above is true and correct.

Signature	
Date	
Designation	

Form: SBD 6.1.

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

The following preference point systems apply 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).

To be completed by the organ of state

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

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

Price; and

Specific Goals.

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

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.

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 regarding preferences, in any manner required by the organ of state.

DEFINITIONS

“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;

“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts

“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

“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

“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, reference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company	
VAT Registration Number	
Company Registration Number	

TYPE OF COMPANY/ FIRM

☐	Partnership/Joint Venture / Consortium
☐	One person business/sole propriety
☐	Close corporation
☐	State Owned Company

[Tick applicable box]

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:

The information furnished is true and correct;

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

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;

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:

disqualify the person from the tendering process;

recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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;

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

forward the matter for criminal prosecution, if deemed necessary.

I, the undersigned _____, certify that the information furnished above is true and correct.

Signature	
Date	
Designation	