



**REQUEST FOR QUOTATION (RFQ) FOR RECORDING ORAL HISTORIES, INTERVIEWS, AND TALKS, ALONGSIDE THE DEVELOPMENT OF A SET OF DOCUMENTARIES.**

|                                             |                                                                                                                                                                                                                               |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reference Number</b>                     | <b>Iziko R&amp;E / audio-visual -26-09-2024</b>                                                                                                                                                                               |
| <b>Description</b>                          | <b>Recording of oral histories, interviews, and talks and the collection of data (photographs, audio recordings, etc.), editing and development of 5 audio-visual productions.</b>                                            |
| <b>Address</b>                              | Iziko South African Museum,<br>25 Queen Victoria Street, Cape Town, 8001                                                                                                                                                      |
| <b>Attention</b>                            | Lynn Abrahams, Noleen Donson and Siphamandla Oupa                                                                                                                                                                             |
| <b>Site Visit</b>                           | N/A                                                                                                                                                                                                                           |
| <b>Closing date and time for submission</b> | 09 October 2024, 11h00                                                                                                                                                                                                        |
| <b>Method of delivery</b>                   | Quotes / Proposals, and accompanying documentation, <b>must be emailed</b> to (SCM) 021 481 3917:<br><a href="mailto:scm@iziko.org.za">scm@iziko.org.za</a> or <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a> |
| <b>Technical enquiries</b>                  | Please contact Lynn Abrahams, <a href="mailto:labrahams@iziko.org.za">labrahams@iziko.org.za</a><br>021 467 7203                                                                                                              |
| <b>Name of Company</b>                      |                                                                                                                                                                                                                               |
| <b>CSD Supplier Number (MA.....Number)</b>  |                                                                                                                                                                                                                               |
| <b>B-BBEE Status Level of Contribution</b>  |                                                                                                                                                                                                                               |
| <b>Quote Price (Incl Vat)</b>               |                                                                                                                                                                                                                               |
| <b>Signature</b>                            |                                                                                                                                                                                                                               |

## **REQUEST FOR QUOTATION**

Iziko Museums of South Africa (Iziko) invites suitable service providers to submit quotations for the procurement of a professional team who will be responsible for recording oral histories, interviews, talks, data collection (audio recordings and photographs), editing, script writing, and the development of an audio-visual documentaries for museum exhibits. These histories, interviews, pictures, and talks are to be used in the development and distribution of professional audio-visual documentaries as follows:

- One (1) documentary which must focus on resistance and liberation in the Western Cape. Already obtained interviews will be provided. The service provider will need to edit and package these interviews into a documentary of between 20-30 minutes.

Deadline: 30 June 2025

- Four (4) shorter documentaries which will focus on one of the four pillars of the struggle i.e. underground operations, armed operations, mass mobilisation, and international solidarity. Interviews to be conducted and packaged into 7 - 10 minutes each.

Deadline for deliverables is 31 May 2025

## **BACKGROUND**

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

### **Objective:**

The primary goal is to create compelling audiovisual documentaries that educate, inform, and resonate with museum visitors, offering them an immersive experience while respecting the sensitivity of the historical material being presented.

## **1. Scope of work/deliverables**

The service provider is requested to submit quotations and relevant accompanying documentation for specific data collection which includes the recording of oral histories, interviews, and talks, picture research, editing, script writing related to producing 5 audio-visual documentaries for a museum exhibit that will engage visitors and enhance their understanding of historical events and sensitive topics. **The company's expertise in working with historic material and handling sensitive history is paramount.**

The service provider will collaborate closely with museum curators, people with expert knowledge on the subject matter (known by Iziko) and historians to ensure accuracy and authenticity in the portrayal of historical events and sensitive topics.

The audio-visual production will encompass various forms of media, including but not limited to videos, audio recordings, interactive displays, and multimedia presentations.

Content creation may involve archival footage, photographs, interviews with experts or witnesses, voiceovers, animations, and other relevant materials. The media production will be tailored to different audience demographics, including adults, children, and individuals with varying levels of historical knowledge.

### **In addition, the service will include:**

- Recorded interviews with experts x 10
- recorded oral histories x 20
- Editing of 50 oral interviews that have already been completed by Iziko
- Research on the topic broadly to ensure that the service provider is familiar with the resistance and liberation history and the four pillar of struggle. Knowledge of Nelson Mandela and his journey of incarceration is of critical importance. It is estimated that research and concept development of the audio-visual series will require extensive research and development time, but this is dependent on existing knowledge and expertise. Service providers should quote accordingly.

**Expertise and Experience:**

The selected service provider must have a proven track record in working with historic material, demonstrating proficiency in research, storytelling, and production techniques.

Experience in handling sensitive history with tact, empathy, and cultural sensitivity is essential. The company should be adept at presenting difficult topics in a respectful and nuanced manner.

Familiarity with archival research methods, rights clearance procedures for historical materials, and ethical considerations in storytelling is highly desirable.

**Deliverables:**

Detailed proposals outlining the conceptualization, scriptwriting, production schedule, and budget for each of the five (5) audiovisual components.

High-quality audiovisual content produced to professional standards, meeting the museum's specifications and audience requirements.

Clearances and documentation for all sourced materials, including permissions for archival footage, music, images, and interviews.

Interactive elements and multimedia installations designed to enhance visitor engagement and interactivity within the exhibit space.

Accessibility features such as closed captioning, audio descriptions, sub-titles, and sign language options to ensure inclusivity for diverse audiences.

In addition, successful production of 5 professional audiovisual documentaries would include:

**Concept Development**

- Work with Iziko Curator to develop a concept for audio visual material which would be in line with the exhibition context.
- Research which includes archival research for audio recordings and photographs
- Write scripts and outlines for each audio-visual production
- Provide Iziko with a final concept document for implementation

## **Production**

- Identify and schedule interviews for the recording of 10 identified people who have expert knowledge on the subject matter. The identification of these people will be done in consultation with the Curator.
- Edit all recordings including the 50 oral interviews done by Iziko.
- Produce 5 professional audio video productions
- Suppliers to provide all professional recording equipment, remote recording tools, audio interface, acoustic treatments, software, and lighting, as necessary.

## **Post-Production**

- Editing
- Add intros, outros, music, and sound effects as needed.
- Audio consistency
- Service provider is expected to have all equipment and software required for the collection of data, production, post-production, and distribution.
- A 15% contingency is to be included in the quote.

We are aware that service providers may offer varying strategies and concepts to meet these deliverables. All will be evaluated equally.

Intellectual property rights and future use of collected data to be discussed with Iziko Museums during the planning phase.

## **Timeline:**

The media production timeline will be determined in consultation with the museum, considering exhibit development schedules and deadlines of 30 June 2025.

Milestones and deliverable deadlines will be established at the outset of the project to ensure timely completion and smooth coordination between the service provider and museum staff.

## **Quality Assurance:**

Regular progress updates, feedback sessions, and quality checks will be conducted throughout the production process to maintain high standards of content and execution.

Revisions and adjustments will be accommodated as necessary to address any concerns or suggestions raised by the museum or stakeholders.

**Budget:**

The service provider will provide a detailed budget breakdown according to scope outline. , Please include talent fees for 1 person at a rate of R750.00 per day for 15 days, identified by Iziko Museums of SA and who has in-depth knowledge of Nelson Mandela during his time at Victor Verster and who will play an advisory and consultancy role, , rights clearance for photographs, news clippings and audio recordings editing of interviews already done, and any other relevant expenses.

The collection of data (interviews, archival research (audio recordings and photographs), oral histories, talks etc.) will be held in Gauteng, Cape Town and perhaps in the Eastern Cape (make provision for this). Service providers must include costs for three (3) trips: one (1) full trip to Gauteng, one (1) full trip within Cape Town, and one (1) full trip to the Eastern Cape (provisional). Each trip will be no longer than five (5) days and should include all costs related to transport, accommodation and other expenses for the service provider team.

Cost-effective solutions and alternatives will be explored to optimize budget allocation without compromising on quality or integrity.

Please include contingency of 15%.

**Collaboration and Communication:**

Open lines of communication will be maintained between the service provider, Iziko Museums, and any other relevant stakeholders throughout the project.

Regular meetings, progress reports, and feedback sessions will facilitate collaboration, ensuring that the final deliverables meet or exceed expectations.

**Conclusion:**

The service provider's expertise in working with historic material and sensitive history, combined with its creative vision and technical proficiency, will contribute significantly to the success of the museum exhibit, enriching the visitor experience and fostering a deeper understanding of the past.

**2. EVALUATION CRITERIA**

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

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

- Scoring assessment based on experience and meeting deadlines will be done in terms of the scoring criteria in Table 3 and the minimum threshold of **80** points. A bid will be disqualified if it fails to meet the minimum threshold for scoring as per the bid invitation.
- 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 the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

**Table 2: Preferential Points**

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

**Scoring Criteria:**

Service providers must meet minimum experience and timeline requirements to participate in the bid. Respondents must score **70 points** from the scoring criteria outlined in Table 3 to be considered for this project. Any bids not achieving 70 points will be disqualified from participating. Scores will be tabulated to 100 points.

**Table 1: Functionality Criteria**

| <b>1. Relevant Experience</b>                                                                                                                                                                                                                                                                              | <b>Description</b>                                                                 | <b>Weighting</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------|
| Track record of service linked to the coordination and arrangement of oral interviews related to historical or political content, or similar. This must be demonstrated by the following: <ul style="list-style-type: none"> <li>• Years of experience in <u>similar</u> interview coordination</li> </ul> | <ul style="list-style-type: none"> <li>• More than 5 years' experience.</li> </ul> | 20               |
|                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• 2-4 years' experience</li> </ul>          | 10               |
|                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Less than 2 years' experience</li> </ul>  | 0                |
|                                                                                                                                                                                                                                                                                                            |                                                                                    |                  |

|                                                                                                                                                                                                                  |                                                                         |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----|
| <b>2. Company profile:</b>                                                                                                                                                                                       |                                                                         |     |
| Bidders must <b>provide a synopsis or profile of services</b> offered, meeting the requirements in the scope of work. Bidders must submit a portfolio of evidence of previous work done.                         | Profile indicates ability to manage all scope requirements successfully | 30  |
|                                                                                                                                                                                                                  | Profile indicates ability to manage all scope requirements somewhat     | 20  |
|                                                                                                                                                                                                                  | Profile indicates limited ability to manage all scope requirements      | 0   |
| <b>3. Meeting timeline</b>                                                                                                                                                                                       |                                                                         |     |
| Bidders are required to indicate they can deliver services within scheduled timeframes.                                                                                                                          | • Can meet deadlines                                                    | 30  |
|                                                                                                                                                                                                                  | • Unable to meet deadlines                                              | 0   |
| <b>4. Team profile</b>                                                                                                                                                                                           |                                                                         |     |
| Bidders are required to provide the profiles (CV's) of the proposed team member/s that will provide audio-visual production services. Team members are required to have at least 5 years' production experience. | • 5 years or more experience                                            | 20  |
|                                                                                                                                                                                                                  | • Less than 5 years                                                     | 0   |
| <b>Total Scoring</b>                                                                                                                                                                                             |                                                                         | 100 |

## 2. Compliance Documents (included below)

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

|   |                                                                                                                                                                                                           |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Central Supplier Database Report – with supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) and Tax Status Verification Pin together with tax registration number. |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|   |                                                                                                                                                                                                                        |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Detailed pricing structure: A cost schedule detailing full cost breakdown, inclusive of VAT, any disbursement, and escalations, if applicable, etc. for the entire duration of the proposed contract must be provided. |
| 3 | A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.                                                                                                                        |
| 4 | SBD 4 and SBD 6.1 documentation included in this RFQ                                                                                                                                                                   |

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

### 3. PRICING SCHEDULE

#### Pricing Instructions

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

| DESCRIPTION                         | AMOUNT (Incl VAT) |
|-------------------------------------|-------------------|
|                                     |                   |
|                                     |                   |
|                                     |                   |
|                                     |                   |
|                                     |                   |
|                                     |                   |
|                                     |                   |
| <b>TOTAL AMOUNT (INCLUDING VAT)</b> |                   |

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

#### **4. FORMAL CONTRACT**

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

#### **5. GENERAL PRINCIPLES**

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

#### **6. 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
- i) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- ii) 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:
  - iii) The risk of fruitless and wasteful expenditure to the IZIKO.
  - iv) The risk of an abnormally low bid.
  - v) The risk of a material irregularity.

- vi) The IZIKO reserve the right not to consider bids from Bidders who are currently in litigation with the IZIKO; and
- vii) The IZIKO further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the IZIKO and the referee submitted by the Bidder.

Signed

Date

Name

Position

Enterprise  
name

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

### **1. Disqualification**

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

### **2. Bid Document Submission**

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

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

## **BIDDER'S DISCLOSURE (SBD 4)**

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

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

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

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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.

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of State institution</b> |
|------------------|------------------------|----------------------------------|
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |

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

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:

.....  
.....

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 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 consortium<sup>2</sup> will not  
be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or  
arrangements with any competitor regarding the quality, quantity, specifications,  
prices, including methods, factors or formulas used to calculate prices, market  
allocation, the intention or decision to submit or not to submit the bid, bidding with the

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

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 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)

(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**

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**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:

|                                                             |    |                                                             |
|-------------------------------------------------------------|----|-------------------------------------------------------------|
| <b>80/20</b>                                                | or | <b>90/10</b>                                                |
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

| The specific goals allocated points in terms of this tender | Evidence | Number of points allocated (80/20 system)<br><br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br><br>(To be completed by the tenderer) |
|-------------------------------------------------------------|----------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|-------------------------------------------------------------|----------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

|                                                                                                                                                                          |                                                                                                                                                                                               |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of                                                            | <ul style="list-style-type: none"> <li>• Proof of B-BBEE certificate;</li> <li>• Company Registration Certification</li> <li>• Identification Documentation.</li> <li>• CSD report</li> </ul> |  |  |
| <b>Race: Black persons (ownership)*</b><br>50% or more black ownership = 20 points<br><br>Less than 50% black ownership = 10 points<br><br>0% black ownership = 0 points |                                                                                                                                                                                               |  |  |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

viii) The information furnished is true and correct;

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

- x) 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;
- xi) 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:** .....  
.....