

The Market Theatre Foundation

Request for Proposal:

**Evening Staff and Ad-Hoc
Transportation Services for
MTF
MTF 12/2026-2027**

Advertising On: 21 AUGUST 2026

Closing Date: 14 SEPTEMBER 2026

Closing Time: 12:00

Tender must be delivered in Tender box situated at:

138 Lillian Ngoyi Street, Newtown



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

Contents

1	General Information	7
1.1	Purpose of this document	7
1.2	The Market Theatre Foundation	7-8
2	Overview of required services	8
3	Vehicle/s	8-9
4	Period	9
5	Pricing	9
6	Service level Agreement	10
7	Selection and Evaluation Criteria	10
8	Disclaimer	10-11
9	Taxes and Duties	11
10	Proposal Requirements	11-15
10.1	References	11
10.2	Project participants' experience	12
10.3	Contract agreement	12
10.4	Compliance with conditions	12
10.5	Lodgement process	12
10.6	Confidentiality of responses and security of intellectual property	12
10.7	RFP submission	12-13
10.8	Ownership of documents	13
10.9	Discrepancies	13
10.10	Collusive practices	13
10.11	Contact for further information	14
10.12	Addenda to response	14
10.13	Lingua franca	14
10.14	Discounts	14
10.15	Disclosure of information	14
10.16	Rights reserved	14-15
10.17	Inquiries to be prior to closing date	15
11	Format of the Bid Response	15-21



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

12 Glossary

21

Addendums

- A : SBD 1 – Invitation to Bid and copy of the Advertisement
- B : SBD 2 – Tax Clearance Requirements
- C : SBD 4 - Declaration of Interest
- D : SBD 6.1 Preference points claim form to the Preferential Procurement Regulations 2011
- E : SBD 7.1 – Contract Form
- F : SBD 8 – Declaration of Past SCM Practices
- G : SBD 9 – Certificate of Independent Bid Determination
- H : CSD Registration Vendor Number
- I : Pricing Schedule

1 General Information

1.1 Purpose of this document

The Market Theatre Foundation (MTF) wishes to appoint a Service Provider to provide transportation services to the evening personnel and Ad-hoc transport for MTF for a period not exceeding three (3) years.

1.2 The Market Theatre Foundation

The Market Theatre Foundation: A Culturally Vibrant Space for Storytelling

The Market Theatre Foundation (MTF) is one of South Africa's leading cultural institutions. It includes four business units or creative hubs: The Market Theatre, The Market Theatre Laboratory, The Market Photo Workshop, and The Windybrow Arts Centre. Together, these divisions make MTF a culturally vibrant space for artistic expression, development and community programmes.

The Market Theatre

The MTF's core business is producing a variety of theatre works that reflect and represent the issues that affect the people of South Africa. The Market Theatre Foundation produces an estimated 20-25 productions annually, which create employment for +/-250 artists per financial year.

Over the years, The Market Theatre has provided work for +/-10 000 theatre practitioners as follows:

- Playwrights
- Directors
- Actors
- Designers (set, costume, lighting, sound)
- Stage managers and technical crews

In line with the MTF's mission and vision, 85% of these artists are from the historically disadvantaged communities, ensuring transformation, representation and access remain at the heart of its work.

The Market Theatre Laboratory

The Market Lab is a multi-award-winning arts incubator with a reputation for facilitating the development of exceptional young theatre-makers, facilitators, actors, writers and directors, and for creating innovative and relevant new plays. Lab students have the opportunity to work and learn with some of the country's most iconic theatre practitioners, while creating a diverse range of work both individually and within an ensemble. With multiple local, continental and global partners, The Market Lab strives to create enriching experiences that contribute to the personal and artistic growth of each person who participates in our programmes. Alumni have gone on to excel on stage and screen, or chosen to apply their skills in several other industries, including publishing, radio, event management and marketing. Many are playing leadership roles in arts institutions and other contexts, and remain committed to working in the communities that nurtured their growth as young artists.

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

The Market Photo Workshop

The Market Photo Workshop (MPW) is a renowned photography school, project space and gallery offering industry-competitive programmes to aspiring visual storytellers at affordable rates. It prepares students for careers in:

- Photography
- Visual Culture
- Photojournalism
- Visual Storytelling

MPW's Public Programmes engage professional photographers, educators, students and the public, creating visual literacy, archiving historic moments and training the next generation of storytellers. The Public Programmes seek to inform trends, practices, methods and contemporary ways of working and thinking in South African photography practice. This is achieved through exposure to a broad understanding of visual culture.

The Photo Workshop Gallery and Gallery 1989 are galleries that produce regular exhibitions and publications.

The Windybrow Arts Centre

Housed in a revitalised 121-year-old Heritage building in Doornfontein, The Windybrow Arts Centre (WAC) is a community-driven space for literacy, cultural exchange and pan-African engagement. The building was built by a mining engineer, Theodore Reneurt, during the height of the Johannesburg gold rush over a century ago.

Embedded in the Hillbrow, a melting pot for cultural diversity, WAC is uniquely positioned to tap into Africa's cultural wealth all in one place.

Working alongside the community of Hillbrow, WAC intends to create legacy programmes that reflect the heritage of the area and, through art, encourage opportunities that empower the youth with knowledge systems that will expand their horizons and expand their vision.

Impact

As an internationally recognised award-winning cultural institution with compelling artistic offerings and public programmes, The Market Theatre Foundation is a true market for social cohesion, pulling audiences of different Socio-Economic Measures (SEM). Our audiences are culturally engaged, brand-conscious and rewarding to organisations that uplift the arts and contribute to social impact.

Partnering with us comes with the following brand value:

- Cultural credibility
- Longevity
- Contribution to transformation through meaningful impact
- Strong governance, internal controls and financial management

2. Overview of required services

MTF is required to provide transportation, but not limited to, for evening staff from MTF (Johannesburg) to their place of residence in Johannesburg and surrounding areas.

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

The number of personnel to be transported is a maximum of 25 staff per night. The number of staff to be transported is not constant, it is determined by the number of productions and events. The number of staff to be transported will be communicated to the preferred bidder in due time.

Ad-hoc transportation will be required from time to time for collection from airports located in Johannesburg as well as preferred accommodation. The address will be provided beforehand to the supplier.

Ad-hoc transport will be required for student festival trips to (Makanda) and ad-hoc local trips. Transport for ad-hoc festivals and student trips will be communicated upfront.

The Supplier will be expected to supply if needed 2 (two) trips per night or supply 2 vehicles per night. Depending on the number of people that require travel.

The times are as follows: **Wednesday to Saturdays from 21H00 or later** (times vary depending on the duration of the productions). There might be instances for Mondays and Sundays where transport will be required.

The Supplier is required to **provide rates per km** for the additional trips as required.

3. Vehicle/s

The following are MTF requirements regarding the vehicle/s:

- The vehicle should be reliable and well maintained.
- The make and model of the vehicle to be supplied and also the kilometers done.
- Provide evidence of an ongoing maintenance program and short-term insurance.
- Vehicles must have a roadworthy certificate. Please provide this certificate.
- The supplier must provide proof of public liability insurance.

The driver employed by the potential supplier must be:

- In a possession of a PDP (professional driver permit).
- Reliable. Please provide written references.
- Qualified and skilled (CV and ID must be submitted with the bid document).
- Sober at all times.

4. Period

The services will be provided for a 3-year period.

5. Pricing

Service Providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of 120 days. The total cost must reflect VAT inclusive amount, on the SBD 1 provided.

Prices charged by the supplier for services performed under the contract shall not vary from the prices quoted by the supplier in the bid document.

All assumptions made in preparing the proposal, including all cost factors must be detailed.

Prices quoted must be valid for at least 120 days from the closing date of the RFP.

It is a condition of this bid that all prices quoted by the Bidder are in Rand with no additional liability exchange rate between the Rand and any foreign currencies flowing to the MTF.

Any variation in the petrol price must be notified by a written submission to the MTF and MTF will have the right to approve.

The payment policy of MTF is 30 days from the date of receipt of invoice.

The Contract Sum shall NOT be subject to any price adjustment by any increase or decrease in the cost of labour from the date of submission of the bid to the completion of the contract. The Bidder must make allowance in rates or elsewhere in the tender for any escalation in costs which may incur.

Any proposal that does not include the information required in this paragraph will be disqualified.

6. Service Level Agreement

The successful Service Provider will sign a Service Level Agreement (SLA) that details the terms of the contract including, the scope of work to be delivered, pricing, timeframes and other relevant contractual obligations of both parties.

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

7. Selection and Evaluation Criteria

The MTF needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of the evaluation criteria.

Knowledge of government regulations is an advantage. The bidder should have the necessary expertise, capacity and previous experience in transportation services.

The tender will be evaluated on the basis of 80/20 split; with 80 points being allocated for price and 20 points for BBBEE requirements. This is reflected in the table below.

Price and BEE Status

The procedure for the evaluation of responsive tenders is Method 2 (Price and Preferences) having completed a technical evaluation.

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
- 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.

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

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:

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

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

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:

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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,

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

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

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

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

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

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	
	51% to 99% Black women owned	4	
3.	5% Youth Ownership	2	
4.	2% Owned by persons with disabilities	1	
5.	Exempt Micro Enterprise (EME) or	5	
	Qualifying Small Enterprise (QSE)	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

☐ State Owned Company
[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

Functionality

Criteria	Weighting
Locality (Location of the Head Office) - Johannesburg -10 - Outside Johannesburg – 5	10
Company years of experience in transport (List of transport contracts / projects not exceeding 3 years back) - 5 years and above – 25 - 4 Years – 20 - 3 Years – 15 - 2 Years – 10 - 1 Year - 5 - Below 1 year – 0	25
No of Vehicles available to MTF (Please provide photos of vehicles with registration numbers) (Two mini buses and one sedan vehicle) - 3 vehicles or more – 25 - 2 vehicles – 10 - 1 vehicle - 0	25
No of drivers with valid license and PDP for MTF (Please provide certified copy of a valid license and PDP & CV) - 5 or more Drivers – 20 - 3 to 4 Drivers - 10 - Less than 3 Drivers – 0	20
Drivers 100% SA citizenships (Please provide certified copy of ID's of drivers) - 5 or more drivers 100% SA – 5 - 3 to 4 Drivers 100% SA – 4 - Les than 3 Drivers 100% SA - 0	5
Reference letters (Please provide letters signed, dated and on a company letterhead) not older than 2 years)	15

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

- 3 or more reference letters – 15 - 2 reference letters – 10 - 1 reference letter – 5	
--	--

Kindly note that the threshold for the Functionality is 80. Any bidder whom fails to score less than 80 points will be disqualified and will not be considered for further evaluation.

8. Disclaimer

Neither the MTF nor any of its consultants accepts any responsibility to any Bidder or other third parties under the law of contract, tort or otherwise, for any loss or damage which may arise from this RFP, any matter deemed to form part of this RFP, the supporting information or documents referred to in this RFP or any information supplied by, or on behalf of, the MTF.

No unsuccessful Bidder will be entitled to any redress against the MTF in the event that the MTF enters into any agreement in relation to the RFP with any other Bidder.

No warranty or representation is made about the accuracy or completeness of the information contained in this RFP.

Any costs incurred by the Bidders during the development of the Bidder response will be at the Bidder's expense and will not be covered by the MTF.

In respect of this RFP and in addition to other contractual conditions and principles contained herein:

- MTF may elect not to proceed with awarding the bid;
- Bidders will be liable for payment of their own legal costs, whether or not a contract is entered into; and
- No claims for compensation will lie against the MTF if, following the evaluation of responses, the MTF elects not to conclude a contract with any Bidder.

9. Taxes and duties

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a valid tax clearance pin certificate, submitted by the bidder. The Bidder must also be tax compliant on the Treasury Central Supplier Database on the award of the tender.

10. Proposal Requirements

10.1 References

The proposal should include at least three references from clients who received similar services over the immediate past 5 years. This should preferably include clients having similar scope of services, industry and scale as the MTF.

The references should include a brief description of the services provided for each client and the MTF must have appropriate access to the clients listed.

The referees must be contactable, and the contact details provided must include:

- Contact person
- Company name
- Telephone number
- Email address
- Cell number (if possible)

As required, MTF will request to see vehicle/s before awarding the tender.

10.2 Project participants' experience

Bidders should submit details describing the relevant experience of their proposed staff which will be used to provide the services. The information should include a description of knowledge and relevant experience.

The documentation should adequately describe how the Bidder has performed similar services for similar types or size of organisations.

10.3 Contract agreement

The successful Bidder will be required to enter into a contractual arrangement with the MTF.

10.4 Compliance with conditions

Bidders are required to comply with all terms and conditions set out in this RFP.

10.5 Lodgement process

Responses to this RFP must be made in printed form. Responses must be delivered in a sealed envelope accompanied by a covering letter on the letterhead of the Bidder's organisation, duly signed by an authorised representative of the Bidder's organisation.

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

10.6 Confidentiality of responses and security of intellectual property

Responses shall be received and held in confidence. Security procedures apply for all materials received in response to this RFP.

10.7 RFP submission

The following information is pertinent to the RFP Submission

Closing Date	14 SEPTEMBER 2026
Closing Time	12:00

RFP submissions are to be labelled as follows:

Bid Number	MTF 12/2026-2027
Description	RFP: EVENING AND AD-HOC TRANSPORTATION SERVICES FOR THE MARKET THEATRE FOUNDATION STAFF

Responses must be received at the following addresses.

Physical Address	The Market Theatre Foundation 138 Lillian Ngoyi Street NEWTOWN Place bid documents in the tender box by the Security at reception between 8:00 and 16:00 on weekdays
-------------------------	--

- No responses will be accepted after the closing date and time.
- Responses may not be delivered by facsimile or email.

10.8 Ownership of documents

All documents forming the response to this RFP shall become the property of the MTF. Intellectual property contained in the response shall remain vested with the Bidder.

10.9 Discrepancies

Bidders are advised that should a discrepancy exist between information contained in this RFP and any subsequent contract documents then the contract documents will prevail.

10.10 Collusive practices

Except to form a consortium to respond to this RFP, a Bidder shall not enter into any agreement with any other Bidder or industry association concerning the preparation of a response to this RFP. In particular, but without limiting the foregoing, a Bidder shall agree not to pay any amount to any unsuccessful Bidder.

Evidence of collusion may lead to the rejection of all offers pursuant to this RFP and Bidders involved in such practices may be barred from tendering for further contracts with MTF. In addition, Bidders found guilty of collusive practices will be reported to the National Treasury and maybe listed on the Database of Restricted Suppliers.

Bidders may be required to provide a declaration confirming that they have not engaged in collusive practices in relation to this RFP.

This declaration can be found in Appendix C. The Bidder is required to complete the appendix and include it with the Bid that is submitted to MTF.

MTF reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

10.11 Contacts for further information

Bidders wishing to clarify items within this RFP should contact the MTF representative mentioned below either by email. Where the information is not of a confidential nature, MTF reserves the right to distribute copies of all communications to all recipients of the RFP. Queries should be directed to MTF's SCM indicated below:

Mr. Vickey Pienaar +27 11 832 1641 ext 208 vickeyp@markettheatre.co.za

10.12 Addenda to response

Information not specifically required for the RFP but deemed by the Bidder to be of value to the evaluation shall be included as an addendum to the Response. Addenda should not include advertising brochures or similar material.

Where there is reference to published manuals, the relevant extracts from the manuals and those alone, shall be placed in the addenda.

10.13 Lingua franca

All information supplied in the Bid Response and all communication in this regard shall be in English.

10.14 Discounts

The Bidder shall set out any discounts and allowances where appropriate, including discounts for prompt payment.

10.15 Disclosure of information

No Bidder shall furnish information, make any statement or issue any document or other written or printed material concerning the acceptance of the response to this RFP for publication in any form of media without prior written approval of the MTF.

10.16 Rights reserved

At its own discretion, the MTF reserves the right:

- to extend the time for lodgement of responses;
- to accept a response in part or in total;
- not to accept any Bid resulting from responses to this RFP, in part or in total;
- to, at its own discretion, vary any of the requirements of the services to be delivered during the course of negotiations with the preferred Bidder;
- terminate the evaluation of responses;
- to invite new responses;
- to determine whether or not a response will be considered in the event of a material change in a Bidder;
- to negotiate with the closest conforming Bidder in the event that no one Response satisfies all critical requirements.

10.17 Inquiries to be prior to closing date

No inquiries, whether in writing or otherwise, shall be made by Bidders following the closing date for responses to the RFP. Breach of this condition may prejudice consideration of the Bidder's response.

A Bidder shall not solicit support from, or in any form canvass any:

- employee or agent of the MTF;
 - committee of the MTF;
 - any consultant or contractor currently engaged by the MTF,
- with respect to any matter pertaining to this RFP (unless specifically authorised by the MTF to do so). Breach of this condition may prejudice consideration of the Bidder's Response.

11. Format of the Bid Response

Bidders must provide a complete and detailed response to each of the issues raised in this RFP document, and these must be submitted in the prescribed format.

Bidders must submit a signed response in the under-mentioned format.

For ease of evaluation, Bidders are required to present their Bid documentation under the following headings:

Required Forms

1. Cover letter clearly stating the name of the organisation and the name, address and telephone number of the Bidder's representative.
2. Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
3. Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumé's of said individuals.
4. A detailed statement of the Bidder's approach and methodology.
5. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last 3 years and also a statement of estimated turnover of current commitments.
6. Bidders must ensure that the final offer value is correctly carried over to the "OFFER" page, page 2 of SBD 1 (Annexure A). The value depicted on the offer page will be regarded as the tendered amount. The "OFFER" page must be completed in full and signed.
7. Note for joint ventures
 - The items above are to be addressed and completed by **EACH** member of the joint venture.
 - An agreement between all parties of the joint venture is to accompany the Bid submission.
 - BEE status is to be based on a profit-sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the Bidders cost.
8. Photos of possible vehicles to be utilised by the MTF.

Compulsory Returnable Documentation

1. Original valid tax clearance pin certificate.
2. Original or certified copy of a valid B-BBEE status level verification certificate or Affidavit.
3. Completed SBD1, SBD4, SBD6.1, SBD8 and SBD9 forms – see attached.
4. Proof of the company registered on CSD (Central Supplier Database)
5. Valid COIDA Certificate from department of labour

Failure to comply with the requirements above will result in Bidders been negatively scored for responsiveness or disqualified for non-compliance.

12. Glossary

The following definitions are used within this *RFP*:

- **'Bid'** means a formal submission by a Bidder in response to the RFP document
- **'Bidder/s'** means an entity or entities submitting a Bid as above in response to the RFP and include a Bidder Consortium.
- **'MTF'** means The Market Theatre Foundation;
- **'Photo Workshop'** means the Market Photo Workshop;
- **'LAB'** means the Market Laboratory;
- **'Preferred Bidder'** means the Bidder selected by the Evaluation Panel to enter into negotiations with MTF for the provisions of services;
- **'Service Level Agreement'** means the agreement entered into between MTF and the Preferred Bidder setting out the terms and conditions for the services to be provided by the Preferred Bidder;
- **'CSD'** means Central Supplier Database, a supplier database that is being utilized by all public sector entities.
- Words importing the singular include the plural and vice versa and words importing one gender shall include all other genders. Headings are for ease of reference only and shall not affect the interpretation of this agreement.

Once a Bidder has been selected using the MTF's defined selection criteria they will be required to enter into a formal contract with MTF. The details of this contract will be finalised once the Bidder has been selected and all service negotiations are complete.



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE A – SBD1



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	MTF 12/2026-2027	CLOSING DATE:	14 SEPTEMBER 2023	CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR A PROPOSAL FOR EVENING AND AD-HOC TRANSPORT SERVICES FOR THE MARKET THEATRE FOUNDATION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
138 Lillian Ngoyi Street,					
Newtown					
JOHANNESBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	VICKEY PIENAAR		CONTACT PERSON	VICKEY PIENAAR	
TELEPHONE NUMBER	011 832 1641		TELEPHONE NUMBER	011 832 1641	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	VICKEYP@MARKETTHEATRE.CO.ZA		E-MAIL ADDRESS	VICKEYP@MARKETTHEATRE.CO.ZA	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

PART B

TERMS AND CONDITIONS FOR BIDDING

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Total Bid Amount	R
-------------------------	----------

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE B – TAX CLEARANCE PIN CERTIFICATE

SBD 2

TAX CLEARANCE PIN CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel:\Mdk416-SBD2 tax clearance



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE C – SBD 3 – Pricing Schedule – Firm Prices (PURCHASES)

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bd
number.....

Closing Time 12:00 Closing date
.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

- Required by:

- At:
.....

- Brand and model

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)
.....

- Period required for delivery

- Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE D - Declaration of Interest

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2 Do you, or any person connected with the bidder, have a relationship
1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

2.1 I have read and I understand the contents of this disclosure;

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

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



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE E - SBD 6.1: Preference points claim form to the Preferential Procurement Regulations 2022

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

4. GENERAL CONDITIONS

4.1 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).

4.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

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

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

- (c) Price; and
- (d) Specific Goals.

4.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 4.5 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.
- 4.6 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.

5. DEFINITIONS

- (f) **“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;
- (g) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (h) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (i) **“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
- (j) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

6. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.7. POINTS AWARDED FOR PRICE

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

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

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

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

4.8.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10	
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

- 5.1. 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:
- 5.2. 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—

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

- (c) 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
- (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned	3	6		
51-99% Black owned	2	4		
100% Black women owned	3	6		
51% to 99% Black women owned	2	4		
5% Youth Ownership	1	2		
2% Owned by persons with disabilities	1	1		

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

Exempt Micro Enterprise (EME)	0	5		
Qualifying Small Enterprise (QSE)	1	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3. Name of company/firm.....

5.4. Company registration number:

5.5. 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]

5.6. 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:

- v) The information furnished is true and correct;
- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- vii) 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;
- viii) 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 –

- (f) disqualify the person from the tendering process;

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

- (g) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (h) 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;
- (i) 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
- (j) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE F - SBD 7.2 – Contract Form - Rendering of services

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

1. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

2. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
4. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....In my capacity as.....
accept your bid under reference number dated.....
for the rendering of services indicated hereunder and/or further specified in the
annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the
terms and conditions of the contract, within 30 (thirty) days after receipt of an
invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE G - SBD 8 - Declaration of bidder's past supply chain management practices

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE H - SBD 9 - Certificate of independent bid determination

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods



REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

³ 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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

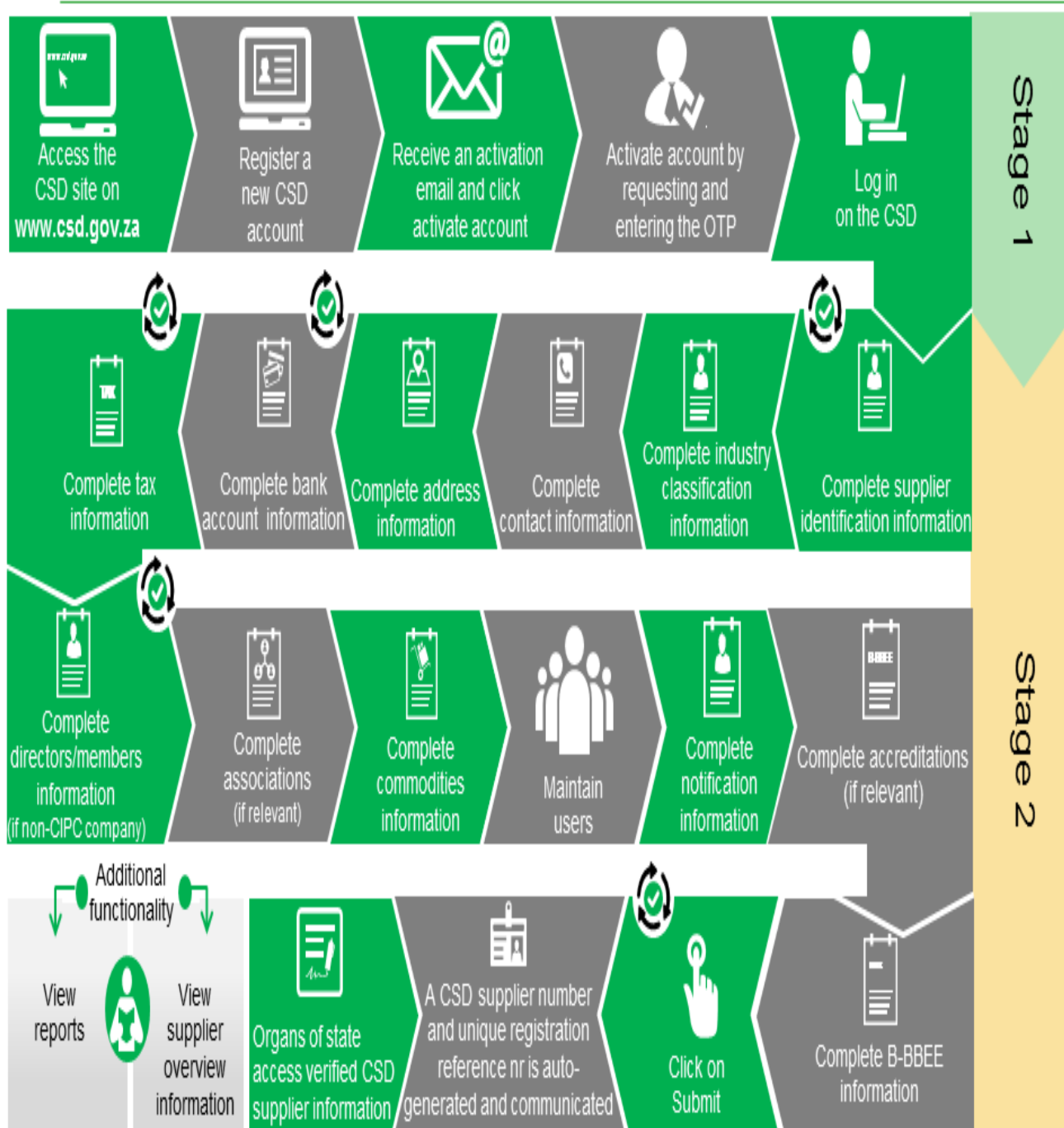
.....
Date

.....
.....
Position

Name of Bidder

ANNEXURE I - CSD Registration - Procedure on registration onto the central supplier database

Supplier Self-Registration Process





REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

ANNEXURE J – PRICING SCHEDULE

REQUEST FOR PROPOSAL

EVENING AND AD-HOC TRANSPORTATION SERVICES

Pricing Schedule

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Additional price components not included in the Pricing Table should be clearly itemized below. Kindly note that the quantities as per table is an average number and can increase or decrease at any given time. The price per KM must include petrol, maintenance and driver costs)

1. Pricing Schedule

Function	Km per trip	Quantity over 12 months	Per KM	Total Price
Traveling price per 15 KM radius	90	230 trips	R	R
Traveling price per 35 KM radius	90	90 trips	R	R
Traveling price to Makhanda - Grahamstown	1980	1 trips	R	R
Traveling price from OR Tambo to Newtown	24	30 trips	R	R
Traveling price within JHB only	5	30 trips	R	R
Traveling price outside JHB areas only	60	30 trips		
Other costs			R	R
Total				R

2. Escalations

Kindly note that the contract is a three (3) period and whether there will be yearly escalations. Please consider fuel increases over the 36 months as well.

Year	Percentage	Total
Year 1		R
Year 2	%	R
Year 3	%	R

Please stipulate what the percentage will be.

Total for 3 years (Inclusive of VAT 15%)	R
--	---

Transfer total for three (3) years to SBD 1 (Annexure A)