



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X136, Pretoria, 0001 or 124 Church Street, Poyntons Building, West Block, Pretoria, 0001
Tel (012) 307 2578, E-mail: Wiseman.Khoza@dcs.gov.za

Ref : 3/2/3
Enq : Khoza W

The Manager

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HPQ 27/2026: APPOINTMENT OF A SERVICE PROVIDER(S) FOR SUPPLY, DELIVERY OF TROPHIES AND TROPHY LABELS/STICKERS FOR GRADE 12 RESULTS ANNOUNCEMENT AND AWARDS CEREMONY FOR FORMAL EDUCATION DIRECTORATE.

The Department of Correctional Services requires the item(s)/service described per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached annexures apply.
- Price quotation response document must be emailed to Email to Responses ResponsesHO@dcs.gov.za or Wiseman.Khoza@dcs.gov.za
- ***Price quotations submitted per mail must be sent per registered mail. The price quotation must still reach this office before the closing time. Failure to do so will invalidate the price quotation.***
- A Compulsory Briefing Session will be conducted at **09h00 am on 05 October 2026**, It is mandatory for a Bidder to attend this session.
- The closing date of the price quotation will be at **11h00 am on 09 October 2026** and will be valid for a period of **60 days** after the closing date.
- The attached forms/annexures, if completed in detail and returned, will form part of your price quotation.
- It is the responsibility of a Bidder to familiarize themselves with the General Condition of Contract (Can be downloaded on the National Treasury website) as the DCS reserve the right to evoke any clause on the GCC in cases of breach of contract.
- **All communication regarding this price quotation before the closing date and time must be done in writing.**

You are advised to acquaint yourself with mandatory qualifying criteria and specific goal on the invitation form.

FOR NATIONAL COMMISSIONER: CORRECTIONAL SERVICES
JB SIBANYONI
ASD: GENERAL STOCK PROCUREMENT

DATE: 2026/09/17



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REQUEST FOR QUOTATION FORM

Enquiries: Khoza W
Email: Wiseman.Khoza@dcs.gov.za

Invitation Date: 29 September 2026
Compulsory Briefing Session: 05 October 2026
Closing Date: 09 October 2026
Closing time: 11h00

PRICE QUOTATION: HPQ 27/2026

Name of a Bidder: _____

Invitation of price quotation for the following items

ITEM NO. 1: Supply, and Delivery of Trophies

Item No.	DESCRIPTION	QTY	BRAND NAME	UNIT PRICE	TOTAL BID PRICE IN RSA CURRENCY (INCLUDING ALL APPLICABLE TAXES)
1,1	Gold Plated Plastic Trophy, Height 56cm	2		R _____,	R _____,
1,2	Gold Plated Plastic Trophy, Height 46cm	2		R _____,	R _____,
1,3	Gold Plated Metal Trophy, Height 43cm	15		R _____,	R _____,
1,4	Gold Plated Plastic Trophy, Height 43cm	2		R _____,	R _____,
1,5	Gold Plated Metal Trophy, Height 40cm	15		R _____,	R _____,
1,6	Gold Plated Plastic Trophy, Height 40cm	2		R _____,	R _____,
1,7	Silver Plated Metal Trophy, Height 46cm	3		R _____,	R _____,
1,8	Silver Plated Plastic Trophy, Height 40cm	2		R _____,	R _____,
1,9	Silver Plated Metal Trophy, Height 43cm	15		R _____,	R _____,
1,10	Bronze Plated Plastic Trophy, Height 29cm	3		R _____,	R _____,
1,11	Bronze Plated Metal Trophy, Height 40cm	5		R _____,	R _____,
				VAT	R _____,
				Grand Total	R _____,

Period required for delivery: _____ days after receipt of an order

ITEM NO. 2: Trophy Labels/Stickers for Grade 12 Results Announcement and Awards Ceremony

Item No.	DESCRIPTION	QTY	BRAND NAME	UNIT PRICE	TOTAL BID PRICE IN RSA CURRENCY (INCLUDING ALL APPLICABLE TAXES)
2,1	Shield trophy: 100 mm x 100mm	21		R _____,	R _____,
2,2	Long horn trophy: 180mm x 120mm.	288		R _____,	R _____,
2,3	Short horn trophy: 160mm x 120mm	21		R _____,	R _____,
				VAT	R _____,
				Grand Total	R _____,

Period required for delivery: _____ days after receipt of an order

The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 where two-phase evaluation process will be followed and the 80/20 will be utilized for this evaluation.

Phase 1: Mandatory Requirements

-  Bidders must be registered on Central Supplier Database (CSD).
-  Bidders are required to comply with the attached National Department of Correctional Services Product Specification. (**Annexure A**)
-  Bidders are required to attach the Compulsory Briefing Session Certificate signed off by the SCM Practitioner

Phase 2: Price and Specific Goals

Evaluation of price and procurement goals will be allocated based on historically disadvantaged individuals, gender, youth and disability in terms of 80/20 preference point systems.

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Procurement Goals	100

For a bidder to qualify for specific goals, ownership of 51% or more per HDI must be obtained. Bidders must submit a certified documentary proof not older than six (6) months to claim for specific goals. The specific goals will be allocated as follows:

Procurement Goals	Points	Documents to be submitted to claim points
Women	7 points	Signed affidavit (signed off by SAPS) confirming 51% or more women ownership or BBBEE certificate or Sworn Affidavit as per DTI prescribed template
Youth	6 points	Signed affidavit (signed off by SAPS) confirming 51% or more youth ownership or BBBEE certificate or Sworn Affidavit as per DTI prescribed template
Black	5 points	Signed affidavit (signed off by SAPS) confirming 51% or more black ownership or BBBEE certificate or Sworn Affidavit as per DTI prescribed template
Disability	2 points	Medical certificate signed by the doctor. The medical certificate must be accompanied by a Signed affidavit (signed off by SAPS) confirming 51% or more directorship for disabled persons
Total	20 points	

NB

-  Quotation validity period sixty (60 days), delivery period, supplier banking details and contact numbers of the bidder must be prescribed on the quote.
-  SBD 4 form must be fully completed and returned with the quotation.
-  Pricing schedule calculation (**Annexure B**)
-  The quote must be submitted as per the above prescribed time and closing date.
-  The prices for this quotation must be firm.



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ANNEXURE: A

**HPQ 27/2026: APPOINTMENT OF A SERVICE PROVIDER(S) FOR SUPPLY, DELIVERY OF TROPHIES
AND TROPHY LABELS/STICKERS FOR GRADE 12 RESULTS ANNOUNCEMENT AND AWARDS
CEREMONY FOR FORMAL EDUCATION DIRECTORATE**

SPECIFICATIONS:

Mark with an "X"

ITEM NO. 1. TROPHIES

DESCRIPTION	QUANTITY	COMPLY	NOT COMPLY
• Gold Plated Plastic Trophy, height 56cm.	2		
• Gold Plated Plastic Trophy, height 46cm.	2		
• Gold Plated Metal Trophy, height 43cm.	15		
• Gold Plated Plastic Trophy, height 43cm.	2		
• Gold Plated Metal Trophy, height 40cm.	15		
• Gold Plated Plastic Trophy, height 40cm.	2		
• Silver Plated Metal Trophy, height 46cm.	3		
• Silver Plated Plastic Trophy, height 40cm.	2		
• Silver Plated Metal Trophy, height 43cm.	15		
• Bronze Plated Plastic Trophy, height 29cm.	3		
• Bronze Plated Metal Trophy, height 40cm.	5		
Grant Total	66		

ITEM NO. 2 TROPHY LABELS / STICKERS FOR GRADE RESULTS

DESCRIPTION	QUANTITY & DESCRIPTION	COMPLY	COMPLY /NOT COMPLY
Trophy labels/stickers:			
Shield trophy: 100 mm x 100mm.	21 Category B: Educator Subject Award in the following subjects:		

	IsiZulu Home Language, IsiXhosa Home Language, Sesotho Home Language, siSwati Home Language, Life Orientation,		
Long horn trophy: 180mm x 120mm.	288 Category A: Best Performer in the following subjects: Afrikaans Home Language, Afrikaans First Additional Language, English First Additional Language, IsiXhosa Home Language, IsiZulu Home Language, IsiZulu First Additional Language, siSwati Home Language, isiNdebele Home Language, Sepedi Home Language, Sesotho Home Language, Setswana Home Language, Xitsonga Home Language, Tshivenda Home Language, Mathematics, Mathematics Literacy, Physical Sciences, Business Studies, Economics, Accounting, Computer Applications Technology, Geography, History, Tourism, Life Orientation, Religion Studies, Agricultural Sciences, Agricultural Management Practice, Agricultural		

	Technology, Life Sciences.		
Short horn trophy: 160mm x 120mm	21 Category C: Educator Subject Award in the following subjects: Tourism, Business Studies, Geography, Mathematical Literacy, & Mathematics.		
Grand Total	330		

Company name _____

Bidder's signature _____

Date _____

NB: SEE EXAMPLE OF THE LABEL/STICKER BELOW:



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CATEGORY A

Best Performer in

Accounting

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 institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship

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

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature	Date
.....	
Position	Name of bidder