



**NKOMAZI SEZ**  
TREASURE OF OPPORTUNITIES  
An Entity of the Department of Economic Development and Tourism

**REQUEST FOR QUOTATIONS (RFQ) FOR  
PROCUREMENT OF GOODS AND SERVICES**

**DESCRIPTION OF WORK**

**APPOINTMENT OF A SERVICE PROVIDER FOR EVENT  
MANAGEMENT SERVICES IN OCTOBER  
(DATE TO BE CONFIRMED)**

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**QUOTATION DETAILS**

QUOTATION NUMBER: RFQ 003 -25/26

Closing Date : 02 OCTOBER 2025

Time : 12H00

Compulsory Briefing session:

Yes

☐

No

☒

If Yes, Date and time of compulsory briefing  
session:

Date: \_\_\_\_\_ Time: 10:00 am

**DETAILS OF RESPONDENT**

Name of bidder:

.....

CSD Number :

.....

Amount :

..... (VAT INCL)

*Please indicate whether it is the original or copy, tick the applicable block*

ORIGINAL

☐

COPY

☐

# **REQUEST FOR QUOTATIONS (RFQ)**

## **1. GENERAL CONDITIONS OF THE RFQ:**

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not exceed R1 000 000.00 (all applicable taxes included).
- 1.3. Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- 1.4. Quotations must be valid for a period of 30 days
- 1.5. The Bidder's quotation to bear correct contact details and address
- 1.6. Fully completed Standard Bidding Documents (SBD4 and SBD 6.1)
- 1.7. The bidder must be registered on the Central Supplier Database (CSD)
- 1.8. This bid will **NOT** be evaluated on functionality

## **2. SCOPE OF WORK / SERVICE OR ITEMS**

| ITEM | DESCRIPTION  | NUMBER OF PEOPLE OR QUANTITY | NUMBER OF DAYS |
|------|--|------------------------------|----------------|
| 1    | Breakfast - VIP briefing session   | 50                           | 1              |
| 2    | Lunch - 3 x Starch, 3 x protein, 2 x salad, 2 x veggies                                | 200                          | 1              |
| 3    | Still water - 500 ml   | 400                          | 1              |
| 4    | Soft drink - 300ml (1 soft drink/100% Fruit Juice)                                     | 200                          | 1              |
| 5    | Sound plus PA System with 4 roving microphones   | 1                            | 1              |
| 6    | Chair Covers   | 250                          | 1              |
| 7    | Chairs   | 250                          | 1              |
| 8    | Tables - normal  | 4                            | 1              |
| 9    | Tables cloth with overlay covers   | 8                            | 1              |
| 10   | Round tables for VIP tent with fresh flowers   | 4                            | 1              |
| 11   | Mobile Toilets (VIP Toilets)   | 4                            | 1              |
| 12   | Standby Generator  | 1                            | 1              |
| 13   | VIP Tent to accommodate 50 people with carpets   | 1                            | 1              |
| 14   | Tent to accommodate 200 people   | 1                            | 1              |
| 15   | Stage/Podium plus Decorations  | 1                            | 1              |
| 16   | Mobile Airconditioners   | 4                            | 1              |
| 17   | Branded NSEZ Ball pens - Altitude Chico Ball Pen                                       | 1000                         |                |
| 18   | Branded and printed NSEZ promotional - A Z pager foldable brochure                     | 1000                         |                |
| 19   | Designed & Printed Business Cards - 500 Brailed and 500 Normal                         | 1000                         |                |
| 20   | Designed and Branded Folder A4- hardcover carry folder                                 | 500                          |                |
| 21   | Branded Paper bags- normal size  | 500                          |                |
| 22   | Designed Branded Tear drop banners on fish rod stick                                   | 2                            |                |
| 23   | Designed and Branded Telescoping banners on steel                                      | 2                            |                |
| 24   | Designed and Branded Backdrop/ media wall (20X10) - normal size                        | 2                            |                |
| 25   | Designed and Branded Pull-up banners - 3m x 2.2m                                       | 2                            |                |
| 26   | Branded Gazebo (1x White and 1x Navy) - Ovation sblimated (3m x3m)                     | 2                            |                |
| 27   | Branded camp chairs  | 4                            |                |
| 28   | Branded tablecloth 1x white and 1x Navy blue (3 x 5m)                                  | 4                            |                |
| 29   | Foldable table - normal size   | 4                            |                |
| 30   | Designed and Branded NSEZ Golf Shirts at heart, department logo on arms/sleeves - Navy | 250                          |                |
| 31   | Designed and Branded NSEZ Golf Shirts - department logo on arms/sleeves White          | 250                          |                |
| 32   | Reflecting safety Vests, with NSEZ logo - Standard safety reflector                    | 50                           |                |

|    |   |     |  |
|----|---|-----|--|
| 33 | Safety hard hats                          | 50  |  |
| 34 | Overall top - safety jacket with branding | 50  |  |
|    |   |     |  |
| 35 | Branded Caps - White                      | 250 |  |
| 36 | Branded Caps - Navy                       | 250 |  |
| 37 | Branded water bottles - White             | 200 |  |

**For Technical and Procurement Enquiries please contact :  
Mr Bongani Khoza at 072 3275768**

**Submissions and enquiries should be directed at: [scm@mega.gov.za](mailto:scm@mega.gov.za)**

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
  
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number:  
.....
- 2.3 Position occupied in the Company (director, shareholder etc):  
.....
- 2.4 Company Registration Number:  
.....
- 2.5 Tax Reference Number:  
.....
- 2.6 VAT Registration Number: .....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....  
Name of state institution to which the person is connected: .....  
Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.11.1 If so, furnish particulars:

2.9.1 If so, furnish particulars.

.....  
.....  
.....  
.....

.....  
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.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

**DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS  
CORRECT.  
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE  
GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

- a) 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     |
|---|------------|
| <b>PRICE</b>  | 80         |
| <b>SPECIFIC GOALS</b>   |            |
| Enterprise owned by Black people  | 4          |
| Enterprise owned by Women   | 4          |
| Enterprise owned by Youth   | 4          |
| Enterprise owned by Disabled  | 4          |
| Enterprise owned by SMME's-QSE and EME within the <b>Nkomazi Local Municipality</b> | 4          |
| <b>Total points for Price and SPECIFIC GOALS</b>                                    | <b>100</b> |



- 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

80/20                      or                      90/10

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                         | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| Enterprise owned by Black people  | N/A  | 4  | N/A  |  |
| Enterprise owned by Women   | N/A  | 4  | N/A  |  |
| Enterprise owned by Youth   | N/A  | 4  | N/A  |  |
| Enterprise owned by Disabled  | N/A  | 4  | N/A  |  |
| Enterprise owned by SMME's-QSE and EME within the <b>Nkomazi Local Municipality</b> | N/A  | 4  | N/A  |  |

#### **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:

- 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:** .....  
.....  
.....  
.....