



REQUEST FOR QUOTATIONS (RFQ)

DESCRIPTION OF WORK

Facilitation of an inhouse Graphic Design training at MEGA Head Office

QUOTATION DETAILS

QUOTATION NUMBER: RFQ00750-25/26

CLOSING Date: 25 February 2026

Time: 12:00 pm

Issued: 19 February 2026

Compulsory Briefing session:

Yes

No

DETAILS OF RESPONDENT

Name of bidder:

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. 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.
2. The value of this bid is estimated to not exceed R1 000 000.00 (all applicable taxes included).
3. Fully comply with the scope of work / service.
4. Quotations must be valid for a period of 30 days
5. The bidder's quotation to bear correct contact details and address.
6. Complete standard bidding documents (SBD4 and SBD6.1).
7. The bidder must be registered on the Central Supplier Database (CSD).
8. This bid will be evaluated on functionality.

2. SCOPE OF WORK

NO.	REQUIRED SERVICES	NUMBER OF EMPLOYEES
01.	Facilitation of inhouse Graphic Design training at MEGA Head Office.	03

Note: MEGA will cater for the venue, equipment, catering and travelling cost for employees.

3. DETAILS OF TRAINING

NO.	LEARNING OUTCOMES
1.	Drawing 1.2A, 2B
2.	Typograph 1.2A
3.	Applied colour and design
4.	Digital design 1.2A, 2B
5.	Motion graphics 1.2A, 3A, 3B
6.	Visual literacy 1A, 1B, 2A, 2B, 3A, 3B
7.	3D Animation
8.	Copywriting
9.	Advanced drawing and illustration
10.	Web design B

4. MANDATORY DOCUMENTS TO BE SUBMITTED

No.	Description
1.	Quotation (detailed / inclusive of all relevant costs e.g. Facilitators accommodation, traveling costs, learning materials, certification etc.)
2.	CV and certified copies of qualifications of the facilitator
3.	Facilitator should have the at least one of the following accreditations:

	<ul style="list-style-type: none"> • International Council of Design (ICO-D) • Design Education Forum of Southern Africa (DEFSA) • National Association of Schools of Art and Design (NASAD) (Attach proof)
4.	Reference letters of the company's appointment on similar work
5.	Proof of CSD registration / CSD report
6.	Fully completed SBD forms

5. EVALUATION CRITERIA

Evaluation will be carried out on the Functionality and the Preferential Point System - Price and Specific Goals (80/20)

4.1 FUNCTIONALITY EVALUATION ASSESSMENT

No.	Criterion	Expected Response	Weight
1.	Qualifications and accreditation	A qualification in Graphic Design and accreditation with the following organisations/bodies for the facilitator: <ul style="list-style-type: none"> • International Council of Design (ICO-D) • Design Education Forum of Southern Africa (DEFSA) • National Association of Schools of Art and Design (NASAD) NB: SAQA approved and registered with professional organisation/body Diploma plus registration with at least one (1) of the organisations/bodies listed above: 20% Bachelor's degree plus registration with at least one (1) of the organisations/bodies listed above: 30% Masters (bonus) and above plus registration with at least one (1) of the organisations/bodies listed above: 50%	50%
2.	Training content and methodology	An overview of the training material coverage and method of training facilitation	20%
2.	Relevant experience of the company	Reference letters of similar projects implemented by the company. 1-2 reference letters attached: 10% 3-4 reference letters attached: 20% More than 4 reference letters: 30%	30%

Total			100%

Bidders who score less than 70 points will **NOT** be evaluated further for price and specific goals.

4.2 PREFERENTIAL POINTS SYSTEM EVALUATION:

Bidders who obtained 70 and above points will be further evaluated based on Price (80) and Specific goals (20).

5. CONDITIONS OF QUOTATION

- Late or incomplete submissions will not be considered.
- Quotation should include all relevant costs
- **Referencing:**
RFQ Number. (must be on the subject line on email)

7. ENQUIRIES

- All Supply Chain Management enquiries must be directed to:
Supply Chain Management Unit: scm@mega.gov.za

SUBMISSION

TO: Ms. TS Masenya
GM Corporate Services

CC: Ms. SC Zondi
Acting Marketing Manager

TITLE: GRAPHIC DESIGN TRAINING
Communications and Marketing Unit

COMPILED BY: Ms. Mpho Kholwane
Marketing Officer

DATE: 19 January 2026

1. PURPOSE

The purpose of this submission is to request approval to attend training in graphic design for the Marketing Unit team, Ms. Sezanele Zondi, Ms. Mpho Kholwane, and Mr. Thembinkosi Themba.

2. DISCUSSION/MOTIVATIONAL

The Marketing Team needs to be equipped and skilled to improve skills in graphic design and photography, which are essential to performing current activities. The team has realized the importance of building knowledge and technical skills in visual communication.

The training in graphic design will enable the team to improve in graphic design, layout design, branding, and the relevant software tools, which are critical to producing high-quality and professional work.

The skills and knowledge acquired by the team will equip the team to do marketing and support the core MEGA Divisions.

The proposed training skills required

TRAINING	DELEGATES	SUBJECTS
Graphic Design	3	<ul style="list-style-type: none">• Drawing 1, 2A, 2B• Typograph 1, 2A• Applied colour and design• Digital design 1, 2A, 2B• Motion graphics 1, 2A, 3A, 3B• Visual literacy 1A, 1B, 2A, 2B, 3A, 3B• 3D Animation• Copywriting• Advanced drawing and illustration• Web design B

3. FINANCIAL IMPLICATION

The cost for the graphic design training of the Communications and Marketing Unit team will be allocated from the Human Resource Skills Development and Training budget, and we are therefore requesting the Supply Chain Unit to outsource the relevant service provider.

COMPILED BY:



MARKETING OFFICER: Ms. M Kholwane

DATE: 19/01/2026

RECOMMENDED BY:



ACTING MANAGER MARKETING: Ms. SC Zondi

DATE: 19/01/2026

APPROVED BY:



GM CORPORATE SERVICES: Ms. TS Masenya

DATE: 19/01/2025

Please ensure that the service provider is an accredited service provider and that the course is preferably unit standard aligned.

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.

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.

SBD4

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

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.

SBD4

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

**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
PRICE	80
SPECIFIC GOALS	
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	4
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:

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

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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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) (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)
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	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:

