



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: [luthulimuseum@luthulimuseum.org.za](mailto:luthulimuseum@luthulimuseum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

|                                    |                                                                                                                                                                                       |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ NUMBER</b>                  | RFQ LM 2025/0106                                                                                                                                                                      |
| <b>RFQ DESCRIPTION</b>             | THE APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR BUILDING REFURBISHMENT SERVICES: RENOVATION OF STAFF AND VISITORS' ABLUTION FACILITIES WITHIN THE LUTHULI MUSEUM  |
| <b>RFQ ISSUE DATE</b>              | WEDNESDAY, 01 OCTOBER 2025                                                                                                                                                            |
| <b>COMPULSORY BRIEFING SESSION</b> | TUESDAY, 07 OCTOBER 2025 AT 12H00<br><br><b>(PERSONS ARRIVING AFTER 12H15 WILL NOT BE CONSIDERED AS HAVING ATTENDED THE COMPULSORY BRIEFING SESSION)</b>                              |
| <b>CLOSING DATE &amp; TIME</b>     | FRIDAY, 10 OCTOBER 2025 AT 12H00                                                                                                                                                      |
| <b>LOCATION FOR SUBMISSIONS</b>    | <a href="mailto:scmofficer@luthulimuseum.org.za">scmofficer@luthulimuseum.org.za</a><br><br><b>PLEASE NOTE THAT THE LUTHULI MUSEUM WILL NOT BE ACCEPTING HAND DELIVERED PROPOSALS</b> |
| <b>NUMBER OF DOCUMENTS</b>         | 1 SOFT COPY                                                                                                                                                                           |

For enquiries, please contact [scmofficer@luthulimuseum.org.za](mailto:scmofficer@luthulimuseum.org.za) before closing date of the RFQ.

The Luthuli Museum request your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quotation submitted.**

SUPPLIER NAME: .....

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: .....

POSTAL ADDRESS: .....

CELL/ TELEPHONE NO: .....

EMAIL ADDRESS: .....

CONTACT PERSON: .....

SIGNATURE OF BIDDER: .....

#### **SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central database in terms of National Treasury circular no 4A of 2016/17. The bidder must register prior to submitting a proposal/bid.



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

## RETURNABLE DOCUMENTS CHECKLIST

Quotation invitation document must be completed, signed and submitted by the authorised Company representative. All forms must be properly completed; list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

| DESCRIPTION                                                      | YES | NO |
|------------------------------------------------------------------|-----|----|
| Central Supplier Database Registration Report                    |     |    |
| Pricing Schedule / Quotation                                     |     |    |
| Valid SARS Tax Pin                                               |     |    |
| BBBEE Affidavit/ Certificate                                     |     |    |
| CIDB Registration – Contractor Grading 1GB or higher             |     |    |
| CIPC Registration Documents                                      |     |    |
| Director (s) Certified ID Copy                                   |     |    |
| A minimum of 3 Traceable Reference Letters on Company Letterhead |     |    |
| CVs and Professional Qualifications of Director/ Key Personnel   |     |    |
| Electrical Qualification of Director/ Key Personnel              |     |    |
| Public Liability Insurance                                       |     |    |
| COIDA Certificate/ Letter of Good Standing                       |     |    |
| Methodology on how the project will be conducted                 |     |    |
| SBD 4 – Bidder Declaration                                       |     |    |
| SBD 6.1 – Preferential Procurement Claim Form                    |     |    |

**Note: This RFQ must be completed, signed, and initialled by the authorised company representative.**



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

## LUTHULI MUSEUM RFQ CONDITIONS

### 1. QUOTATION CONDITIONS

- a) **Luthuli Museum** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b) No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.
- c) **Luthuli Museum** reserves the right to:
  - I. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
  - II. Select solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the evaluation of this RFQ.
  - III. Contact any bidder during the evaluation process, to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
  - IV. Award a contract to one or more bidder(s).
  - V. Withdraw the RFQ at any stage
  - VI. Accept a separate RFQ or any RFQ in part or full at its own discretion.
  - VII. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
  - VIII. Select the bidder(s) for further negotiations based on the greatest benefit to **Luthuli Museum** and not necessarily based on the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the **Luthuli Museum** shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

## **INTRODUCTION**

The Luthuli Museum administration building tiling requires renovation work that will enhance the overall aesthetical appearance and provide uniform tiling within this building.

Considering this, the Museum wishes to procure the services of a suitably qualifying and experienced Contractor to remove, dispose and re-install new tiling and perform minor electrical work at the specified areas, on a once off basis.

## **SPECIAL CONDITIONS**

1. No sub-contracting will be permitted without the approval and consent of the Project Officer due to knowledge and experience required in order to render the specified services.
2. No additional costs incurred by the Contractor will be accepted by the Museum.
3. The successful bidder will be required to submit a Letter of Good Standing in terms of COIDA; or his/her latest assessment and proof of payment thereof; or proof of registration with the Compensation Commissioner (only in cases of a new registration), prior to commencement of work.
4. The Contractor must take all necessary precautions to ensure that he/she complies in all respects with the Occupational Health and Safety Act (Act 85, as amended).
5. The contractor shall be familiar with- and apply all standard practices as applied in general building and electrical work industry.
6. The appointed Contractor will be required to submit proof of Public Liability Insurance of at least R 1,000,000.00 (One million rand) before commencement of the contract.

## **DAMAGES**

1. The contractor shall inform the Project Officer of any damages caused by the Contractor's operations, on the day that such damages occur.
2. Any damage to property, as the result of the Contractor's operations, shall be the responsibility of the Contractor.

## **SAFETY**

1. The Contractor shall provide adequate barricading, signs and/or warning devices during the performance of the contract, to protect staff and visitors.
2. All placement of cones, signs and barricades must conform to the Construction Safety Standards.
3. All reasonable care shall be taken to prevent injury to people or damage to property by ensuring that equipment is properly secured and maintained. Regular safety checks must be performed to ensure equipment is in good working order.

## **DEFECTS LIABILITY PERIOD**

1. The defects liability period is 12 months from the completion and handover date.
2. Should defects be experienced or observed by the museum within the liability period after installation and project handover, the museum will arrange to examine the holistic tiling work and extent of defects. If the aftermath is due to poor quality material and/or poor workmanship during installation, the contractor will be liable for all relevant repair/replacement work at NO cost to the museum for both the material and labour.
3. Exclusions will apply only in proven misuse and/or accidental damage incidents by the museum or any external factors.



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

## **TERMS OF REFERENCE**

### **THE APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR BUILDING REFURBISHMENT SERVICES: RENOVATIONS OF STAFF & VISITOR ABLUTION FACILITIES (TILING AND MINOR ELECTRICAL WORK) FOR LUTHULI MUSEUM**

#### **1. BACKGROUND AND DISCUSSION**

- 1.1 The Luthuli Museum has identified and prioritized the need to conduct renovation work in the staff and visitor ablution facilities within the administration building.

#### **2. PROJECT DESCRIPTION**

- 2.1 The Luthuli Museum is seeking a professionally suitable Contractor to conduct work as per the scope which includes removal and replacement of all floor and wall tiling, wall mounted material and electrical equipment inside the ablutions.

#### **3. PURPOSE OF PROJECT**

- 3.1 The Luthuli Museum aims to provide a presentable, aesthetically pleasing, clean and safe environment that promotes sustainable development.

#### **4. SCOPE OF WORKS**

- 4.1 The appointed suitably qualifying and experienced Contractor will be required to conduct work in the male, female and disabled personnel ablution facilities in accordance with the following specifications:

##### **TILING WORK & EQUIPMENT**

- Remove all existing floor tiles and skirting
- Remove all existing wall tiles
- Remove wall mounted material/equipment which includes, ceramic sinks, mirrors, electrical hand driers, hand towel holders, toilet roll holders, etc.
- Safe disposal of the removed tiles and damaged material at an authorised dump site.
- Supply and install new urinal separator screens in male ablutions.
- Supply and new tiling, skirting, wall mounted material and equipment.

##### **ELECTRICAL WORK**

- Removal of electrical equipment in the ablution facilities.
- Safe disposal of the removed electrical equipment and wiring at an authorised dump site.
- Repair and reconnection of all electrical equipment and lighting, which includes hand driers.
- Testing and commissioning of COC of the electrical installation.

##### **CLEANUP**

- Immediately after removal all material must be removed and discarded appropriately.
- Care shall be taken not to damage any equipment around the working area or Museum property.



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

## PRICING SCHEDULE

**Name of Bidder:** ..... **RFQ Number:** .....

**Closing Date:** .....

RFQ shall remain valid for acceptance for a period of **90 days** counted from closing date.

The tendered price must include all expenses and costs (e.g. material, overheads, labour, etc.) that may be required in and for the execution of the work described in the specification, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the contract as well as overhead charges and profit (in the event that the bidder is successful). The tendered price will be fixed, final and binding.

| ITEM       | DESCRIPTION                                                                                                                                                                                                                                                                                                              | UNIT           | QUANTITY | RATE | AMOUNT |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|------|--------|
| <b>1.</b>  | <b>Tiling and Equipment</b>                                                                                                                                                                                                                                                                                              |                |          |      |        |
| <b>1.1</b> | <b>Female ablutions</b>                                                                                                                                                                                                                                                                                                  |                |          |      |        |
| 1.1.1      | Removal of existing floor tiles and skirting                                                                                                                                                                                                                                                                             | m <sup>2</sup> | 6.9      |      |        |
| 1.1.2      | Removal of existing wall tiles                                                                                                                                                                                                                                                                                           | m <sup>2</sup> | 25       |      |        |
| 1.1.3      | Removal of 2x wall mounted mirrors, 2x ceramic sinks, 1x hand drier, 2x toilet roll holders and 1x soap dispenser                                                                                                                                                                                                        | sum            | 1        |      |        |
| 1.1.4      | Safe disposal of all removed tiles, sinks, mirrors, etc.                                                                                                                                                                                                                                                                 | sum            | 1        |      |        |
| 1.1.5      | Supply and fit new light grey matt porcelain 1st tile for floor and skirting 600mmx600mm as specified in project, bedded in cement and sand mortar 1:3 laid on a dry mixed sand and cement backfill, jointed and pointed with 4mm joints. The price including pointing using special pre-mix grout as per specifications | m <sup>2</sup> | 6.9      |      |        |
| 1.1.6      | Supply and fit new Statuario Glazed Polished Porcelain Tile 600x1200mm tiles (walls)                                                                                                                                                                                                                                     | m <sup>2</sup> | 32       |      |        |
| 1.1.7      | Supply and fit wall mounted ceramic sink                                                                                                                                                                                                                                                                                 | no.            | 2        |      |        |
| 1.1.8      | Supply and fit mixers, waste and complete plumbing with shut off valves to each water outlet                                                                                                                                                                                                                             | no.            | 2        |      |        |
| 1.1.9      | Supply and fit automatic stainless steel 2.3kW electric hand drier                                                                                                                                                                                                                                                       | no.            | 1        |      |        |
| 1.1.10     | Supply and fit automatic hand sanitiser and soap dispenser                                                                                                                                                                                                                                                               | no.            | 1        |      |        |
| 1.1.11     | Supply and fit auto-cut hand towel dispenser                                                                                                                                                                                                                                                                             | no.            | 1        |      |        |
| 1.1.12     | Supply and fit steel lockable toilet paper holder to accommodate 3 rolls at a time.                                                                                                                                                                                                                                      | no.            | 2        |      |        |
| 1.1.13     | Supply and fit full length mirror 600mm wide x 1600mm high                                                                                                                                                                                                                                                               | no.            | 1        |      |        |
| 1.1.14     | Prepare and paint door and door frames 2 coats (equivalent to Plascon Enamel in colour dove grey or equivalent)                                                                                                                                                                                                          | L              | 5        |      |        |
| <b>1.2</b> | <b>Male ablutions</b>                                                                                                                                                                                                                                                                                                    |                |          |      |        |
| 1.2.1      | Removal of existing floor tiles and skirting                                                                                                                                                                                                                                                                             | m <sup>2</sup> | 7        |      |        |
| 1.2.2      | Removal of existing wall tiles                                                                                                                                                                                                                                                                                           | m <sup>2</sup> | 26       |      |        |



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

|            |                                                                                                                                                                                                                                                                                                                                              |                |      |  |  |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|--|--|
| 1.2.3      | Removal of wall mounted mirrors, ceramic sinks, urinals hand driers, toilet roll holders and dispensers                                                                                                                                                                                                                                      | sum            | 1    |  |  |
| 1.2.4      | Safe disposal of all removed tiles, sinks, mirrors, etc.                                                                                                                                                                                                                                                                                     | sum            | 1    |  |  |
| 1.2.5      | Supply and fit new light grey matt porcelain 1st tile for floor and skirting 600mmx600mm as specified in project, bedded in cement and sand mortar 1:3 laid on a dry mixed sand and cement backfill, jointed and pointed with 4mm joints. The price including pointing using special pre-mix grout and final polishing as per specifications | m <sup>2</sup> | 7    |  |  |
| 1.2.6      | Supply and fit new Statuario Glazed Polished Porcelain Tile 600x1200mm tiles (walls)                                                                                                                                                                                                                                                         | m <sup>2</sup> | 35   |  |  |
| 1.2.7      | Supply and fit wall mounted ceramic sink                                                                                                                                                                                                                                                                                                     | no.            | 2    |  |  |
| 1.2.8      | Supply and fit ceramic wall mounted urinals                                                                                                                                                                                                                                                                                                  | no.            | 2    |  |  |
| 1.2.9      | Supply and fit wall mounted urinal privacy screen 600mm wide x1200mm high                                                                                                                                                                                                                                                                    | no.            | 1    |  |  |
| 1.2.10     | Supply and fit mixers, waste and complete plumbing with shut off valves to each water outlet                                                                                                                                                                                                                                                 | no.            | 2    |  |  |
| 1.2.11     | Supply and fit automatic stainless steel 2.3kW electric hand drier                                                                                                                                                                                                                                                                           | no.            | 1    |  |  |
| 1.2.12     | Supply and fit automatic hand sanitiser and soap dispenser                                                                                                                                                                                                                                                                                   | no.            | 1    |  |  |
| 1.2.13     | Supply and fit auto-cut hand towel dispenser                                                                                                                                                                                                                                                                                                 | no.            | 1    |  |  |
| 1.2.14     | Supply and fit steel lockable toilet paper holder to accommodate 3 rolls at a time.                                                                                                                                                                                                                                                          | no.            | 1    |  |  |
| 1.2.15     | Supply and fit full length mirror 600mm wide x 1600mm high                                                                                                                                                                                                                                                                                   | no.            | 1    |  |  |
| 1.2.16     | Prepare and paint door and door frame 2 coats (equivalent to Plascon Enamel in colour dove grey or equivalent)                                                                                                                                                                                                                               | L              | 5    |  |  |
| <b>1.3</b> | <b>Disabled ablution</b>                                                                                                                                                                                                                                                                                                                     |                |      |  |  |
| 1.3.1      | Removal of existing floor tiles and skirting                                                                                                                                                                                                                                                                                                 | m <sup>2</sup> | 3    |  |  |
| 1.3.2      | Removal of existing wall tiles                                                                                                                                                                                                                                                                                                               | m <sup>2</sup> | 12   |  |  |
| 1.3.3      | Removal and disposal of wall mounted 1x mirror, 1x ceramic sink, 1x stainless steel hand drier, 1x toilet roll holder and soap dispenser.                                                                                                                                                                                                    | sum            | 1    |  |  |
| 1.3.4      | Supply and fit new light grey matt porcelain 1st tile for floor and skirting 600mmx600mm, bedded in cement and sand mortar 1:3 laid on a dry mixed sand and cement backfill, jointed and pointed with 4mm joints. The price including pointing using special pre-mix grout and final polishing as per specifications.                        | m <sup>2</sup> | 3.5  |  |  |
| 1.3.5      | Supply and fit new Statuario Glazed Polished Porcelain Tile 600x1200mm tiles (walls)                                                                                                                                                                                                                                                         | m <sup>2</sup> | 16.5 |  |  |
| 1.3.6      | Supply and fit wall mounted ceramic sink                                                                                                                                                                                                                                                                                                     | no.            | 1    |  |  |
| 1.3.7      | Supply and fit mixer, waste and complete plumbing with shut off valve to water outlet                                                                                                                                                                                                                                                        | no.            | 1    |  |  |
| 1.3.8      | Supply and fit automatic stainless steel 2.3kW electric hand drier                                                                                                                                                                                                                                                                           | no.            | 1    |  |  |
| 1.3.9      | Supply and fit automatic hand sanitiser and soap dispenser                                                                                                                                                                                                                                                                                   | no.            | 1    |  |  |
| 1.3.10     | Supply and fit auto-cut hand towel dispenser                                                                                                                                                                                                                                                                                                 | no.            | 1    |  |  |
| 1.3.11     | Supply and fit steel lockable toilet paper holder to accommodate 3                                                                                                                                                                                                                                                                           | no.            | 1    |  |  |



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

|           |                                                                                                                |     |   |                    |  |
|-----------|----------------------------------------------------------------------------------------------------------------|-----|---|--------------------|--|
|           | rolls at a time.                                                                                               |     |   |                    |  |
| 1.3.12    | Supply and fit full length mirror 600mm wide x 1600mm high                                                     | no. | 1 |                    |  |
| <b>2.</b> | <b>Electrical wiring</b>                                                                                       |     |   |                    |  |
| 2.1       | Light repairs in female ablutions                                                                              | sum | 1 |                    |  |
| 2.2       | Electrical wiring and re-connection of wall mounted equipment in male, female and disabled personnel ablutions | sum | 1 |                    |  |
| 2.3       | Testing and commissioning of COC of electrical installation                                                    | sum | 1 |                    |  |
|           |                                                                                                                |     |   | <b>SUB-TOTAL</b>   |  |
|           |                                                                                                                |     |   | <b>15% VAT</b>     |  |
|           |                                                                                                                |     |   | <b>GRAND TOTAL</b> |  |

**THE SPECIALISTS ARE REQUIRED TO ATTEND A COMPULSORY SITE INSPECTION MEETING AT THE LUTHULI MUSEUM AT THE ADDRESS BELOW TO ASCERTAIN THE SPECIFIED WORK IN ORDER TO QUOTE APPROPRIATELY.**

#### **SITE INSPECTION MEETING**

**Venue:** The Luthuli Museum,  
3233 Nokukhanya Luthuli Street,  
Groutville,  
KwaDukuza  
4450.

**Date:** TUESDAY, 07 OCTOBER 2025 AT 12H00

Complete below:

1. Delivery Address: **Luthuli Museum**  
**3233 Nokukhanya Luthuli Street,**  
**Groutville, KwaDukuza, 4450**
2. Indicate Delivery period after order receipt .....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: .....

Capacity under which this quote is signed: .....

Signature: .....

Date: .....



## EVALUATION CRITERIA

RFQs received will be evaluated on mandatory criteria, and Price & specific goals comparison.

### STAGE:1 MANDATORY CRITERIA

- Valid SARS Tax Pin
- BBBEE Affidavit/ Certificate
- CIDB Registration – Contractor Grading 1GB or Higher
- CIPC Registration Documents
- Director (s) Certified ID Copy
- A minimum of 3 Traceable Reference Letters on Company Letterhead
- CVs and Professional Qualifications of Director/ Key Personnel
- Electrical Qualifications for the Director/ Key Personnel
- Public Liability Insurance
- COIDA Certificate/ Letter of Good Standing
- Methodology of the project

**Note: Bidders that do not meet the set mandatory criteria will be eliminated from further evaluation process.**

### STAGE 2: FUNCTIONALITY EVALUATION

The Functional Criteria that will be used to test the capability of Bidders are as follows: The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of **100 points**, and only those bids that achieve a threshold of **70 points** for the technical proposal will move to the next level of evaluation where a score for **price**.

The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

| BID EVALUATION CRITERIA |                                                                                                     |       |                    |                                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------|-------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FUNCTIONALITY CRITERIA  | BASIS FOR POINTS ALLOCATION                                                                         | SCORE | TOTAL (MAX) POINTS | VERIFICATION METHOD                                                                                                                                                                                                                                                                         |
| Experience of Tenderer  | <ul style="list-style-type: none"> <li>1-2 completed projects of similar nature.</li> </ul>         | 10    | 50                 | Bidders are to provide appointment Letter/Orders accompanied with reference Letter/Completion Certificate/ goods received note to the same project. The reference letter must be signed by the Project Manager/Municipal Manager or a person at a Directorship level in other institutions. |
|                         | <ul style="list-style-type: none"> <li>3-4 completed projects of similar nature.</li> </ul>         | 20    |                    |                                                                                                                                                                                                                                                                                             |
|                         | <ul style="list-style-type: none"> <li>5 and above completed projects of similar nature.</li> </ul> | 20    |                    |                                                                                                                                                                                                                                                                                             |

|                            |                                                                                                                                                                                                                                                                     |           |           |                                                                                                                                                                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Machinery/equipment</b> | <ul style="list-style-type: none"> <li>• Tile cutter</li> </ul>                                                                                                                                                                                                     | <b>10</b> | <b>20</b> | <b>Ownership/Hire Arrangement:</b><br>Bidders must attach either a (i) list of and/or proof of ownership (ii) proof of hiring eligibility from reputable hiring company for all relevant tiling tools or machinery and equipment to claim points. |
|                            | <ul style="list-style-type: none"> <li>• Other relevant light duty/handheld equipment (e.g., grinder, trowels, tile beater, hammer, applicator, rubber mallet, grout remover, etc.)</li> </ul>                                                                      | <b>10</b> |           |                                                                                                                                                                                                                                                   |
| <b>Methodology</b>         | <p>Detailed methodology the tiling and electrical work must demonstrate the following for maximum points to be obtained:</p> <ul style="list-style-type: none"> <li>• How the project will be carried out showing an understanding of the scope of work.</li> </ul> | <b>10</b> | <b>30</b> | Bidders must attach detailed methodology for tiling and electrical work.                                                                                                                                                                          |
|                            | <ul style="list-style-type: none"> <li>• Detailed work plan with timeframes.</li> </ul>                                                                                                                                                                             | <b>10</b> |           |                                                                                                                                                                                                                                                   |
|                            | <ul style="list-style-type: none"> <li>• Confirmation of labour availability.</li> </ul>                                                                                                                                                                            | <b>10</b> |           |                                                                                                                                                                                                                                                   |

### **STAGE:3. PRICE AND SPECIFIC GOALS EVALUATION**

Evaluation of the quotations received is based on the 80/20 preference point system as per PFMA regulation of 2022.

Specific Goal to be evaluated out of 20 Points:

| <b>SPECIFIC GOAL CRITERIA</b>                           | <b>POINTS</b> |
|---------------------------------------------------------|---------------|
| Race HDP (100% Black Equity Ownership)                  | 10            |
| Gender HDP (Women Equity Ownership is 51% or more)      | 4             |
| Youth Equity Ownership (Youth Equity Ownership is 100%) | 4             |
| People with Disability                                  | 2             |
| <b>TOTAL</b>                                            | <b>20</b>     |

\*\*\* Enterprises that are not owned by historically disadvantaged person will be allocated 0 points.



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

### **Claim for Specific Goals for 20 Points Allocation**

The 20 points will be applied as follow:

- a) If a Bidder is a Black company with a minimum of 100% Black Equity Ownership, 10 Points must be allocated. (If Black Equity Ownership is less than 100%, no points may be allocated)
- b) If HDP Women Equity Ownership is 51% or more, 4 Points must be allocated. (If Women Equity Ownership is less than 51%, no Points may be allocated).
- c) If Youth Equity Ownership is 100%, 4 Points must be allocated. (If Youth Equity Ownership is less than 100%, no Points may be allocated).
- d) If an entity has a Disabled Ownership 2 Points must be allocated. Proof must be submitted, in the form of Doctor's Notification of Disability. (If there is no Disabled Equity Ownership, no Points may be allocated).
- e) Points may be allocated cumulatively in respect of the above Four Groups under relevant circumstances, as set above.

### **Bidders must submit the following documents to claim points:**

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than 3 months)
- CIPC Documents and or shareholder Certificate
- Medical Doctor certificate, for Disability confirmation.

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals will be interpreted to mean that preference points for specific goals are not claimed.**



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: [luthulimuseum@luthulimuseum.org.za](mailto:luthulimuseum@luthulimuseum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

## SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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 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.
  2. **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, trustee, shareholder<sup>2</sup>, member): .....
    - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
    - 2.5 Tax Reference Number: .....
    - 2.6 VAT Registration Number: .....
    - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.
- <sup>1</sup>"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.
- <sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: [luthulimuseum@luthulimuseum.org.za](mailto:luthulimuseum@luthulimuseum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

- 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 / trustee / shareholder/ member: .....
- Name of state institution at which you or the person connected to the bidder is employed : .....
- Position occupied in the state institution: .....
- Any other particulars:
- .....
- .....
- .....
- 2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**
- 2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:
- .....
- .....
- .....
- 2.8 Did you or your spouse, or any of the company's directors / trustees / 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? **YES / NO**
- 2.9.1 If so, furnish particulars.
- .....



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: luthulimuseum@luthulimuseum.org.za  
website: www.luthulimuseum.org.za

.....  
.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between any  
other 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 / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

### 3 Full details of directors / trustees / members / shareholders.

| Full Name | Identity<br>Number | Personal Income Tax<br>Number | State<br>Reference | Employee<br>Number / Persal<br>Number |
|-----------|--------------------|-------------------------------|--------------------|---------------------------------------|
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |
|           |                    |                               |                    |                                       |



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: [luthulimuseum@luthulimuseum.org.za](mailto:luthulimuseum@luthulimuseum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

#### 4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I  
ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: [luthulimuseum@luthulimuseum.org.za](mailto:luthulimuseum@luthulimuseum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

## SBD 6.1

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS 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**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **90/10** preference point system.

b) The applicable preference point system for this tender is the **80/20** preference point system.

c) 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 Bids are received.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

1.5 Failure on the part of a Bidder 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 Bidder, 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

“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;

- (a) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (c) **“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
- (d) **“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:

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

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:

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

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

### 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



3233 Nokukhanya Luthuli Street  
Groutville KwaZulu - Natal  
South Africa  
PO Box 1869,  
KWADUKUZA 4450  
tel. (032) 559 6822  
fax. (032) 559 6806  
email: [luthulimuseum@luthulimuseum.org.za](mailto:luthulimuseum@luthulimuseum.org.za)  
website: [www.luthulimuseum.org.za](http://www.luthulimuseum.org.za)

awarded for specific goals stated in the tender. For the purposes of this tender the Bidder 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 Bid 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 Bidders: The Bidder 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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the Bidder) |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Race HDP (Black Equity Ownership)<br>(100% Black Equity Ownership)             | 10                                                                                      |                                                                               |
| Gender HDP (Women Equity Ownership)<br>(Women Equity Ownership is 51% or more) | 4                                                                                       |                                                                               |
| Youth Equity Ownership<br>(Youth Equity Ownership is 100%)                     | 4                                                                                       |                                                                               |
| People with Disability                                                         | 2                                                                                       |                                                                               |
|                                                                                |                                                                                         |                                                                               |

#### 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



3233 Nokukhanya Luthuli Street  
 Groutville KwaZulu - Natal  
 South Africa  
 PO Box 1869,  
 KWADUKUZA 4450  
 tel. (032) 559 6822  
 fax. (032) 559 6806  
 email: luthulimuseum@luthulimuseum.org.za  
 website: www.luthulimuseum.org.za

- ☐ (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 Bidder 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.

|                                             |       |
|---------------------------------------------|-------|
| .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>                    | ..... |
| <b>DATE:</b>                                | ..... |
| <b>ADDRESS:</b>                             | ..... |
|                                             | ..... |
|                                             | ..... |
|                                             | ..... |