

Request for quotation for the Supply and delivery of Commercial branding materials	
RFQ Number	SACPCMP/01/25/COM
RFQ request date	03/09/2025
RFQ closing date	17/09/2025
Name of bidding entity:	
Bidding entity representative:	
Official email for the bidder:	
Re: Request for quotation on behalf of SACPCMP	

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) FOR REQUIREMENTS OF THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).

Please note:

- 1. Quotations should strictly be emailed to tenders@sacpcmp.org.za not later than 17 September 2025 at 16:00
- 2. Enquiries: dinaledi.nteleki@sacpcmp.org.za
- 3. Quotations should be valid for at least 30 working days.
- 4. Is the offer strictly to specification? Yes/No
- 5. If not specifications, state deviation(s)
- 6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
- 7. No quotations will be received after the closing date and time will be considered.
- 8. It is the responsibility of the tenderer to verify the receipt of any emails forwarded to this office
- 9. If you are unable to quote, please email this page back to the sender as a no quote and state the reason below.

Reason for no quote:	
	-
Delivery Address:	
Rigel Office Park,	
446 Rigel Avenue, Block A, 2ND Floor,	

Pretoria.

Erasmusrand,

1. SCOPE OF WORK

The **SACPCMP** requires the services of a capable and experienced provider to support its marketing and branding initiatives. The selected service provider will be responsible for supplying high-quality **memorabilia** and a range of **yearly commercial branding items**. These materials will play a vital role in promoting the SACPCMP's visibility at industry events and stakeholder engagements.

The items may include branded stationery, clothing, and other marketing collateral. This initiative forms part of the Council's broader marketing strategy aimed at enhancing its professional image and stakeholder recognition. Regular replenishment of these items will ensure the Council is always equipped for outreach and promotional activities.

The provider will also be expected to align with SACPCMP's brand identity and quality standards. Ultimately, this partnership will support the Council's ongoing efforts to strengthen stakeholder engagement and public awareness.

1.1. <u>Items and dimensions with specific requirements.</u>

Shirts

50x Golf shirt - recommended



Men's Golf Shirt

- 190g/m²
- 100% polyester
- single jersey knit
- drop needle surface interest fabric
- knitted collar
- three-button placket
- standard fit

Requirement : Screen SACPCMP LOGO:

on the chest area

• Quantity: 25

Ladies' Golf Shirt

- 190g/m²
- 100% polyester
- single jersey knit
- drop the needle surface
- two-button placket
- side slits
- · standard fit

Requirement:

Screen SACPCMP LOGO: on the chest area

Quantity: 25

60x Mentor speed date shirts Recommended



Golfer alt-nyg

Weight: 145g/m²

Material: 100% polyester

Techno-Dri: Advanced moisture management fabric

Design: Knitted collar with contrast strip

Piping Detail: Contrast sleeve and placket piping

Placket: Narrow two-button placket

Sides: Side slits for added comfort

Colour Options: Navy blue

Requirements:

Three logo prints: chest, back, and 2x logos on the sleeves

Quantity: 60

Caps

400x 6 Panel Caps

Cap - 6 Panel

- 70g/m²
- acrylic
- 6-panel structured peak
- 6 embroidered eyelets
- self-fabric Velcro closure with three logo prints (mentors speed date)

Requirements:

Three logo prints: the logo will be given to the awarded bidder.

Quantity: 400Colour: Black

250x Pro Basic caps



Pro Basic Cap

Requirements:

one logo prints: The logo will be given to the awarded bidder.

Quantity: 250Colour: navy blue

500x Gloss paper bags



Size

- Material: 230gsm Board
- Size: 26cm (w) x 33cm (h) x 12cm (d)
- Silk Screen- Finish Gloss with logo on both sides
- Navy blue or dark royal blue

Requirements:

two logo prints: logo will be given to the awarded bidder

• Quantity: 500

Books

1000 x A5 Matt black notebooks



A5 Matt black notebooks

- 65 pages
- Screen printed SACPCMP company logo in the middle.

Requirements:

One logo print: will be provided to the awarded bidder.

Quantity: 1000

1000x A6 hardcover notebooks

A6 hardcover notebooks (pocket notebooks)

Requirements:

One logo print: will be provided to the awarded bidder.

• Quantity: 1000



Tablecloth

- Rectangular

- Royal blue with white SACPCMP (repeated print) print [2.5 m X 1.5 m]



One logo print: logo will be given to the awarded bidder.

• Quantity: 2





Full colour print

One-sided wall banner

FABRIC, not PVC (very important)

Quantity: 1



1x Wall banner

2000mm x 3000mm

Full colour print

Type of wall banner – slimline wall banner

• Quantity: 1



1000x Ball pens

Royal Blue

- Black German-manufactured ink
- Quantity: 1000

50x mouse pad



22(I) x18(w) cm

Branding options

Quantity:50

50x wireless charging solar power bank -10,000mAh



Wireless Charging Solar Power Bank - 10,000mAh

- 16.8 (l) x 7.7 (w) x 2.2 (h) cm
- ABS, rubber & solar panel
- lithium polymer battery
- capacity: 10,000mAh
- built-in cables: Type-C, micro, and lightning
- USB A, Type-C, and micro port
- Type-C & micro inputs: 10W (max): 5V/2A
- USB-A & Type-C outputs: 10W (max): 5V/2A
- Type-C built-in cable output: 10W (max): 5V/2A
- Micro built-in cable output: 10W (max): 5V/2A
 - Quantity: 50

2. SUBMISSION REQUIREMENTS

- 2.1. To be eligible for evaluation, prospective bidders must furnish the following documents:
- Completed and signed SBD 4 Declaration of Interest (Annexure 1)
- Completed and signed SBD 6.1 Preference Points Claim Form (Annexure 2)
- Samples of Golf shirts, Caps, gift bags, power-banks, and pens must be provided.
- Valid Original tax clearance certificate and CSD report
- Company profile and portfolio of previous commercial branding work done.
- The service provider shall be an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) BBBEE recognition level.
- Your quotation should include, in addition, details of your delivery rates.
- 2.2. Quotations will be disqualified or excluded under the following conditions:
 - 2.2.1. failure to submit the documents stipulated in section 2.1.
 - 2.2.2. Submission after the deadline.
 - 2.2.3. Quotations submitted at incorrect location/email address.
 - 2.2.4. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.

3. Pricing schedule

Item and Description	Quantity	Unit Price	Total Price Excluding VAT
			R
Т	OTAL PRIC	E EXCLUDING	R
		VAT	R
TOTA	L PRICE IN	CLUDING VAT	R

4. ATTACHMENTS

The following documents are attached and must be completed by the bidder.

ANNEXURE 1: SBD 4 - DECLARATION OF INTEREST

ANNEXURE 2: SBD 6 - Preference Points Claim Form

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids/ Quotations:
 - the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.
- 1.2 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) Specific preference points
- 1.4 The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for
	preference
Price	80
Specific goals	Number of points for
	preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned	1
enterprise.	
RDP Goals	
SMMEs	5
TOTAL	100

- 1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.
- 1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender.
- 1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

I/ we agree that the offer her in shall remain binding upon me/us and open for an acceptance
by SACPCMP for Republic of South Africa during the validity period indicated and calculated
from closing time stated above.

<u> </u>		
Signature of Tenderer	Name and capacity	Date

ANNEXURE 1: SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name	of	State
		institution		

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

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.

2.2.1	If so, furnish particulars:
2.3 Do	pes 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 the	ey are bidding for this contract? YES/NO
2.3.1 l	f so, furnish particulars:
• 55	
	CLARATION in authoriting
	undersigned, (name) in submitting companying bid, do hereby make the following statements that I certify to be true and complete
	ry respect:
3.1 l ha	ave read and I understand the contents of this disclosure;
3.2 I u	nderstand that the accompanying bid will be disqualified if this disclosure is found not to be true
and co	mplete in every respect;
3.3 Th	e bidder has arrived at the accompanying bid independently from, and without consultation,
comm	unication, agreement or arrangement with any competitor. However, communication between
partne	rs 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 co	ompetitor regarding the quality, quantity, specifications, prices, including methods, factors or
formul	as 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 serv	ices to which this bid invitation relates.
3.5 Th	e terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly
or indii	rectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of
the co	ntract.

 $^{^2}$ 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.

3.6 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat

any restrictive practices related to bids and contracts, bids that are suspicious will be reported

to the Competition Commission for investigation and possible imposition of administrative

penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported

to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted

from conducting business with the public sector for a period not exceeding ten (10) years in

terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other

applicable legislation.

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

IS CORRECT.

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

THIS DECLARATION P	ROVE TO	BE FALSI	ᆫ.
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• • • • • • • • • • • • • • • • • • • •	
Signature	Date
•••••	
Position	Name of bidder

ANNEXURE 2

SBD 6.1

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids/ Quotations:
 - the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- 2 Price; and
- 3 Specific goals

The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

- 1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.
- 1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender
- 1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

2. **DEFINITIONS**

Black People"	has the meaning assigned to it in section 1 of	
	the Broad Based Black Economic	
	Empowerment Act.	
"Dio akilita"		
"Disability"	means in respect of a person, a permanent	
	means, in respect of a person, a permanent	
	impairment of a physical, intellectual, or	
	sensory function, which results in restricted, or	
	lack of, ability to perform an activity in the	
	manner, or within the range, considered normal	
	for a human being.	
Highest acceptable tender";	means a tender that complies with all	
	specifications and conditions of tender and that	
	has the highest price compared to other tenders	
Historically Disadvantaged	means a South African citizen: who, due to the	
Individual (HDI)"	apartheid policy that had been in place, had no	
	franchise in national elections prior to the	
	introduction of the Constitution of the Republic	
	of South Africa, 1983 (Act No 110 of 1983) or	
	the Constitution of the Republic of South Africa,	
	1993, (Act No 200 of 1993) ("the Interim	
	Constitution); and/or who is a female; and/or	
	who has a disability: provided that a person who	

	obtained South African citizenship on or after
	the coming to effect of the Interim Constitution,
	is deemed not to be a HDI
People with disabilities".	In terms of the Code of Good Practice on the
ıı.	Employment of Persons with disabilities: it is
	persons who have a long-term or recurring
	physical or mental impairment, which
	substantially limits their prospects of entry into,
	or advancement in employment
Price"	means an amount of money tendered for goods
	or services, and includes all applicable taxes
	less all unconditional discounts;
SMMEs"	means small businesses; as defined in section
	1 of the National Small Business Act, 1996 (Act
	No 102 of 1996) a separate and distinct
	business entity, including co-operative
	enterprises and non-governmental
	organisations, managed by one owner or more
	which, including its branches or subsidiaries, if
	any, is predominantly carried on in any sector
	or sub sector of the economy mentioned in
	Column I of the Schedule and which can be
	classified as a micro-, a very small, a small or a
	medium enterprise by satisfying the criteria 40
	mentioned in columns 3; 4 and 5 of the
	Schedule opposite the smallest relevant size or
	class as mentioned in column 2 of the
	Schedule.
"Specific goals"	means specific goals as contemplated in
	section 2(1)(d) of the Act which may include
	contracting with persons, or categories of
	persons, historically disadvantaged by unfair

	T
	discrimination on the basis of race, gender and
	disability including the implementation of
	programmes of the Reconstruction and
	Development Programme as published in
	Government Gazette No. 16085 dated 23
	November 1994;
"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;
Youth"	means persons between the ages of 14 and 35
	as the National Youth Development Agency Act
	54 of 2008.

- (a) "B-BBEE" means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations.
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) "Functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B- BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice:
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
□□ <i>Pt</i> □ <i>P</i> min □		Ps □ 90 □1 □ Pt □ P min □
<i>P</i> s □ 80□1□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	or	
Where-		

Ps	II	Points scored for price of bid under
Pt		Price of bid under consideration
Pmin	=	Price of lowest acceptable bid

POINTS AWARDED FOR SPECFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference	Number of points claimed (80/20 system) (To be completed by the tenderer)
More than 30% black shareholding or owned enterprise.	10	
More than 30% woman or women shareholding or owned enterprise.	2	
More than 30% youth shareholding or owned enterprise.	2	
More than 30% of people living with disability shareholding or owned enterprise.	1	
RDP Goals		
SMMEs	5	
TOTAL	100	

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1	B-BBEE Status Level of Contributor:	(maximum	of	10	or	20
points)					

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (*Tick applicable box*)

	 /	
ΥE	NO	

7.1.1. If yes, please indicate:

i) What percentage of the contract will be		
subcontracted%		
ii) The name of the sub- contractor		
iii) The B-BBEE status level of the sub-		
contractor		
iv) Whether the sub-contractor is an EME or QSE (Tick app	licable box)	
YE NO		
v) Specify, by ticking the appropriate box, if subcontra	-	an
enterprise in terms of Preferential Procurement Regulati	0115,2017.	
Designated Group: An EME or QSE which is at last 51%	EM	QSE
owned by:	E	
	$\sqrt{}$	
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR	l	
Any EME		
Any QSE		
8. DECLARATION WITH REGARD TO COMPANY/FIRM		
8.1 Name of company name		
firm		
8.2 VAT registration		
number		
number		
8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]		
□ Partnership/Joint Venture / Consortium		
 One-person business/sole propriety 		
☐ Close corporation		
□ Company □ (Ptv) Limited		

8.5	DESCRIBE PRINCIPAL BUSINESS ACTIVITIES			
8.6	COI BOX		Y CLASSIFICATION [TICK APPLICABLE	
	eto	Supp Profe Othe	ufacturer plier essional service provider er service providers, e.g. transporter,	
8.7 busine			nber of years the company/firm has been in	
8.8	cor lev	npany/ el of c	undersigned, who is/are duly authorised to do so on behalf of the /firm, certify that the points claimed, based on the B-BBE status contributor indicated in paragraphs 1.4 and 6.1 of the foregoing , qualifies the company/ firm for the preference(s) shown and I/we dge that:	
	i)	The in	formation furnished is true and correct;	
	ii)		oreference points claimed are in accordance with the General itions as indicated in paragraph 1 of this form;	
	iii)	show furnis	event of a contract being awarded as a result of points claimed as n in paragraphs 1.4 and 6.1, the contractor may be required to h documentary proof to the satisfaction of the purchaser that the s are correct;	
	iv)	obtair have	e B-BBEE status level of the contributor has been claimed or ned on a fraudulent basis or any of the conditions of the contract not been fulfilled, the purchaser may, in addition to any other dy it may have –	
		(a)	disqualify the person from the bidding 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 by the National Treasury 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.

WITNESSES 1	SIGNATURE(S) OF BIDDERS(S)
	DATE:
2	ADDRESS: