

Request for quotation for the Supply and delivery of Commercial memorabilia	
RFQ Number	SACPCMP/02/25/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,
Erasmusrand,
Pretoria.



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 **conference memorabilia** and a range of.

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. Items and dimensions with specific requirements.

700x Power bank 	Wireless Charging Solar Power Bank - 10,000mAh <ul style="list-style-type: none">• 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• lightning built-in cable output: 10W (max): 5V/2A• wireless charging output: 5W• LED power indicator• LED light function• includes Type-C charging cable• packaged in a Swiss Cougar gift box Requirements: Two logo prints: logo will be given to the awarded bidder. <ul style="list-style-type: none">• Quantity: 700
700x Bags 	Features: It features a double-zippered main compartment, 2 additional inner compartments and an outer front-zippered compartment. The bag offers 2 additional side mesh pockets as well as adjustable, padded shoulder straps. "Tailored to fit laptops up to 17 inches size main compartment, with a stash pocket on the flap. Requirements: Two logo prints: logo will be given to the awarded bidder. <ul style="list-style-type: none">• Quantity: 700

700x Lanyards	
	<p>Lanyard</p> <ul style="list-style-type: none"> • Material: Polyester • Size: 90cm (l) x 2cm (w) • Branding Options: Screen Print, Sublimation <p>Requirements: Two logo prints: logo will be given to the awarded bidder.</p> <ul style="list-style-type: none"> • Colour: Blue/navy • Quantity: 700
<p>1000x Ball pens</p> 	<p>Royal Blue</p> <ul style="list-style-type: none"> • Black German-manufactured ink • Quantity: 700
<p>700x Soft cover note book</p> 	<p>Soft Cover Notebook Colours: Navy Blue/ Black.</p> <p>Dimensions: W 136mm x L 210mm x 11mm.</p> <p>Packaging: Loose</p> <p>Requirements: Two logo prints: logo will be given to the awarded bidder.</p> <ul style="list-style-type: none"> • Quantity: 700
700x Construction hat key holder	
	<p>Construction Torch Keyholder Product Dimensions (cm): Keyring: 4.8 (l) x 3.4 (w) x 2 (h)</p> <p>Made of: ABS</p> <p>Product Features: Looks like hard hat Static White LED light</p> <p>Requirements: Two logo prints: logo will be given to the awarded bidder.</p> <ul style="list-style-type: none"> • Quantity: 700

2. SUBMISSION REQUIREMENTS

2.1. In order 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)
- Valid Original tax clearance certificate and CSD report
- Samples of power-banks, bags, pens, notebook, lanyards, and the keyholder
- Company profile with a portfolio of previous and similar 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
		VAT	R
TOTAL PRICE INCLUDING VAT			R
Delivery Lead Time in days			

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.

1.3 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 enterprise.	1
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.

Signature of Tenderer

Name and capacity

Date

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 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.

3.5 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.

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 PROVE TO BE FALSE.

.....

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:

- (b) Price; and
- (c) 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.
"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 Individual (HDI)"	means a South African citizen: who, due to the 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 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

	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;
- (i) **“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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \frac{Ps - Pt}{P_{min}} \times 80 & & \frac{Ps - P_{min}}{P_{min}} \times 90
 \end{array}$$

Where-

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

POINTS AWARDED FOR SPECIFIC 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*)

YE	<input type="checkbox"/>	NO	<input type="checkbox"/>
----	--------------------------	----	--------------------------

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 applicable box***)
- | | | | |
|----|--------------------------|----|--------------------------|
| YE | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
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		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company name
firm.....

8.2 VAT registration
number.....

8.3 Company registration
number.....

8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy 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.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS: