



**REQUEST FOR A QUOTE FOR SECURITY COMPANIES TO DO A SECURITY ASSESMENT, SUPPLY AND INSTALLATION FOR MTF PROPERTIES - MTF RFQ 418/2025 - 2026**

## **The Market Theatre Foundation**

### **Request for Quotation:**

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**Advertising Date:** 09 February 2026

**Closing Date:** 13 February 2026

**Extended Closing Date:** 18 February 2026

**Closing Time:** 12:00

**Tender Price:** N/A

**RFQ to be emailed to the email below clearly marked : MTF RFQ 418/2025 – 2026**

[rfq@markettheatre.co.za](mailto:rfq@markettheatre.co.za)

**Compulsory Briefing Session:** 11 February 2026 @ 12:00:

**Address:** 138 Lilian Ngoyi Street, Newtown Johannesburg.

Company Name: \_\_\_\_\_



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***The Market Theatre Foundation (MTF) is looking for security companies to do a security assessment supply and installation for MTF properties.***

The Market Theatre Foundation (MTF) is one of South Africa's leading cultural institutions. It includes four business units or creative hubs: The Market Theatre, The Market Theatre Laboratory, The Market Photo Workshop, and The Windybrow Arts Centre. Together, these divisions make MTF a culturally vibrant space for artistic expression, development and community programmes..

**The Market Theatre Foundation is looking for a Security Company to conduct and provide a comprehensive security risk assessment report with recommendations, thereafter source, supply and install the approved security interventions as defined in the report, including a service plan for identified MTF properties.**

**Background**

The MTF has experienced incidences of theft and vandalism to our infrastructure and assets. Furthermore, we are rolling out substantial solar installation projects for all our properties. We invite security companies to produce a '360' security risk assessment for MTF properties. The security company will advise and make recommendations on securing our buildings from theft and vandalism to enhance the safety of our patrons, students and clients while in our spaces and monitor the same without being intrusive of their privacy.

1. We have two higher learning schools which are the Market Photo Workshop and the Market Theatre Laboratory both in Newtown, and a community centre in Hillbrow Windybrow Arts Centre
2. Venues for rentals/venue hire for events across all properties
3. Four theatres for presenting performance shows in the Market Theatre and Market Square
4. Large scale Solar system installations on roof tops on 4 main properties

**Buildings:**

1. Market Theatre Building (Situated in Newtown)
2. Market Square building (Situated in Newtown)
3. Windybrow Arts Centre (Situated in Doornfontein)
4. FNB building (Situated in Newtown)



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**The company will be responsible for**

- Conducting an assessment of all the buildings considering the status of the inner city safety conditions.
- Assessing what security measures we have in place and what can be upgraded and added (Must include any possible access point that is prone for theft)
- Submit a report with recommendations that includes specifications of the innovative security infrastructure that could be put in place.
- The specifications of the security infrastructure needs to be supplied and installed upon approval by the Market Theatre Foundation.
- Arrange a teams (virtual) or verbal (in-person) meeting to discuss the report and its findings and recommendations.

***Please note that only Security companies that are Psira registered needs to apply. Companies that do not have a valid Psira registered certificate will be disqualified***

***Compulsory Briefing Session: 11 February 2026 @ 11:00: Please provide proof of your valid Psira registered certificate at the briefing session. No Psira registered certificate at the briefing session means that you can not attend and will be disqualified.***

***Functionality evaluation***

<b><i>Description</i></b>	<b><i>Weighting</i></b>
<b><i>1. Companies experience in Security risk assessments</i></b> Please provide a company profile detailing years of experience in Security risk assessments. <ul style="list-style-type: none"><li>• 10 years and more – 30 Points</li><li>• 8 to 9 years – 25 Points</li><li>• 6 to 7 years – 20 Points</li><li>• 4 to 5 years – 15 Points</li><li>• 2 to 3 years – 10 Points</li><li>• 1 Year – 5 Points</li><li>• Below 1 year - 0 Points</li></ul>	<b><i>30</i></b>
<b><i>2. Installation site supervisor experience.</i></b> Please provide a detailed CV indication the years' experience of the Installation site supervisor	<b><i>30</i></b>



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<ul style="list-style-type: none"> <li>• 10 years and more – 30 Points</li> <li>• 8 to 9 years – 25 Points</li> <li>• 6 to 7 years – 20 Points</li> <li>• 4 to 5 years – 15 Points</li> <li>• 2 to 3 years – 10 Points</li> <li>• 1 Year – 5 Points</li> </ul> <p>Below 1 year - 0 Points</p>	
<p><b>3. Vetting of employees</b> Please indicate how company employees get vetted in terms of police clearance</p> <ul style="list-style-type: none"> <li>• Detailed vetting process – 10</li> <li>• No vetting process - 0</li> </ul>	<b>10</b>
<p><b>4. References</b> Please provide 3 x reference letters on a company letterhead complete with signatures and contact numbers.</p> <ul style="list-style-type: none"> <li>• 3 or more reference letters – 30 Points</li> <li>• 2 reference letters – 20 Points</li> <li>• 1 reference letters – 10 Points</li> <li>• No reference letters – 0 Points</li> </ul>	

***The above functionality has a threshold of 80 points. Any company that do not score 80 points or higher will be disqualified.***

**Supporting documents that needs to be completed in full and be sent back with your quote.**

- SBD 4 : Declaration of Interest (See attached)
- SBD 6.1 – BBBEE claim form ( See Attached)
- Certified copy of Company Psira registration certification.
- Certified Copy of your valid BBBEE Certificate
- Proof of CSD registration starting with MAAA.....



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ANNEXURE A - Declaration of Interest



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SBD 4

**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 interest<sup>1</sup> 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

<sup>1</sup> 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.



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with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

2.1 I have read and I understand the contents of this disclosure;

2.2 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 consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> 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.



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institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 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





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**ANNEXURE B**

SBD 6.1: Preference points claim form to the Preferential Procurement Regulations 2022



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**SBD 6.1**

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

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

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

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**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**

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

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
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<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## **2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**



## REQUEST FOR A QUOTE FOR SECURITY COMPANIES TO DO A SECURITY ASSESMENT, SUPPLY AND INSTALLATION FOR MTF PROPERTIES - MTF RFQ 418/2025 - 2026

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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



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- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	



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	<b>51% to 99% Black women owned</b>	<b>4</b>	
<b>3.</b>	<b>5% Youth Ownership</b>	<b>2</b>	
<b>4.</b>	<b>2% Owned by persons with disabilities</b>	<b>1</b>	
<b>5.</b>	<b>Exempt Micro Enterprise ( EME) or</b>	<b>5</b>	
	<b>Qualifying Small Enterprise ( QSE)</b>	<b>3</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;



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- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

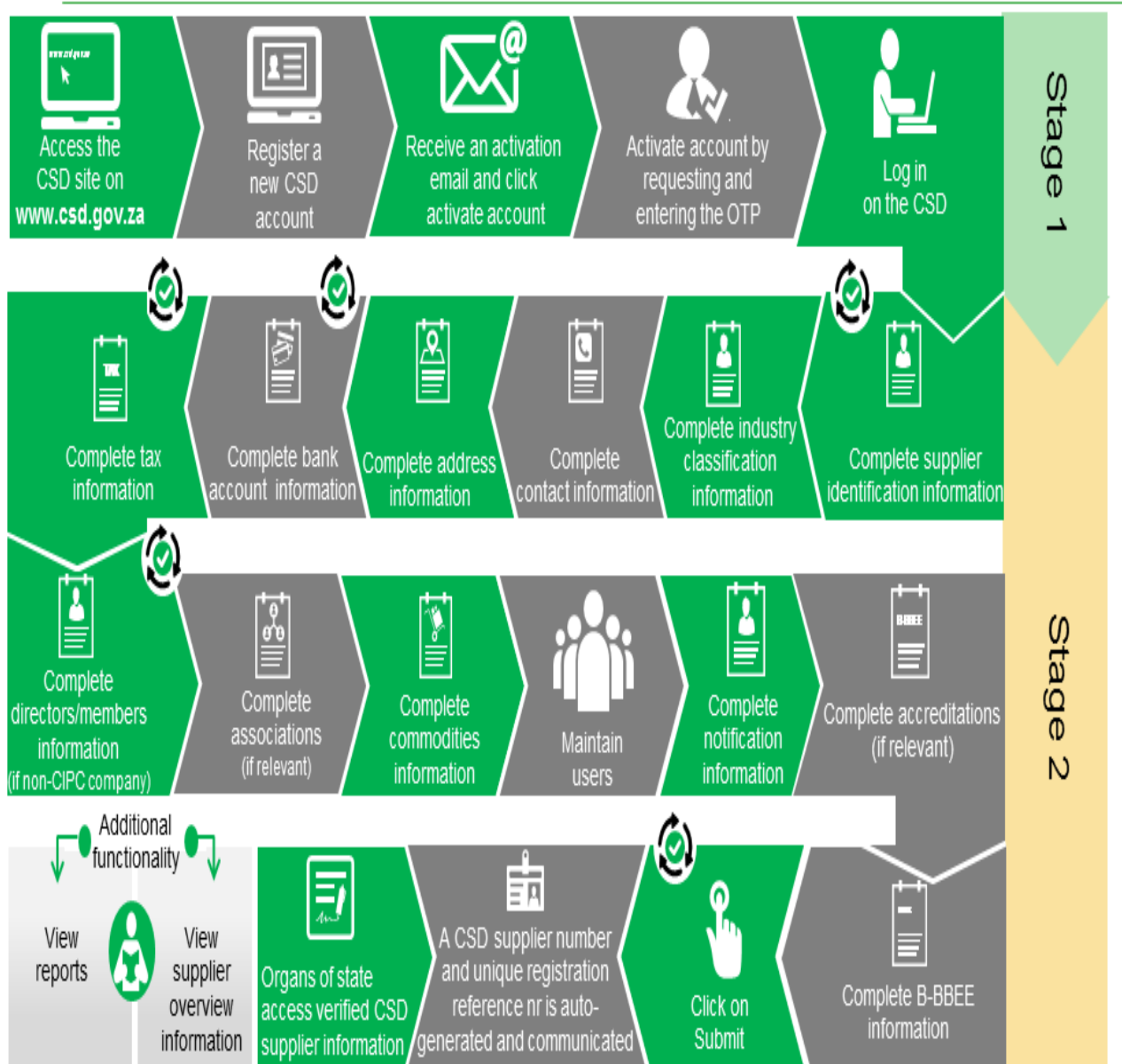
**DATE:** .....

**ADDRESS:** .....  
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.....  
.....



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## Supplier Self-Registration Process







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ANNEXURE E  
PRICING SCHEDULE



**REQUEST FOR A QUOTE FOR SECURITY COMPANIES TO DO A SECURITY ASSESMENT, SUPPLY AND INSTALLATION FOR MTF PROPERTIES - MTF RFQ 418/2025 - 2026**

**Pricing Schedule**

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Additional price components not included in the Pricing Table should be clearly itemized below.

**1. Pricing Schedule**

Item No	Description	Unit	Qty	Amount per item / Sqm	Total Amount
1	Conduct Assessment	Each	1	R	R
3	Draft Report with findings and recommendations	Each	1	R	R
6.	Meeting for discussions	Each	1	R	R
7.	Traveling	Each	1	R	R
TOTAL (Including 15% VAT)				R	