



REQUEST FOR A QUOTE FOR A QUALIFIED COMPANY TO RENDER
COMPANY SECRETARIAT SERVICES FOR MTF COUNCIL MEETINGS
GOVERNANCE STRUCTURES FOR A PERIOD UP TO ONE YEAR – MTF RFQ
473/2026-2027

The Market Theatre Foundation

Request for Quotation:

REQUEST FOR A QUOTE FOR A QUALIFIED COMPANY
TO RENDER COMPANY SECRETARIAT SERVICES FOR
MTF COUNCIL MEETINGS GOVERNANCE
STRUCTURES FOR A PERIOD UP TO ONE YEAR – MTF
RFQ 473/2026-2027

Advertised On: 25 MAY 2026

Closing Date: 28 MAY 2026

Closing Time: 12:00

Quotes to be emailed to the below email address clearly marked with the recommended RFQ Number MTF RFQ 473/2026-2027:

rfq@markettheatre.co.za

Compulsory Briefing Session: N/A

Compulsory Briefing Session Extended Date: NA

Address: N/A

Company Name: _____



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The Market Theatre Foundation is looking for a qualified company to render company secretariat services for MTF council meetings

The Market Theatre is renowned world-wide for brilliant anti-apartheid plays that have included *Woza Albert*, *Asinamali*, *Bopha*, *Sophiatown*, *You Strike the Woman You Strike a Rock*, *Born in the RSA*, *Black Dog – Inj'emnyama*, as well as the premieres of many of Athol Fugard's award-celebrating the past, but it is also confidently looking forward to playing a major cultural role in the 21st century for South Africa, and the African continent.

During the past four decades, The Market Theatre has evolved into a cultural complex for theatre, music, dance and the allied arts. Today, The Market Theatre remains at the forefront of South African theatre, actively encouraging new works that continue to reach international stages.

Specification.

The Market Theatre Foundation is looking for a qualified company to render company secretariat services for MTF council meetings.

The company will be responsible for supplying the following services:

- The service provider/individual shall provide company secretariat and professional corporate governance services to the Council of the MTF, and to ensure that the MTF and the Members of the Council singularly and collectively fulfil their statutory requirements to meet the required standards of institutional governance required of the MTF.
- The service provider/individual shall have the capacity to understand the impact of the MTF's strategic thrust as an entity of the Department of Sport, Arts & Culture, as established by the Cultural Institutions Act No 19 of 1998 and other laws and applicable regulations in the governance of the MTF; and should therefore possess the capacity to identify financial, technological, reputational or legal risk to the MTF and to advise the Council accordingly.
- The service provider/individual must have the requisite knowledge and experience to carry out the duties of a company secretary of the MTF, and shall have the necessary competence, gravitas and objectivity to provide independent advice and support at the highest level of decision-making in terms of corporate governance, the Council's legal identity and statutory responsibilities in terms of the Cultural Institutions Act No 19 of 1998 and any other relevant laws and regulations and to report any failure to comply.
- The company secretary should devise a system to meet the obligation of ensuring that the Council and the MTF is fully compliant and should take responsibility for certain



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areas of the law which relate to service provider's expertise and to rely on the MTF's legal panel of advisors for other specialised expertise and support.

- The service provider/individual will also be responsible for other key or related tasks as designated by the Council Chairperson and the MTF CEO on an ad-hoc basis. The MTF shall ensure that the company secretary is empowered to carry out the required functions, and carries the necessary authority, accreditation and expertise required to render the required service to the MTF Council and its committees, and entity executives.
- The service provider/individual shall be privy to confidential information about the MTF and will need to act with integrity at all times. The service provider may not misuse confidential information or disclose it to any third party, in line with their fiduciary duties as a contractor of the MTF.
- Equally, the service provider/individual must act in good faith and avoid conflicts of interest and ensure that appropriate guidance is given to the Council of the MTF in these matters.
- The service provider shall be accountable to the Council of the MTF and be administratively accountable to the Chief Executive Officer of the MTF. The appointment of the service provider shall be a matter for the Council as a whole, termination of the service provider is a decision of the Council. Should the Council decide to terminate the engagement of the service provider before the end of the contract period, the service provider/individual shall be entitled to include a replying statement in the MTF's annual report.

In the event of the MTF not complying with its statutory requirements under the Cultural Institutions Act and other relevant legislation and/or the recommendations of King IV, the service provider/individual should raise the matter with the chairperson of the Council, Chairperson of the MTF's Legal, Governance, Compliance & Ethics Committee and the Chairperson of the Audit and Risk Committee, wherein such matters shall be as appropriate. As a last resort, if the matter is not resolved, the service provider may be compelled to notify the Institutional Directorate of the Department of Sports, Arts & Culture and/or approach a relevant regulatory agency for assistance.

2. QUALIFICATIONS, COMPETENCIES & SKILLS REQUIRED OF THE SERVICE PROVIDER/INDIVIDUAL:

The person who is allocated by the service provider, or the individual winning this bid, must have legal qualifications and proven company secretariat experience and must be available for the business of Council, including attendance at meetings of Council and Committees of Council.



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a. Qualifications Required:

- Relevant bachelor's degree in Law (LLB), .
- Certificate with the Institute of Chartered Secretaries is a requirement.

b. Competencies:

- Problem solving
- Conflict resolution
- Innovation and resourcefulness
- Leadership skills
- Delivery orientation
- Ethics orientation
- Attention to detail and accurate output
- Strong administrative and computer skills and
- Effective communications skills at all levels

c. Knowledge and Skills Required

- Sound understanding of legal, risk and financial matters.
- Understanding/knowledge of relevant South African legislation including, the Cultural Institutions Act No 19 of 1998, other laws and applicable regulations in the governance of the MTF, and applicable corporate governance frameworks, (e.g., King Report IV).
- Ability to interpret and explain written organisational policies and procedures
- Knowledge of relevant legislation (e.g. PFMA and Treasury Regulations), compliance and government requirements (Including King Code of Good Practice).
- Five (5) years' secretariat experience in private or public company or institution.

3. SCOPE OF WORK

Provision of services shall be inclusive of, but not limited to the following:

a. Accountability to the MTF Council

i. The company secretariat should:

- a. Have unfettered access to the MTF Council but, for reasons of independence, should maintain an arms-length relationship with it and its members. Accordingly, the company secretariat is not a member of the MTF Council;
- b. Act as the custodian of all Council and the Committees of Council's business and records;
- c. Ensure that a Council Charter and Terms of References for Council Committees are in place, implemented and annually reviewed;
- d. Provide MTF Council, collectively and individually, with guidance as to their duties, responsibilities and powers;



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- e. Obtain and maintain Council Members' Declarations of Interest, personal address and contact information, copies of ID and their annual registration with the Institute of Directors of South Africa;
- f. Keep the Council apprised of legislative and corporate governance developments, including but not limited to Treasury/DSAC regulations relevant to, or affecting the MTF;
- g. Report to the MTF Council any failure on the part of the MTF or a Council member to comply with the Council Charter, MTF policies, the Skills Development Act, King Code on Corporate Governance, and all other relevant and applicable prescripts;
- h. Register and renew members registration with the Institute of Directors South Africa and provide new Council Members with an information pack relating to the entity and their responsibilities to the Council.
- i. Arrange induction workshops for Council Members and coordinate Council and Committee evaluations on an annual basis to identify training requirements for Council Members and ensure that there is an ongoing programme to keep Council Members informed of developments at the MTF and in respect of matters relevant to their responsibilities generally.
- j. The company secretariat will also be responsible for assisting in monitoring the adherence of the regulatory and compliance framework.

b. Administrative and corporate governance responsibilities:

- i. The company secretariat should:
 - a. Have regular communication with the Chairperson of the MTF Council and the CEO of the MTF; and be available to provide comprehensive practical support and guidance to the MTF Council, with particular emphasis on the Chairperson of the Council, the Chairpersons of Committees; the Risk Committee and the external Audit and Risk Committee ;
 - b. Assist in the ongoing training and induction of MTF Council, including assessing the specific training needs of Council in their fiduciary and other governance responsibilities;
 - c. Ensure the accurate compilation and timely circulation of Council meeting packs and assisting the Chairperson of the MTF Council and Committees with planning in terms of the MTF's Annual Performance Plans and Strategic Performance Plans;
 - d. Obtain appropriate responses and feedback to specific agenda items and matters arising from previous meetings in Council and Council Committee deliberations;
 - e. Report to the MTF Council, via the Chairperson, on all fiduciary duties and statutory reporting functions to be performed;
 - f. Certify in the MTF's Annual Financial Statements whether the MTF has filed the required returns and notices in terms of MTF policies, the Skills Development Act, King Code on Corporate Governance, and all other relevant and applicable prescripts;



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- g. The person attending meetings must be a lawyer with 5 years company secretariat experience .
- h. Report on administrative matters to the CEO of the MTF, or to a person designated by the CEO for this purpose, as is appropriate.

c. Responsibilities in respect of Council and Committee Meetings:

The company secretariat should:

- a. Liaise with the MTF's Executives and the Chairperson of Council and/or Chairpersons of Committees in respect of scheduling of ordinary meetings of Council and the Committees and the agendas thereof;
- b. Liaise with the MTF Executives to ensure that Special Council Meetings are aligned with dates when Council is required to review documents for statutory reports. Such meetings should be convened at least seven days prior to the submission of the statutory reports;
- c. Act as minute secretary for all meetings of Council and Committees of Council, and ensure timely delivery of meeting packs to Council Members and/or any relevant stakeholders;
- d. Ensure that minutes of all Council meetings, meetings of Committees of Council, or of the MTF Audit and Risk committee are recorded in accordance with the MTF policies, the Skills Development Act, King Code and Report on Corporate Governance, and all other relevant and applicable prescripts;
- e. Draft reports for Committee Chairpersons based on the minutes of the meeting and obtain sign-off of the Committee Chairperson before tabling the Committee Chairperson's Report in the Council Pack;
- f. Ensure the implementation of Council Resolutions and that Committee Recommendations are tabled at Council meetings;
- g. Ensure that all documents and records are kept in safe custody and handed over to the CEO of the MTF within 7 days at the termination of the service agreement.

d. Responsibilities in terms of minute taking:

- a. Ensure that attendance register is signed and completed by the attendees at all MTF Council and Committees of Council meetings;
- b. Ensure that all original minutes/transcripts are signed off by the Council Chairperson or Committee Chairpersons, as relevant;
- c. The original attendance register must be included in the minute book and the minute book must be submitted to the office of the CEO after every meeting;
- d. A copy of the register should be kept with the committee secretariat for record purposes;
- e. In the instance of online meetings (Microsoft Teams) the attendance report generated by Microsoft Teams should be kept with the committee secretariat for record purposes



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- f. Ensure accurate and quality recording of deliberations of committee meetings reflecting description of item, actions required and decisions of the Committee;
- g. Maintain a register of Council and Committee resolutions;
- h. Prepare matters arising for review and action by the MTF;
- i. Prepare minutes and matters arising for approval by the relevant Chairperson, Council or Committee Member and upon approval circulate to all relevant parties within seven (7) days after the meeting;
- j. Ensure that the original and signed minutes are kept in minute books for safe keeping;
- k. Prepare transcription and verbatim minutes, as and when required, and ensure that there is a secure back up all recordings at the end of the meeting to ensure that if there is a hacking, theft or loss of information there is a copy for reference;
- l. All meetings of Council and Committees of Council must be recorded, and the minutes must accurately reflect the deliberations and decisions of the meetings. Copies of the recordings must be submitted to the CEO's office after;
- m. Receiving reports associated with the minutes from the CEO. Draft reports for the Chairpersons of Committees, based on the minutes of the meeting. The draft reports are to be approved and signed off by the Chairpersons of Councils and to be included in the Council's meeting pack 7 days before the scheduling of meetings.

4. RELEVANT COMMITTEES

The appointed service provider will be recording the following meetings:

1. Council
2. Audit and Risk Committee
3. Human Resources & Remuneration Committee
4. Fundraising Committee
5. Artistic Committee
6. Legal and Governance Committee
7. Building Committee and
8. Any other Committees of Council that may be duly constituted.
9. Risk Committee

The above committees' scheduled meetings shall be held quarterly. In addition, special meetings that may be arranged from time to time.

5. CONTRACT MANAGEMENT

The Service Provider/Individual appointed shall be given instructions by the CEO and Chairperson of the MTF Council. In terms of business of council committees, they will be given instructions by the relevant Chairperson of the committee.



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6. PERIOD

The services will be engaged for a One-year (1) period.

Please note that if the full and complete spec I not specified and quoted on your proposal will be disqualified.

Compulsory 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 your valid BBBEE Certificate
- Proof of Chattered Secretaries of Southern Africa (CSSA) membership or equal relevant body.
- Proof of CSD registration starting with MAAA.....

Validity period for the quote is 60 days

If any of the above documents are not submitted by the stipulated closing date the proposal will be disqualified.

Other Requirements

- Provide the signed reference letters from at least three (3) contactable existing/recent clients (within past 5 years). The letter must include company name, contact name, address, phone number and duration of contract, quality of service, satisfaction level by client and turnaround times.
- Experience of key staff (Project team) in dealing with Council and Committees
- Company organogram of the proposed team for MTF.
- CV/Profiles of the team to be attached.
- Professional body affiliation.
- The service provider must be affiliated to a recognized body in the secretariat industry or similar sector for the past 3 years. (Certified Copies)
- Proof of affiliation to a professional body and valid membership certificate.
- Valid certificate accompanied by a confirmation stating membership for a year. ICSA or equivalent.



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7. EVALUATION CRITERIA

- a. Proposals for the appointment of the bidder will be evaluated on functionality, price and BBBEE status in accordance with the Supply Chain Management Procurement Policy (Preferential Point System).
- b. The following criteria will be used in particular for appointment, apart from those stipulated in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act 5 of 2022.
- c. Bids will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below.

ELEMENT	WEIGHT	Scoring Criteria
FUNCTIONAL	100	
Company Experience <ul style="list-style-type: none"> • Provide 3 signed /reference letters from contactable existing/recent clients (within past 5 years). The letter must include company name, contact name, address, phone number and duration of contract, quality of service, satisfaction level by client and turnaround times 	20	<ul style="list-style-type: none"> • 3 or more signed reference letters - 20 • 2 signed reference letters - 15 • 1 signed reference letters - 10 • No submission - 0
Personnel Experience <ul style="list-style-type: none"> • Experience of Lead Member - Senior Member – Please provide certified copies of tertiary qualifications obtained. (Certified copies will be accepted only. If the qualifications are not certified no points will be awarded) 	20	<ul style="list-style-type: none"> • Bachelor's degree in Law (LLB), Commerce, Business Administration - 20 • No submission - 0



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<p>Experience of Lead member - Please provide a detailed CV with relevant company secretariat experience</p>	<p>20</p>	<ul style="list-style-type: none"> • CV provided with company secretariat experience 5yrs and above - 20 Points • CV provided with company secretariat experience 4yrs – 15 Points • CV provided with company secretariat experience 4yrs – 10 Points • No submission - 0
<p>Methodology</p> <ul style="list-style-type: none"> • A detailed methodology on the pre and post process in preparation for a council meeting . 	<p>10</p>	<ul style="list-style-type: none"> • Detailed methodology on the pre and post process submitted – 10 • Detailed methodology on the pre and post process submitted - 0
<p>Professional body affiliation</p> <ul style="list-style-type: none"> • Proof of a certificate with a relevant institution as COSEC. (Certified copies will be accepted only. If the qualifications are not certified no points will be awarded) 	<p>20</p>	<ul style="list-style-type: none"> • Valid proof of current registration at The SA Institute of Chartered Secretaries Administrators or equal relevant body (ICSA) = 30 • No submission = 0
<p>Company Organogram</p> <ul style="list-style-type: none"> • Company detailed organogram of the proposed team for MTF. 	<p>10</p>	<ul style="list-style-type: none"> • Detailed organogram submitted – 10 • No detailed Organogram Submitted - 0
<p>100</p>		

The Minimum Threshold is 75 points



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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 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
 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.



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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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring



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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.

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**

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 **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:



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

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

2. DEFINITIONS

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



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3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

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

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement



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

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:

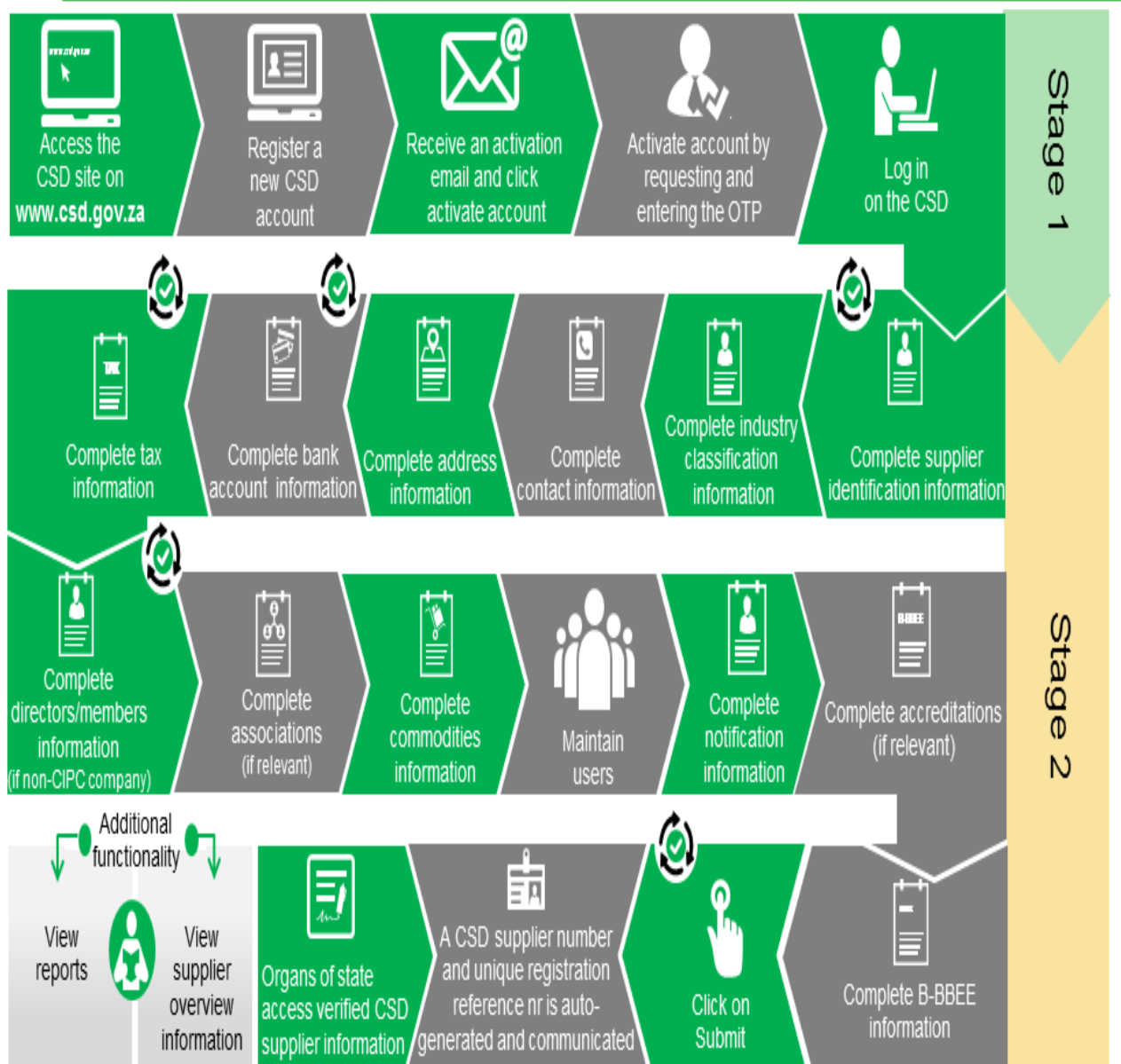


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Annexure C
CSD REGISTRATION PROCESS

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Supplier Self-Registration Process





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ANNEXURE E
PRICING SCHEDULE



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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.

Companies can quote on hourly rates or a monthly retainer over 12 months.

Additional hours price components must be included in the additional guards pricing table below, if the hours exceed the number of hours allocated in the original proposal.

ITEM DESCRIPTION	SESSION QTY OVER 12 Months/	DURATION PER SESSION	RATE PER HOUR	RATE OVER 12 MONTHS
1. Council	6	4 Hours	R	R
2. Audit and Risk Committee	6	4 Hours	R	R
3. Legal and Governance Committee	6	4 Hours	R	R
4. Human Resources and Remunerations Committee	6	4 Hours	R	R
5. Fundraising Committee	6	4 Hours	R	R
6. Artistic Committee	6	4 Hours	R	R
7. Building Committee	6	4 Hours	R	R
8. Special Meetings	12	8 Hours	R	R
9. Strategy Planning Session	2	8 Hours	R	R
TOTAL (YEAR 1) Inclusive of VAT @ 15%				R

Or

ITEM DESCRIPTION	SESSION QTY OVER 12 Months/	DURATION PER SESSION	RATE PER HOUR	RATE OVER 12 MONTHS AS A MONTHLY RETAINER



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TOTAL Inclusive of VAT @ 15%	(YEAR 1	12	N/A	N/A	R
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