



REQUEST FOR A QUOTE FOR A COMPANY TO SUPPLY A DIGITAL ACCESS
CONTROL SOFTWARE AND LICENSING – MTF RFQ 501/2026-2027

The Market Theatre Foundation

Request for Quotation:

REQUEST FOR A QUOTE FOR A COMPANY TO
SUPPLY A DIGITAL ACCESS CONTROL SOFTWARE
AND LICENSING – MTF RFQ 501/2026-2027

Advertised On: 28 JULY 2026

Closing Date: 31 JULY 2026

Extended Closing Date: 28 August 2026

Closing Time: 12:00

**Quotes to be emailed to the below email address clearly marked with the
recommended RFQ Number MTF RFQ 501/2026-2027:**

rfq@markettheatre.co.za

Compulsory Briefing Session: N/A

Compulsory Briefing Session Extended Date: NA

Address: N/A

Company Name: _____



REQUEST FOR A QUOTE FOR A COMPANY TO SUPPLY A DIGITAL ACCESS

The Market Theatre Foundation is looking for a company to supply a digital access control software and licensing.

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 company to supply a digital access control software and licensing.

The company will be responsible for supplying and deliver the following:

Background and objectives

1.1 Background

The Market Theatre Foundation operates a multi-theatre venue complex in Johannesburg with multiple reception points, performance and rehearsal spaces, administration offices, and a perimeter parking gate. The Foundation requires a modern digital system to manage visitors and authorised staff vehicle entry.

1.2 Objectives

The successful solution must:

- Provide a professional, touch-friendly visitor sign-in and sign-out experience at reception
- Maintain an accurate, real-time register of people currently on site
- Support emergency roll call and printable evacuation lists
- Enable fast sign-in for returning visitors and staff
- Verify staff vehicle entry at the parking gate using South African identity and vehicle data



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- Give administrators tools to manage staff, hosts, devices, and historical records
- Comply with POPIA and apply appropriate information security controls
- Run entirely in the cloud on the Foundation's existing devices

1.3 Venue locations

The system must support at least the following areas:

- The Square
- Main Theatre
- Barney Simon Theatre
- Rehearsal Room
- Administration
- Parking Gate

2. Scope of supply

2.1 In scope

Item	Description
Software platform	Integrated visitor kiosk, admin dashboard, and gate application
Cloud services	Hosting, database, authentication, file storage, real-time updates
Configuration	Environment setup, locations, admin accounts, initial staff data import
Deployment	Installation and registration on Foundation-owned iPads and guard phones
Training	Reception, security guards, and administrators
Documentation	User guides, admin manual, technical overview
POPIA pack	Compliance statement, operator agreement, retention and breach procedures
Warranty and support	As specified in Section 12



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2.2 Out of scope

Item	Notes
Hardware supply	Foundation already owns all devices — do not include in base quote
On-premises hosting	Not permitted
Badge/label printers	Optional future phase
Offline operation	Cloud connectivity required for all transactions
Native app store apps	Installable web app acceptable
SMS/email notifications	Not required in base scope

3. Functional requirements — Visitor kiosk

The visitor kiosk must run as an installable application on the Foundation's existing iPads at reception. No visitor login is required.

3.1 General kiosk requirements

Ref	Requirement
VK-01	Large, touch-optimised sign-in and sign-out entry points
VK-02	Support six languages : English, Afrikaans, Sesotho, isiZulu, IsiXhosa, Setswana
VK-03	Light and dark display modes
VK-04	Each kiosk registered to a specific venue location before use
VK-05	Each sign-in attributed to the kiosk and location used
VK-06	Kiosk usable in portrait and landscape orientation



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3.2 Visitor sign-in

Ref	Requirement
VK-10	Sign-in begins with cellphone number lookup
VK-11	Returning visitors: pre-fill name, category, personal details, and photo where available
VK-12	Staff fast path: verified staff identified by cellphone — simplified sign-in without repeating full registration
VK-13	New visitors: guided flow to select category, enter details, capture photo, and select host
VK-14	Visitor categories: Student, Visitor, Contractor, Performer/Artist, Delivery (and Staff where applicable)
VK-15	Capture name and cellphone (required); email (optional)
VK-16	Capture visitor photo using device camera
VK-17	Host selection from active staff directory with search; free-text host if no match
VK-18	Review and confirm before completing sign-in
VK-19	Success screen with auto-return to welcome after short timeout

3.3 Visitor sign-out

Ref	Requirement
VK-20	Sign-out by cellphone number lookup
VK-21	Handle single or multiple active visits for one phone number
VK-22	Show visitor details, arrival time, and duration on site before confirmation
VK-23	Record sign-out timestamp and remove visitor from live register



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4. Functional requirements — Administrator dashboard

The admin dashboard must be accessible via secure login from the Foundation's existing browsers. Access levels must distinguish standard operational users from system administrators.

4.1 Live register

Ref	Requirement
AD-01	Real-time list of all visitors currently signed in
AD-02	Display headcount of people on site
AD-03	Show visitor name, category, host, cellphone, sign-in time, time on site, and photo
AD-04	Show which reception location/kiosk processed each sign-in
AD-05	Manual sign-out by administrator
AD-06	Export current on-site list to CSV

4.2 Emergency roll call

Ref	Requirement
AD-10	Dedicated high-visibility view for emergencies
AD-11	Show all signed-in visitors with photos and key personal details
AD-12	Prominent total headcount
AD-13	Print-friendly layout for offline use during evacuations

4.3 Visit history and reporting

Ref	Requirement
AD-20	Search and filter historical visits by date range
AD-21	Show sign-in/out times, duration, host, location, and status



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Ref	Requirement
AD-22	View visit history and summary statistics for an individual visitor

4.4 Staff and host management

Ref	Requirement
AD-30	Add, edit, activate, and deactivate staff/host records
AD-31	Manage staff personal details and profile photos
AD-32	Bulk import staff from CSV
AD-33	Review and approve staff self-registrations
AD-34	Manage authorised vehicles per staff member (plate, VIN, make/model, colour)
AD-35	Share a staff self-registration link for onboarding

4.5 Gate audit and device management (*administrator level*)

Ref	Requirement
AD-40	View audit log of gate verification attempts (allowed and denied)
AD-41	Manage registered kiosk and gate devices
AD-42	View device online/offline status and assign devices to locations
AD-43	Deactivate lost or retired devices

5. Functional requirements — Security gate application

The gate application must run on the Foundation's existing guard smartphones at the parking perimeter. It verifies authorised **staff vehicles** — not general visitor check-in.



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5.1 Gate verification

Ref	Requirement
GT-01	Mobile-friendly, installable application
GT-02	Register each guard phone to the parking gate location
GT-03	Two-step verification: South African ID and vehicle VIN
GT-04	Scan SA ID barcode from ID document or enter ID number manually
GT-05	Validate SA ID format before submission
GT-06	Enter and validate 17-character VIN manually
GT-07	Allow: display staff name and registered licence plate
GT-08	Deny: display clear reason (invalid ID, ID not found, VIN not found, mismatch, etc.)
GT-09	Log every attempt — allowed and denied — with timestamp and device
GT-10	Ready for next vehicle after each result

6. Staff onboarding

Ref	Requirement
SO-01	Public self-registration link for staff (no kiosk setup required)
SO-02	Staff submit profile photo, personal details, SA ID number, and vehicle information
SO-03	Submissions held for administrator approval before activation
SO-04	Approved staff eligible for kiosk fast-path sign-in and gate vehicle verification

7. Technical and hosting requirements

Vendors must propose their technical approach in the submission. **The RFQ specifies outcomes and constraints, not technology brands, frameworks, or vendors.** Shortlisted bidders may be asked to provide further technical detail.



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7.1 Cloud hosting (mandatory)

Ref	Requirement
TC-01	Solution is 100% cloud-hosted — no on-premises servers at the Foundation
TC-02	Application accessible from Foundation devices over HTTPS
TC-03	Cloud provider and data hosting region(s) disclosed in submission
TC-04	Cloud hosting costs included in quoted recurring fees
TC-05	Automated backups and documented disaster recovery
TC-06	Minimum 99.5% monthly uptime commitment for cloud services

7.2 Application delivery

Ref	Requirement
TC-10	Installable on iPads and smartphones without app store dependency
TC-11	Admin dashboard accessible from standard modern browsers
TC-12	Real-time updates to live register without manual page refresh
TC-13	Secure photo storage linked to visitor and staff records

7.3 South African localisation

Ref	Requirement
TC-20	SA ID number validation (format and checksum)
TC-21	SA ID barcode parsing from standard ID documents
TC-22	VIN validation (17 characters)
TC-23	Cellphone number normalisation for search and matching
TC-24	SA vehicle make/model and colour support for staff vehicles



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8. Security and POPIA

Security and POPIA compliance are **mandatory evaluation criteria**. Vendors must address both in their submission.

8.1 Information security

Ref	Requirement
SC-01	All communication encrypted (HTTPS/TLS)
SC-02	Public kiosks cannot browse or export the full visitor register
SC-03	Sign-in, sign-out, and profile lookup limited to appropriate data only
SC-04	Admin functions require authenticated login
SC-05	Sensitive admin functions restricted to authorised administrators
SC-06	Gate audit logs protected from public access
SC-07	Ability to deactivate compromised or lost devices remotely
SC-08	Database encryption at rest
SC-09	Documented incident response procedure
SC-10	No privileged credentials embedded in client-side application code

8.2 POPIA (Protection of Personal Information Act, 2013)

The Foundation is the **responsible party**. The vendor will act as an **operator** and must provide:

Ref	Requirement
PP-01	Written operator agreement before processing live personal information
PP-02	POPIA compliance statement covering lawful basis, purpose, and safeguards
PP-03	Purpose limitation — data used only for visitor management and gate security
PP-04	Data minimisation — collect only what is necessary
PP-05	Documented retention and deletion procedures



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Ref	Requirement
PP-06	Breach notification procedure to the Foundation's Information Officer
PP-07	Disclosure of cross-border data transfer if hosting is outside South Africa
PP-08	Support for data subject access requests (retrieve/export/delete individual records)
PP-09	On-screen notice to visitors that information is collected for sign-in purposes
PP-10	Record of processing activities provided at handover

9. Existing hardware

No hardware is required from the vendor. The Foundation already owns and operates all devices.

Device	Quantity (min.)	Vendor responsibility
Apple iPad tablets	5	Install application; register to location; test sign-in/out
Guard smartphones	1+	Install gate application; register to parking gate
Admin workstations	As needed	Provide browser URL; no special installation

Vendors must confirm in their submission that:

1. Base pricing **excludes all hardware supply**
2. The proposed application runs on the Foundation's existing iPads and guard phones
3. Compatibility with Foundation-owned iPads and guard phones on supported mobile browsers

Quotations that include mandatory hardware costs in the base price may be disqualified.

10. Implementation and rollout

10.1 Vendor responsibilities

- Provision and configure cloud environment
- Deploy production application



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- Register all kiosk and gate devices on existing hardware
- Create admin accounts and import initial staff data
- Configure venue locations
- Deliver training and documentation
- Provide POPIA compliance pack
- Support UAT and go-live

10.2 Foundation responsibilities

- Provide existing hardware and network connectivity
- Nominate project owner and admin users
- Provide staff data for import
- Facilitate on-site access for device setup
- Approve staff self-registrations
- Sign operator agreement and UAT acceptance

10.3 Indicative timeline

Vendors must propose a schedule. Reference: **approximately 6 weeks** from contract to go-live.

Phase	Activities
1	Cloud setup; production deployment; admin configuration
2	Staff import; kiosk deployment (5 locations); reception training
3	Gate deployment; guard training; UAT
4	Go-live; hypercare support

11. Training and documentation

11.1 Training (minimum)

Audience	Duration
Reception staff	1 hour



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Audience	Duration
Security guards	1 hour
Administrators	2 hours
IT representative	1 hour

11.2 Documentation (minimum)

- Reception quick guide
- Guard quick guide
- Administrator manual
- Technical overview (cloud architecture, backups, support escalation procedures)
- POPIA compliance pack

12. Support and maintenance

12.1 Warranty

Minimum **90-day warranty** from go-live covering defect remediation at no additional cost.

12.2 Support expectations

Vendors must propose support tiers including response times for:

Priority	Example
Critical (P1)	System unavailable — all kiosks down
High (P2)	Major feature impaired — live register not updating
Medium/Low	Minor issues and enquiries

12.3 Annual maintenance (if quoted)

Must include cloud hosting, security patches, backup monitoring, and minor bug fixes. Must **exclude** hardware repair and venue network issues.



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13. Acceptance criteria

13.1 Deliverables

#	Deliverable
D1	Production cloud-hosted application (all three modules)
D2	Five kiosk devices registered and operational
D3	Gate device(s) registered and operational
D4	Admin accounts configured
D5	Staff data imported
D6	Training completed
D7	Documentation and POPIA pack delivered
D8	UAT sign-off

13.2 User acceptance tests (minimum)

Test	Scenario	Pass criteria
UAT-01	New visitor sign-in	Recorded; visible on live register with photo
UAT-02	Returning visitor by phone	Pre-filled details; sign-in in ≤4 steps
UAT-03	Staff sign-in by phone	Simplified flow for verified staff
UAT-04	Visitor sign-out	Removed from live register; sign-out time recorded
UAT-05	Multi-location sign-in	Live register shows correct location/kiosk
UAT-06	Emergency roll call print	All signed-in visitors listed with photos



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Test	Scenario	Pass criteria
UAT-07	Visit history	Filtered results for selected date range
UAT-08	Staff CSV import	Valid records created or updated
UAT-09	Staff self-registration	Pending approval; active after admin verification
UAT-10	Gate — valid staff vehicle	Entry allowed; name and plate shown; logged
UAT-11	Gate — invalid or mismatched data	Entry denied with reason; logged
UAT-12	Live register updates	New sign-in appears without manual refresh
UAT-13	Deactivated device	Cannot process new transactions

14. Quotation submission

14.1 Mandatory documents

#	Document
1	Completed pricing schedule (Section 14.2)
2	CIPC registration certificate
3	Valid tax clearance or PIN
4	CSD registration summary
5	B-BBEE certificate or affidavit (if applicable)
6	Company profile and minimum two reference projects
7	Technical proposal (how you meet Sections 3–8)
8	Cloud architecture and data residency disclosure
9	Security and POPIA proposal
10	Written confirmation: no hardware in base quote
11	Implementation timeline and team overview
12	SLA proposal



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#	Document
13	Deviation list (if any requirements cannot be met)

14.2 Submission format

- PDF proposal (maximum **25 pages** for technical section)
- Separate pricing schedule (Excel or PDF)
- Submission instructions and addressing details issued separately to invited bidders

15. Evaluation criteria

Criterion	Weight	What evaluators look for
Functional fit	30%	• Meets requirements in Sections 3–6 – 30 • Partially Meets requirements in Sections 3–6 – 15 • Do not Meet requirements in Sections 3–6 – 0
Cloud approach	15%	• Fully cloud-based; data residency; uptime commitment – 15 • Not Fully cloud-based; data residency; uptime commitment – 0
Security and POPIA	15%	• Credible safeguards; operator agreement; breach procedures – 15 • Not Credible safeguards; operator agreement; breach procedures – 0
Price and 3-year TCO	10%	• Software/cloud only — hardware excluded – 10 • No Software/cloud only — hardware excluded – 0
Implementation plan	10%	• Realistic timeline; rollout to existing devices 1 to 2 weeks – 10 • Realistic timeline; rollout to existing devices 3 to 4 weeks – 5



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Criterion	Weight	What evaluators look for
		● Realistic timeline; rollout to existing devices over 4 weeks – 0
Experience	15%	Relevant visitor management, venue, or cloud SaaS references ● 3 references – 15 ● 2 reference - 10 ● 1 reference - 5
Support and SLA	5%	Response times; maintenance inclusions ● Withing 24 Hrs – 5 ● More than 24 Hrs - 0

Companies that do not score 70% or more will be disqualified.

Disqualification grounds:

Mandatory hardware included in base price without exclusion

- On-premises hosting proposed
- Unable to provide POPIA operator agreement approach
- Failure to confirm compatibility with Foundation-owned devices

16. Terms and conditions

1. The Foundation reserves the right to accept or reject any quotation without obligation to provide reasons.
2. This RFQ may be amended by written notice to all invited bidders.
3. Bid preparation costs are borne by the vendor.
4. All RFQ information is confidential and for quotation purposes only.
5. Successful vendor enters a service agreement covering scope, cloud terms, POPIA operator agreement, SLA, payment, and data return on termination.

Indicative payment milestones

Milestone	%
Contract signature	30%



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Milestone	%
Cloud platform live; admin operational	30%
Kiosk and gate rollout complete	30%
UAT sign-off and go-live	10%

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 – BBEE claim form (See Attached)
- Certified Copy of your valid BBEE Certificate
- Proof of CSD registration starting with MAAA.....

Validity period for the quote is 60 days

If any of the documents are not submitted, MTF will give the supplier a chance to submit by a proposed date via email. If any of the outstanding documents are not submitted by the stipulated date the proposal will be disqualified.

Note of Duration of required commodity

- Delivery duration must be communicated within 1 week of appointment or receiving of Purchase Order.
- If the appointed supplier cannot deliver the goods within the stipulated time period that MTF has specified, MTF will then begin the process of moving forward with the next supplier.
- Please note that if no communication is received within the 1 week period your proposal/quote will be disqualified and we will proceed to the next supplier.



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ANNEXURE A - Declaration of Interest

[illegible]



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

2.3.1 If so, furnish particulars:

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

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.



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3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.



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.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

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



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- 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:

	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



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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

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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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



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3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be 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.



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(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	
	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



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- ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the 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.



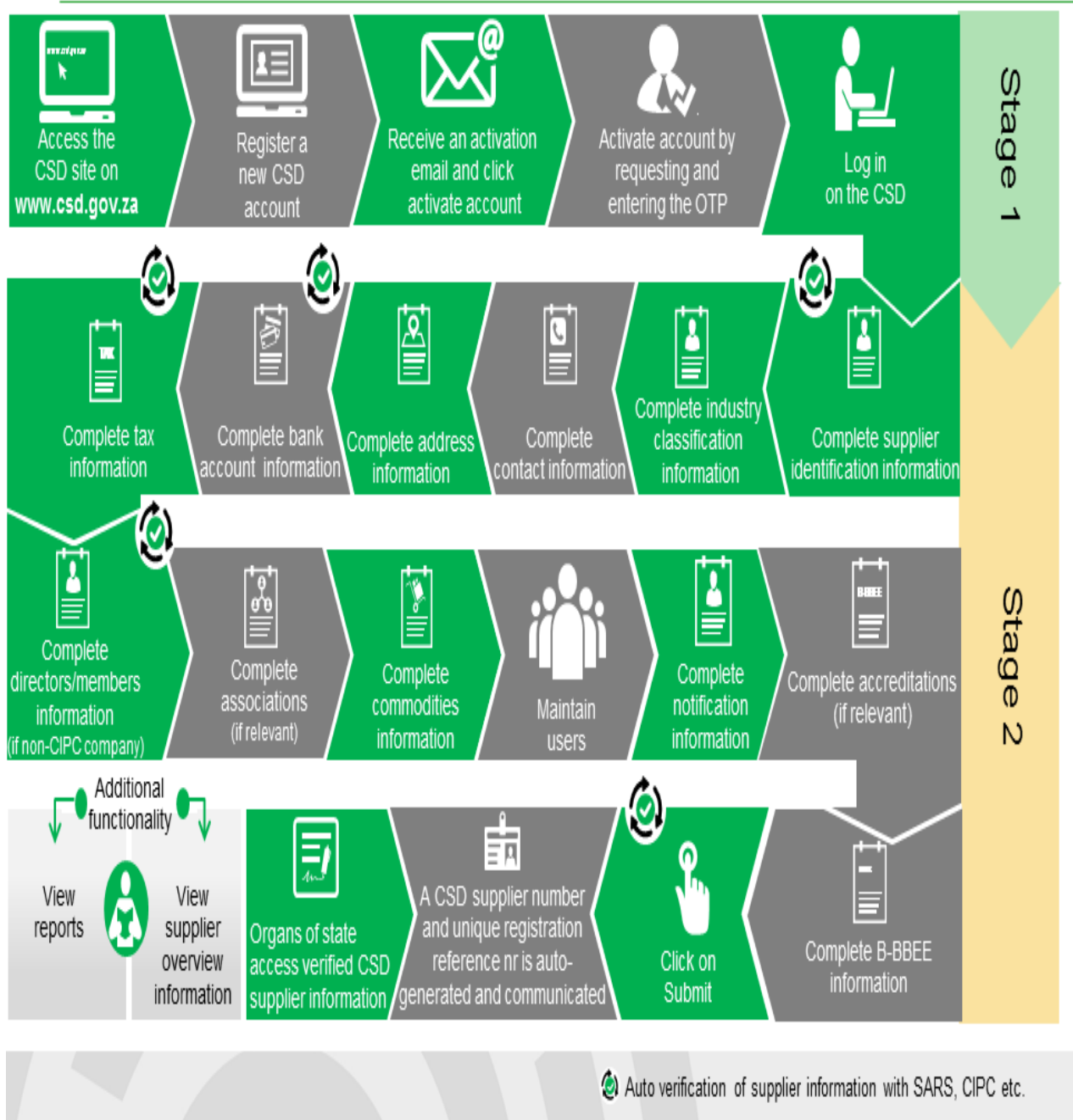
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.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

Annexure C
CSD REGISTRATION PROCESS

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Supplier Self-Registration Process





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ANNEXURE E
PRICING SCHEDULE



REQUEST FOR A QUOTE FOR A COMPANY TO SUPPLY A DIGITAL ACCESS CONTROL SOFTWARE AND LICENSING – MTF RFQ 501/2026-2027

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 even if you submitted your own quote on your letterhead. Additional price components not included in the Pricing Table should be clearly itemized below.

Base pricing = software + cloud + deployment + training + support only. No hardware.

Once-off costs

Line item	Amount (excl. VAT)
Visitor kiosk module (licence, config, deployment)	R
Administrator dashboard (licence, config, deployment)	R
Security gate module (licence, config, deployment)	R
Cloud platform setup	R
Implementation and rollout	R
Training and documentation	R
POPIA compliance pack	R
Subtotal once-off (excl. VAT)	R
VAT @ 15%	R
Total once-off (incl. VAT)	R

Recurring costs (Year 1)

Line item	Frequency	Amount (excl. VAT)
Annual licence / maintenance (all modules)	Per annum	R
Cloud hosting and platform fees	Per annum	R
Extended support (optional)	Per month	R
Total recurring (excl. VAT)		R
VAT @ 15%		R
Total recurring (incl. VAT)		R



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3-year total cost of ownership

Year	Total (incl. VAT)
Year 1	R
Year 2	R
Year 3	R
3-year TCO	R