

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE					
BID NUMBER:	RFQ057-2025	CLOSING DATE: 13 AUGUST 2025		CLOSING TIME:	12H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP, AND MAKE-UP ARTIST SERVICES FOR THE CSOS BOARD.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS).					
Quotations1@csos.org.za					
BIDDING PROCEDURE MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Nonkululeko Mthethwa		CONTACT PERSON	Christine Mmeti	
TELEPHONE NUMBER	(010) 593 0533		TELEPHONE NUMBER	(010) 593 0533 / 066 302 5922	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@csos.org.za		E-MAIL ADDRESS	Christine.mmeti@csos.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NO.		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NO.		
E-MAIL ADDRESS					
VAT REGISTRATI ON NUMBER					
SUPPLIER COMPLIAN CE STATUS	TAX COMPLIAN CE SYSTEM PIN:		OR	CSD No:	MAAA
B-BBEE STATUS LEVEL VERIFICATIO N CERTIFICAT E	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No ☐
[A DETAILED CSD REPORT REFLECTING AT LEAST 51% OR MORE BLACK OWNERSHIP FOR AT LEAST ONE OF THE DESIGNATED GROUPS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A SERVICE LEVEL AGREEMENT.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF THE STATE TO VERIFY THE PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE

BID INVALID. SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.



REQUEST FOR QUOTATIONS (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROCUREMENT OF PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP, AND MAKE-UP ARTIST SERVICES FOR THE CSOS BOARD.

AUGUST 2025

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.

1 TERMS AND CONDITIONS

This Request for Quotation (RFQ) has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which Bidders are deemed to acknowledge and accept:

- 1.1. A Bid submitted in response to this RFP will constitute a binding offer that will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFP or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFP be amended, the CSOS undertakes to publicize or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation or tax compliance status confirmation proof issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for additional supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.8. This RFP is not intended to form the basis of a decision to enter into any transaction with the CSOS and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFP.

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.

- 1.10 No entity or associated entities may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in the disqualification of both entities.
- 1.11 Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid must be brought to the attention of the CSOS Supply Chain Management ("SCM") Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may, in its sole discretion, disqualify the Bidder from any further participation in the bid process.
- 1.12 Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed by the CSOS, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13 The CSOS and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.14 All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals confidential.
- 1.15 A Bid submitted by the Bidder shall be considered non-responsive if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any aspect of non-responsiveness and to make an award in the best interest of the organization provided that any such waiver shall be applied consistently across all Bidders.
- 1.16 The CSOS reserves the right to accept or reject in part or whole any submitted Bid submitted.
- 1.17 The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFP at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18 In this RFP, the words "service provider", "supplier" will be used interchangeably to refer to the Bidder.
- 1.19 All costs associated with the preparation and submission of the Bid remain the responsibility

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.

of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.

- 1.20 All Bids must be formulated and submitted in accordance with the requirements of this RFP.
- 1.21 All warranty-related matters will be discussed at the point of concluding the service level agreement (SLA).
- 1.22 For the purposes of this bid, a project leader/project manager will be used interchangeably.
- 1.23 Bids received after the closing date and time as specified in this RFP shall be rejected.
- 1.24 The CSOS is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken. In this regard, CSOS may appoint the lower-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.

2. INTRODUCTION

- 2.1 The Community Schemes Ombud Services (CSOS) is established in terms of the Community Schemes Ombud Services Act 2011 (Act 9 of 2011), to regulate the conduct of parties within community schemes and to ensure good governance within community schemes. To deliver on its mandate, key amongst the priorities of the organization is to:
 - 2.1.1 Provide an alternative dispute resolution service.
 - 2.1.2 Regulate, monitor, and quality assure all community schemes governance documentation.
 - 2.1.3 Provide training for conciliators, adjudicators, and other employees of the CSOS.
 - 2.1.4 Preserve and provide public access (electronically or by other means) to scheme governance documentation.
 - 2.1.5 Promote good governance of community schemes.
 - 2.1.6 Provide education, information, documentation, and other such services as may be required to raise awareness to owners, occupiers, executive committees, and other persons or entities who have rights and obligations in community schemes, as regards those rights and obligations.
 - 2.1.7 Monitor community schemes governance; and
 - 2.1.8 Deal with any matters necessary to give effect to the objectives of this CSOS Act.

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.

3. PROJECT PURPOSE AND BACKGROUND

- 3.1 The CSOS has recently welcomed its newly appointed Board and is proud to showcase the leadership that will guide the CSOS mandate of regulating governance and dispute resolution in community schemes across South Africa.
- 3.2 This photoshoot will capture the leadership, vision, and commitment of the Board as they embark on a new chapter of strengthening service delivery.

4. SCOPE OF WORK AND DELIVERABLES

The appointed service provider will be required to deliver the following for the photoshoot scheduled on 14 August 2025

- 4.1 Professional photographer: Conduct a professional photoshoot capturing individual and group portraits of the Board members.
- 4.2 Provide make-up services for all delegates prior to the shoot.
- 4.3 Set up an appropriate studio or suitable backdrop and lighting to ensure high-quality images.
- 4.4 High-resolution digital images in both print-quality and web-optimised formats.
- 4.5 Edited and retouched photos with natural and professional finishing.
- 4.6 The service provider must demonstrate prior experience in corporate or professional photoshoots.
- 4.7 Ensure that make-up artists are qualified and experienced in professional grooming.
- 4.8 Use professional-grade cameras, lighting, backdrops, and photo editing software.
- 4.9 Provide all consumables and accessories needed for make-up and grooming services.
- 4.10 Photoshoot to be conducted on the 14 August 2025 with punctual arrival and setup (**venue to be confirmed, however, between Centurion and Midrad**).
- 4.11 Delivery of final edited images within a specified turnaround time (e.g., 5–7 working days post-shoot).
- 4.12 **Confidentiality and Usage Rights**
 - a. All photos and materials produced shall be the property of the CSOS.
 - b. The service provider shall not use or distribute the images without prior written consent.

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4.13 Quality Assurance

- a. Images must meet professional standards in clarity, lighting, composition, and presentation.
- b. Retouching should maintain a natural appearance without over-editing.

4.14 Pricing and Invoicing

- a. Clear pricing structure for make-up services per delegate and photoshoot/studio setup per day.
- b. Invoicing based on actual services rendered.

4.15 Compliance

- a. Adherence to all health and safety protocols during the shoot, including COVID-19 guidelines if applicable.
- b. Provide hand sanitiser stations and encourage frequent handwashing during the photoshoot.
- c. Limit the number of people in the studio or shooting area at any given time to avoid overcrowding.

4.16 Safe Makeup Application Practices

- a. Use hygienic tools and disposable applicators where possible for makeup services.
- b. Sanitize all makeup products and brushes before and after use on each individual.
- c. Ensure makeup artists follow strict hygiene protocols, including handwashing and wearing masks if required.

4.17 Equipment Safety

- a. All lighting, cameras, and other equipment must be securely set up to prevent accidents (e.g., trip hazards, electrical safety).
- b. Cables should be taped down or covered to avoid tripping.

4.18 Allergy and Sensitivity Considerations

- a. Collect information about any allergies or sensitivities related to makeup or other products before the shoot.
- b. Use hypoallergenic and non-toxic products wherever possible.

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Plan Description

Below are the requirements for all CSOS corporate photoshoots

PROMOTIONAL ITEMS	SPECIFICATION/ DESCRIPTION
Professional photographer	We accept the following file formats: JPG, JPEGs, or PNG. The size of the pictures must be the largest size possible for each image We require all digital images to be at 300 dpi (dots per inch) or above and be set at 100%. The quality setting of a JPEG must be set at “high,” “fine” or “maximum
Professional Photoshoot studio setup	CSOS will provide a studio setup space (Building 4 -Head Office Ground Floor) The supplier is required to bring photoshoot equipment, including camera, backdrop, lighting equipment, tripods, etc.)
Professional make-up artist	A professional make-up artist is needed for a flawless natural look

List of various types of professional photoshoots, including but not limited to:

- a. Corporate & Business Photoshoots
- b. Marketing & Advertising Photoshoots.
- c. Creative & Artistic Photoshoots.
- d. Event Photography
- e. Specialized PhotoshootsSocial Media Content

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5. SUPPLY CHAIN MANAGEMENT COMPLIANCE REQUIREMENTS

Bidders must comply with the following compliance requirements.

DOCUMENTS REQUIRED	SUBMITTED Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency/Sworn Affidavit signed by the EME/QSE representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC)	
Proof of registration on the National Treasury Central Supplier Database (provide full detailed CSD report or CSD number)	
Valid tax pin number/letter from SARS	
Full completed SBD documents (SBD 1, 3.3, 4 6,1)	

6. MANDATORY REQUIREMENT

Proof of relevant experience in a professional or corporate photoshoot.

Bidders to submit one (1) reference letter pertaining to the professional photoshoot

The letter must be on the **client's letterhead, dated, signed, and with contactable details.**

***The appointment letter and purchase order will not be considered.**

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7. PRICE & SPECIFIC GOALS

7.1 Pricing Instructions.

7.1.1 All pricing must be in South African Rands and fixed for the contract duration.

7.1.2 All bidders should provide a pricing schedule indicating clearly their rates to be charged as per the pricing schedule below:

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 ALLOCATED (80/20 SYSTEM) TO BE COMPLETED BY THE TENDERER.
1. EME or QSE owned by 51% or more black person women; EME or QSE owned by 51% or more black person youth, EME or QSE owned by 51% or more black persons living with a disability, EME or QSE owned by 51% or more black person who is military veteran.	17	
2. EME or QSE owned by 51% or more black people living in rural or underdeveloped areas or townships.	1	
3. EME or QSE owned Co-operative by 51% or more black people.	1	
4. EME or QSE is owned by 51% or more black people in general, with a focus in order of priority on Africans, Indians, and Coloureds.	1	
Total Points for Price and Specific Goals		

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8. PRICING SCHEDULE

The service is for the whole day, scheduled for 14 August 2025, venue will be confirmed (between Centurion and Midrad).

#	DESCRIPTION	UNIT PRICE (R)
1.	Professional photographer (full day service)	R
2.	Professional Photoshoot studio setup (full day service)	R
3.	Professional make-up artist (price per person)	R
	Other (please specify)	R
	Subtotal	R
	VAT@15% (if applicable)	R
	Total inclusive of VAT	R

N.B. *Bidders are requested to provide a quotation on a per-delegate basis for make-up services and on a per-day basis for the photoshoot and studio setup.

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.

9. TIMELINE OF THE BID PROCESS

- 9.1 The validity period of tenders and the withdrawal of offers, after the closing date and time is 90 days.

10. DURATION OF THE CONTRACT

- 10.1 Once-off service.

11. PROJECT MANAGEMENT RESPONSIBILITY

- 11.1 The CSOS Project Manager's responsibilities will include:
- 11.1.1 Providing the service provider with all appropriate advice and information pertinent to the success of this project as well as assisting in setting up meetings where necessary.

12. SUPPLIER DUE DILIGENCE

- 12.1 The CSOS reserves the right to conduct supplier due diligence before the final award or at any time during the contract period. This may include site visits, confirmation of financial stability, and requests for additional information.

13. RESPONSE FORMAT (SUBMISSION OF PROPOSAL)

- 13.1 The proposals must be submitted in the prescribed format. Standard bidding documents attached to the Terms of Reference must be completed in full.
- 13.2 The proposals must be submitted electronically to the following email address: quotations1@csos.org.za.
- 13.3 Failure to submit to the above email address will result in the disqualification from the RFQ process.

14. LATE BIDS

- 14.1 Proposals received after the closing date and time, at the email address indicated above, will be disqualified.

15. COUNTER CONDITIONS

- 15.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP AND MAKE UP ARTIST SERVICES FOR THE CSOS BOARD.

16. FRONTING

- 16.1 The government supports the spirit of Broad-Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves by the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the Government condemns any form of fronting.
- 16.2 The Government, in ensuring that bidders honestly conduct themselves, will, as part of the quotation evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in quotation documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the Bidder/contractor to prove that fronting does not exist. Failure to do so within 14 days from the date of notification may invalidate the quotation/contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies CSOS may have against the Bidder/contractor concerned.

17. CONTACT DETAILS FOR INFORMATION

- 17.1 Further information regarding technical matters can be sent via email to Christine Mmeti: Christine.mmeti@csos.org.za or Tel: 010 593 0533/066 302 5922
- 17.2 Further information regarding supply chain management matters can be send via email to Nonkululeko Mthethwa: nonkululeko.mthethwa@csos.org.za or at Tel: 010 593 0533

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:
RFQ057-2025: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL CORPORATE PHOTOSHOOT, STUDIO SET UP, AND MAKE-UP ARTIST SERVICES FOR THE CSOS BOARD.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE-ADDED</u>
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1. Services must be quoted in accordance with the attached terms of reference. Total cost of the assignment (R inclusive VAT).

#	DESCRIPTION	UNIT PRICE (R)
1.	Professional photographer (full day service)	R
2.	Professional Photoshoot studio setup (full day service)	R
3.	Professional make-up artist (price per person)	R
	Other (please specify)	R
	Subtotal	R
	VAT@15% (if applicable)	R
	Total inclusive of VAT	R

N.B. *Bidders are requested to provide a quotation on a per-delegate basis for make-up services and on a per-day basis for the photoshoot and studio setup

Signature (Bidder)

Date

- The financial proposal for this assignment should cover for all assignment activities as per terms of reference.
- Period required for commencement with the project after acceptance of bid _____
- Are the rates quoted firm for the full period? Yes/No.
- If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example, consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Ms. Christine Mmeti

Tel: (010) 593 0533 / 066 302 5922

E-mail address: Christine.mmeti@csos.org.za

Supply Chain queries may be directed to:

Ms. Nonkululeko Mthethwa

Tell: (010) 593 0533

Email: quotations1@csos.org.za / nonkululeko.mthethwa@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 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.
- 3.6 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

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.
- b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

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

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

- 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. EME or QSE owned by 51 % or more black woman; or more black person who are youth; or more black person living with disabilities; or more black person who is a military veteran	17	
2. EME or QSE owned by 51 % black people living in rural or underdeveloped areas or township	1	
3. EME or QSE Co-operative owned by 51% or more black people	1	
4. EME or QSE owned by 51% or more black people in general, with focus in order of priority on africans, Indians and coloureds.	1	

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;
- 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: