



REQUEST FOR QUOTATION

Quotations are hereby invited for the following:

APPOINTMENT A NEW SERVICE PROVIDER TO SUPPLY AND DELIVER WATER DISPENSERS AND PURIFIED DRINKING WATER TO PANSALB OFFICES FOR A PERIOD OF 12 (TWELVE) MONTHS

RFQ Number:			
RFQ Published or issue date:		17 August 2026	
RFQ Closing date & time:		31 August 2026 @ 12:H00	
Briefing date & time:		N/A	
RFQ validity period:		90 days (commencing from the RFQ Closing Date)	
RFQ delivery address:		quotations@pansalb.org (Please note that any submissions made to any other email other than the designated email will not be accepted)	
Technical Related Queries:	Contact Person:	Tel: +27 (0) 12 341 9638	
SCM Related Queries:	Contact Person: Ms Lulama Limbane	Tel: +27 (0) 12 341 9638	E-mail:

COMMODITY 1

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FRAUD HOTLINE SERVICES

N.B & Comment:

- (1) *Proposal/Quotation should be issued in line with the above itemized list.*
- (2) *Please ensure that **Table 1**, in paragraph 4.2 of the SBD 6.1 is completed in full to qualify for specific goals aligned to the B-BBEE. Failure by the supplier to complete Table 1 of the SBD 6.1 will disqualify the supplier from receiving points for Specific Goals as per requirements of the **Preferential Procurement Regulations of 2022.***

TERMS AND CONDITIONS

1. Quotations must be emailed to reach PanSALB no later than **11H00 Monday, 31 August 2026**
2. Quotations must be valid for at least **90** days.
3. Is the **01 October 2026** delivery date firm? **Yes / No**
4. Is / are the price(s) firm for the duration of the contract? **Yes / No**
5. Is the offer strictly to specification? **Yes / No**
6. If not to specification, state deviation(s)

7. All quotations must be inclusive of VAT and the VAT amount stated, for suppliers who are VAT registered, if no VAT registration status is provided, prices will be deemed VAT inclusive.
8. No quotations received after the closing time and date will be accepted without prior arrangement with the sender of this email.
9. It is the responsibility of the tenderer to verify the receipt of any emails forwarded to this office.
10. If you are unable to quote, please email this page back to the sender as a no quote and state the reason below: Reason for no quote:

11. This quotation is subject to the general conditions of the contract unless otherwise stated by the issuer.
12. Indicate if you intend to sub-contract any part of this contract. **Yes / No** If Yes please provide the percentage sub-contracted _____%

PLEASE NOTE:

Your tax status is **non-compliant**. Please take the matter directly with your local SARS office. Your offer can only be considered when a valid Tax Clearance Status (provided via SARS to the Central Supplier Database) is available on the adjudication of this contract.

Your B-BBEE information is outstanding. Please update your B-BBEE details on the Central Supplier Database to ensure that your entity qualifies for preference points where applicable.

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by the Pan South African Language Board during the validity period indicated and calculated from the closing time stated above.

Signature of Bidder

Name and Capacity

Date

This Request for Quotation must be completed and be accompanied by an official Quotation. Please email it to the Pan South African Language Board.

RFQs with a quoted price less than R 30 000.00 will be evaluated based on the quoted price. All other RFQs will be evaluated based on an 80/20 preference point system where 80 points are allocated towards price, and 20 points are allocated towards the supplier's contribution-specific goals in line with the Preferential Procurement Regulations of 2022.

PREFERENTIAL PROCUREMENT REGULATION OF 2022

As per the Preferential Procurement Regulations of 2022 in terms of the 80/20 Points system, the 20 points for Specific goals for the entity are allocated as follows:

- 100% Women Ownership = 5 points
- 100% SMME/EME = 10 points
- 100% owned by Youth = 3 points
- 100% owned by disabled individuals = 1 points
- Locality = 1 point (Municipal Bill or Account Statement to be attached as proof)

BIDDERS 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
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- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO
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¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors/trustees/shareholders/members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract?

YES	NO
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2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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



3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

**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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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

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.

- 1.5 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:

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

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:

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

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.

(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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Woman	N/A	5	N/A	
Promotion of SMME's	N/A	10	N/A	
Youth	N/A	3	N/A	
Disabled	N/A	1	N/A	
Locality	N/A	1	N/A	

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.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

TERMS OF REFERENCE

1. PURPOSE

The Pan South African Language Board (PanSALB) is hereby requesting quotations from suitable and qualified service providers for the supply of purified Water and Water Dispensers. The supply is for Head Office and 6 Provincial Offices. The addresses are below hereto for ease of reference.

2. BACKGROUND

The Pan South African Language Board (PanSALB) is a statutory body established in terms of the Pan South African Language Board Act No. 59 of 1995 and the Constitution of the Republic of SA, 1996. It was established for among other reasons to create conditions for the development and for the promotion of the equal use and enjoyment of all the official South African languages.

3. SCOPE OF WORK

3.1. To supply Water Dispensers and 20 liters of purified Water monthly.

3.2. To supply 500ml branded still water as in when required – quantity to be determined on a need basis. water as follows:

NO	OFFICE	DISPENSERS	PURIFIED WATER PER MONTH 20LT
1	HEAD OFFICE - 523 Stanza Bopape Street, Provisus Building 5th Floor, Arcadia	4	20
2	LIMPOPO OFFICE - 29 Hans Van Rensburg Street, Kwane Chambers Building, Office No 10, Polokwane	1	5
3	FREE STATE OFFICE - 15-17 1st Street, Arboretum, Bloemfontein	1	5
4	NORTH-WEST - Mega City Shopping Complex, Shop No 70B, Ground Floor, Eastern gallery– Mmabatho	1	5
5	NORTHERN CAPE - 37 Chapel Street, Nedbank Building, Kimberley	1	5
6	KWAZULU-NATAL - 20-36 Margret Mncadi Avenue, John Ross House, Durban	1	5
7	MPUMALANGA - 20 Paul Kruger Street, ABSA Building, Nelspruit	1	5

4. DISQUALIFICATION

4.1. Any non-disclosure of any information pertaining to this quotation will result in disqualification.

4.2. Non-compliance with the quotation requirements will invalidate the quotation; and

4.3. Non-compliance with all the applicable Acts, Regulations, and by-laws will result in the disqualification of the quotation.

5. EVALUATION CRITERIA

Quotations will be evaluated in two (2) phases:

Phase 1 – Evaluation of Compliance

This entails the initial screening of quotation responses received at the close of the quotation. During this phase, quotation responses are registered to ascertain the number of quotations responses received before the closing date and time and to verify if the quotations submitted all mandatory requirements. the following mandatory documents should be submitted to qualify for the next phase of evaluation:

- Valid original SARS tax clearance certificate.
- Valid B-BBEE Certificate or Sworn Affidavit
- CSD Report

Phase 2 – Evaluation in Terms of PPPFA Regulations, 2022

This quotation will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

Breakdown of points:

80/20 Preference Point Component	Points
Pricing	80
B-BBEE Level Contribution	20
Total	100

Points will be awarded to a Company for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. PRICE

6.1. All services pricing should be inclusive of all taxes and payment shall be made in South African Rand.

7. PAYMENT TERMS

7.1. The PanSALB undertakes to pay valid tax invoices in full within thirty (30) days from the statement date for services rendered; and

7.2. All supporting documents for services rendered should be submitted together with the tax invoices as and when a service has been rendered.

8. SPECIAL TERMS AND CONDITIONS

8.1. The PanSALB reserves the right to accept or reject any submission in full or in part and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected companies.

8.2. Failure to comply with the above-mentioned conditions will nullify the quotation.

8.3. Certified copy of the B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA, or an Accounting Officer as contemplated in the founding documents of a CC must be submitted.

9. SUBMISSION OF QUOTATION DOCUMENTS

Quotations should be directed to: quotation@pansalb.org by no later than:

Date: 31 August 2026

Time: 11H00

10. LATE SUBMISSIONS

A response to this Request for Proposal (RFP) shall be late if it is received by PanSALB at any time after the closing date and time indicated in the paragraph above. Late submission shall be clearly marked as late and shall not be admitted for consideration by PanSALB.

END OF TERMS OF REFERENCE DOCUMENT