



HOUSING COMPANY TSHWANE
affordable housing solutions

Housing Company Tshwane; Townlands Social
Housing, 374 Cowie Street 0001
+27 (0) 12 358-4469
Reg. no. 2001/029821/08 | VAT No. 4090249030

QUOTE DOCUMENT

SUPPLY CHAIN MANAGEMENT UNIT

DESCRIPTION: PRRINTING AND DESIGNING OF HOUSING COMPANY TSHWANE ANNUAL REPORT FOR FINANCIAL YEAR 2024/25.

QUOTE NO: HCT-SCMUQ 23/2025/26

NAME OF COMPANY:

AMOUNT R **VAT incl.**

AMOUNT IN WORDS:

.....**RAND**

CLOSING DATE: 10 SEPTEMBER 2025 @ 12H00



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ADVERT

PART A: MBD1

SUPPLY CHAIN MANAGEMENT UNIT

DEPARTMENT: MARKETING AND COMMUNICATION DEPARTMENT

QUOTE DESCRIPTION: PRINTING AND DESIGNING OF HOUSING COMPANY TSHWANE ANNUAL REPORT FOR FINANCIAL YEAR 2024/25.

QUOTE NO: HCT-SCMUQ 23/2025/26

Quotations are hereby invited from interested service providers for: Printing of Designing of Housing Company Tshwane Annual Report for Financial year 2024/25. Documents are obtainable from Housing Company Tshwane website hct.tshwane.gov.za free of charge.

Interested bidders must attach proof of the following documents:

- CSD report (not older than 3 months).
- Original certified copies of IDs for all directors of the company (not older than 3 months).
- Statement of municipal rates and taxes for both company and directors appearing in the CK or (not older than 3 months) not owing for more than 3 months.
- Copy of Lease Agreement with 1 Month proof of payment only for both director & company.
- Certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction for both director & company not older than 3 months.
- Original signed letter from Councillor for bidders/company residing in informal settlements accompanied by original sworn affidavit.
- Valid tax pin or tax clearance.
- Proof of similar work experience (one or more Orders / Appointment letters).
- Valid signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into the tender box. Housing Company Tshwane box, Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street 0001, marked as Quote No: **HCT-SCMUQ 23/2025/26 Printing and Designing of Housing Company Tshwane Annual report for financial year 2024/25. The document will be available on Housing Company Tshwane's website -hct.tshwane.gov.za free of charge from the date of advert.**

Closing date: 10 September 2025 @ 12h00 at Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street, Marabastad 0001.



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The quote will be evaluated on 80/20 points scoring system and returnable documents.

Target Goals:

80/20 system Scoring point system as per PPPFA

- 80 for pricing
- **20 Points for Specific Targets**
 - At least 51% Women owned companies - 5 Points
 - At least Youth owned companies – 4 Points
 - At least companies owned by People with disability – 4 Points
 - Locality – 7 Points

The Bidder shall take note of the following Quote conditions:

- a) Housing Company Tshwane Supply Chain Management Policy will apply on this quote.
- b) Specific goals points scored.
- c) The entity reserves the right not to appoint.
- d) No Quote der will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.
- g) All pages must be initialed, and all forms must be completed in full and signed.
- h) The quote document must be hand completed with a black pen.

Technical enquiries should be directed to Mr. P Moseamedi 067 788 9344.

Administrative enquiries must be directed to Mr. T Mthethwa (012) 358 4469 / hct-scm@tshwane.gov.za.



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PART B.1
FORM OF OFFER

Quote for contract number: HCT-SCMUQ 22/2025/26

I/We, the undersigned:

Quote for an amount % (vat inclusive) and.

- a) Quote to supply and deliver to Housing Company Tshwane all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quote documents submitted are true and correct.

Signed atthis Day of20.....

Signature

Name of Firm: _____

Address: _____, _____, _____

State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We the undersigned am/are authorized to enter this contract on behalf of:

By virtue of _____

Dated _____ a certified copy of which is attached to this quote.

Signature of authorized person: _____

Name of Firm: _____

Postal Address: _____

Please Note: The prices at which quote are

prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

Failure to sign the form of offer and initialing each page of the document will result in disqualification of the bidder.



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Part B. 2

Quote Information

Details of person responsible for the quote process

Name: _____

Contact number: _____

Address of office submitting quote: _____

Telephone: _____

Fax no: _____

E-mail address: _____

Authority for signatory

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on ___/___/20___

Mr/ Mrs. _____

Has been duly authorized to sign all documents in connection with the quote for

Contract _____ **No** _____

And any contract, which may arise there from on behalf of


Signed on behalf of the company: _____

In his capacity as: _____ **Date:** ___/___/___

Signature of signatory



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1. PURPOSE

The purpose of this request for quotation is to invite bidders to submit a quotation for printing and designing of Housing Company Tshwane Annual report for financial year 2024/25 department.

2. INTRODUCTION AND BACKGROUND

Each year all institutes of the government are expected to prepare an annual report each financial year. The purpose is to provide a record of activities, report on performance against the budget allocated and promote accountability to the City of Tshwane for the decisions made throughout the year.

It is for this reason that HCT calls upon the service providers that will use their creativity in designing the annual report.

3. SCOPE OF WORK, AREAS OF FOCUS AND TIMEFRAMES

A service provider with relevant experience in design and layout of publication (annual report) will be appointed by HCT to provide the following services:

The consulting services for the annual report comprises of the following elements:

- Production which includes (Design; Content Compilation; digitization and Project Management).
- Printing which includes (Graphic; Photography; Content layout; Editing; Proofing; Signoff; Presentation development and soft copy provision).

Pricing Schedule

ITEM NO:	DESCRIPTION OF SERVICE		AMOUNT IN RANDS
	Production	Printing	
1.	Design of an A4 full color, 80 pages 300gsm including cover page, cover page 135gsm. Content will be provided by the client.	Graphic	R
		Photography	R
		Content layout	R
2.	Content Compilation: Quote on two design concepts.	Editing	R
		Proofing	R
		Signoff	R
3.	Authors corrections: quote on the editing of the document 3 times to ensure that there are no mistakes (please note that document should be		R
			R



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	edited and corrected by the professional language practitioner)		
4.	Images: A minimum of 10 images will be used on the document, and they will be provided by the client. Appointed service provider will be guided on where to use those images on the document.		R
5.	Font: Arial font		R
6.	Printing of the annual report: 50 copies and the distribution will be done by HCT to their stakeholders.		R
	Project Management, please include overtime if there will be a need charging per hour (hours should not exceed 20 hours)		R
TOTAL EXCLUSIVE OF VAT			R
VAT @ 15%			R
TOTAL INCLUSIVE OF VAT			R

The final design should be made available to HCT on a compact disc for further use and application. Appointed service provider should also submit to HCT the final word version of the document. Anticipated timeframes are as follows:

Project steps	Dates	Responsible person
1. Meeting with appointed service provider to discuss the content and design and layout with timelines	(this will depend on the appointment date)	HCT
2. Follow up meetings with the service provider on the progress and ensuring that timelines are met.		HCT
3. Design and layout (1 st draft)		HCT
4. Submission of the 2 nd draft edited		HCT
5. Submission of the final document and signing off		HCT



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EXPECTATIONS

Submissions should demonstrate that the service provider:

- Have the required skills and in-depth experience to undertake the tasks outlined in the specification.
- Is able to deliver the requirements of the project within the strict deadlines identified.

PROPOSAL SUBMISSION AND CRITERIA FOR EVALUATION

The proposal calls for service providers that will use their creativity in design and layout of the annual report 2020/21.

The proposal should contain the following:

- A proposed plan of action
- Cost structure
- Time frame related to deliverables; and
- A list of references at least 2.



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PART D

MBD 4

DECLARATION OF INTEREST

1. No quote will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the Quote .

- 3.1 Full Name:
- 3.2 Identity Number:
- 3.3 Company Registration Number:
- 3.4 Tax Reference Number:
- 3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.....

Have you been in the service of the state for the past twelve months?**YES / NO**

If so, furnish particulars.

3.7 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this Quote?
YES / NO

3.7.1 If so, furnish particulars.....

3.8 Have you been in the State service for the past twelve months?
YES / NO



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3.8.1 If yes, furnish particulars.....

MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.9 Are you, aware of any relationship (family, friend, other) between a Quote der and any persons in the service of the state who may be involved with the evaluation and or adjudication of this quote ? YES / NO

3.9.1. If so, furnish particulars.....

3.10 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.....

3.11 Are any spouse, child or parent of the company’s directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.....



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4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

Signature

Date

Capacity

Name of Bidder(s)



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PART E

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **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.



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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. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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



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3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

Where

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



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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.)

Specific goals	80/20 preference point system	Evidence	Tick
		BBBEE Certificate CIPC BEE Certificate EME Affidavit	
At least 51% Women owned companies	5 Points		
At least Youth owned companies	4 Points		
At least companies owned by People with disability	4 Points		
Locality within Tshwane	7 Points		



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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:

.....

.....

CERTIFICATION

I, the undersigned (name).....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Designation

.....
Name of Bidder