



# Limpopo Legislature

## ***REQUEST FOR QUOTATION***

### **APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A COMMUNICATION STRATEGY**

**RFQ NUMBER:** LPL 028/2025/26

**CLOSING DATE:** Wednesday, 06 August

**TIME:** 11:00AM

	<b>REQUESTFOR QUOTE (RFQ) INVITATION</b>	<b>Section 1</b>
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**SUPPLIER/ SERVICE PROVIDER NAME:**

.....

**REQUEST FOR QUOTATION**

**APPOINTMENTOFASERVICE PROVIDER TO DEVELOP A COMMUNICATION STRATEGY FOR THE LIMPOPO  
LEGISLATURE AS PER ATTACHED SPECIFICATION**

<b>Issue Date</b>	<b>30 July 2025</b>
<b>Closing Date</b>	<b>06 August 2025</b>

The request for Quote (RFQ) bundleconsists of the following documents:

#	DESCRIPTION	SECTION
a)	Invitation to Quote	1 (one)
b)	Detailed specification	2 (two)
c)	Terms and Conditions	3 (three)
d)	Declaration of Interest (SBD4)	4 (four)
e)	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)	5 (five)

This quotation document and proposals/quotation must be submitted in the appropriate format clearly marked with the Quote Description & Quote Reference to this e-mail address:  
[quotations@limpopoleg.gov.za](mailto:quotations@limpopoleg.gov.za)

**NB: All quotations must be on the company's letterhead.**

Further information regarding this quote may be directed to this email address:  
[quotations@limpopoleg.gov.za](mailto:quotations@limpopoleg.gov.za)

-----  
Name

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Signature

-----  
Date

	<b>DETAILED SPECIFICATION</b>	<b>Section 2</b>
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**Please note that the bidders should comply with the below  
specification**

You are required to quote for the development of a communication strategy to the Limpopo Legislature as per attached specifications.

**NB: please note that a compulsory briefing session will be held on Friday , 01 August 2025, 11HAM at the Committees boardroom, Limpopo Legislature offices , Lebowakgomo Government Complex.**

	<b>Terms and conditions</b>	<b>Section 3</b>
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## **1. Objective**

- 1.1 To solicit quotations from the services of competent service providers who provide quality services.
- 1.2 To promote local enterprises for provision of goods and services required for the event.

## **2. The Role of Limpopo Provincial Legislature**

- 2.1 Appoint supplier and/or service provider for goods and or services required.
- 2.2 To ensure that the service provider renders the services as per specifications provided.
- 2.3 Conduct supplier and or service provider performance assessment on goods delivered and or services rendered.

## **3. The Role of Service Provider**

- 3.1 Deliver goods and/or render services required as per specifications and or terms of reference contained in this document.
- 3.2 Allow Limpopo Provincial Legislature to conduct supplier and /or service provider performance assessment on goods delivered and or rendered.

## **4. SPECIAL INSTRUCTIONS**

- 4.1 LPL reserves the right to conduct security clearance and /or vetting of suppliers or service provider before award of business.
- 4.2 LPL reserves the right not to reward business to the same supplier or service provider for more than one commodity.
- 4.3 Appointed service provider will be subjected to security clearance verification.

## **5. KEY ASSUMPTIONS**

- 5.1 The suppliers and/or service provider responding to Limpopo Provincial Legislature with price quotations, for this RFQ (Request for Quote) is in the financial position to deliver goods and or render the service required.
- 5.2 The service provider and/or supplier have the required skills and competencies to undertake this project.
- 5.3 The service provider will prioritize the project and deliver the required goods and/or render required services at the dates agreed upon.
- 5.4 No supplier and/or service provider will accept the appointment of work and later indicate to the Limpopo Provincial Legislature that due to lack of funds, unavailability of stock or any items, he or she will not be in a position to continue with the business awarded and

provide the goods and/or services required.

5.5 Once Limpopo Provincial Legislature awards the business to any supplier and/or service

provider, the service provider accepts the business award, the suppliers and/or service provider are bound to deliver the required goods and /or render required services as per specifications and required delivery date.

5.6 All prices/quotations must be on firm pricing.

5.7 The service provider and/or supplier acknowledges general and special conditions pertaining to this assignment by responding to the LPL's request for quote/proposal.

## **6. PERIOD OF THE ASSIGNMENT**

6.1 Once off

## **7. EVALUATION CRITERIA**

7.1 The evaluation criteria are weighted to reflect the importance of project requirements noted in all specifications: All proposals submitted shall be evaluated based on the following criteria:

- ❖ Evaluation Stage One: Administrative Compliance
- ❖ Evaluation Stage two: 80/20 preference point system.

## ADMINISTRATIVE COMPLIANCE

This is the evaluation criteria that measures compliance of service providers with the administrative requirements of this request and mandatory functional requirements as listed in the specifications. Service providers who fail to meet all requirements will be disqualified from further evaluation.

ADMINISTRATIVE COMPLIANCE			
Item	Description	Yes	No
1	Invitation to RFQ: Completed & Signed		
2	Declaration of Interest Form (SBD4): Completed & Signed		
3	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1): Completed & Signed		
4	Recent Central Supplier Database (CSD) report provided		
5	Price Quotations (VAT inclusive), quoted in accordance/compliance with required specifications		
6	A company Profile aligning with the advertised service and proven track record		
7	CVS and Qualifications of key personnel		
8	Detailed project proposals with methodology, timelines and budget		
9	Proof of previous work (attached samples strategies)		

**NB: PLEASE NOTE FAILURE TO PROVIDE THE ABOVE-MENTIONED DOCUMENTS WILL LEAD TO DISQUALIFICATION**

Serviceprovider's

Name: .....

Completed by: .....

Signature: .....

### **80/20 Preference Point Scoring System**

Service Providers must ensure that the price quotation is in accordance or compliant with the required specifications. Limpopo Provincial Legislature reserves the right to reject price quotations that are not complaint with specifications.



	<b>Declaration of Interest (SBD4)</b>	<b>Section 4</b>
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1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, shareholder etc.): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- (b) any municipality or municipality.
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution to which the person is connected: .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

.....

.....

.....

YES / NO

2.11 Do you or any of the directors' shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

### DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of Bidder.

	<b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL (SBD 6.1)</b>	<b>Section 5</b>
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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 points 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).

#### **12 Overcomplete by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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.

13 Points for this tender (even in the case of the off tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### **14 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20

TotalpointsforPriceand SPECIFIC GOALS	100
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- 15 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.
- 16 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

## 32 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 321. 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

41. 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:
42. In cases where the state intends 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 a 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 the 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.

**Table1: Specific goals for the tender and points claimed are indicated in the table below.**

**(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) (Overcomplete by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Total points</b>	<b>20</b>	
<b>HDI's</b>		
Black Ownership	4	
Woman ownership	4	
Person with disability	3	
<b>Specific goals</b>		
Youth	3	
Small, medium and micro enterprises (SMMEs)	3	
Enterprises located in Limpopo province	3	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

43. Name of company/firm.....

44. Company registration number: .....

45. 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]

46. 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 damage 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:**

# Limpopo Legislature

## OFFICE OF THE SECRETARY

Physical address:  
Lebowakgomo  
Government  
Complex

Postal address:  
Private Bag X 9309  
Polokwane  
0700

### SPECIFICATIONS

**Title: Development of an Integrated Communication and Marketing Strategic Framework for Limpopo Legislature**

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#### 1. INTRODUCTION

The Limpopo Legislature seeks to appoint a qualified service provider to develop a comprehensive communication and marketing framework. The framework must enhance institutional visibility, strengthen stakeholder engagement, and align with both the Legislature's 5-Year Strategic Plan and the South African Legislative Sector Strategic Plan.

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#### 2. OBJECTIVES OF THE PROJECT

The appointed service provider will be required to develop:

1. A comprehensive **Communication Strategy**
  2. A detailed **Stakeholder Management Plan**
  3. A modern **Digital Communication Strategy**
  4. An effective **Social Media Strategy**
  5. A robust **Multimedia Optimisation Plan**
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#### 3. SCOPE OF WORK

##### 3.1 Communication Strategy

- Situational analysis (internal and external)
- Communication objectives aligned with strategic goals
- Key messaging for diverse audiences
- Channels and tools
- Internal communication framework

- Media relations and crisis communication plan
- Monitoring & evaluation framework

### **3.2 Stakeholder Management Plan**

- Stakeholder mapping and analysis
- Engagement framework and tactics
- Feedback mechanisms
- Community outreach strategy
- Relationship-building plans with key partners (e.g. SALGA, SAPS, Traditional Authorities, etc.)

### **3.3 Digital Communication Strategy**

- Audit of current digital communication platforms
- Web, mobile, and email communication strategy
- Recommendations for improvements and upgrades
- Integration with internal ICT systems
- Digital branding guidelines

### **3.4 Social Media Strategy**

- Platform-specific strategies (Facebook, X/Twitter, Instagram, YouTube, TikTok, etc.)
- Content planning and engagement scheduling
- Community management policies
- Metrics and performance indicators
- Risk management (misinformation, reputational risk, etc.)

### **3.5 Multimedia Optimization Plan**

- Inventory and audit of current multimedia tools and platforms
  - Plan for audio-visual content production and archiving
  - Recommendations for tools/software/equipment
  - Video strategy for streaming and documentation
  - Graphic design and visual identity optimization
- 

## **4. DELIVERABLES**

- Inception report with detailed project plan
  - Draft documents for each strategy (x5) for internal review
  - Final strategy documents with implementation action plans
  - Presentation of final strategies to the Legislature's Communications and Marketing unit
  - 2 x Training/induction sessions for staff on implementations
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## **7. REQUIRED COMPETENCIES**

- Proven experience in legislative, government or public sector communication
  - Professional team with qualifications in communications, marketing, public relations, digital media, graphic design, and stakeholder management
  - Access to multimedia production tools and platforms
  - Ability to conduct research, facilitate workshops, and engage stakeholders
- 

## **8. SUBMISSION REQUIREMENTS**

- Company profile with track record
- Certified copies of company registration documents
- CVs and qualifications of key personnel
- Detailed project proposal with methodology, timelines and budget
- Tax clearance certificate
- Valid B-BBEE certificate or affidavit
- Proof of previous work (attach sample strategies)