



Request for Quotations

Purpose of this Document

The Gauteng Film Commission (GFC) wishes to appoint a suitably qualified and experienced service provider for the renewal of the [Good Grants Management](#) System subscription for a period of twelve (24) months, together with technical support, system configuration, customization, training and continuous improvement services. GFC also requires the appointed provider to demonstrate technical capability to support future system enhancement and automation initiatives.

The system is actively used for GFC grant programmes and requires ongoing configuration such as funding calls, application requirements and business processes change. The appointed service provider will therefore be required to provide both the annual subscription and responsive operational support for the platform.

The following documents need to accompany the quotations.

- Tax clearance certificate accompanied by a PIN for further verification.
- CSD Registration number
- CIPC Certificate
- BBEE status level certificate
- SBD4 Declaration of Interest
- SBD6.1 BBE Points

Completed quotes must be submitted via email to quotes@gautengfilm.org.za by no later than 18 September 2026. Technical inquiries should be directed to Mr. Bubele Ngxola bubelen@gautengfilm.org.za

Evaluation Process

Only written inquiries will be attended to

PRICE AND BBBEE POINTS

The 80/20 preferential point system as per the [Treasury Framework Act of 2000](#) will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status

1. Scope of Service

- Good Grants Premium annual subscription for twenty-four (24) months.
- Audit log functionality for twenty-four (24) months.
- Configuration, opening and closing of GFC funding calls as required.
- Configuration and amendment of application forms, fields, templates, eligibility requirements and validation rules.
- User roles, permissions, workflows, statuses, scoring and evaluation configuration.
- Configuration of screening, adjudication and approval workflows where supported by the platform.
- Configuration of automated notifications and communication templates.
- Configuration or amendment of standard reports and dashboards where supported by the platform.
- Remote technical support, troubleshooting and resolution of system-related issues.
- System updates, optimization and technical advice on the effective use of available Good Grants functionality.
- Training and knowledge transfer for GFC administrators/managers as required.

2. Operational Support and Configuration Allowance

Bidders must provide a support package that includes a minimum of one hundred and twenty (120) hours for the twenty-four -months contract

period for technical support, configuration, customisation and minor system enhancements. A bidder may propose a higher included allocation where this forms part of its standard support package.

The included allocation may be used for application form changes, workflows, statuses, scoring, user roles, notifications, reports, dashboards, minor enhancements, technical consultation, testing and implementation support.

The service provider must maintain a record of hours used and make the remaining balance available to GFC on request. No work exceeding the contracted allocation may be undertaken or invoiced without prior written approval by GFC. Bidders must provide a fixed hourly rate for any additional approved work.

3. Future System Enhancement and Automation Capability

GFC is planning a future project to enhance and automate aspects of the grant application screening process. Budget for this project has not yet been secured and the project does not form part of the priced deliverables under this RFQ. GFC nevertheless requires the appointed service provider to demonstrate that it has the technical capability to advise and assist GFC with such an initiative should the project subsequently be approved, funded and commissioned.

- Requirements analysis and technical consultation for future automation initiatives.
- Assessment of available Good Grants functionality against GFC screening and automation requirements.

- Advice on the configuration of application fields, mandatory requirements and validation rules.
- Advice on eligibility and screening workflows, statuses and routing.
- Advice on automated notifications, reports and dashboards where applicable.
- Technical feasibility assessment and solution design support.
- Testing and implementation support capability, if separately commissioned.
- Documentation and knowledge-transfer capability.
- Technical advice on integration or automation options where requirements cannot be achieved through standard
- Good Grants functionality.

This requirement is intended to assess bidder capability only. It does not constitute an appointment, commitment or instruction to implement the planned screening automation project. Any future automation or major enhancement work will be subject to an approved scope, available budget, applicable GFC SCM requirements and separate written authorisation. Bidders are not required to include the cost of the future automation project in the total RFQ price.

4. Minimum Service Levels

Priority	Example	Response	Target resolution / workaround
Critical	System/application portal unavailable during an active funding call	1 hour	4 hours
High	Major function impaired during an active call	2 hours	8 business hours
Medium	Configuration/support issue affecting normal operations	4 business hours	2 business days
Low	General request or minor enhancement	1 business day	As agreed with GFC

5. Bidder Submission Requirements

- Total annual subscription price, including Good Grants Premium and audit log.
- Price and details of the annual support/configuration package, including the number of hours included.
- Fixed hourly rate for additional approved work outside the included allocation.
- Confirmation of ability to meet the scope and minimum service levels.
- Relevant experience supporting/configuring Good Grants or comparable SaaS grant/application management platforms.

- Demonstrated technical capability to support future workflow automation and system enhancement initiatives, including the planned application screening automation project.
- All assumptions, exclusions, additional licence requirements and third-party costs.
- Company profile and relevant references, where available.

6. Pricing Schedule

Item	Quantity / Duration	Unit / Package Price	Total Price
Good Grants Premium annual subscription	24 months		
Audit log addition	24 months		
Administrator / manager training	1 package		
Annual technical support and configuration package	Minimum 120 hours		
Additional approved support/configuration	Hourly rate		
Other mandatory costs - specify	If applicable		
TOTAL CONTRACT PRICE			

7. Evaluation

Quotations will be evaluated in accordance with the applicable GFC Supply Chain Management and Preferential Procurement policies. Where functionality is applied, bidders will first be assessed against the approved functionality criteria and minimum threshold before price and preference points are considered.

Functionality Criterion	Weight
Experience supporting/configuring SaaS grant or application management systems	25
Good Grants platform experience	25
Workflow, form and system configuration capability	20
Proposed technical support and change-management approach	15
Technical capability to support future workflow automation and system enhancement initiatives	15
TOTAL	100

8. Minimum functionality threshold: 65/100.

Bidders meeting the approved functionality threshold will be evaluated on price and specific goals using the preference point system applicable to the procurement value and GFC's approved SCM policy.

9. Contract Management

- The successful bidder must nominate a primary support contact and escalation contact.
- GFC ICT will coordinate and authorize system configuration and change requests.
- The service provider must provide usage information for the contracted support/configuration allowance.

- Unused support/configuration hours do not create an obligation on GFC to incur additional expenditure.
- No additional licence, development, integration or third-party expenditure may be incurred without prior written approval by GFC and compliance with applicable SCM requirements.
- Any future screening automation project or major enhancement will be separately scoped and will only proceed subject to approved budget, applicable SCM requirements and written authorization by GFC.

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

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) 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ = (- \frac{\quad}{\quad}) \text{ or } & & = (- \frac{\quad}{\quad}) \end{array}$$

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:

$$= \frac{80/20}{\left(\frac{P_t}{P_{max}} \right)} \quad \text{or} \quad = \frac{90/10}{\left(\frac{P_t}{P_{max}} \right)}$$

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)
HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution) Ownership	4	4		
Women	2	2		
Youth	2	2		
People with disabilities	1	1		
Implementation of RDP goals (The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province) Township	1	1		
		Level1=10 Level2= 9 Level3=8 Level 4=7 Level5=6 Level6=5 Level7=4 Level8=3 Level9=2 Non-Compliant =0		
BBBEEE POINTS	0			

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:	
	
	
	

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

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

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