



## INVITATION TO BID

**A panel of five printing service providers for a period of 60 months**

### BID DESCRIPTION

**A panel of five printing service providers for a period of 60 months**

**ATTENTION – FRAUD ALERT!!!!!!!**

It is common for scammers to call potential bidders pretending to be NRF's employees and offering to swing tenders your way for a fee.

**DO NOT FALL FOR IT, IT IS A SCAM!**

The NRF and its employees would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.

<b>Bidder Name:</b>		
<b>Bid Number:</b>	NRF/SAASTA SAP/35/2024-25	
<b>Closing Date</b>	01 November 2024	
<b>Closing Time:</b>	11:00AM	
<b>Bid documents are available on the following websites:</b>	<a href="http://www.saasta.ac.za">www.saasta.ac.za</a> ; <a href="http://www.nrf.ac.za">www.nrf.ac.za</a> ; <a href="http://www.etender.gov.za">www.etender.gov.za</a>	
<b>Bid Submission Address</b>	Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response (SBD3.2).  The financial response must be password protected. Attachments are limited to 20 MB per email.  Please submit into the email bid box <a href="mailto:bid35.20242025@saasta.nrf.ac.za">bid35.20242025@saasta.nrf.ac.za</a>	
<b>Bids Labelling</b>	Folders must be titled with the bidder's company name, Bid Number, and folder title i.e. Proposal Folder and SBD3.2 Price Folder	
<b>Enquiries are directed in writing to:</b>		
<b>Section</b>	Supply Chain Management	Public Engagement Platforms
<b>Contact person</b>	Tumelo Mothupi	Bafedile Kgwadi
<b>Email address</b>	<a href="mailto:TF.Mothupi@saasta.nrf.ac.za">TF.Mothupi@saasta.nrf.ac.za</a>	<a href="mailto:BM.Kgwadi@saasta.nrf.ac.za">BM.Kgwadi@saasta.nrf.ac.za</a>

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# 1. INTRODUCTION

## 1.1 INTRODUCTION TO THE NRF

The National Research Foundation Act as amended, Act 19 of 2018, establishes the National Research Foundation (“NRF”) as the juristic legal entity that will contract with the awarded bidder. Please visit the NRF website (<https://www.nrf.ac.za>) for more information.

## 1.2 BACKGROUND TO NRF-SAASTA

The South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the National Research Foundation. NRF-NRF-SAASTA’s mission is to promote broad public awareness, appreciation and understanding of science, engineering and technology in South Africa.

## 1.3 CONTEXT

NRF-SAASTA requires printing services due to printing of volumes of various educational materials, such as picture booklets, study guides, question papers, posters, and others (as indicated on Annexure A). The required printing is expected at various times throughout the year. In light of the above, NRF-SAASTA would like to appoint a panel of printing companies in order to ensure that the printing funds are well spent through sourcing out fair and reasonable prices. Only 5 bidders who scored the highest points in terms of price and NRF-Specific goals may be appointed.

## 1.4 THE OBJECTIVE OF THIS BID

The overall objective is to appoint service providers to provide printing services. The service providers must have the capacity to print and deliver high volumes of materials, safeguard some confidential materials, and have great turnaround times so that at any given time to print and deliver an order of the magnitude indicated in the schedule attached – Annexure A. The contracted service provider(s) will work in collaboration with all the business and support divisions of NRF-SAASTA.

# 2. CONTRACT PART A – REQUIREMENTS

## 2.1 SERVICES SPECIFICATIONS

1. The contracted service provider(s) must adhere to the following points:
  - 1.1. Service provider(s) must provide proofs for sign-off, prior to commencement of printing, within 3 working days of receiving artwork from NRF-SAASTA.
  - 1.2. Service provider(s) must provide a production schedule and deliver printed material within 3 to 10 working days of receiving signed-off proofs from NRF-SAASTA. Turnaround times will be negotiated.
  - 1.3. Service provider(s) must provide secure printing services for highly confidential documents stipulated by NRF-SAASTA, e.g. examination papers for Olympiads.
  - 1.4. Service provider(s) must not substitute any material or printing requirements other than stated in the specifications, unless discussed with NRF-SAASTA and written consent is given by NRF-SAASTA.
  - 1.5. Service provider(s) must effect minor changes to material at no additional cost e.g. replacement or addition or omission of logos, dates, etc.

- 1.6. Service provider(s) must be able to convert files to print ready format and provide a USB to NRF-SAASTA.
- 1.7. Service provider(s) must respond to queries within 24 hours.
- 1.8. A 48-hour notice must be given before deliveries are made. Deliveries are to be made between 09h00 and 16h00 during the week, excluding public holidays.
- 1.9. Service provider(s) must deliver to the specified NRF-SAASTA premises delivery address as indicated in the schedule.
- 1.10. Service provider(s) must provide sufficient staff and equipment to off-load material to designated store rooms at NRF-SAASTA.
- 1.11. Packaging material used must be suitable for long-distance courier to ensure materials are not damaged in transit.
- 1.12. Materials must be packaged in quantities specified in the specifications (where applicable).
- 1.13. Service provider(s) must allow an inspection of premises by NRF-SAASTA or any representative chosen by NRF-SAASTA – for the print run and due diligence. The site inspection will be recorded on the template in this contract document and filed as part of the contract management.
- 1.14. The bidder will need to provide NRF-SAASTA with prices as and when printing of materials are required.
- 1.15. Not all specified or unspecified material in the schedule will necessarily be printed. The schedule (Annexure A page 45) is just a guideline.
- 1.16. For any printing required that falls outside of the Schedule attached – Annexure A, of this bid, NRF-SAASTA reserves the right to source quotations from other parties within the same industry to conduct a price comparison. In the event that it is found that the costing is significantly lower than that of the appointed service provider, NRF-SAASTA further reserves the right to either negotiate on the price with the successful bidder or in the event that consensus cannot be reached, to appoint an alternative service provider for the printing as per the requirement.
- 1.17. Costing Specifications:
  - 1.17.1. Quotations will be submitted as and when requested.
  - 1.17.2. Quotations must be VAT inclusive.
  - 1.17.3. Quotations must include delivery charges, if any, to the stipulated delivery addresses.

## **2.2 BIDDER QUALIFICATION AND DUE DILIGENCE**

2. Detailed requirements to evaluate the bidder's ability to deliver on the bid. The bidder must provide the following:
  - 2.1. Business Profile:
 

A summarised business profile, relevant to the project, limited to a maximum of 20 pages. The business profile to be accompanied by the detail CSD report. The evaluation panel will only evaluate the summary of the business profile.

The Business Profile must include but not be limited to the following:

    - 2.1.1. Proof of location of business i.e. Address where printing machinery is based;
    - 2.1.2. Details of directors of the company as per CSD report.
    - 2.1.3. Proven capacity for printing and binding, packaging and delivering of final product;
    - 2.1.4. Description of staff capacity;
    - 2.1.5. List of services and products offered by the bidder, types of printing services offered;
    - 2.1.6. Client list with products completed and contact people;
    - 2.1.7. Proof of awards for products / services delivered (if any);

2.1.8. Detail all the Professional and/or Trade Associations in which the bidder has membership and date joined. (proof of membership / registration should be submitted);

2.1.9. Street address of other facilities used by the company (e.g. warehouses, storage spaces, offices, etc) and

2.1.10. Proof of fleet of vehicles for delivery of final products

2.2. Contingency Plans:

Details of contingency planning relating to the project must be submitted, covering elements such as:

2.2.1 Labour unrest within the plant (strikes)

2.2.2 Fire

2.2.3 Extensive power disruptions

2.2.4 Machinery breakdowns

2.3. Security:

The security arrangements must be described in the bid submission. This will be tested during due diligence inspections of short-listed printing facilities.

2.4. References:

Three (3) completed references on printing services, not older than 36 months, from the referees on their letterhead using the template provided in this document on page 43

2.5. Ethical requirements

The bidder must confirm that there are no interests with the NRF and its business units, has clean business practises, and has determined its bid independently using the form on page 35.

2.6 Bidders must provide the requisite documents that substantiate their responses to these specifications.

2.7 A 48-hour notice must be given before deliveries are made. Deliveries are to be made between 09h00 and 16h00, from Monday to Friday, excluding public holidays.

### 3. CONTRACT PERIOD

The contract is for a period of 60 months.

### 4. CONTRACT MANAGEMENT

**4.1 Contract management during implementation. NRF-SAASTA reserves the right:**

- to inspect premises prior to awarding bid,
- to withdraw and cancel the bid,
- not to accept the lowest proposal,
- to sign and conclude a formal contract with the successful bidder,
- to appoint more than one service provider and
- to perform spot checks to ensure that prices are market related (if and when additional material is to be printed).

If the Service Provider fails to deliver within deadlines as specified for each work package resulting in output service failure, the Service Provider will be liable for any costs incurred by NRF-SAASTA to have the specific material printed and delivered by a third party on time as well as reimbursement of any penalties NRF-SAASTA has incurred..

General Conditions of Contract will be applicable to this bid.

#### 4.2 Termination of contract due to non-performance

In the event of the non-performance as per the agreed contract, NRF-SAASTA will appoint an alternative at the cost of the appointed third party. The defaulting bidder will be obliged to settle the damages/additional costs that NRF-SAASTA has incurred as result of the non-performance of that bidder.

#### 4.3 Occupational Health and Safety when working on NRF sites

All personnel performing work on NRF-SAASTA site as part of this contract are responsible to obtain safety induction.

Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the appointed bidder meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.

The appointed bidder, once signing the contract (SBD 7), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The appointed bidder performs all work and uses equipment on site complying with the provisions of the Act.

#### 4.4 Original bid documents for contract signing

The original bid document format serves as the original master set for the legal contract document between the contracting parties. The master set remains at the NRF and has precedence over any other copies in the case of any discrepancies within the other sets of documents. The master set has the originals or certified copies of any certificates stipulated in this document attached.

#### 4.5 Managing service levels

Upon appointment, both parties shall agree on the final set of performance levels for each deliverable service levels including measurable key performance indicators with minimum thresholds in writing which is appended to this contract document.

Where both parties agree to variation of these, both parties sign the revision which must be appended to this contract document.

The appointed third party and the NRF-SAASTA contract manager will measure delivered performance against these performance levels.

Where either party has identified poor performance under this contract, both parties will meet and investigate the matter to determine the root cause, the correction plan, and the execution planning thereof.

Both parties will monitor the corrective actions.

Both parties will assess the applicability of penalties to the incurred poor performance and apply these,

The service performance levels are:

Service	Measurement methodology	Penalty trigger	Penalty
Delivery	Non delivery of service	Non delivery of service after expected due date	No payment plus reimbursement of any penalties and costs NRF-SAASTA incurred to meet their service performance levels

Quality of final product	As per specification	Inferior quality	Reprint without additional costs
Quantity of final product	As per specification	Quantity delivered is less than quantity requested	No payment for non-delivery

## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, words “department” means organs of state inclusive of public entities and vice versa, and the words “will/should” mean “must”.

The National Research Foundation cannot amend the National Treasury’s General Conditions of Contract (GCC). The National Research Foundation compiles separate Special Conditions of Contract (SCC) relevant to this bid where applicable supplementing the General Conditions of Contract. Where there is conflict, the provisions of the Special Conditions of Contract shall prevail.

GCC 1	Definitions - The following terms shall be interpreted as indicated:
1.1	“Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
1.2	“Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	“Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	“Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	“Country of origin” means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components
1.7	“Day” means calendar day.
1.8	“Delivery” means delivery in compliance of the conditions of the contract or order.
1.9	“Delivery ex stock” means immediate delivery directly from stock actually on hand.
1.10	“Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.



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1.11	"Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12	"Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" mean the General Conditions of Contract.
1.15	"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.16	"Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
1.17	"Local content" means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.
1.18	"Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
1.19	"Order" means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	"Project site", where applicable, means the place indicated in bidding documents.
1.21	"Purchaser" means the organization purchasing the goods.
1.22	"Republic" means the Republic of South Africa.
1.23	"SCC" means the Special Conditions of Contract.
1.24	"Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
GCC2	Application



## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC 3	General
3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2	With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>
GCC 4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC 5	Use of contract documents and information
5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
SCC5A	Copyright and Intellectual Property
	Intellectual property refers to creation of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and

## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	<p>includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others).</p> <p>Background intellectual property is defined as the intellectual property pertaining to this contract and created and owned by any of the contracted parties to this contract prior to the effective date of this contract.</p> <p>Contract intellectual property is defined as intellectual property created by the parties to this contract for and in the execution of the contract.</p> <p>All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.</p> <p>The contracted party grants the NRF a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the NRF to obtain the full benefit of the contracted deliverables for this contract.</p> <p>The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the NRF unless where agreed in writing to a different allocation of the ownership of the contract intellectual property with such allocation being an appendums to this contract.</p> <p>Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The contracted party agrees to assist the NRF in obtaining statutory protection for the contract intellectual property at the expense of the NRF wherever the NRF may choose to obtain such statutory protection.</p> <p>The contracted party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the NRF or as the NRF may direct, and to support the NRF or its nominee, in the prosecution and enforcement thereof in any country in the world.</p> <p>The contracted party irrevocably appoints the NRF to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the NRF, in its discretion, requires in order to give effect to the terms of this clause.</p>
SCC5B	Confidentiality
	The recipient of confidential information shall be careful and diligent as not to cause

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any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the NRF and after termination of its involvement with the NRF, the recipient shall not:

- Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF's prior written consent.
- Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or
- Copy, reproduce, or otherwise publish confidential information except as strictly required for the execution of the contract.

The recipient shall ensure that its employees, agents, directors, contractors, service providers, and associates who may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to

- Disclose the confidential information to any third party, or
- Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,
- The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove that it:

- Was independently developed by the recipient prior to its involvement with the NRF or in the possession of the recipient prior to its involvement with the NRF;
- Has become generally available to the public domain other than by breach of this contract by the recipient;
- Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the NRF, or
- Is required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the NRF of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the NRF all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:

- All written disclosures received from the NRF;
- All written transcripts of confidential information disclosed verbally by the NRF; and

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	<ul style="list-style-type: none"> <li>All material embodiments of the contract intellectual property.</li> </ul> <p>The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.</p> <p>Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.</p> <p>The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the NRF. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.</p>
SCC5C	Copyright and Intellectual Property
	The third party hereby gives the NRF permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the third party gives its voluntary explicit consent to the terms of this special condition.
GCC6	Patent rights
6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
GCC7	Performance security
7.1	Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
7.3	<p>The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>7.3.2 cashier's or certified cheque.</p>
7.4	The performance security will be discharged by the purchaser and returned to the

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	supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
SCC7	An acceptable financial performance bond is required where an upfront deposit is paid by NRF over an amount of R 1 million (or such lesser amount as specified here) to the same value as any such upfront deposit.
GCC8	Inspections, tests and analyses
8.1	All pre-bidding testing will be for the account of the bidder.
8.2	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
8.3	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
8.4	If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
8.5	Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.
8.6	Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GCC9	Packing
9.1	The supplier shall provide such packing of the goods as is required to prevent their

## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
SCC9	No special condition applicable, unless specified elsewhere in this document.
GCC10	Delivery and Documentation
10.1	Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
10.2	Documents submitted by the supplier specified in SCC.
SCC10	No special condition applicable, unless specified elsewhere in this document.
GCC11	Insurance
11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
SCC11	The appointed bidder carries insurance of at least 3% of the contract value or R 2 million for public liability, product liability, and professional indemnity, whichever is greater.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
SCC12	No special condition applicable, unless specified elsewhere in this document.
GCC13	Incidental services
13.1	The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: 13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods; 13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods; 13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; 13.1.4 Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not



## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	relieve the supplier of any warranty obligations under this contract; and 13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
SCC13	In the event that this document makes provision for such service elsewhere in this document, it is only valid if confirmed through the issuance of a written purchase order that specifies, where applicable, quality, quantity, description, unit price, and delivery date.
GCC14	Spare parts
14.1	As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:  14.1.1 Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and  14.1.2 In the event of termination of production of the spare parts:  14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and  14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
SCC14	In the event that this document makes provision for spare parts elsewhere, the term "may" in GCC14 is replaced by the term "shall", the supplier provides at commencement of the contract a list of spares, whether in stock or ordered in from the OEM, their lead times for delivery to NRF and their unit prices and at each time, the list is amended, updated, or re-priced. The supplier undertakes to hold and/or make available an adequate supply of spares parts within reasonable periods upon receipt of purchase order issued by the purchaser in terms of the pricing mechanism in GCC17.
GCC15	Warranty
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.



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15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
15.3	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.
SCC15	No special condition applicable, unless specified elsewhere in this document.
GCC16	Payment
16.1	The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
SCC16	Payment is made 30 days after receipt of invoice or claim by the purchaser to NRF which period is automatically extended by any delay occasioned by the supplier such as failure to supply a copy of the delivery note, if applicable; and/or failure to provide proof of fulfilment of other obligations stipulated in the contract
GCC17	Prices
17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
SCC17	No additional special conditions other than stated in the price section in this document.
GCC18	Contract amendment
18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
GCC19	Assignment
19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the

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	contract, except with the purchaser's prior written consent.
GCC20	Subcontract
20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract
GCC21	Delays in supplier's performance
21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
21.2	If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
GCC22	Penalties
22.1	Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

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GCC23	Termination for default
23.1	<p>The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <p>23.1.1 If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>23.1.2 If the supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p>
23.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5	Any restriction imposed on any person by the Accounting Authority will, at the discretion of the Accounting Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Authority actively associated.
23.6	<p>If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1 the name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2 the date of commencement of the restriction</p> <p>23.6.3 the period of restriction; and</p> <p>23.6.4 the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>
23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or

## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	Anti-dumping and countervailing duties and rights
24.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
GCC25	Force Majeure
25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual

## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	Notwithstanding any reference to mediation and/or court proceedings herein, 27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and 27.5.2 the purchaser shall pay the supplier any monies due the supplier.
GCC28	Limitation of liability
28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; 28.1.1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and 28.1.2 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
GCC29	Governing language
29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
GCC30	Applicable law
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	Notices
31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such

## 5. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	notice
GCC32	Taxes and duties
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services
GCC33	National Industrial Participation Programme
33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
GCC34	Prohibition of restrictive practices
34.1	In terms of Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3	If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.

## 6. EVALUATION CRITERIA FOR THE BID

MANDATORY REQUIREMENTS					
Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Bid Section Reference	SCM Verification
Signed SBD 1 bid signature		Mandatory	Completed and signed	Sec 14 - Page 44	
SBD 3.2		Mandatory	Completed and signed	Sec 7 – Page 28-Page 30	
Signed SBD 4		Mandatory	Completed and signed	Sec 10 - Page 35-Page 37	
Signed SBD 6.1		Mandatory	Completed and signed	Sec 11- Page 38-Page 42	
Business Profile		Mandatory	Submitted	Sec 2.2 - Page 4	
Three (3) written reference letters		Mandatory	Submitted	Sec 2.2 - Page 5	
Proof of Business Location in Gauteng (Municipal account/lease/affidavit)		Mandatory	Submitted	Sec 2.2 - Page 4	
CSD Report/ CSD registration number provided		Mandatory	Submitted	Sec 2.2 - Page 4	

TECHNICAL BID EVALUATION					
Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Bid Section Reference	BEC Verification
Business profile		Mandatory	Business profile relevant to the bid specification (Printing)	<b>Sec 2.2 - Page 4</b>	
Contingency plan		Mandatory	Contingency plan covering the following: <ul style="list-style-type: none"> <li>• Labour unrest within the plant (strikes)</li> <li>• Fire</li> </ul>	<b>Sec 2.2 - Page 5</b>	



TECHNICAL BID EVALUATION					
Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Bid Section Reference	BEC Verification
			<ul style="list-style-type: none"> <li>Extensive power disruptions</li> <li>Machinery breakdowns</li> </ul>		
Security		Mandatory	Availability of security (human and electronic) in the premises covering all locations within the confidential printing facilities (pictures to be provided) <ul style="list-style-type: none"> <li>Armed response</li> </ul>	<b>Sec 2.2 - Page 5</b>	
References		Mandatory	Three written references from three different previous clients within the past 36 months, by the closing date of this bid, to whom the work was provided for (The bidder must have done printing works in the past 36 Months). NRF-SAASTA has the right to confirm the validity of the references.	<b>Sec 2.2 - Page 5</b>	
Transport		Mandatory	Availability of vehicles to deliver the printed materials (proof of rented vehicles if any)	<b>Sec 2.2 - Page 5</b>	
Staff capacity		Mandatory	Availability of the capacity of staff to deliver the service (Pictures to be provided)	<b>Sec 2.2 - Page 4</b>	
Infrastructure		Mandatory	Availability of the following infrastructure: <ul style="list-style-type: none"> <li>Machines to print the materials as per annexure C (pictures to be provided)</li> <li>Suitable secure storage for confidential materials e.g. question papers (Pictures to be provided)</li> </ul>	<b>Sec 2.2 - Page 25</b>	

TECHNICAL BID EVALUATION					
Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Bid Section Reference	BEC Verification
Bidder location		Mandatory	The bidder has operating offices (pictures to be provided) within Gauteng region with all resources required to deliver on the service Proof of address (lease or Affidavit and/or municipal bill)	<b>Sec 2.2 - Page 4</b>	

<b>Bidders will have to meet a GO in all criteria to qualify for Site Inspection</b>	GO	NO GO
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<b>SITE INSPECTION</b>					
<b>Document description</b>	<b>Reference to bidder's document</b>	<b>Weight</b>	<b>Criteria</b> (All criteria are weighted equally to each other)	<b>Bid Section Reference</b>	<b>BEC Verification</b>
Machines as described in Annexure C		Mandatory	Availability of machines	<b>Sec 2.2 - Page 25</b>	
Transport		Mandatory	Availability of vehicles to deliver the printed materials	<b>Sec 2.2 - Page 5</b>	
Staff capacity		Mandatory	Availability of the capacity of staff to deliver the service	<b>Sec 2.2 - Page 4</b>	
Infrastructure		Mandatory	Availability of the following infrastructure: <ul style="list-style-type: none"> <li>• Machines to print the materials as per annexure C</li> <li>• Suitable secure storage for confidential materials e.g. question papers</li> </ul>	<b>Sec 2.2 - Page 4</b>	
Bidder location		Mandatory	The bidder has operating offices within the Gauteng region, with all resources required to deliver on the service	<b>Sec 2.2 - Page 4</b>	
Physical and electronic security facilities		Mandatory	Availability of security in the premises covering all locations within the confidential printing facilities <ul style="list-style-type: none"> <li>• Armed response</li> </ul>	<b>Sec 2.2 - Page 5</b>	
Samples as per Annexure A		Mandatory	Selected samples by the inspection team (to see the quality of materials printed by the supplier	<b>Annexure A Page 46</b>	

<b>BIDDER IS ABLE TO DELIVER THE SPECIFICATION?</b>	<b>YES - PASS</b>	<b>NO - DISQUALIFIED</b>
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**NB. Bidders will need to meet GO in all criteria (paper based evaluation and site inspection) to qualify for price and NRF specific goals.**

**Only 5 bidders who scored the highest points in terms of price and NRF-Specific goals may be appointed.**

## 7. CONTRACT PART B – PRICING

### 7.1. PRICING REQUIREMENTS FOR THIS BID

After the appointment of the panel of service providers quotations will be sourced as and when required on rotational basis.

1.	<b>Applicability of quoted prices:</b> Priced offers will be evaluated on 80/20 principle as and when need arises for printing
2.	<b>Price Quotation Basis:</b> Unit prices are fully inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods to the specified delivery point stated in South African Rand currency. Where imported goods/services are to be used, and pricing is subject to changes in the exchange rate, the exchange rate must be stated in arriving at ZAR together with the ratio of the price for the imported component relative to the total price.
3.	<b>Value Added Tax:</b> Pricing will be adjusted for any variation in the Value Added Tax rate as gazetted.
4.	<b>Contract Price Management during the contract:</b> Where appropriate, written purchase orders will be issued authorising the deliverables of this bid as addendums to this contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with the contract.
5.	<b>Delivery Points are:</b> As specified in the RFQ on as and when basis.

## 7.2. Pricing Schedule (SBD 3.2)

**N.B. PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL BE CONSIDERED AS AND WHEN REQUIRED.**

**THERE WILL BE NO DIFFERENT DELIVERY POINTS FOR THIS BID.**

**THE CONTRACT ESCALATION IS LIMITED TO THE PERCENTAGE CHANGE IN THE CPI AND DOES NOT APPLY TO ANY OTHER COSTS OR VARIATIONS UNLESS OTHERWISE AGREED UPON IN WRITING.**

CATEGORY	SPECIFICATIONS	Estimated volumes	PRICING
BANNERS	2000mm x 850 mm Full colour ink PVC White Banner, with poles and carry case	20	
BANNERS	Wall banner; 2250mm X 3000mm; Collapsible, with face dye sublimated on Veyron polygab full colour. With frame and carry bag; Full Colour; 1 sided	10	
BOOKS / MANUALS / CATALOGUES	A5, 40 pages self-cover Size: 210 x 148 mm 40 Pager Paper: Power Art (Gloss), 130gsm, Printing: Full colour both sides Finish: Saddle stitch and trim to size Packed and boxed, 250 per box	100 000	
BOOKS / MANUALS / CATALOGUES	A4 -144 Pages plus cover Paper: Web Sappi Chrystal Gloss White 115gsm Printing: process both sides 4 Page Cover Paper: Mongani (Gloss) 200gsm White Gloss UV varnish front only (cover) Perfect bound Packed and wrapped 100 per parcel	100 000	
BOOKS / MANUALS / CATALOGUES	44 Pages self-cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 210x148mm Stock: gloss 135gsm Packed and wrapped 100 per parcel	100 000	
BOOKS / MANUALS / CATALOGUES	40 Pages plus cover printed four process colours both sides, creased, trimmed and folded Text printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 210x148mm Stock: gloss 135gsm gloss 250gsm Packed and wrapped 100 per parcel	100 000	

BOOKS / MANUALS / CATALOGUES	20 pages self-cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 297 x 105 mm Matt 135 gsm Packed and Wrapped 100 per parcel	100 000	
BOOKS / MANUALS / CATALOGUES	50 sets per book - Duplicate 200mm x 140 mm - Tear Out Collated into sets and bound on one side only numbered and perforated - Black and White 2nd Copy printed black one side only and numbered (CF Free)	100 000	
BOOKS / MANUALS / CATALOGUES	50 Sets in triplicated per book 290mm x 180 mm tear out Collated into sets and binded on the top 1st copy CB White, printed full colour one sided, numbered and perforated 2nd Copy CF Yellow printed black one side only numbered and perforated 3rd Copy CFB Green Printed black one side only numbered	100 000	
BROCHURES	Cover plus 4 pages Cover gold foiled one side only, creased, trimmed and folded Text printed full colours throughout, trimmed and folded to size and tipped into the spine on the cover Size: 275 x 105 mm Stock: Classic Linen Epic Black 216gsm, Conqueror Smooth CX22 Cream 120gsm Design & layout for printer to do. Packed and wrapped 100 per parcel	200 000	
BROCHURES	Tri-fold Brochure Size: 11 x 8.5 when open When folded (3 panels x 2 sides of 8.5 x 11) Printing: Full colour Packed and wrapped 250 per parcel	200 000	
CARDS	Bookmark Size: 210 x 55 mm 4 Colour process both sides, trimmed Gloss 250 gsm Shrink-wrap 250 items per parcel	100 000	
CERTIFICATES	Printed four process colours one side only and trimmed to size All certificates are personalized, sorted by school and province and inserted into envelopes Size: 297 x 210 mm, ELTORO White 240gsm	8 000	
FLYERS	A5; 128gsm; Full Colour; double-sided; Gloss;	50 000	



FORMS	English -20 Pages self-cover Afrikaans - 20 Pages self-cover Size: 297 x 210 mm Printed black throughout, folded, inserted, saddle stitch two wires & packed in bundles of 25's English on Yellow Bond 80 gsm Afrikaans on Green Bond 80 gsm	50 000	
OTHER / SPECIALISED	Size: 280(h) x 240(w) (portrait) with side flaps of 120mm each. Material (text): Mongani Matt 170 gsm (or equivalent). Material (cover): Mongani Matt 300 gsm (or equivalent) - Matt laminated with UV spot varnish. Binding: Section sewn (10 sections of 4 pages) and cover pulled on	10 000	
OTHER / SPECIALISED	Cover size 100X60mm; CUSTOM CARD CONCERTINA 6 PANEL K FORMAT; Print 1 side in full colour + gloss UV varnish + die cut oblong with rounded corners on 280gsm 1/side coated matt board; INSERT size 300x180mm; Print 2 sides in full colour on 105gsm Cartridge;	10 000	
POSTERS	Size; A2; 170gsm; Full colour; 1 side; gloss;	100 000	
POSTERS	Size: Portrait A1 841 x 594 mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150gsm	100 000	
Olympiad papers	<u>8 Different papers of different colours</u> <ul style="list-style-type: none"> <li>• 3-7 x A3 pages, self-cover (double sided, printed both sides)</li> <li>• Folded to A4</li> <li>• Saddle stitched 4. Paper: 80gsm 5.</li> <li>• Colour: four different colour papers</li> </ul> Packaging: Wrapped in parcels of 100 per bundle	75 000	
BOOKS / MANUALS / CATALOGUES	<ul style="list-style-type: none"> <li>• 66 pages in each manual</li> <li>• Full colour manual</li> <li>• Size: 297 x 210 (A4 - portrait)</li> <li>• Back to Back <ul style="list-style-type: none"> <li>○ 4 x 4 A4 page insert on 70gsm constat (A3 folded to A4 i.e. mid-section of page)</li> </ul> </li> <li>• Material/Cover – each manual should have a transparency on top of the first/cover page.</li> <li>• Binding: Yes</li> </ul> White paper – Bond 80	50 000	
<b>Total Bid Price (inclusive of VAT)</b>		<b>R.....</b>	

**N.B.** This will be used for total bid price comparison purposes.

## 8. CONTRACT PART C – BID PREPARATION AND SELECTION

### 8.1 THE BID PREPARATION

#### Clarification

If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the enquiries section above.

#### Response preparation costs

The NRF-SAASTA is not liable for any costs incurred by a bidder in the process of responding to this invitation, including on-site presentations. All costs incurred for submission of the invitation to bid is for the bidders account.

#### Counter proposals

No counter proposals or variations are accepted.

#### Central Supplier Database registration

The NRF as an organ of state is legally, only allowed to procure goods/services from suppliers/service providers registered on the National Treasury's Central Supplier Database. Respondents to this bid must include their Master Registration Number (Supplier Number) to allow for NRF-SAASTA to conduct basic due diligence through the Central Supplier Database, this includes proof of registration and tax compliance verification.

#### Collusion, fraud and corruption

Any effort by the bidder to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

#### Fronting

The NRF supports the Government's broad based black economic empowerment initiatives recognising that real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. NRF-SAASTA's evaluation committees will conduct or initiate enquiries to determine the accuracy of bidders' representations. Bidders must ensure that fronting does not exist. Should NRF-SAASTA suspect any form of fronting, the bidder is given 7 days from date of notification to provide evidence that such fronting does not exist. NRF-SAASTA, upon confirmation of fronting, will invalidate the bid or any contracts entered into with the bidder, apply for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies NRF-SAASTA may have against such a bidder.

#### Disclaimers

The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. The NRF has no liability towards the bidders in connection therewith.

#### General definitions

**"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by the National Research Foundation for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

**"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

**"Contract"** means the entire bid document inclusive of scope of work, specification, price conditions, price quote table, service delivery conditions, performance conditions with their key performance indicators, and general conditions when attached to the Standard Bidding Document 7 (SBD 7.2) which has been signed by the awarded bidder and the

National Research Foundations;

“**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“**Functionality**” means the ability of a bidder to provide goods and/or services in accordance with specifications as set out in these bid documents;

“**Proof of B-BBEE status level of contributor**” means:

B-BBEE Status level certificate issued by an authorised body or person;

An affidavit as prescribed by the B-BBEE Codes of Good Practice;

Any other requirement prescribed in terms of the B-BBEE Act.

“**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

“**Equipment**” means the operational unit including spares, replacement components, consumables, sub-systems, firmware and software that delivers the specified output.

“**NRF**” means the National Research Foundation and it is used interchangeably with its business units managing the contract being NRF-SAASTA.

## 8.2 THE BIDDER SELECTION PROCESS

### **Stage 1 – Verification of the ability of a bidder to provide the services in accordance with specifications and conditions as set out in the bid documents.**

#### Responsive to submission requirements

Bid that meets all the submission requirements in the bid document is a responsive bid that proceeds to the next stage. NRF-SAASTA’s evaluation committee will disqualify non-responsive submissions.

#### Meeting technical specifications

NRF-SAASTA’s evaluation committee will disqualify responsive submissions that do not meet the minimum technical specifications and thresholds set out in this document.

#### Due Diligence

NRF-SAASTA will conduct due diligence on a bidder by contacting the references submitted to verify the bidder’s capability to provide the goods/services required and may conduct interviews with bidders to clarify their bid submission.

### **Stage 2 – Pricing Evaluation**

This evaluation will not be done as part of panel selection but the committee will list all bidders in the panel for service provision as and when such a service is required. The qualifying bids will be ranked on points scored relative to both Price and NRF specific goals rating in accordance with the PPPFA and as indicated on SBD 6.1. for evaluation purposes.

### **Stage 3 – Award and Contract Signing**

The bid will be awarded (post approval by the NRF’s Delegated Authority) to the panel of bidders with the compliant technical and site inspection evaluation unless there are other objective criteria, specified in the bid documents that need to be considered. The award is subject to the final verification of the bidder’s tax status as set out in the SBD 1 through the CSD, as and when the service is required.

#### **Cancellation of the bid prior to award**

NRF-SAASTA reserves the right to cancel this bid invitation prior to making an award where

- a) Due to changed circumstances there is no longer a need for this procurement, or
- b) No bids meet the required specifications, or a material irregularity occurred in the bid process, or

## 9. CONTRACT PART D - RETURNS

<b>9.1 INVITATION TO BID (SBD 1)</b>	
<b>Bid number</b>	NRF/SAASTA SAP/35/2024-25
<b>Closing date and time</b>	01 November 2024 @ 11:00AM
The NRF recognises the date and time as recorded on its systems for closure purposes.	
<b>Electronic original bid documents for contract signing</b>	1 pdf document
<b>Price validity period from date of closure</b>	Ninety (90) days

<b>9.2 SUPPLIER INFORMATION</b>			
<b>Name Of Bidder</b>			
<b>Postal Address</b>			
<b>Street Address</b>			
<b>Contact Person : Name and Surname</b>			
<b>Telephone Number</b>			
Code		Number	
<b>Cell Phone Number</b>			
Code		Number	
<b>E-Mail Address</b>			
<b>VAT Registration Number</b>			
<b>Tax</b>	Tax Compliance		OR Central Supplier MAAA

## 9.2 SUPPLIER INFORMATION

<b>Compliance Status</b>	System PIN		Database No.	
<b>B-BBEE Status Level Verification Certificate</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>B-BBEE Status Level Sworn Affidavit</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>[A B-BBEE status level verification certificate/sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]</b></p>				
<b>Are you the accredited representative in South Africa for the goods/services/works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	<b>Are you a foreign-based supplier for the goods/services/works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	

Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> 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).

## 9.3 BID SUBMISSION

1. Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.
2. All bids must be submitted on the officially provided forms – (not to be re-typed) or in the manner prescribed in the bid document.
3. This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the NRF and the appointed/awarded bidder.
4. The successful bidder will be required to fill in and sign the contract signature form (SBD7.2) for this contract.

## 9.4 TAX COMPLIANCE REQUIREMENTS

1. Bidder must ensure compliance with their tax obligations.
2. Where the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided
3. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer’s profile and tax status. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
4. Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
5. In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/PIN/CSD number.
6. 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.

## 10. BIDDER'S DISCLOSURE SBD 4

### 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 interest<sup>1</sup> 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 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:

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

<sup>1</sup> 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.

### 3 DECLARATION

I, the undersigned, (name and surname)..... 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 consortium<sup>2</sup> 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

<sup>2</sup> 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.

THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



# 11. 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 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20 (Proof of BBEE level as per BBEE status level scoring table)
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

# 11. SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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:

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

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

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

# 11. SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

## 3.2.1. POINTS AWARDED FOR PRICE 1.1

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = 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

1.2

- (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: NRF 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 the 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.)***

## 11. SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
B-BBEE Level 1	20	
B-BBEE Level 2	18	
B-BBEE Level 3	14	
B-BBEE Level 4	12	
B-BBEE Level 5	8	
B-BBEE Level 6	6	
B-BBEE Level 7	4	
B-BBEE Level 8	2	
Non-compliant contributor	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;

## 11. SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

- 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:** .....

.....

## 12. GUIDELINE REFERENCE LETTER CONTAINING THE INFORMATION BELOW

- Name of the referee (Legal)
- Address of the referee / company
- Contact number of the referee
- Name of Company (Bidder)
- Describe the printing service/work the bidder provided to you
- Dates on which service was offered
- Signature and date of reference

NB: All of the above must be on the referees letter head

## 13. ANNEXURES – ATTACHED AT END OF DOCUMENT

Annexure Number	Annexure Title
Annexure A	Items description schedule
ANNEXURE B – SITE INSPECTION TEMPLATE	Site Inspection Template

## 14. BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the services described in this bid document to NRF-SAASTA in accordance with the requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk. My offer remains binding upon me and open for acceptance by NRF-SAASTA during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

I confirm that I am duly authorised to sign this offer/ bid response.

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)

## ANNEXURE A – ITEMS DESCRIPTION SCHEDULE

Below are the print specifications, , that will be required for printing from NRF-SAASTA, but not limited to the list that your organisation must be able to produce as per the specifications.

CATEGORY	SPECIFICATIONS	ESTIMATED VOLUMES
BANNERS	2000mm x 850 mm Full colour ink PVC White Banner, with poles and carry case	20
BANNERS	Wall banner; 2250mm X 3000mm; Collapsible, with face dye sublimated on Veyron polygab full colour. With frame and carry bag; Full Colour; 1 sided	10
BOOKS / MANUALS / CATALOGUES	A5, 40 Pages self-cover Size: 210 x 148 mm 40 Pager Paper: Power Art (Gloss), 130gsm, Printing: Full colour both sides Finish: Saddle stitch and trim to size Packed and boxed, 250 per box	100 000
BOOKS / MANUALS / CATALOGUES	A4 -144 Pages plus cover Paper: Web Sappi Chrystal Gloss White 115gsm Printing: process both sides 4 Page Cover Paper: Mongani (Gloss) 200gsm White Gloss UV varnish front only (cover) Perfect bound Packed and wrapped 100 per parcel	100 000
BOOKS / MANUALS / CATALOGUES	44 Pages self-cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 210x148mm Stock: gloss 135gsm Packed and wrapped 100 per parcel	100 000
BOOKS / MANUALS / CATALOGUES	40 Pages plus cover printed four process colours both sides, creased, trimmed and folded Text printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 210x148mm Stock: gloss 135gsm gloss 250gsm Packed and wrapped 100 per parcel	100 000
BOOKS / MANUALS / CATALOGUES	20 Pages Self Cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 297 x 105 mm Matt 135 gsm Packed and Wrapped 100 per parcel	100 000



BOOKS MANUALS CATALOGUES	/ / 50 sets per book - Duplicate 200mm x 140 mm - Tear Out Collated into sets and bound on one side only numbered and perforated - Black and White 2nd Copy printed black one side only and numbered (CF Free)	100 000
BOOKS MANUALS CATALOGUES	/ / 50 Sets in triplicated per book 290mm x 180 mm tear out Collated into sets and bound on the top 1st copy CB White, printed full colour one sided, numbered and perforated 2nd Copy CF Yellow printed black one side only numbered and perforated 3rd Copy CFB Green Printed black one side only numbered	100 000
BROCHURES	Cover plus 4 pages Cover gold foiled one side only, creased, trimmed and folded Text printed full colours throughout, trimmed and folded to size and tipped into the spine on the cover Size: 275 x 105 mm Stock: Classic Linen Epic Black 216gsm, Conqueror Smooth CX22 Cream 120gsm Design & layout for printer to do. Packed and wrapped 100 per parcel	200 000
BROCHURES	Tri-fold Brochure Size: 11 x 8.5 when open When folded (3 panels x 2 sides of 8.5 x 11) Printing: Full colour Packed and wrapped 250 per parcel	200 000
CARDS	Bookmark Size: 210 x 55 mm 4 Colour process both sides, trimmed Gloss 250 gsm Shrink-wrap 250 items per parcel	100 000
CERTIFICATES	Printed four process colours one side only and trimmed to size All certificates are personalized, sorted by school and province and inserted into envelopes Size: 297 x 210 mm, ELTORO White 240gsm	8 000
FLYERS	A5; 128gsm; Full Colour; double-sided; Gloss;	50 000
FORMS	English -20 Pages self-cover Afrikaans - 20 Pages self cover Size: 297 x 210 mm Printed black throughout, folded, inserted, saddle stitch two wires & packed in bundle's of 25's English on Yellow Bond 80 gsm Afrikaans on Green Bond 80 gsm	50 000
OTHER SPECIALISED	/ Black and white, and colour; unknown; A4 Size: 280(h) x 240(w) (portrait) with side flaps of 120mm each. Material (text): Mongani Matt 170 gsm (or equivalent). Material (cover): Mongani Matt 300 gsm (or equivalent) -	10 000

	Matt laminated with UV spot varnish. Binding: Section sewn (10 sections of 4 pages) and cover pulled on	
OTHER SPECIALISED /	Cover size 100X60mm; CUSTOM CARD CONCERTINA 6 PANEL K FORMAT; Print 1 side in full colour + gloss UV varnish + die cut oblong with rounded corners on 280gsm 1/side coated matt board; INSERT size 300x180mm; Print 2 sides in full colour on 105gsm Cartridge;	10 000
POSTERS	Size; A2; 170gsm; Full colour; 1 side; gloss;	100 000
POSTERS	Size: Portrait A1 841 x 594 mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150gsm	100 000
Olympiad papers	<u>8 Different papers of different colours</u> <ul style="list-style-type: none"> <li>• 3-7 x A3 pages, self-cover (double sided, printed both sides)</li> <li>• Folded to A4</li> <li>• Saddle stitched 4. Paper: 80gsm 5.</li> <li>• Colour: four different colour papers</li> </ul> Packaging: Wrapped in parcels of 100 per bundle	75 000
BOOKS / MANUALS / CATALOGUES	<ul style="list-style-type: none"> <li>• 66 pages in each manual</li> <li>• Full colour manual</li> <li>• Size: 297 x 210 (A4 - portrait)</li> <li>• Back to Back <ul style="list-style-type: none"> <li>○ 4 x 4 A4 page insert on 70gsm constat (A3 folded to A4 i.e. mid-section of page)</li> </ul> </li> <li>• Material/Cover – each manual should have a transparency on top of the first/cover page.</li> <li>• Binding: Yes</li> </ul> White paper – Bond 80	50 000

# ANNEXURE B – SITE INSPECTION TEMPLATE

## PRINTING SITE INSPECTION

Name of Organisation:	Date of Site Inspection:
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1	SECURITY MEASURES:	Yes/No	Comments:
	<i>Physical proof of security measure:</i>		
1.1	24 hour security guard	Yes/No	
1.2	Security Bars on opening windows and doors	Yes/No	
1.3	Surveillance Cameras	Yes/No	
1.4	Electronic Access Control measures	Yes/No	
1.5	Alarm System and armed response	Yes/No	
2	CONFIDENTIALITY MEASURES:		
2.1	Suitable secure storage large enough to store a maximum of 500 000 pages at any given time with a controlled access measure and surveillance camera.	Yes/No	
2.2	24 hour working Surveillance Camera on the machines which handle all confidential exam papers etc.?	Yes/No	
2.3	Reliable method for disposing of reject prints / confidential documents etc.	Yes/No	
3	PRINTING MACHINES CAPACITY:	Yes/No	
3.1	Printers with the capacity to handle BULK printing	Yes/No	
3.2	Human capacity to run various machines simultaneously.	Yes/No	
4	VARIETY OF PRINTER FUNCTIONS:	Yes/No	
4.1	Printers that print A1+ size posters	Yes/No	
4.2	Machines that can handle:	Yes/No	
4.3	a. Binding	Yes/No	
4.4	b. Folding	Yes/No	
4.5	c. Cutting – Die-cutting	Yes/No	
4.6	d. Embossing – Certificates, etc.	Yes/No	
4.7	e. Duplication Order books - Perforated	Yes/No	
5	STORAGE CAPACITY / FLOOR SPACE:		
5.1	Sufficient storage and floor space for final bulk products	Yes/No	
6	WRAPPING AND PACKAGING FACILITIES:		
6.1	Machines that shrink wrap final product	Yes/No	
7	DELIVERY / TRANSPORTATION:	Yes/No	
7.1	Trucks / Vans	Yes/No	
7.2	Staff compliment	Yes/No	
7.3	Hardware e.g. Trolleys, forklift, etc.	Yes/No	
7	SAMPLE COLLECTION:	Yes/No	
7.1	Refer to annexure A for random sample collection	Yes/No	

**Other General Comments:**


I hereby confirm that the site inspection was conducted by:

	Site Inspector 1	Site Inspector 2	Company Representative
Name and Surname:			
Contact number / email:			
Signature:			
Date:			