



public enterprises

Department:
Public Enterprises
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATIONS (RFQ):

RFQ SCM 55/2022 - 2023

**APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN,
LAYOUT, EDITING, PROOFREADING, COPY EDITING AND PRINTING OF
THE 2021-2022 ANNUAL REPORT**

CLOSING DATE: 1 JULY 2022 @ 11:00

Quotation to be valid for 90 days

BACKGROUND

The Department of Public Enterprises is the shareholder representative for Government with oversight responsibility over seven State Owned Companies (SOC) that operate in core sectors of the economy such as mining, defence, energy, logistics, aviation and forestry. The SOC in the DPE portfolio, namely: Eskom, Transnet, Denel, South African Airways (SAA), South African Forestry Company Limited (SAFCOL), Alexkor and SA Express. The SOC play a key role in enabling economic growth, creating jobs and promoting the industrialisation and the transformation of the economy. The Department is the primary interface between Government and the SOC concerned and, in addition to oversight, provides input to the formulation of policy, legislation and regulation.

OUR VISION

To create an enabling environment in which SOCs add real economic value by focussing on operational excellence, commercial viability, and fiscal prudence. This will drive developmental objectives, industrialisation, job creation and skills development.

OUR MISSION

To provide clear strategic direction and oversight to the Department's SOCs, seeking to ensure that:

- They are financially sustainable, adequately funded and operationally robust;
- Their operating models keep pace with global development and innovation;
- They provide reliable, high-quality and cost-effective services and infrastructure to industry and our citizens;
- They secure investment and funding for strategic industrial development; and
- They align with national developmental objectives.

1. SCOPE OF WORK

SPECIFICATIONS: Design, Layout, Editing, Proofreading, copyediting and Printing of the Department of Public Enterprises' (DPE) 2021/2022 Annual Report (AR)

The Department requires the services of a Service Provider for the design, layout, editing, proofreading, copyediting and printing of the Department's Annual Report as follows:

Annual Report 2021/2022

- Content and images will be provided by the Department.
- Three cover design options to be presented to the project team.
- Editing (3 standard reverts and unlimited daily reverts on the working document).
- Proofreading (3 standard reverts and unlimited daily reverts on the working document).
- Copyediting (3 standard reverts and unlimited daily reverts on the working document)
- Design and Layout (3 standard reverts and unlimited daily reverts on the working document).
- Cover: 4pp printed full colour throughout on **128 or 150** gsm Magno Satin, matt laminated, and spot UV varnished 1 side.
- Text: printed full colour throughout on **128 or 150** gsm Magno Satin and matt machine varnished throughout.
- Copyediting of the design and layout before printing.
- Full colour throughout with 4-page cover.
- Full color machine varnish both sides.
- Spot UV one side.
- Full color + machine varnish throughout.
- Perfect binding in portrait.
- Provide the project team with a printers' proof before final printing.
- Printing of 100 final copies (Quantity).
- Provide 2 USB containing final print ready pdf document.

DELIVERABLES

The Service Provider should, in executing the mandate, be able to do the following:

- Meet with the Department's project team at DPE offices as and when required to collect information.
- Present three printed and/or electronic copies of publications of previous work done.
- The service provider must delegate a designer for the DPE who will only work on the DPE publications for the duration of the project.
- The designer must be on standby on weekends and afterhours for urgent design requirements.
- Provide unlimited draft documents of the working document as and when required by the project team.
- Produce high quality final products in terms of content, design and layout.
- Provide soft copies of the publications that can be edited by the Department during the working process.
- Produce both hard copies and soft copies of the publications in the form of a USB and/or any other multimedia storage format (depended on storage capabilities of the time).
- Service provider to advise us on the size in millimetre measurements for UV spot varnish where and when necessary.
- A strategic understanding of the Department (DPE) and its State-Owned Companies' (SOCs') mandates for editing and proofreading purposes.

2. EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, DPE has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to DPE and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE as per the PPPFA 2017 Regulations.

Table 2- Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

3. INSTRUCTIONS TO BIDDERS

3.1. Terms and Conditions

DPE reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

The adjudication process does not represent a commitment on the part of the DPE to proceed further with that proposal or of any other bidder.

3.2. Changes to this RFQ document

DPE reserves the right to make changes on this RFQ Document. All changes will be communicated to those bidders that have responded to the RFQ/ RFP. No reliance shall be placed on other information or comment from any other person.

3.3. Confidentiality

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

3.4. Other matters

3.4.1. DPE reserves the right not to enter into any relationship and no correspondence pertaining to submissions will be entered into.

3.4.2. If DPE does not accept any proposal, it will declare this RFQ/ RFP cancelled and the process closed and may then elect to:

- Proceed on a completely different basis; and
- Not to appoint any respondent in the event it deems proposals not appropriate.

3.4.3. DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

3.4.4. DPE reserves the right to engage in processes to validate all claims made in the proposal.

3.4.5. DPE reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in

question. For the purposes of this RFQ/ RFP, "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition.

4. PAYMENT STRUCTURE

- 4.1. DPE undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 4.2. Payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

5. GENERAL

Below are compulsory requirements for this service:

- 5.1. It is important to note that the successful bidder will work under the supervision of a DPE representative, abide by DPE's Code of Conduct, and other organisational guidelines.
- 5.2. Kindly submit the following document:
 - Valid B-BBEE Level of contribution or Sworn Affidavit Certificate issued by the following agencies SANAS, IRBA or CCA (Failure to attach certificate will lead to non- allocation of points)
 - Valid Sworn Affidavit Certificate – SIGNED BY COMMISSIONER OF OATH
 - Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)
 - National Treasury Central Supplier Database Report
 - Completed and signed SBD forms
 - Provide comprehensive quotation on your company letterhead

6. CONTACT DETAILS FOR INFORMATION

- 6.1. Further information regarding technical matters can be sent via email to monica.kokela@dpe.gov.za tel: 012 431 1021.

6.1.1. Further information regarding supply chain matters can be send via email to: nhlakanipho.msane@dpe.gov.za or at Tel: 012 431-1001
Zandarine.theron@dpe.gov.za or at Tel: 012 431-1030

7. SUBMISSIONS OF PROPOSALS

7.1. Proposals should be submitted on or before **1 JULY 2022** by no later than 11:00 to the following email address: quotations@dpe.gov.za

7.2. The selection of the qualifying bid/quotations will be at Department of Public Enterprise's sole discretion. Department of Public Enterprise does not bind itself to accept any bid/quotations and reserves the right not to appoint the bidder.

Annexure A

PRICING SCHEDULE (Professional Products and Services or other)

Note:

- 1 Bidder must complete the pricing as per the table below and **provide quotation on company's letterhead.**
- 2 All pricing will be according to the Scope of work
- 3 Line Prices are all **VAT EXCLUDING**, and **TOTAL PRICE** is **VAT INCLUSIVE**

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return a part of the tender submission

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
DESIGN, LAYOUT, EDITING, PROOFREADING, COPYEDITING	1		
PRINTING OF ANNUAL REPORT (AR) FOR THE PERIOD 2021- 2022	100 COPIES		
USB FORMAT	2 X USB		
PRICE EXCLUDING VAT			
VAT			
TOTAL PRICE INCLUDING VAT			

Please submit your quotation as per specification. Failure will lead to the disqualification of your proposal.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

..... Signature Date
..... Position Name of bidder