



# BID DOCUMENT

**REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, STORAGE, SECURITY AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NATIONAL SENIOR CERTIFICATE (NSC), SENIOR CERTIFICATE (SC), GET AND AET L4 EXAMINATIONS AND ANY OTHER EXAMINATIONS AND ASSESSMENT RELATED MATERIAL THAT NEED TO BE PRINTED**

**PERIOD: THREE YEARS FROM DATE OF APPROVAL**

**BID NUMBER:** E9/2025/2026

**CLOSING DATE:** 30 JUNE 2025

**TIME:** 11:00

**VALIDITY PERIOD:** 120 DAYS

**BRIEFING SESSIONS: NON-COMPULSORY**

Non-Compulsory briefing session will be held as follows:

DATE	TIME	VENUE
13 JUNE 2025	10:00	Conference Room 2 (Next to cafeteria. Entrance from outside the building) N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire BLOEMFONTEIN  <b><u>Directives for briefing session:</u></b> For Security reasons: <ul style="list-style-type: none"><li>• No cell phones and any other related accessories will be allowed.</li><li>• No recording devices will be allowed.</li><li>• No pictures are allowed to be taken during the presentation.</li><li>• The presentation will not be shared</li><li>• Questions, for clarity, will be entertained during the presentation</li><li>• Notes may be taken during the presentation (pen and paper)</li></ul>

## DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### SECTION 1

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.1: Price Schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 5: NIP declaration
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

### SECTION 2

- ❖ Standard Conditions of Bid

### SECTION 3

- ❖ Specification/Terms of Reference
- ❖ Special Conditions
- ❖ Functionality Criteria

### SECTION 4

- ❖ Dividers for attachments
- ❖ Joint Venture Annexure (if applicable)
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)



## **LIST OF RETURNABLE DOCUMENTS**

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
<b>Bid Document Name</b>
SBD 1: Invitation to Bid
SBD 3.1: Pricing schedule
SBD 4: Declaration of Interest
SBD 5: NIP declaration
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation for evaluation on Functionality Criteria
Documentation to claim points for Specific Goals
Documents as requested per specification/Special Conditions
Cost Breakdown schedule

Name of Bidder	Signature	Date



# SECTION 1

**PART A  
 INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>E9/2025/2026</b>	CLOSING DATE:	<b>30 JUNE 2025</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION:	REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, STORAGE, SECURITY AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NATIONAL SENIOR CERTIFICATE (NSC), SENIOR CERTIFICATE (SC), GET AND AET L4 EXAMINATIONS AND ANY OTHER EXAMINATIONS AND ASSESSMENT RELATED MATERIAL THAT NEED TO BE PRINTED				
PERIOD:	<b>THREE YEARS FROM DATE OF APPROVAL</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: <b>N8 Gateway Office Park, Plot 22 (GPS COORDINATES: 29.0942 S 26.2568 E)          C/O Rudolf Greyling &amp; AW Louw Avenue          Estoire, BLOEMFONTEIN, 9301          THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>K Rampai</b>		CONTACT PERSON	<b>Mr. TK Basjan</b>	
TELEPHONE NUMBER	<b>051-4041873</b>		TELEPHONE NUMBER	<b>079 503 5410</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER	<b>051-4048582</b>	
E-MAIL ADDRESS	<b><a href="mailto:K.Rampai@fseducation.gov.za">K.Rampai@fseducation.gov.za</a></b>		E-MAIL ADDRESS	<b><a href="mailto:T.basjan@fseducation.gov.za">T.basjan@fseducation.gov.za</a></b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	<b>MAAA.....</b>
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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
<b>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) AND IF NOT REGISTER AS PER 2.3 BELOW</b>	

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 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.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 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."

**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)

.....

DATE:

.....

### SBD 3.1

#### PRICING SCHEDULE – FIRM PRICES

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

Name of bidder.....	Bid number: <b>E9/2025/2026</b>
Closing Time <b>11H00 on 30 JUNE 2025</b>	

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

BID NUMBER	DESCRIPTION
E9/2025/2026	REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, STORAGE, SECURITY AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NATIONAL SENIOR CERTIFICATE (NSC), SENIOR CERTIFICATE (SC), GET AND AET L4 EXAMINATIONS AND ANY OTHER EXAMINATIONS AND ASSESSMENT RELATED MATERIAL THAT NEED TO BE PRINTED
PERIOD	THREE YEARS FROM DATE OF APPROVAL

**PRICING SCHEDULE (COMPULSORY TO COMPLETE)**

The cost must be determined per image (click costs) and will be all inclusive on all the items as mentioned in the terms of reference. No extra costs will be paid.

**ALSO ATTACH A ITEMISED COST BREAKDOWN PER CLICK ON A SEPARATE PAGE.**

ESTIMATED QUANTITY	YEAR	PRICE PER CLICK PER YEAR (SHOULD BE ALL INCLUSIVE)
The images are determined by the number of candidates that have registered for a specific grade in that year. The Department is unable to provide accurate figures in advance since the entries vary from year to year. The department however commits that it would require an <i>estimate</i> of 120 million images to be printed per annum.	<b>YEAR ONE</b>	<b>R</b>
	<b>YEAR TWO</b>	<b>R</b>
	<b>YEAR THREE</b>	<b>R</b>
	<b>AVERAGE PRICE PER CLICK FOR THREE YEARS</b> (Total price for year 1 to year 3 divided by 3)	<b>R</b>

Does offer comply with specification?  YES/NO (Make an x on your answer)

If not to specification, indicate deviation(s) .....

Is price Firm for contract period  YES/NO (Make an x on your answer)

Delivery basis (all delivery costs must be included in the bid price) .....

**Note: No hidden cost will be paid for.**

## 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 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

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<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.

**SBD 4**

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:

.....  
.....

**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 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

<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.

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**

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

### 2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful

bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a

contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

### **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works 2 or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

### **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the

DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.



4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

## 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

The applicable preference point system for this tender is the **90/10** preference point system.

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

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

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
<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 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or  
any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply

and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
<b>HDI: Race: Black owned:</b>	<b>7 points:</b> (1%-25% black owned=1 point 26%-50% black owned= 4 points 51% and more black owned = 7 points)	
<b>Promotion of South African owned enterprise</b>	<b>3 points</b>	

**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;
  - (a) 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 –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)	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....



# **SECTION 2**

## STANDARD BID CONDITIONS

### 1. PRICES: SBD 3.1

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 The SBD 3.1 **must** be completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.3 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.
- 1.4 Service provider must submit an itemised cost breakdown on a separate page with the bid document.

### 2. COMPLETION AND SUBMITTING OF BID DOCUMENT

#### A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**  
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**  
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4.
- 2.3 **SBD 5:**  
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**  
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed. **Failure to do so will result in zero points.**

#### B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

#### C. BID FORMS

- 2.8 The bid forms should not be retyped or redrafted.
- 2.9 Only the bid documents issued by the Department of Education Free State must be used.
- 2.10 Bid documents to be completed in full.

- 2.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

#### **D. SUBMITTING OF BID DOCUMENTATION**

- 2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education  
Acquisition Management Sub-Directorate  
N8 Gateway Office Park  
Plot 22  
C/O Rudolf Greyling & AW Louw Avenue  
Estoire  
BLOEMFONTEIN  
9301**

**THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3**

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.16 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

**OR**

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

#### **3. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

#### **4. NON-COMPULSORY BRIEFING SESSION WILL BE CONDUCTED.**

See details for the date, time and venue on page 1.

#### **5. FUNCTIONALITY**

The Department reserves the right to request a presentation should the need arises.

Functionality Evaluation criteria and details of documentation to be submitted is outlined in the functionality criteria document.

\*\*A bidder who scored less than **119 OUT OF 170 POINTS** on the total functionality points will automatically be disqualified.

## 6. EVALUATION ON PRICE AND PREFERENCE 90/10 preference point system)

- 6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

“If it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. “

The following formula will be used to calculate the points for price:

$$P_s = 80/90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

- 6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.
- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.
- 6.4 Only Bidders who have completed and signed SBD 6.1 **AND** who submitted the relevant proof for specific goals will be considered for preference points.
- 6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.
- 6.6 **Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

Specific goal	Total Number of Points allocated per preference point system	Documents that should be attached in order to claim points
<b>Race: Black owned</b> 1% to 25% black owned=1 point, 26% to 50% black owned= 4 points 51% and more black owned= 7 points	<b>7</b>	Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit
<b>Promotion of South African owned enterprise</b>	<b>3</b>	Original certified copy of company registration certificate reflecting active members (Documents issued by CIPC: CK1/CK2/COR or Trust deed/Pty Ltd/Memorandum of incorporation/certificate of incorporation/partnership agreement
<b>TOTAL POINTS:</b>	<b>10</b>	

## 8. JOINT VENTURE AGREEMENT

- 8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement should be submitted together with the bid.**
- 8.2 **Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture).**
- 8.3 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium will render the bid non-responsive and your offer will be disqualified.**
- 8.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 8.4 It is expected that a joint venture/consortium should open a joint bank account .Proof of the bank account should be submitted within 30 days after the awarding of the contract.
- 8.5 A Joint Venture or consortium must submit a consolidated B-BBEE status level verification certificate/sworn affidavit in order to claim points for specific goals.

## 9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

## 10. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

## 11. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(120 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period

calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

**12. QUANTITIES**

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

**13. SPECIFICATION – BIDDERS RESPONSE**

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

**14. QUALIFICATIONS OF BIDDERS**

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department **will disqualify** any bid from a bidder whose **name appears on the national list of restricted bidders/suppliers/persons**.
- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

**15. COMPLIANCE TO CONTRACT**

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the specification, contract requirements, PFMA and relevant legislation.
- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

**16. JOB CREATION**

- 16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation in the Free State Province.
- 16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:  
\_\_\_\_\_
- 16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:  
\_\_\_\_\_
- 16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES  NO  [TICK APPLICABLE BOX]

**17. CENTRAL SUPPLIER DATABASE (COMPULSORY)**

*Please note that bidders should be registered on the Central Supplier Database.*

**PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.**

**18. LOCAL CONTENT**

Service providers are being encouraged to make use of local production and local content where applicable.

**19. MAXIMUM DELIVERY PERIOD**

As indicated in specification/terms of reference.

**20. PENALTIES**

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

**21. SUCCESSFUL BIDDERS**

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED  
**A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY  
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.****

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

**23. VALID TAX MATTERS**

It is a condition that the Tax matters of the successful bidder/s are in order at time of awarding.



**24. SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

**25. DECLARATIONS**

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

**26. THE BIDDER MUST COMPLETE THE FOLLOWING:**

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of  
\_\_\_\_\_(Company), hereby certifies that I take note and accept the  
above-mentioned Standard Conditions, Special Conditions of the Contract and the General  
Conditions of a Contract. I further declare that the information submitted is correct.

\_\_\_\_\_

**SIGNATURE**

Contact person of company: \_\_\_\_\_

Tel. of company: (\_\_\_\_)\_\_\_\_\_

Fax of company: (\_\_\_\_)\_\_\_\_\_



# **SECTION 3**

## **SPECIFICATION/ TERMS OF**

## **REFERENCE**

## **FUNCTIONALITY**



# **SPECIFICATION**

## **DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE**

### **TERMS OF REFERENCE**

**BID E9/2025/2026: REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, STORAGE, SECURITY AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NATIONAL SENIOR CERTIFICATE (NSC), SENIOR CERTIFICATE (SC), GET AND AET L4 EXAMINATIONS AND ANY OTHER EXAMINATIONS AND ASSESSMENT RELATED MATERIAL THAT NEED TO BE PRINTED.**

#### **1. LEGAL FRAMEWORK**

The bid will operate within the legal prescripts of Government Procurement Policies (treasury website) and the legislation relevant to the Examinations and Assessment Policies and Regulations (DBE website), and all departmental security and any other prescripts relevant to national security protocols/prescripts. (Please refer to the DBE and FSDoE website)

#### **2. PROJECT BRIEF**

At the printing precinct, the provision of an end-to-end secured Printing, Packing, Storage, Security and Distribution solution of examination question papers, answer books and assessment material for candidates sitting for the National Senior Certificate (NSC) October/November, Senior Certificate (SC) & National Senior Certificate (NSC) May/June, AET Level 4 examinations, as well as the preparatory examinations, GEC and any other examination or assessment materials that require printing.

#### **REQUEST FOR PROPOSALS FOR THE ALL-INCLUSIVE CORE FUNCTIONS AND DELIVERABLES**

The printing facility was established at the N8 Gateway Office Park, cnr. AW Louw and Rudolf Greyling Str, Estoire, Bloemfontein. It already has the necessary equipment, including printing machines (as specified in paragraph 5).

**The following services are needed from the service provider at the printing precinct to ensure an end-to-end printing solution for the printing, packing, storage, security and distribution of question papers, and examination materials that require printing as a combined/all-inclusive function/solution:**

- 2.1 Technically skilled technicians capable of operating the department's machines for the printing and pre-sealing of question papers, answer books, and other essential examination and assessment materials. (Examples: exam answer books, learner profiles, admission documents, mark sheets, statement of results, etc.)

- 2.2 Sorting, picking and packing of printed question papers and other examination materials.
- 2.3 Distribution of question papers in a secure environment with armed security personnel to escort the delivery vehicles to all 5 (five) district offices and a minimum of 8 storage points, depending on the route/s of delivery as determined by the provided by the FSDoE.
- 2.4 Maintenance and repair of printing and sealing machines, other related equipment, security cameras, and alarm systems.
- 2.5 Security services – for the printing, picking, packing, storage and distribution of printed question papers to storage points in the Free State.
- 2.6 Alternative off-site printing facility in case of an emergency, as outlined in 3.6.
- 2.7 Consumables (e.g. photocopy paper, cartridges, etc., as outlined under 3.7.
- 2.8 Personnel for packing question papers into boxes, loading and unloading trucks at storage points, as well as drivers for the delivery fleet and security guards to safeguard the facility and printing operations.

### **3 A DETAILED SCOPE OF WORK THAT SHOULD BE INCLUDED IN YOUR PROPOSAL**

The prospective bidder must be capable of managing an end-to-end printing solution (i.e., a closed-loop process) that encompasses printing, picking, packing, sorting, storage, security and distribution of question papers.

Regular monitoring will be conducted to ensure compliance.

A service level agreement will be entered into between FSDoE and the successful bidder.

#### **3.1 PRINTING AND PRE-SEALING**

- 3.1.1 The server/computer and internal network for the origination and electronic feeding of question papers to the printers are already installed.
- 3.1.2 The prospective bidder will be provided with registration data, which should be managed and controlled to ensure accurate printing according to learner statistics.
- 3.1.3 The bidder must provide at least 2 skilled and experienced project managers to oversee all processes in the printing, picking, packing, and sorting. A minimum of 3 years of experience in these fields is essential to ensure accuracy and meet hostile deadlines.

3.1.4 Given that the printing of examination question papers is a highly secured operation, it is required that the printing be done in-house under the strict supervision of the Departmental (Examinations and Assessment) officials in the established secure in-house printing facility of the FSDoE for the duration of the contract.

3.1.5 The bidder must provide 8 machine operators and at least 2 skilled, technically qualified technicians to operate the printing (1) and wrapping (1) machines, as this is a highly skilled, delicate and technical process. A minimum of three (3) years of experience in these fields is essential to ensure accuracy and meet tight deadlines.

3.1.6 The printing machines provided by the FSDoE are as follows:

MACHINE	NUMBER	CAPACITY
NUVERA 314 DUAL IOT Base & FFPS & Sheet Enhancement	x 4	1 200 copies per minute
Plastic Packing Machine Pitney Bowes CMC Practica EVO h40	x 1	
Bourg RDFE Booklet Maker	x 4	Part of Nuvera machines
High Volume Shredders:		
EBA 6340 C	x 1	Cross cutting
EBA 5141 C	x 3	
High Speed Scanners:		
Zerox Primelink B9125	x 2	
Xerox V180 Mid Production Press Colour Printer	x 1	180 copies per minute

3.1.7 The Service Provider must ensure that:

- Print jobs are fed electronically to the printers.
- Secured printing includes bar codes on each question paper.
- Electronic adjustment of pages is done on the printing machines.
- Print proofs are signed off by the Question Paper Development Section before the bulk printing of specific question papers can continue.
- Each booklet is saddle-stitched.
- Fine picking and packing per school, per district, per subject, per paper is done.
- Each plastic bag contains 5, 10, or 20 question papers.
- The pre-sealing machine is adjusted according to the number of pages of each question paper to weigh and count the correct number of question papers before sealing.
- All machines and work areas are regularly cleaned to ensure a neat and safe work environment.

3.1.8 Amongst others, the service provider must manage at least three layers of Quality Control and integrated systems:

- Records must be monitored, evaluated, and reports generated daily
- Quality Assessment and Control
- Virtual or physical consultations

3.1.9 The shredding should meet the minimum standards for the disposal of printed waste material, to ensure that shredded materials are safely stored for the duration of the examination period and are only disposed of after its completion. All shredded materials must remain in the custody of the department, and shall be done according to the departmental disposal management processes and policies.

### **3.2 PACKING:**

3.2.1 Adhesive labels with a unique barcode must be applied to the boxes, displaying all relevant details such as the subject, paper, school, district, exam time, number of packs and question papers.

3.2.2 The service provider must provide manpower to sort and pack question papers into specified boxes with variable data and barcodes, per subject, per school, per district, after pre-sealing.

3.2.3 Boxes must be sorted according to school, subject, district and strapped with a strapping machine and/or vacuum sealed for easy distribution to districts and for secure control purposes.

3.2.4 Boxes must be stored in a secure dispatch area with surveillance cameras.

3.2.5 The service provider must supply personnel to ensure the correct packing of question papers.

3.2.6 The service provider must determine and provide the quantities of boxes based on the statistics/number of entries per centre.

3.2.7 Dimensions of boxes may vary from small (325mm x 235mm x 60mm), medium (325mmx235mm x 120mm) to large (325mm x 235mm x 230mm).

### **3.3 DISTRIBUTION:**

3.3.1 Distribution of question papers in a secure environment with armed security personnel to escort the delivery vehicles to all 5 districts offices and to a minimum of 8 storage points, depending on the route(s) of delivery as determined by the statistics provided by the Free State Department of Education (FSDoE) provincial printing precinct.

3.3.2 Distribution of question papers from FSDoE to districts/storage points. (The quantities are dependent on the statistics/number of entries per subject per district):

- Fezile Dabi: Kroonstad, Sasolburg
- Lejweleputswa: Welkom
- Thabo Mofutsanyana: Bethlehem, Reitz, Phuthaditjhaba
- Mangaung Metro Education Department (MMED): Bloemfontein
- Xhariep: short-term Bloemfontein, long-term Trompsburg

3.3.3 The bidder must demonstrate ownership of an established delivery fleet of their own with a credible operating system or have a lease agreement with a reputable transport logistics company for secured, closed trucks of 4 and 8-ton capacity.

3.3.4 Since the prospective bidder will deliver tons of question papers, secured, closed trucks of 4 and 8-ton capacity will be used, depending on the number of question papers (boxes) to be delivered to the districts/storage points.

3.3.5 The total estimated images per examination are not limited to the totals as reflected below:

- NSC examinations, forty-five (45) million images
- AET Level 4 examinations, five hundred thousand (500 000) images
- SC/NSC examinations, thirty (30) million images
- Grade 12 Preparatory examinations, twenty (20) million images
- GEC examinations, per registration number of Grade 9 learners, twenty (20) million images.

3.3.6 The successful service provider must ensure that all vehicles are roadworthy and will be subjected to periodic inspection by the FSDoE/Government Garage. The FSDoE reserves the right to reject any vehicle that is unreliable or lacks a roadworthy certificate. Copies of valid registration disc(s) for all vehicles, along with roadworthy certificates, must be provided.

3.3.7 The bidder must provide vehicles equipped with a tracking system that are linked to the Directorate. Each delivery vehicle must be accompanied by armed guards (minimum 2), travelling in their separate escort vehicle. A valid contract with the tracking service provider must be submitted as proof of compliance.

3.3.8 The bidder must provide sufficient personnel for the distribution of question papers, including loading and offloading of trucks at the districts/storage points.

### **3.4 MAINTENANCE AND REPAIR OF PRINTING MACHINES, PICKING AND SEALING MACHINE, OTHER RELATED EQUIPMENT AND SECURITY CAMERA SURVEILLANCE AND ALARM SYSTEM (ALL EQUIPMENT ARE ALREADY INSTALLED)**

- 3.4.1 The successful service provider must use original parts for the maintenance and repairs of all machines, security surveillance cameras and the alarm system of the FSDoE. Please note that all equipment mentioned is already installed.
- 3.4.2 The successful service provider must provide a letter of certification from the Original Equipment Manufacturer (OEM) as proof that the OEM acknowledges the technical expertise of the company and that original parts will be supplied for the machines.
- 3.4.3 Only qualified technicians will be allowed to service and repair the machines.
- 3.4.4 The prospective bidder must deploy dedicated, qualified technicians available around the clock (24 hours) for maintenance and repairs of the machines during the printing period.

### **3.5 SECURITY**

- 3.5.1 In providing security services, the security company must ensure that it is PSIRA compliant.
- 3.5.2 All security personnel must hold valid PSIRA certificates. **Note:** In cases of the armed **security guards** the following should be submitted for each individual security guard/s involved in the process:
  - The relevant and valid PSIRA grading certificate.
  - The firearm competence certificates of the individual security guards to operate the company's firearms.Failure to submit the above-mentioned documentation at commencement of the contract will lead to the disqualification of the contract.
- 3.5.3 The successful bidder must ensure adequate security for all printing, sealing and sorting machines, as well as access control to all operational equipment.
- 3.5.4 The successful bidder must ensure that the storage and loading facilities are properly secured throughout the duration of the printing and distribution period.
- 3.5.5 The successful bidder must provide a minimum of 2 armed response security guards per delivery vehicle, who will accompany the delivery fleet in their separate vehicles during the delivery of question papers to district storage points.

- 3.5.6 The successful bidder must provide a comprehensive database with documentation of police clearance certificates for all staff members involved in the project.
- 3.5.7 The successful bidder will be expected to develop a security plan in collaboration with the department and deploy security personnel accordingly.
- 3.5.8 Physical security guards must be deployed as follows: 6 during the day, 4 at night when printing overnight and 2 at night when there is no overnight printing and 1 guard when no printing is taking place during the contract period.
- 3.5.9 All security personnel must be provided with full uniforms and security equipment.

### **3.6 ALTERNATIVE OFF-SITE PRINTING FACILITY**

The prospective bidder should provide a comprehensive risk management and mitigation plan, which will include, inter alia, the following:

- 3.6.1 A fully secured State Security Agency (SSA) approved printing facility to be utilised as a backup facility in terms of disaster management solution.
- 3.6.2 The prospective bidder must already have an established alternative printing site (precinct) within South Africa that will be used for the printing, packing and storage of question papers, answer books and other examination and assessment materials. This will serve as a risk-mitigating factor in case unforeseen circumstances prevent the printing of question papers at the FSDoE in-house facility.
- 3.6.3 The prospective bidder should ensure that the alternative off-site printing facility is exposed to the State Security Agency (SSA) security assessment, as it will be utilised as a backup facility in terms of disaster management solutions.
- 3.6.4 The bidder must provide evidence of ownership of buildings that could be utilised for the establishment of the alternative site; alternatively, a contract of lease for the property.
- 3.6.5 The bidder must provide a detailed plan for how the printing precinct will be managed and controlled, including a detailed risk plan.
- 3.6.6 The bidder must provide permission to take photos during the alternative printing site visit.

**NB: The Alternative printing site must meet all the requirements of the original printing site/precinct.**

### 3.7 CONSUMABLES AND OTHER SERVICES

The prospective bidder must provide the following services, consumables and equipment to ensure the smooth running of the end-to-end printing solution:

#### Equipment:

- One (1) strapping and/or one (1) vacuum sealing machine for strapping and/or vacuum sealing of boxes of question papers for distribution.

#### Consumables:

The quantities are dependent on the statistics/number of entries per subject for each project.

1. Photocopy paper (80g/m<sup>2</sup>)
2. Wrapping plastic for the sealing/wrapping machine
3. Stitching material for printers
4. Self-adhesive labels for sealing/wrapping machine (size 100 x 100mm)
5. Self-adhesive labels for boxes (size 150 x 100 mm)
6. Three different-sized double-walled boxes for packing question papers:
  - small (325mm x 235mm x 60mm),
  - medium (325mmx235mm x 120mm) to
  - large (325mm x 235mm x 230mm)
7. Adhesive tape to seal boxes
8. Recommended toner by the manufacturer for all machines
9. Original spare parts such as drums and fuses
10. Glue for the wrapping machine
11. Specific and recommended oil by the manufacturer for shredders
12. Plastic bags for shredded wastepaper
13. Strapping for strapping machine
14. Glad wrap for wrapping packed question papers (boxes according to districts)
15. Security equipment, e.g. Torch, 2-way radio, handcuffs, pepper spray, metal detector, etc.

#### Others:

1. Pallets and pallet jacks
2. Secured closed 1-ton, 4-ton and 8-ton trucks for dispatching question papers to districts/storage points
3. 24hr on-site and standby technically qualified technician(s)
4. Data management
5. Adequate personnel/staff with clean criminal records
6. Fully uniformed security guards with valid PSIRA registration

### 3.8 PROVISIONING OF STAFF

The prospective bidder must provide the following staff for the secured end-to-end printing, picking, sorting, packing, storage and distribution solution:

- Project Managers x 2 (1 x printing + 1 x packing and distribution)
- Qualified Technicians x 2 (1x Printing machines + 1x Sealing machine)
- Machine Operators x 5 (for printers) + 3 x (sealing machine)
- Drivers x 5 or more (code EC)
- All security personnel must have valid PSIRA certificates. Note: In cases of armed security guards, the relevant PSIRA grading and firearm competence certificates will be required.
- All picking, sorting, packing and distribution personnel working on the project x 8-10.
- Offloading staff x 5 or more (depending on the consignment to be delivered or offloaded).

### 4. COSTS

The cost must be determined per image (click costs) and will be all-inclusive of all the items mentioned above. No additional costs will be paid. The number of images is determined by the number of candidates registered for a specific grade in that year.

The Department is unable to provide accurate figures in advance, as entries vary year on year. However, an *estimate* of 120 million images are to be printed per annum, along with any other additional materials required by FSDoE.

Bidders must submit a detailed pricing breakdown.

### 5. EVALUATION

The evaluation of the bids will be conducted in four stages as follows:

- Stage One:** Evaluation of bids on Administrative Compliance
- Stage two:** Evaluation of Functionality
- Stage three:** Site visit to off-site printers of bidders who qualified in terms of Pre-Qualifying Criteria and Administrative Compliance, as well as Functionality
- Stage four:** Price and Preference Points
  - Price = 90 points; Preference (Specific goals) = 10 points
  - Total Preference (Specific goals) + Price = 100 points

During these stages of evaluation, the bidder/s that do not meet the prescribed criteria or minimum threshold/s for functionality will be disqualified and will not be considered for further evaluation.

## 5.1 STAGE 1: ADMINISTRATIVE EVALUATION

A paper-based evaluation will be carried out on all the bids received. If compulsory documentations are not attached or compulsory requirements are not met, such a bid will be eliminated from any further evaluation. Notwithstanding the above, the bidder must also provide a flash disk of a PDF document of the full tender.

## 5.2 STAGE 2: FUNCTIONALITY CRITERIA

A bidder that scores **less than 119 points out of 170 points** in respect of the Functionality Evaluation will be regarded as submitting a non-responsive proposal and will be disqualified. Bidders who achieve the minimum threshold score will be shortlisted for **Stage 2: Functionality**.

**Bidders must score a minimum of 119 points on functionality to be considered for the next stage of Compulsory site visit evaluation.**

## 5.3 STAGE 3: SITE VISIT

An on-site evaluation will be conducted by the BEC members of the prospective bidders who have passed stages 1(a), 1(b) and 2. At this stage of evaluation, evaluators will confirm and allocate points based on the requirements espoused in stage 2.

Bidders must make a comprehensive presentation on the end-to-end printing, packing, storage and distribution processes.

**NB The following instruments will be used for the site evaluation, and it is expected that every bidder familiarise themselves with these before the visit:**

### DESCRIPTION OF THE EVALUATION CRITERIA FOR ONSITE EVALUATION (POINTS ALLOCATION)

1. **Evidence of alternative site in case of emergency: 30**
  - (a) The bidder must provide a fully operational alternative site that can be used immediately in the event of an incident at the printing precinct (Proof of ownership or lease agreement to be presented)  
(30)
  - (b) The bidder cannot provide a fully operational alternative site that can be used immediately in the event of an incident at the printing precinct  
(Proof of ownership or lease agreement could not be presented) (0)

**2. Machinery: 20**

The bidder must provide physical evidence of their existing printing operations:

- (a) Printing of materials
- (b) Packaging of materials
- (c) Sorting of materials
- (d) Secured storage of printed material

To obtain full marks, the bidder must comply with the criteria below:

- (a) All the above-mentioned operations were observed, and processes explained (20)
- (b) Only three were observed (15)
- (c) Only two were observed (10)
- (d) Only one was observed (0)

**3. Distribution of Materials: 20**

3.1 The bidder must provide evidence of their fleet of vehicles or letters of intent to enter into lease agreements or joint ventures.

- (a) Evidence of 4 or more closed 4 and/or 8-ton capacity trucks (10)
- (b) Evidence of 3 closed 4 and/or 8-ton capacity trucks (5)
- (c) Evidence of 2 or fewer closed 4 and/or 8-ton capacity trucks (0)

3.2 The bidder must demonstrate evidence (in the form of a presentation) on handling and distribution of high-security materials.

- a) Evidence observed of all protocols to handle high-security materials (10)
- b) Protocols to handle high-security materials are non-existent (0)

**4. Security and Risk Management: 20**

The bidder must provide evidence of operating security systems and demonstrate their capability to implement extreme security measures to safeguard all printing, sealing and sorting procedures and equipment, as well as access control to all operational equipment and facilities.

- (a) Physical evidence is available of security measures that would allow the printing of high-security materials in the current operation of the bidder (20)
- (b) There is inadequate physical evidence of security measures that would allow the printing of high-security materials (0)

**4. Evidence of security clearance certificate for the company: 10**

- (a) During the site visit, the director of the company must supply a police clearance certificate for the company (10)
- (b) During the site visit, the director of the company could not supply a police clearance certificate for the company (0)

**TOTAL: 100**

**MINIMUM THRESHOLD: 80**

It will be expected that prospective bidders demonstrate or provide evidence of the existence of all the requirements of the scope of the contract. Additionally, prospective bidders will be required to make a comprehensive presentation of their proposal relating to the end-to-end solution for printing, packing, storage and distribution of question papers.

The Bid Evaluation Committee (BEC) will focus on tangible proof of requirements as stipulated above. The scores will be based on both the physical evidence provided and the proof outlined in the presentation.

**5.4 STAGE 4: PRICE AND PREFERENTIAL POINTS**

The contract will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), Preferential Procurement Regulation, 2022). Responsive bids will be adjudicated in terms of (90/10) preference point system, in terms of which points are awarded to bidders based on:

**Price: 90**  
**Specific goals: 10**

**6. TIME FRAME**

THREE (3) YEARS

The life span of the machines ranges from 5 to 10 years, making a three (3) year contract period the most viable.

**7. TERMS AND CONDITIONS**

7.1 Successful Bidder(s) must be able to commence work upon appointment. Projects/services will be initiated by means of written instructions to the successful Bidder(s).

- 7.2 The FSDoE reserves the right to reject work that does not meet the required standard and engage a second or third recommended service provider. The FSDoE shall serve thirty (30) days' written notice for termination of the contract in the case of non-performance.
- 7.3 The FSDoE also has the right to terminate the contract at any stage if there is substantive proof of inefficiency in the delivery of the service.
- 7.4 Successful bidder(s) will be profiled and undergo security scrutiny or probity.
- 7.5 The service providers must deliver the requested service within the given timeframes (to be given as and when orders are placed).
- 7.6 The stringent timeframes regarding the delivery of the final service necessitate that the Department be in constant contact with the service provider and would at times require the service provider to make last-minute changes to the printing services without compromising the quality of work rendered.

## SPECIAL CONDITIONS

The service provider must ensure that the following are in place, failing which may lead to the bid application/contract being disqualified:

1. The prospective bidder must be capable of managing an end-to-end printing solution (i.e., a closed-loop process) (minimum of 3 year experience) that encompasses printing, picking, packing, sorting, storage, security and distribution of question papers.
2. The recommended bidder will be subjected to screening by the Domestic/State Security Agency (DSA/SSA). If the outcome of the screening is adverse, it will lead to the disqualification of the bidder.
3. The successful bidder must submit police clearance certificates for their personnel involved in this process at *commencement of the contract*. Failing to submit the police clearance certificates will lead to the disqualification of the contract. The successful service provider must ensure that no personnel working in the printing facility have any criminal record(s) for the duration of the entire contract.
4. All security personnel must hold valid PSIRA certificates.

**Note:**

The following should be submitted by the successful bidder at *commencement of the contract* for each and every security guard involved in this process:

- Valid PSIRA certificates
- Police clearance certificates.

In cases of the armed **security guards** the following should be submitted for each and every security guard involved in the process:

- The relevant and valid PSIRA grading certificate.
- The firearm competence certificates of the individual security guards to operate the security company's firearm.

Failure to submit the above-mentioned documentation at commencement of the contract will lead to the disqualification of the contract.

5. The prospective bidder must submit at the time of the closing of the bid a valid PSIRA certificate (with relevant grading) of the security company that will be appointed by the bidder. Failure to submit will lead to the disqualification of your bid.
6. The successful bidder must ensure that all the personnel sign the declaration and oath of secrecy annually to confirm that they don't have children/close relatives writing that specific examination.
7. The bidder must demonstrate ownership of an established delivery fleet of their own

with a credible operating system or have a lease agreement with a reputable transport logistics company for secured, closed trucks of 4 and 8-ton capacity

8. The prospective bidder must already have an established alternative printing site (precinct) within South Africa that will be used for the printing, packing and storage of question papers, answer books and other examination and assessment materials. This will serve as a risk-mitigating factor in case unforeseen circumstances prevent the printing of question papers at the FSDoE in-house facility.
9. The alternative printing site must meet all the requirements of the original printing site/precinct.

# **FUNCTIONALITY**

# **CRITERIA**

**Bidders must ensure that they mark their documents submitted for functionality according to the Annexure number as indicated in the functionality criteria.**

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## EVALUATION / ADJUDICATION CRITERIA E9/2025/2026

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1. The bid will be evaluated as follows:
  - 1.1 Assessment on Functionality (***Separate from price***): **170** points
  - 1.2 Assessment on price: **90** points
  - 1.3 Specific goals: **10** points
2. The value of this bid is estimated exceeds R50 000 000 and therefore the **90/10** system shall be applicable.

### 3. FUNCTIONALITY CRITERIA

All bids will be subject to **FUNCTIONALITY CRITERIA EVALUATION** and will be required to achieve a minimum of **score minimum of 119 points for functionality** in total to be further evaluated for price.

**NB: Bidders who score below 119 Points out of 170 Points in the assessment of functionality will not be considered.**

**All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation.** Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.



FUNCTIONALITY CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS	DOCUMENTARY AS PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																						
<b>CAPACITY TO DELIVER END-TO-END PRINTING, PACKING, STORING AND DISTRIBUTION SOLUTION</b>	<b>Maximum Total= 40 points</b>																									
	<p>ANNEXURE A1</p> <p>Project plan that should include <b>realistic timeframes versus quantities and activities</b> under <b>normal circumstances and emergency</b> cases for:</p> <ul style="list-style-type: none"> <li>• Printing</li> <li>• Packing</li> <li>• Storage</li> <li>• Distribution</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 Points</li> <li>➤ 5 Points</li> <li>➤ 5 Points</li> <li>➤ 5 Points</li> </ul>	<p>ANNEXURE A1</p> <p>Comprehensive Detailed Project Plan outlining the different services:</p> <ul style="list-style-type: none"> <li>• Printing</li> <li>• Packing</li> <li>• Storage</li> <li>• Distribution</li> </ul> <p>Project plan should <b>at least</b> include the following under <b>normal circumstances AND emergency cases</b>.</p> <ul style="list-style-type: none"> <li>• Timeframes</li> <li>• Quantities</li> <li>• Activities</li> </ul>	<p><b>IS THE COMPREHENSIVE PROJECT PLAN ATTACHED FOR THE FOLLOWING SERVICES?</b></p> <table border="1" data-bbox="1570 475 1938 1027"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td><b>Printing:</b> Does it include: Timeframes Quantities Activities</td> <td></td> <td></td> </tr> <tr> <td><b>Packing</b> Does it include: Timeframes Quantities Activities</td> <td></td> <td></td> </tr> <tr> <td><b>Storage</b> Does it include: Timeframes Quantities Activities</td> <td></td> <td></td> </tr> <tr> <td><b>Distribution</b> Does it include: Timeframes Quantities Activities</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="1570 1057 1938 1214"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Was above indicated for both normal circumstances and emergency cases?</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="1556 1243 1953 1317"> <tr> <td style="text-align: center;"><b>POINTS SCORED</b></td> <td style="text-align: center;"><b>/20</b></td> </tr> </table>		YES	NO	<b>Printing:</b> Does it include: Timeframes Quantities Activities			<b>Packing</b> Does it include: Timeframes Quantities Activities			<b>Storage</b> Does it include: Timeframes Quantities Activities			<b>Distribution</b> Does it include: Timeframes Quantities Activities				YES	NO	Was above indicated for both normal circumstances and emergency cases?			<b>POINTS SCORED</b>
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<b>POINTS SCORED</b>	<b>/20</b>																									



	<p><b>ANNEXURE A2</b></p> <p>Project plan for <b>Security Services</b> that should include realistic activities with number of staff under normal circumstances and emergency cases:</p> <ul style="list-style-type: none"> <li>• Printing</li> <li>• Packing</li> <li>• Storage</li> <li>• Distribution</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 Points</li> <li>➤ 5 Points</li> <li>➤ 5 Points</li> <li>➤ 5 Points</li> </ul>	<p><b>ANNEXURE A2</b></p> <p>Security Detailed Project Plan:</p> <ul style="list-style-type: none"> <li>• Printing</li> <li>• Packing</li> <li>• Storage</li> <li>• Distribution</li> </ul> <p>Project plan should include at least the following under normal circumstances and emergency cases.</p> <ul style="list-style-type: none"> <li>• Activities</li> <li>• Number of staff</li> </ul>	<p><b>IS THE SECURITY DETAILED PROJECT PLAN ATTACHED FOR THE FOLLOWING SERVICES?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">YES</th> <th style="width: 20%;">NO</th> </tr> </thead> <tbody> <tr> <td><b>Printing</b> Does it include: Activities Number of staff</td> <td></td> <td></td> </tr> <tr> <td><b>Packing</b> Does it include: Activities Number of staff</td> <td></td> <td></td> </tr> <tr> <td><b>Storage</b> Does it include: Activities Number of staff</td> <td></td> <td></td> </tr> <tr> <td><b>Distribution</b> Does it include: Activities Number of staff</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">YES</th> <th style="width: 20%;">NO</th> </tr> </thead> <tbody> <tr> <td>Was above indicated for both normal circumstances and emergency cases?</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>POINTS SCORED</b></td> <td style="width: 20%; text-align: center;"><b>/20</b></td> </tr> </table>		YES	NO	<b>Printing</b> Does it include: Activities Number of staff			<b>Packing</b> Does it include: Activities Number of staff			<b>Storage</b> Does it include: Activities Number of staff			<b>Distribution</b> Does it include: Activities Number of staff				YES	NO	Was above indicated for both normal circumstances and emergency cases?			<b>POINTS SCORED</b>	<b>/20</b>
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<b>AVAILABILITY OF OFF-SITE PRINTING FACILITY AS PART OF CONTINGENCY PLAN</b>	<b>Maximum Total = 20 points</b>		<b>ANNEXURE B</b>	DOES THE PROSPECTIVE BIDDER HAVE AN ALTERNATIVE SITE AVAILABLE?									
	The prospective bidder must have an alternative printing site (precinct) that will be used for the printing, packing and storage of question papers, answer books and other examination materials in emergency cases.			<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO							
YES	NO												
	Proof of ownership / certified lease agreement for the establishment of an alternative site	➤ 10 Points	<b>ANNEXURE B1</b> • <b>Proof of ownership / certified lease agreement</b> for the establishment of an alternative site	PROOF OF OWNERSHIP / CERTIFIED LEASE AGREEMENT FOR THE ESTABLISHMENT OF AN ALTERNATIVE SITE  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO							
YES	NO												
	List attached which includes: <ul style="list-style-type: none"> <li>• Printing and</li> <li>• Pre-sealing machines</li> </ul>	➤ 3 Points ➤ 2 Points	<b>ANNEXURE B2</b> <b>List of available machines and the capacity thereof:</b> <ul style="list-style-type: none"> <li>• Printing machines</li> <li>• Pre-sealing machine</li> </ul>	FACILITIES AVAILABLE?  It the list attached?  Does it include printing and pre-sealing machines as well as capacity thereof?  <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Printing</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">pre-sealing machines</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Printing			pre-sealing machines		
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	Layout plan (m <sup>2</sup> ) for: <ul style="list-style-type: none"> <li>• Picking, packing and</li> </ul>		<b>ANNEXURE B3</b> <b>Layout plan (m<sup>2</sup>) for:</b> <ul style="list-style-type: none"> <li>• Picking, packing and printing area</li> </ul>	Layout plan (m <sup>2</sup> ) for:  <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Picking, packing and</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Picking, packing and					
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	printing area • Secured storage facilities	➤ 3 Points ➤ 2 Points	• Secured storage facilities	<table border="1"> <tr> <td>printing area</td> <td></td> <td></td> </tr> <tr> <td>Secured Storage facilities</td> <td></td> <td></td> </tr> <tr> <td><b>POINTS SCORED</b></td> <td colspan="2"><b>/20</b></td> </tr> </table>	printing area			Secured Storage facilities			<b>POINTS SCORED</b>	<b>/20</b>	
printing area													
Secured Storage facilities													
<b>POINTS SCORED</b>	<b>/20</b>												

<b>DISTRIBUTION OF QUESTION PAPERS AND EXAM MATERIAL</b>	<b>Maximum Total = 20 points</b>															
	<ul style="list-style-type: none"> <li>The prospective bidder must provide valid and certified copies of Ownership Certificates/signed letter or contract of intent to lease/lease agreement for 4 and 8 ton trucks</li> </ul>	➤ 5 Points	<b>ANNEXURE C</b> Proof capacity to deliver the large number of quantities by submitting:	<b>DOES THE PROSPECTIVE BIDDER PROVIDE THE FOLLOWING COPIES FOR 4- AND 8-TON TRUCKS TO DELIVER QUESTION PAPERS TO DISTRICTS AND STORAGE POINTS?</b> <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Valid and certified copies of Ownership Certificates or contract of intent to lease/lease agreement</td> <td></td> <td></td> </tr> <tr> <td>Valid and Certified Roadworthy Certificate (Certificate of Fitness)</td> <td></td> <td></td> </tr> <tr> <td>Registration Discs issued by a registering authority</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Valid and certified copies of Ownership Certificates or contract of intent to lease/lease agreement			Valid and Certified Roadworthy Certificate (Certificate of Fitness)			Registration Discs issued by a registering authority		
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<ul style="list-style-type: none"> <li>All vehicles that will be used for distribution must be roadworthy with valid and certified Roadworthy Certificates (Certificate of Fitness) and may be subjected to inspection by FSDoE representatives. The FSDoE reserves the right to reject any vehicle that is unreliable and/or that is not roadworthy</li> </ul>	➤ 3 Points	<b>ANNEXURE C1</b> <ul style="list-style-type: none"> <li>Valid and certified copies of <b>Ownership Certificates/ letter or contract of intent to lease/lease agreement</b> for 4 and 8 ton trucks</li> </ul>														
<ul style="list-style-type: none"> <li>Registration Discs issued by a registering authority</li> </ul>	➤ 2 Points	<b>ANNEXURE C2</b> <ul style="list-style-type: none"> <li><b>Valid and Certified Roadworthy Certificate</b> (Certificate of Fitness) of vehicles that will be used for distribution</li> </ul>														
		<b>ANNEXURE C3</b> <ul style="list-style-type: none"> <li><b>Registration Discs</b> issued by a registering authority</li> </ul>														



	<ul style="list-style-type: none"> <li>Evidence of 4 or more closed 4 and/or 8 -ton capacity trucks</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 Points</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of 4 or more closed 4 and/or 8 ton capacity trucks</li> </ul>	<p><b>EVIDENCE OF 4 OR MORE CLOSED 4 AND/OR 8 TON CAPACITY TRUCKS</b></p> <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO															
YES	NO																				
	<p>Bidders must provide for a <b>minimum of 5 drivers</b> the following:</p> <ul style="list-style-type: none"> <li>Police Clearance Certificates demonstrating the drivers' clearances of any previous criminal offences,</li> <li>Valid PDP</li> <li>Code EC licenses</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1 Points</li> <li>➤ 1 Points</li> <li>➤ 3 Points</li> </ul> <p>(No marks awarded if documents for less than 5 drivers are submitted.)</p>	<p><b>ANNEXURE C4</b></p> <ul style="list-style-type: none"> <li>Police Clearance Certificates demonstrating the drivers' clearances of any previous criminal offences,</li> </ul> <p><b>ANNEXURE C5</b></p> <ul style="list-style-type: none"> <li>Valid PDP</li> </ul> <p><b>ANNEXURE C6</b></p> <ul style="list-style-type: none"> <li>Code EC licenses</li> </ul>	<p><b>BIDDERS MUST PROVIDE A MINIMUM OF 5 DRIVERS</b></p> <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Police clearance</td> <td></td> <td></td> </tr> <tr> <td>Valid PDP</td> <td></td> <td></td> </tr> <tr> <td>Code EC licenses</td> <td></td> <td></td> </tr> <tr> <td>Was above submitted for a <b>minimum of 5 drivers?</b></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <tr> <td><b>POINTS SCORED</b></td> <td><b>/20</b></td> </tr> </table>		YES	NO	Police clearance			Valid PDP			Code EC licenses			Was above submitted for a <b>minimum of 5 drivers?</b>			<b>POINTS SCORED</b>	<b>/20</b>
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<b>POINTS SCORED</b>	<b>/20</b>																				



COMPANY EXPERIENCE	Maximum Total = 40 points			ANNEXURE D	LETTERS OF REFERENCES FROM CLIENTS ON THEIR LETTERHEADS, NOT MORE THAN THREE YEARS OLD INDICATING SUCCESSFULLY COMPLETED SIMILAR PROJECT																																															
<p><b>NB: Bidders to note that the contract amount should be for every successfully completed project and not a combination of totals for projects.</b></p> <p><b>NB: Bidders to note that the number of years of experience should be for every successfully completed project.</b></p>	<ul style="list-style-type: none"> <li>Two reference letters, <u>minimum three years</u> of experience with value of above R10m to R100m per letter</li> </ul>	➤ 10 Points	<p>Attach <b>at least two signed letters of reference</b> from clients on their letterheads, not more than three years old indicating successfully completed similar projects, with contract amount and reflecting a minimum of three years of experience in the printing, packing and distribution of highly secured materials</p> <p><i>Each letter must comply with all the under-mentioned criteria for points to be allocated:</i></p> <ul style="list-style-type: none"> <li><b>Date</b> of letters should <b>not be older than 3 years</b></li> <li><b>Value of service must be stipulated</b></li> <li>Letters should be on <b>official letterhead/s of institution</b> to whom services were rendered/project was carried out.</li> <li><b>Quality/successful completion of service</b> must be stipulated.</li> <li><b>Number of years experience/number of years</b> contracted for relevant services</li> <li><b>Should include contact details</b></li> <li><b>Should be signed</b></li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Two reference letters</td> <td></td> <td></td> </tr> <tr> <td>Minimum three years experience</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Reference letters should not be more than three years old.</b></td> </tr> <tr> <td>Three or more reference letters</td> <td></td> <td></td> </tr> <tr> <td>Minimum three years of experience</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Reference letters should not be more than three years old.</b></td> </tr> <tr> <td>Two reference letters</td> <td></td> <td></td> </tr> <tr> <td>More than three years, less than 5 years experience</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Reference letters should not be more than three years old.</b></td> </tr> <tr> <td>Three or more reference letters</td> <td></td> <td></td> </tr> <tr> <td>More than three years, less than 5 years experience</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Two reference letters			Minimum three years experience			Above R10m to R100m			<b>Reference letters should not be more than three years old.</b>			Three or more reference letters			Minimum three years of experience			Above R10m to R100m			<b>Reference letters should not be more than three years old.</b>			Two reference letters			More than three years, less than 5 years experience			Above R10m to R100m			<b>Reference letters should not be more than three years old.</b>			Three or more reference letters			More than three years, less than 5 years experience			Above R10m to R100m		
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<p><b>ANNEXURE E1</b>                      2 x Project Managers reflecting project Management Skills qualification and a minimum of three years relevant experience in the management of security printing.</p> <p><b>ANNEXURE E2</b>                      4 x Machine Operators indicating technical skills of operating high-volume printing presses and specialised sealing machine, with a minimum of three years in a similar environment</p>	<p><b>ANNEXURE E1</b></p> <ul style="list-style-type: none"> <li>Copies of CVs with identified skills with a <u>minimum of five years</u> of experience <span style="float: right;">➤ 5 Points</span></li> <li>Copies of CVs with identified skills and a <u>minimum of three years and less than 5 years</u> of experience <span style="float: right;">➤ 3 Points</span></li> </ul> <p><b>ANNEXURE E2</b></p> <ul style="list-style-type: none"> <li>Copies of CVs with identified skills with a <u>minimum of five years</u> of experience <span style="float: right;">➤ 5 Points</span></li> <li>Copies of CVs with identified skills and a <u>minimum of three years and less than 5 years</u> of experience <span style="float: right;">➤ 3 Points</span></li> </ul>		<p>The bidder must attach a Curriculum Vitae for each prospective employee with the number of years in service and contactable references, who are/ will be part of the Project Execution, namely:</p> <p><b>ANNEXURE E1                      PROJECT MANAGERS (Maximum of 5 points)</b></p> <ul style="list-style-type: none"> <li>Copies of CVs with identified skills with a minimum of five years of experience</li> <li>Copies of CVs with identified skills and a minimum of three years of experience</li> </ul> <p><b>ANNEXURE E2                      MACHINE OPERATORS (Maximum of 5 points)</b></p> <ul style="list-style-type: none"> <li>Copies of CVs with identified skills with a minimum of five years of experience</li> <li>Copies of CVs with identified skills and a minimum of three years of experience</li> </ul>	<p><b>PROJECT MANAGERS:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%;">YES</th> <th style="width: 15%;">NO</th> </tr> </thead> <tbody> <tr> <td>Minimum 5 years' experience</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Minimum 3 years' and less than 5 years experience</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><b>MACHINE OPERATORS:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%;">YES</th> <th style="width: 15%;">NO</th> </tr> </thead> <tbody> <tr> <td>Minimum 5 years' experience</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Minimum 3 years' and less than 5 years experience</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><b>POINTS SCORED</b> <span style="float: right;"><b>/10</b></span></p>		YES	NO	Minimum 5 years' experience	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 3 years' and less than 5 years experience	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO	Minimum 5 years' experience	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 3 years' and less than 5 years experience	<input type="checkbox"/>	<input type="checkbox"/>
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<b>PROOF OF FINANCIAL STABILITY TO DELIVER SERVICE</b>		<b>Maximum Total: 20 points</b>		<b>ANNEXURE F</b>	<b>FINANCIAL STATEMENTS ATTACHED? CIRCLE YES or NO.</b>														
No Financial Statement	➤	0 points	<b>Financial statement signed off by a registered Chartered accountant                      or                      Financial statement signed by registered accountant</b>  <b>The registration number of the registered accountant/registered chartered accountant should be reflected/indicated.</b>  <i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i>	<table border="1"> <tr> <td style="width: 50px; text-align: center;">YES</td> <td style="width: 50px; text-align: center;">NO</td> </tr> </table>		YES	NO												
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Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	➤	0 points		<b><u>DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING?</u></b>															
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EMPOWERMENT OF FREE STATE BASED ENTITIES/INDIVIDUALS	Maximum Total = 20 points		ANNEXURE G																		
	<p>Project plan on how Free State based entities and individuals will be accommodated and empowered in the delivery of your services regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Transport</li> <li>➤ Security</li> <li>➤ Consumables</li> <li>➤ Printing and packing staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 Points</li> <li>➤ 5 Points</li> <li>➤ 5 Points</li> <li>➤ 5 Points</li> </ul>	<p>The bidder must attach a complete and comprehensive project plan on their strategies that demonstrates how Free State based entities/individuals will be utilized, accommodated and empowered when delivering the following services/goods:</p> <ul style="list-style-type: none"> <li>➤ Transport</li> <li>➤ Security</li> <li>➤ Consumables</li> <li>➤ Printing and packing staff</li> </ul>	<p><b>IS THE COMPREHENSIVE PROJECT PLAN ATTACHED THAT DEMONSTRATES THE EMPOWERMENT AND ACCOMMODATION OF FREE STATE ENTITIES/INDIVIDUALS IN THE FOLLOWING :</b></p> <table border="1" data-bbox="1545 524 1913 850"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Transport</td> <td></td> <td></td> </tr> <tr> <td>Security</td> <td></td> <td></td> </tr> <tr> <td>Consumables</td> <td></td> <td></td> </tr> <tr> <td>Printing and packing staff</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="1514 951 1936 1057"> <tr> <td><b>POINTS SCORED</b></td> <td><b>/20</b></td> </tr> </table>		YES	NO	Transport			Security			Consumables			Printing and packing staff			<b>POINTS SCORED</b>	<b>/20</b>
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# **SECTION 4**

# **ATTACH:**

# **PRICING SCHEDULE**

- **PLEASE ENSURE THAT YOU FULLY COMPLETE SBD 3.1 AND SUBMITTED WITH THE BID DOCUMENT**
  
- **ALSO SUBMIT AN ITEMISED COST BREAKDOWN**

# **SPECIFIC GOALS**

## **ATTACH:**

- 1) Proof of HDI status: Black owned by submitting:
  - Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.
  
- 2) **Promotion of South African owned enterprise**
  - Original certified copy of company registration certificate reflecting active members (Documents issued by CIPC: CK1/CK2/COR or Trust deed/Pty Ltd/Memorandum of incorporation/certificate of incorporation/partnership agreement



# ATTACH:

**1) CERTIFIED COPY OF  
COMPANY REGISTRATION  
CERTIFICATE REFLECTING  
ACTIVE MEMBERS**

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF  
INCORPORATION/  
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT  
ETC.**

**2) ID DOCUMENTS OF  
DIRECTORS**



# **ATTACH:**

# **CSD PRINTOUT**

# **REPORT**

# ATTACH:

PSIRA certificate (with relevant grading) of the security company that will be appointed by the bidder

# **ATTACH AS ANNEXURE A:**

## **Annexure A1:**

**Project plan for printing, packing, storage and distribution (Indicate at least timeframes, quantities and activities)**

## **Annexure A2:**

**Project plan for security (Indicate activities with number of staff)**



# **FUNCTIONALITY**

# **ATTACH AS ANNEXURE B**

- **B1: Proof of ownership/lease agreement for off-site printing facility**
- **B2: List of printing and pre-sealing machines**
- **B3: Layout plan**

# **FUNCTIONALITY**

## **ATTACH AS ANNEXURE C:**

- C1: Valid and certified copies of Ownership Certificates, letter or contract of intent to lease/lease agreement for 4 and 8 ton trucks
- C2: Valid and Certified Roadworthy Certificate (Certificate of Fitness) of vehicles that will be used for distribution
- C3: Registration Discs issued by a registering authority

Bidders must provide for a **minimum of 5 drivers** the following:

- C4: Police Clearance Certificates demonstrating the drivers' clearances of any previous criminal offences,
- C5: Valid PDP
- C6: Code EC licenses

# **FUNCTIONALITY**

## **ATTACH AS ANNEXURE D:**

**Attach at least two letters of reference from clients.**

Letters should be:

- On Letterheads.
- Not more than three years old.
- Indicating successfully completed similar projects.
- Indicating contract amount.
- Reflecting a minimum of three years of experience in the printing, packing and distribution of highly secured materials.
- Indicating Contact details.
- Should be signed.

# **FUNCTIONALITY**

## **ATTACH AS ANNEXURE E:**

The bidder must attach a Curriculum Vitae for each prospective employee with the number of years in service and contactable references, who are/ will be part of the Project Execution, namely:

### **ANNEXURE E1 CV'S PROJECT MANAGERS**

### **ANNEXURE E2 CV'S MACHINE OPERATORS**



# **FUNCTIONALITY**

# **ATTACH AS**

# **ANNEXURE F:**

# **SIGNED**

# **FINANCIAL**

# **STATEMENTS**

# **FUNCTIONALITY**

# **ATTACH AS ANNEXURE G:**

**Project plan on how Free State based entities and individuals will be accommodated and empowered in the delivery of your services regarding the following:**

- **Transport**
- **Security**
- **Consumables**
- **Printing and packing staff**

**ENSURE THAT YOU SUBMIT A**  
**MEMORY STICK OF A PDF**  
**DOCUMENT OF THE FULL BID**  
**DOCUMENT AND PROPOSAL**

The memory stick should be clearly labelled and placed in an envelope showing the company's name and stapled together with the bid document.



**IN CASE OF JOINT**  
**VENTURE:**  
**ATTACH SIGNED**  
**JOINT VENTURE**  
**AGREEMENT (signed**  
**by both parties) and**  
**complete under-**  
**mentioned annexure:**

**JOINT VENTURE ANNEXURE**

**ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/  
SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE  
COMPLETED:**

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

**SIGNED ON BEHALF OF BIDDER**

Date: \_\_\_\_\_



<b>CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS</b>			
<b>PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS AND SUBMIT THE HARD COPIES THEREOF TOGETHER WITH YOUR SUPPORTING DOCUMENTS BEFORE OR ON THE CLOSING OF THE BID:</b>			
<b>SBD FORM</b>	<b>DESCRIPTION</b>	<b>TO BE COMPLETED BY</b>	<b>COMMENTS ON COMPLIANCE BY SERVICE PROVIDER</b>
<b>STANDARIZED BID FORMS</b>			
<b>SBD 1</b>	Invitation to bid	To be completed and signed by the service provider.	
<b>SBD 4</b>	Declaration of interest	To be completed and signed by the service provider.	
<b>SBD 5</b>	The Naional Industrial Participation Programme	To be completed and signed by the service provider	
<b>SBD 6.1</b>	Preference points claim form	To be completed and signed by the service provider in order to claim points	
<b>SBD 3.1</b>	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: <ul style="list-style-type: none"> <li>• Complete the pricing schedule in full.</li> <li>• Ensure that you indicate on the SBD 3.1 form if your prices are firm.</li> <li>• Indicate if offer comply with specification .</li> <li>• Prices should be completed in pen ink.</li> </ul>	
<b>PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:</b>			
<b>CSD REPORT</b>			
Ensure that it is attached.			
<b>FUNCTIONALITY SUPPORTING DOCUMENTS</b>			
Ensure that all documentation to evaluate functionality criteria is attached.			
<b>SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS</b>			
Ensure that all documentation as requested is attached.			
<b>SPECIFIC GOALS</b>			
Ensure that all documentation to claim points for specific goals is attached.			
<b>ITEMISED COST BREAKDOWN ON A SEPARATE PAGE</b>			
Ensure that your cost breakdown pricing schedule is attached			
<b>MEMORY STICK WITH PDF PROPOSAL</b>			
Ensure that you submit a clearly marked memory stick with your proposal and bid documents			
<b>JOINT VENTURE AGREEMENT (if applicable)</b>			
<b>Joint Venture agreement</b> <i>(Compulsory if applicable)</i>	In the event that a joint venture bid is submitted a <b>signed</b> joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement ( <b>signed by all the parties</b> ) will lead to disqualification of the bid.		



# **GENERAL CONDITIONS OF CONTRACT IS APPLICABLE**

**[www.treasury.gov.za](http://www.treasury.gov.za)**

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>