

•	Corner Bonaero Drive and Cote D` Azur Avenue • Jewellery Manufacturing Precinct-
	Building 4 • OR Tambo • SEZ Ortia SEZ Precinct 1 • Bonaero Park
	P. O. Box 16001 • Doornfontein • 2028 • South Africa
40	+27 (O) 11 222 7000 . 🕤 info@codpmr.co.zo . 🦱 unun codpmr.co.zo

@sadpmr sadpmr sa

INVITATION TO PARTICIPATE

DESCRIPTION: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO DESIGN, DEVELOP, SUPPLY AND DELIVER PROMOTIONAL MATERIAL FOR SADPMR FOR A PERIOD OF THREE (3) YEARS

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The SUBMISSION must be submitted on the letterhead of your business and on a spreadsheet submitted not

later 27 August 2025@11hH00 AM to email address: **quotations@sadpmr.co.za**

The following conditions will apply:

- 1) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 2) Copies of ID's & CIPC & Latest downloaded CSD full registration report.
- 3) Late responses will not be considered.

ISSUED BY:	CONTACT PERSON	I CONTACT PERSON
	(SPECIFICATION)	(ADMINISTRATION)
THE CHIEF EXECUTIVE OFFICER	Ms. Cynthia Khadiamovha	Mr. Njabulo Mavuma
SOUTH AFRICAN DIAMOND AND		
PRECIOUS METALS REGULATOR		
P.O. BOX 16001	E-mail:	E-mail:
DOORFONTEIN	cynthiak@sadpmr.co.za	njabulom@sadpmr.co.za
2028		
Tel: (011) 223 7000		

TABLE OF CONTENT

- 1. INVITATION OF BIDS (SBD 1)
- 2. DECLARATION OF INTEREST (SBD 4)
- 3. PREFERENCE POINTS CLAIM FORM (SBD 6.1)
- 4. SPECIFICATION.

PART A

INVITATION TO BID

YOU ARE HERI	EBY INV	ITED TO BID F	OR REQUIREM	ENTS OF	THE SOUT	TH AFRICAN	DIAMONI	D AND
PRECIOUS MET	TALS REG	GULATOR	_					
BID NUMBER:		127-2025	CLOSING DAT	E &TIME	: 27	August 2025 @	11:00AM	
THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO DESIGN, DESCRIPTION DESCRIPTION DEVELOP, SUPPLY AND DELIVER PROMOTIONAL MATERIAL FOR S A D P M R FOR A PERIOD OF THREE (3) YEARS								
BID RESPONSE			SUBMITTED TO			SS PROVIDE	D BELOW	
Kindly furnish u	ıs with a	written quotat	ion as detailed i	n the en	closed sche	dule.		
<u> </u>			terhead of your b		-		mitted not	t later
			il address: quota					
	ROCEDU	•	RIES MAY	TECHN	_	ENQUIRIES	MAY	BE
В	EDIRECT	TED TO		DIREC	TED TO:			
CONTACT				CONTAC				
PERSON		C Khadiamovh	a	PEOPLE		N Mavuma		
TELEPHONE		(011 222 7000		TELEPH		(011) 222 -		
NUMBER		(011 223 7000		NUMBER		(011) 223 7	000	
FACSIMILE NUMBER				FACSIM NUMBER				
NOMBER				E-MAIL	<u> </u>			
E-MAIL ADDRESS	5	cynthiak@sadp	mr.co.za	ADDRES	S	njabulom@	sadpmr.c	o.za
SUPPLIER INFO	ORMATIC	ON						
NAME OF BIDDE	R							
POSTAL ADDRES	S							
STREET ADDRES	S							
TELEPHONE								
NUMBER		CODE			NUMBER			
CELLPHONE NUMBER								
			T		1			
FACSIMILE		CODE			NUMBER			
NUMBER		CODE			NUMBER			
E-MAIL ADDRESS	6							
VAT REGISTRATI NUMBER	ION							
SUPPLIER		TAX			CENTRAL			
COMPLIANCE		COMPLIANCE		OR	SUPPLIER			

STATUS	SYSTEM PIN:			DATABASE	≣		
				No:	1	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLI	-	B-BBE LEVEL AFFID	. SV	ATUS VORN	[TICK BOX]	APPLICABLE
	Yes	No				Yes	No
[A B-BBEE STATUS LEVEL MUST BE SUBMITTED			-			_	
ARE YOU THE ACCREDITED REPRESENTATIVE IN	Yes	N.	BASE	YOU AFOR DSUPPLIER GOODS		IVod	No
SOUTH AFRICAFOR THE GOODS /SERVICES /WORKS	[IF YES ENCLOSE	- DDOOE1		VICES RKS		[IF YES, QUESTIONN	ANSWER THE AIRE BELOW]
OFFERED? QUESTIONNAIRE TO BI	DDING FOREIG	IN SUPPLIERS					
					ا میما		
IS THE ENTITY A RESIDE			_	_	NOL		
DOES THE ENTITY HAVE	A BRANCH IN TH	E RSA? YES	NO_				
DOES THE ENTITY HAVE A	PERMANENT ES	TABLISHMENT IN THE	ERSA?	YES NC	\Box		
DOES THE ENTITY HAVE	ANY SOURCE OF	INCOME IN THE RSA	? YES	NO_			
IS THE ENTITY LIABLE IN	THE RSA FOR AN	Y FORM OF TAXATION	N? YES				
IF THE ANSWER IS "I A TAX COMPLIANCE (SARS) AND IF NOT	STATUS SYSTE	M PIN CODE FROM		_	•		

PART B

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS, LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONSOF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 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.
- Н

		ONS IN THE SERVICE OF THE STATE, COMPANIES SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH
	PERSONS IN THE SERVICE OF THE STATE."	
	NB: FAILURE TO PROVIDE / OR COMPLY WITH	ANY OF THE ABOVE PARTICULARS MAYRENDER
	HE DID INVALID.	
	SIGNATURE OF BIDDER:	
SI(
SIC	SIGNATURE OF BIDDER:	

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. Inline with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. Bidder's declaration

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

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

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

Do you, or any person connected with the bidder, have a relationship with any person who isemployed by the procuring institution? YES/NO							
eees / shareholders / members / partners or any persor have any interest in any other related enterprise whethe							
YES/NO							
the following statements that I certify tobe true and							
this disclosure; be disqualified if this disclosure is found not to be true							
ng bid independently from, and without consultation, with any competitor. However, communication betweer ll not be construed as collusive bidding.							
communications, agreements or arrangements with any specifications, prices, including methods, factors of allocation, the intention or decision to							
ē or							

- submit or not to submit the bid, bidding with the intention not to win the bid and conditions ordelivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

•	6 OF PFMA SCM INSTRUCT	MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH ION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE NT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.
		Signature
		Date
	Position	Name of bidder

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 80/20.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require 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:

$$Pt-P~min \ Ps = 80 \left(1- rac{Pmin}{Pmin}
ight) \qquad \qquad Or \qquad Ps = 90 \left(1- rac{Pmin}{Pmin}
ight) \ \qquad Where$$

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 GOOD AND SERVICES

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 (1 + \frac{Pt - P max}{}) \qquad or \qquad Ps = 90 (1 + \underline{})$$

$$P max \qquad Pmax$$

Pmax = Price of tender under consideration

Price of tender under consideration

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	allocated (90/10 system) (To be completed by the organ of	of points allocated (80/20 system) (Tobe	of points claimed (90/10 system) (Tobe completed by	Number of points claimed (80/20 system) (Tobe completed by the tenderer)	
	state)	the organ of state)	the tenderer)		

NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3.	Nam	Name of company/firm					
4.4.	Com	Company registration number:					
4.5.	5. TYPE OF COMPANY/ FIRM						
	Υ	Partnership/Joint Venture / Consortium					
	Υ	One-person business/sole propriety					
	Υ	Close corporation					
	Υ	Public Company					
	Υ	Personal Liability Company					
	Υ	(Pty) Limited					
	Υ	Non-Profit Company					
	Υ [TIC	State Owned Company K APPLICABLE BOX]					

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
 - i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to anyother remedy it may have –

disqualify the person from the tendering process;

(a) recover costs, losses or damages it has incurred or suffered as a result ofthat person's conduct;

- (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
- (c) 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
- (d) Forward the matter for criminal prosecution, if deemed necessary

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	



TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS TO DESIGN, DEVELOP, SUPPLY AND DELIVER PROMOTIONAL MATERIAL TO THE SADPMR.

1 .PURPOSE

1.1. The South African Diamond and Precious Metals Regulator ('the SADPMR) wishes to appoint a panel of service providers which will design, develop, supply and deliver promotional material to the SADPMR for the period of three (3) years.

2. BACKGROUND

- 2.1. SADPMR is a public entity listed in Schedule 3A of the Public Finance Management Act, Act 1 of 1999, and must meet the requirements of the PFMA.
- 2.2. Section 51 of the PFMA requires an Accounting Authority for a public entity to ensure that a public entity has and maintains effective, efficient, and transparent systems of financial and risk management and internal control.
- 2.3. The SADPMR promotes its image or mandate by conducting stakeholder engagements as well as brand awareness activities such as exhibitions, Imbizos, workshops etc.

3. SCOPE OF SERVICE.

The panel of service providers will be expected to render the following services:

The SADPMR requires the following service to design, develop, supply and deliver promotional material which includes but not limited to:

ITEMS	DETAILS
1. Design, develop, supply and deliver	Branded stationery promotional material.
promotional material	Branded Corporate Gifts.
	Branded signage.
	Branded clothing.
	 Branded display units
	 Replica diamonds and PGMS
	 Electronic and physical business cards,
	 Develop and design printed poster with
	photo frames.

	 Branded promotional material in line with specific events. Branded banners Tablecloths Promotional material related to intragovernmental activities
--	--

4. REPORTING REQUIREMENTS

- The panel of service providers will have to report to the Communications/KP Officer.
- Communications Officer/KP and GM: Corporate Services will approve all the final products from the service provider.
- There should be proper record keeping of the services rendered.

5. COMPLETION DATE

• The expected duration of the contract is three (3) years after the signing of a contract. The services will be required as and when a need arises.

6. COMPULSORY INFORMATION SESSION

No briefing session will be conducted

7. EVALUATION CRITERIA.

7.1 FUNCTIONALITY EVALUATION

The functionality will be scored against the following criteria. Please note that where a "Minimum Rating to Qualify" for a criterion has been indicated, a bidder will be disqualified if not achieved.

FUNCTIONALITY:	NCTIONALITY: PHASE 1	
Criteria	Sub - criteria	Points
Bidders relevant experience.	Company experience in the supply and design, develop, and delivery of promotional material. The bidder must include their company profile.	40
	Scoring criteria: 1. 3 years = 5 points. 2. 4-5 years = 10 points.	

assigned to contract.

development, and delivery of promotional material.

Scoring criteria:

- The Team leader has less than three years working experience = 5 points.
- 2 The Team Leader with three years or more' working experience = 10 points.
- 3. The Team leader with five years or more working

ELINCTIONAL TTV: DUAG	.411/ <i>b</i> .	
FUNCTIONALITY: PHAS		
Criteria	Sub – criteria	Points
	south African DIAMOND & PRECIOUS METALS REGULATOR experience = 15 points.	
	4. The Team Leader with seven years or more work experience = 20 points.	
	NB: The bidder (s) is required to submit a list of all team members' credentials who will be involved in the project, specifying the team leader.	
Location of the bidder	The bidder must be within Gauteng Province.	
	Scoring criteria:	
	1. Non-submission of Proof = 0 points.	30
	2. The Bidder that is outside the province of Gauteng	
	= 15 points. NB : Attach proof of address (Municipality bill not less than 3 months or existing lease agreement or similar proof of contacts and address)	
	3. The Bidder within the province of Gauteng = 30 points. NB: Attach Proof of address (Municipality bill not less than 3 months or existing lease agreement or similar proof of contacts and address)	
Financial	Scoring criteria:	10
capabilities	1. Three (3) months bank statements = 5 points.	
	Three (3) months bank statements and financial statements = 10 points	
Total Points	100 Points	

NB: BIDDERS OBTAINING 70 POINTS OR MORE SHALL FORM PART OF THE PANEL FOR PROMOTIONAL MATERIALS FOR THE PERIOD OF THREE YEARS

8. OTHER CONDITIONS

- SADPMR reserves the right not to appoint any bidder.
- SADPMR reserves the right to award the contract to a Bidder whose bid was not the lowest in price.
- SADPMR reserves the right to award the bid to a Bidder who is not the highest scoring Bidder.